WILLIAMS UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES REGULAR MEETING
6:30 p.m., Thursday, November 21, 2019, Regular Meeting
College & Career Center
260 Eleventh Street, Williams, CA

A G E N D A

1.0 CALL TO ORDER **TIME: _____ PM**

2.0 ROLL CALL

3.0 PLEDGE OF ALLEGIANCE

4.0 APPROVAL OF THE AGENDA

Action _____ Motion _____ Second _____ Ayes _____ Noes _____
Roll Call: **Abstain _____ Absent _____**
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

5.0 AUDIENCE/VISITORS PUBLIC DISCUSSION – Anyone wishing to address the Board on any school-related item not scheduled on this agenda but within the jurisdiction of the Board may do so at this time. Please state your first and last name. The meeting is being taped and all comments are being recorded. Board bylaws limit speaking time to 3 minutes per speaker and 20 minutes per item.

6.0 PRESENTATIONS

6.1 Construction Update – Jeff Threet, Stone Creek Engineering, Inc.
6.2 Williams Secondary School ASB Representative, Emily Cano
6.3 James Marta & Co. CPA Supervisor, Jesse Deol – Annual Audit Reports for the year ending 2018-2019
6.4 Colusa County Superintendent of Schools, Michael West – Williams Settlement Visit and CCOE Update
6.5 School Site Data Presentation – Dr. Mary Ponce, Williams Jr/Sr High School
6.6 Lindamood Bell Data Presentation

7.0 BOARD REPORTS

7.1 (p. 14) Elementary School Principal, Amanda Zimmerman
7.2 (p. 21) SIG Coordinator/ELL Administrator, Rosa Villaseñor
7.3 (p. 22) District Liaison, Monica Vega-Mendoza
7.4 (p. 25) Upper Elementary Principal, Hector Gonzalez
7.5 (p. 28) Secondary School Principal, Dr. Mary Ponce
7.6 (p. 31) Internship Coordinator, Estefania Guillen Aceves
7.7 (p. 37) Maintenance, Operations and Transportation Director, Tim Wright
7.8 (p. 39) Technology Director, Vangelis Bolias
7.9 (p. 41) Food and Nutrition Director, Kristi Ward
7.10 (p. 42) Director of Fiscal Services and Accountability, Mechele Coombs
7.11 District Superintendent and Secretary to the Board, Dr. Edgar Lampkin

8.0 EMPLOYEE GROUPS BOARD REPORTS

8.1 Certificated Employees – Williams Teachers Association
8.2 Classified Employees – California School Employees Association Chapter #556

9.0 ACTION ITEMS – CONSENT CALENDAR – Certain items, which require review and approval by the Board of Trustees, are routine in nature because they are self-explanatory, non-controversial, or repetitious. These recommended items are grouped as a consent item for automatic approval after the Board President determines there is no request to separate any items for independent consideration.

9.1 **BOARD MINUTES** – Request to approve Board minutes
9.1.1 (p. 43) October 17, 2019 (Regular)

9.1.2 (p. 51) October 22, 2019 (Special)
9.1.3 (p. 53) November 12, 2019 (Special)

9.2 (p. 55) **BILLS/WARRANTS** – Request to approve warrants list, special variable payroll (V. Wright)

9.3 **MONTHLY ACCOUNT SUMMARIES** – Request to approve monthly account summaries
9.3.1 (p. 61) Prepared by Toni Rivera, General Ledger Report and Bank Reconciliation Report, Williams Middle School Checking Account, September 2019.
9.3.2 (p. 63) Prepared by Lucila Mendez, General Ledger Report and Bank Reconciliation Report, Williams High School Checking Account, September 2019.

9.4 **SERVICE AGREEMENTS/CONTRACTS**
9.4.1 (p. 67) Agreement for Migrant Education Program Services for the Migrant Education Advisory Program (MEAP) and Intervention Specialist through June 30, 2020.
9.4.2 (p. 72) Proposal for Surveying Services for 1500 E Street, Williams, CA with Warren Consulting Engineers, Inc.
9.4.3 (p. 77) Memorandum of Understanding between The Regents of the University of California and Williams Unified School District regarding Science for Life: Providing Hands-on Educational Experiences for Undergraduates.
9.4.4 (p. 83) Memorandum of Understanding between WestEd and Williams Unified School District for access and administration of the California Healthy Kids Survey (CHKS) through August 31, 2020.
9.4.5 (p. 87) One-Year Contract with School Datebooks, Inc. for Williams Upper Elementary School student agendas for school year 2020-2021.
9.4.6 (p. 88) Change Order #126-99 for Clark/Sullivan Construction for the Williams MP Building.
9.4.7 (p. 93) Change Order #134-99 for Clark/Sullivan Construction for the Williams MP Building.
9.4.8 (p. 99) Change Order #135-99 for Clark/Sullivan Construction for the Williams MP Building.
9.4.9 (p. 106) Change Order #136-99 for Clark/Sullivan Construction for the Williams MP Building.
9.4.10 (p. 112) Change Order #303-99 for Clark/Sullivan Construction for the Williams MP Building.
9.4.11 (p. 126) Memorandum of Understanding between Williams Unified School District and Colusa County Office of Education for the Innovative Approaches to Literacy grant for school year 2019-2020.
9.4.12 (p. 127) Work Site Employment Program Agreement between Butte County Office of Education and Williams Unified School District from November 18, 2019 – June 30, 2020.

9.5 (p. 132) **ROUTINE PURCHASE ORDERS**

Purchase Order #	Vendor	Amount
PO20-00264	Colusa County Office of Education	$ 44,000.00

9.6 (p. 133) **APPROVE EXTRA DUTY / VOLUNTEER / STUDENT PERSONNEL REPORTS** –Request to approve personnel items relating to Extra Duty, Volunteer and Student personnel reports. (R. Cranford)

Classification	Position	Status	Name
Substitutes	Updated Classified Substitute Employee List 2019-2020		
Substitute Pool	Custodian/Assistant Cook/Student Supervisor	Open	
Extra Duty	JV Girls Basketball Coach	Filled	Darren Robinson

9.7 (p. 134) **APPROVE CERTIFICATED / CLASSIFIED / CONFIDENTIAL PERSONNEL REPORT-** Request to approve personnel items relating to Certificated, Classified and Confidential personnel reports (R. Cranford)

Classification	Position	Status	Name
Certificated	Health Specialist	Open	
Certificated	Secondary Teacher	Leave of Absence Request 12/2/19 through 12/13/19	Jeffrey Lemus
Classified	Student Supervisor	Resignations	Beatriz Ornelas Hermelinda Rivera
Classified	ASES Paraeducator	Filled	Lucia Ordonez de Pineda pending clearances
Classified	Utility Technician/Bus Driver	Open	
Classified	Student Supervisor	Open	

9.8 **APPROVE INSTRUCTIONAL MINUTES/ BELL SCHEDULES / MASTER SCHEDULES**
9.8.1 (p. 135) Revised 2019-2020 Williams Jr/Sr High School Instructional Minutes

9.9 **APPROVE STUDENT HANDBOOKS**
9.9.1 None

9.10 **APPROVE INTER-DISTRICT TRANSFER REQUESTS**
9.10.1 (p. 136) Updated 2019-20 Inter-District Transfer List

9.11 **APPROVE BOARD POLICIES (BP) AND ADMINISTRATIVE REGULATIONS (AR) AND EXHIBITS (E) AND BOARD BYLAWS (BB)**
9.11.1 (p. 142) CSBA October 2019 Policy Guide Sheet

9.12 **APPROVE FIELD TRIP REQUESTS**
9.12.1 None

9.13 **APPROVE DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES**
9.13.1 (p. 145) Disposal of Obsolete Computer Equipment

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

10.0 **ACTION ITEMS – OLD BUSINESS** – Protocol for action items includes a staff presentation, questions from the Board, public input, closing of public input, deliberation by the Board, and voting by the Board. During public input there will be a 3-minute time limit per person.

10.1 (p. 161) Consideration and possible action concerning the approval of the Health Aide/Clerk job description and salary placement.

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

10.2 (p. 165) Consideration and possible action concerning the approval of the Under Armour Donation to Williams Jr/Sr High School Football Team.

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

11.0 **ACTION ITEMS – NEW BUSINESS** – Protocol for action items includes a staff presentation, questions from the Board, public input, closing of public input, deliberation by the Board, and voting by the Board. During public input there will be a 3-minute time limit per person.

11.1 (p. 171) Consideration and possible action concerning the acceptance of the Annual Audit Report for the year ending June 30, 2019, as prepared by James Marta and Company, LLP.

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

11.2 (p. 270) Consideration and possible action concerning the acceptance of the Bond Measure C Audit Report for the year ending June 30, 2019, as prepared by James Marta and Company, LLP.

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

11.3 (p. 302) Consideration and possible action concerning the approval of the Initial Sunshine proposal from the Williams Teacher's Association to Williams Unified School District.

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

11.4 (p. 303) Consideration and possible action concerning the approval of the Initial Sunshine proposal from Williams Unified School District to the California School Employees Association Chapter # 556.

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

11.5 (p. 305) Consideration and possible action concerning the approval of the Education Specifications Proposal for the South Wing Project at Williams Jr/Sr High School.

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

11.6 (p. 334) Consideration and possible action concerning the approval of the certification of Rosa Villaseñor and Dr. Nicole Odell as the Supervisors of Attendance for Williams Unified School District.

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

11.7 (p. 336) Consideration and possible action concerning the approval of **Resolution #11-112119: Resolution to Change the Regular Board Meeting Date for December 2019.**

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

11.8 (p. 337) Consideration and possible action concerning the approval of the Revised Board Meeting Calendar for 2019-2020.

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

11.9 (p. 338) Consideration and possible action concerning the approval of the Sixth Amendment and Restatement of the Schools Excess Liability Fund A Joint Exercise of Powers Agreement Among Specified Public Educational Agencies for the Management, Operation and Maintenance of Risk Pooling and Insurance Programs for Excess Liability, Property, Workers' Compensation and other Programs.

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

11.10 (p. 351) Consideration and possible action concerning the approval of the Volume Submitter 403(b) Plan Document No. 04 to meet Internal Revenue Service compliance for employers offering 403(b) plans.

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

11.11 (p. 417) Consideration and possible action concerning the approval of the Agreement for Professional Services with Dannis Woliver Kelly for Bond Counsel Services.

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

11.12 (p. 423) Consideration and possible action concerning the approval of **Resolution # 12-112119: Resolution Calling for an Election Authorizing the Issuance of General Obligation Bonds of the District at an Election to be Held March 3, 2020.**

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

11.13 (p. 434) Consideration and possible action concerning the approval of the Memorandum of Understanding for the Academic and Behavior Coaching Program for Williams Unified students, parents and staff for school year 2019-2020.

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

11.14 (p. 439) Consideration and possible action concerning the approval of the Williams Unified School District Career Technical Education Facilities Program Application.

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

12.0 BOARD MEMBER COMMENTS

13.0 INFORMATIONAL ITEMS AND REPORTS

13.1 (p. 476) District Enrollment Report
13.2 (p. 477) District Discipline Distribution

14.0 CORRESPONDENCE

14.1 (p. 479) Letter from the California Department of Education regarding the Aeronautics Review for the proposed school site at 1500 E Street, Williams, CA.

15.0 FUTURE MEETING DATES

15.1 December 13, 2019 (Regular)
15.2 January 16, 2020 (Regular)
15.3 February 20, 2020 (Regular)

16.0 PENDING AGENDA – This is the time to place future items on the Pending Agenda.

16.1 Board Reorganization
16.2 First Interim Certification

17.0 CONVENE TO CLOSED SESSION TIME: ____ PM
Closed Session will be held regarding the following matters:

17.1 Public Employee Discipline/Dismissal/Release (Gov. Code 54957)

17.2 Conference with Labor Negotiators (Gov. Code 54957.6)
Superintendent Dr. Edgar Lampkin, Director of Fiscal Services Mechele Coombs and Legal Representation
17.2.1 Certificated Employees – WTA
17.2.2 Classified Employees – CSEA Chapter #556

17.3 Public Employee Performance Evaluation (Verbal)
Title: Superintendent

18.0 **RECONVENE TO OPEN SESSION** **TIME: ____ PM**
Action Taken During Closed Session:

18.1 Public Employee Discipline/Dismissal/Release (Gov. Code 54957)

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

18.2 Conference with Labor Negotiators (Gov. Code 54957.6)
Superintendent Dr. Edgar Lampkin, Director of Fiscal Services Mechele Coombs and Legal Representation
18.2.1 Certificated Employees – WTA
18.2.2 Classified Employees – CSEA Chapter #556

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

18.3 Public Employee Performance Evaluation (Verbal)
Title: Superintendent

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

19.0 **ADJOURNMENT** **TIME: ____ PM**

Action _____ **Motion** _____ **Second** _____ **Ayes** _____ **Noes** _____
Roll Call: **Abstain** _____ **Absent** _____
Leos-Vera ☐ aye ☐ no / Mora ☐ aye ☐ no / GW Simmons ☐ aye ☐ no / Vaca ☐ aye ☐ no

Accommodating Those Individuals with Special Needs – In compliance with the Americans with Disabilities Act, the Williams Unified School District encourages those with disabilities to participate fully in the public meeting process. If you require disability-related accommodations or modifications including auxiliary aids and services in order to participate in the Board meeting, you should notify the Superintendent's office in writing prior to the regular meeting so that every reasonable effort can be made to accommodate you.

Agenda Documents: As required in SB 343, agenda documents distributed to the Board less than 72 hours before the meeting are available for public inspection at the Williams Unified School District Office located at 499 Marguerite Street, Suite C, Williams, California.
THE NEXT REGULARLY SCHEDULED BOARD MEETING WILL BE FRIDAY, December 13, 2019 pending Board approval AT 6:30 PM.

Posted: November 14, 2019

DISTRITO ESCOLAR UNIFICADO DE WILLIAMS

REUNIÓN REGULAR DEL CONSEJO DIRECTIVO
Reunión Regular, jueves 21 de noviembre de 2019 a las 6:30 p.m.
Centro Universitario y Profesional
260 Eleventh Street, Williams, CA

AGENDA

1.0 LLAMADO AL ORDEN **HORA: ____ P.M.**

2.0 LISTA DE ASISTENTES

3.0 JURAMENTO DE LEALTAD

4.0 APROBACIÓN DE LA AGENDA

Acción _____ Moción _____ Apoyada _____ Sí _____ No ___
Lista de asistentes: **Abstuvo _____ Ausente_____**
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

5.0 DISCUSIÓN PÚBLICA DE AUDIENCIA/VISITANTES - Cualquiera que desee dirigirse al Consejo Directivo sobre cualquier artículo relacionado a la escuela que no esté programado en esta agenda pero esté dentro de la jurisdicción del Consejo Directivo puede hacerlo en éste momento. Por favor diga su nombre y apellido. La reunión está siendo grabada y todos los comentarios están siendo registrados. El Consejo Directivo limita por norma a 3 minutos de exposición por persona y 20 minutos por artículo.

6.0 PRESENTACIONES

6.1 Actualización de construcción – Jeff Threet de Stone Creek Engineering, Inc.
6.2 Emily Cano, representante de ASB de la Escuela Secundaria Williams.
6.3 Jesse Deol, Supervisor de CPA de James Marta & Co. – Reportes anuales de auditoría de fin de año 2018-2019.
6.4 Michael West, Superintendente de Escuelas del Condado de Colusa – Visita sobre el Acuerdo Williams y actualización de CCOE.
6.5 Presentación de datos del plantel escolar – Dr. Mary Ponce, Escuela Secundaria Intermedia y Preparatoria Williams.
6.6 Presentación de datos de Lindamood Bell.

7.0 REPORTES DEL CONSEJO DIRECTIVO

7.1 (p. 14) Amanda Zimmerman, Directora de Escuela Primaria.
7.2 (p. 21) Rosa Villaseñor, Coordinadora de SIG/Administradora de ELL.
7.3 (p. 22) Mónica Vega-Mendoza, Contacto del Distrito
7.4 (p. 25) Héctor González, Director de Escuela Primaria Superior.
7.5 (p. 28) Dr. Mary Ponce, Directora de Escuela Secundaria.
7.6 (p. 31) Estefania Guillen Aceves, Coordinadora de Pasantías
7.7 (p. 37) Tim Wright, Director de Transporte, Operaciones y Mantenimiento.
7.8 (p. 39) Vangelis Bolias, Director de Tecnología.
7.9 (p. 41) Kristi Ward, Directora de Nutrición y Alimentos.
7.10 (p. 42) Mechele Coombs, Directora de Servicios Fiscales y de Rendición de Cuentas.
7.11 Dr. Edgar Lampkin, Superintendente del Distrito y Secretario del Consejo Directivo.

8.0 REPORTES DEL CONSEJO DIRECTIVO DE GRUPOS DE EMPLEADOS.

8.1 Empleados Certificados – Asociación de Maestros de Williams.
8.2 Empleados Clasificados - Asociación de Empleados Escolares de California, Capítulo #556.

9.0 ARTÍCULOS DE ACCIONES – CALENDARIO DE CONSENTIMIENTO – Ciertos artículos, los cuales requieren de la revisión y aprobación del Consejo Directivo, son rutinarios puesto que no necesitan explicación,

no son controversiales o repetitivos. Estos artículos recomendados están agrupados como artículos de consentimiento para aprobación automática una vez que la Presidente del Consejo Directivo determina que no hay ningún pedido de separar los artículos para su consideración independiente.

9.1 **ACTA DEL CONSEJO DIRECTIVO** – Pedido de aprobación del acta del Consejo Directivo
- 9.1.1 (p. 43) 17 de octubre de 2019 (Regular)
- 9.1.2 (p. 51) 22 de octubre de 2019 (Especial).
- 9.1.3 (p. 53) 12 de noviembre de 2019 (Especial).

9.2 (p. 55) **CUENTAS/AUTORIZACIONES** – Pedido de aprobación de la lista de autorizaciones, nómina variable especial (V. Wright).

9.3 **RESÚMENES DE CUENTAS MENSUALES** – Solicitud de aprobación de resúmenes de cuentas mensuales.
- 9.3.1 (p. 61) Informe de conciliación bancaria de la cuenta de cheques de la Escuela Intermedia Williams preparado por Toni Rivera, septiembre de 2019.
- 9.3.2 (p. 63) Informe del libro mayor de cuentas y conciliación bancaria de la cuenta de cheques de la Escuela Secundaria Williams preparado por Lucila Méndez, septiembre de 2019.

9.4 **CONTRATOS/ACUERDOS DE SERVICIOS.**
- 9.4.1 (p. 67) Acuerdo para servicios de programa de Educación Migrante para el Programa de Consejería de Educación Migrante (MEAP, por sus siglas en inglés) y un Especialista en Intervención hasta el 30 de junio de 2020.
- 9.4.2 (p. 72) Propuesta para servicios de agrimensura y topografía para 1500 E Street, Williams, CA con la empresa Warren Consulting Engineers, Inc.
- 9.4.3 (p. 77) Memorándum de entendimiento entre los Regentes de la Universidad de California y el Distrito Escolar Unificado de Williams respecto a Ciencias para la Vida: ofreciendo experiencias educativas prácticas para estudiantes universitarios.
- 9.4.4 (p. 83) Memorándum de entendimiento entre WestEd y el Distrito Escolar Unificado de Williams para el acceso y la administración de la Encuesta de Niños Saludables de California (CHKS, por sus siglas en inglés) hasta el 31 de agosto de 2020.
- 9.4.5 (p. 87) Contrato de un año con School Datebooks, Inc. para las agendas estudiantiles de la Escuela Superior Primaria para el año escolar 2020-2021.
- 9.4.6 (p. 88) Cambio de orden #126-99 para Construcción Clark/Sullivan para el Edificio Multiuso Williams.
- 9.4.7 (p. 93) Cambio de orden #134-99 para Construcción Clark/Sullivan para el Edificio Multiuso Williams.
- 9.4.8 (p. 99) Cambio de orden #135-99 para Construcción Clark/Sullivan para el Edificio Multiuso Williams.
- 9.4.9 (p. 106) Cambio de orden #136-99 para Construcción Clark/Sullivan para el Edificio Multiuso Williams.
- 9.4.10 (p. 112) Cambio de orden #303-99 para Construcción Clark/Sullivan para el Edificio Multiuso Williams.
- 9.4.11 (p. 126) Memorándum de entendimiento entre el Distrito Escolar Unificado de Williams y la Oficina de Educación del Condado de Colusa para el subsidio de Enfoque Innovador para la Alfabetización para el año escolar 2019-2020.
- 9.4.12 (p. 127) Acuerdo del Programa de Empleo en el Lugar de Trabajo entre la Oficina de Educación del Condado de Butte y el Distrito Escolar Unificado de Williams del 18 de noviembre de 2019 al 30 de junio de 2020.

9.5 (p. 132) **ÓRDENES DE COMPRA DE RUTINA**

Orden de Compra #	Proveedor	Cantidad
PO20-00264	Colusa County Office of Education	$ 44,000.00

9.6 (p. 133) **APROBACIÓN DE REPORTES DE DEBER ADICIONAL / VOLUNTARIOS / PERSONAL ESTUDIANTIL** - Pedido de aprobación de artículos del personal relacionados a reportes del Personal de Deber Adicional, Voluntarios y Estudiantil (R. Cranford).

Clasificación	Posición	Estatus	Nombre
Sustitutos	Lista actualizada de empleados sustitutos clasificados 2019-2020		
Grupo sustituto	Custodio/Asistente de Cocina/Supervisor de Estudiantes	Vacante	

Deber Adicional	Entrenador de Baloncesto Femenino de JV	Ocupada	Darren Robinson

9.7 (p. 134) **APROBACIÓN DEL REPORTE DEL PERSONAL CERTIFICADO / CLASIFICADO / CONFIDENCIAL –** Pedido de aprobación de artículos del personal relacionados a reportes del personal Certificado, Clasificado y Confidencial (R. Cranford).

Clasificación	**Posición**	**Estatus**	**Nombre**
Certificada	Especialista en Salud	Vacante	
Certificada	Maestro de Secundaria	Pedido de Licencia del 12/2/19 al 12/13/19	Jeffrey Lemus
Clasificado	Supervisor de Estudiantes	Renuncias	Beatriz Ornelas Hermelinda Rivera
Clasificado	Maestro Auxiliar de ASES	Ocupada	Lucía Ordóñez de Pineda, luego de aprobación pendiente
Clasificado	Técnico de Líneas de Servicios/Conductor de Autobús	Vacante	
Clasificado	Supervisor de Estudiantes	Vacante	

9.8 **APROBACIÓN DE MINUTOS DE INSTRUCCIÓN / CRONOGRAMAS DE CLASE / CRONOGRAMAS MAESTROS.**
9.8.1 (p. 135) Minutos de instrucción revisados 2019-2020 para la Escuela Secundaria Intermedia y Preparatoria Williams.

9.9 **APROBACIÓN DE GUÍAS DEL ESTUDIANTE**
9.9.1 Ninguna.

9.10 **APROBACIÓN DE PEDIDOS DE TRANSFERENCIAS ENTRE DISTRITOS**
9.10.1 (p. 136) Lista actualizada de transferencias entre Distritos de 2019-20.

9.11 **APROBACIÓN DE POLÍTICAS DEL CONSEJO DIRECTIVO (BP, por sus siglas en inglés), REGLAMENTOS ADMINISTRATIVOS (AR, por sus siglas en inglés), DOCUMENTOS (E, por sus siglas en inglés) Y NORMAS DEL CONSEJO DIRECTIVO (BB, por sus siglas en inglés).**
9.11.1 (p. 142) Hoja guía de la política de CSBA, octubre de 2019.

9.12 **APROBACIÓN DE PEDIDOS DE VIAJES DE ESTUDIO**
9.12.1 Ninguno.

9.13 **APROBACIÓN DE DESECHO DE LIBROS, EQUIPAMIENTO Y SUMINISTROS**
9.13.1 (p. 145) Desecho de equipamiento de computación obsoleto.

Acción _____ **Moción** _____ **Apoyada** _____ **Sí** _____ **No** ___
Lista de asistentes: **Abstuvo** _____ **Ausente**_____
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

10.0 **ARTÍCULOS DE ACCIÓN – ASUNTOS VIEJOS** – El protocolo para los artículos de acción incluye una presentación del personal, preguntas del Consejo Directivo, contribución del público, cierre de la contribución del público, deliberación del Consejo Directivo, y votación del Consejo Directivo. Durante la contribución del público habrá un tiempo límite de 3 minutos por persona.

10.1 (p. 161) Consideración y posible acción respecto a la aprobación de la descripción del trabajo del Asistente de Salud/Secretario y asignación de salario.

Acción _____ **Moción** _____ **Apoyada** _____ **Sí** _____ **No** ___
Lista de asistentes: **Abstuvo** _____ **Ausente**_____
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

10.2 (p. 165) Consideración y posible acción respecto a la aprobación de la donación de Under Armour para el equipo de futbol de la Escuela Secundaria Intermedia y Preparatoria Williams.

Acción _____ **Moción** _____ **Apoyada** _____ **Sí** _____ **No** ___
Lista de asistentes: **Abstuvo** _____ **Ausente**_____
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

11.0 **ARTÍCULOS DE ACCIÓN - ASUNTOS NUEVOS** - El protocolo para los artículos de acción incluye una presentación del personal, preguntas del Consejo Directivo, contribución del público, cierre de la contribución

del público, deliberación del Consejo Directivo, y votación del Consejo Directivo. Durante la contribución del público habrá un tiempo límite de 3 minutos por persona.

11.1 (p. 171) Consideración y posible acción respecto a la aprobación del Reporte Anual de Auditoría para el final del año, 30 de junio de 2019, preparado por James Marta y Company, LLP.

Acción _____ **Moción** _____ **Apoyada** _____ **Sí** _____ **No** ___
Lista de asistentes: **Abstuvo** _____ **Ausente**_____
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

11.2 (p. 270) Consideración y posible acción respecto a la aprobación del Reporte de Auditoría de Emisión de Bonos C de final de año, 30 de junio de 2019, preparado por James Marta and Company, LLP.

Acción _____ **Moción** _____ **Apoyada** _____ **Sí** _____ **No** ___
Lista de asistentes: **Abstuvo** _____ **Ausente**_____
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

11.3 (p. 302) Consideración y posible acción respecto a la aprobación de la propuesta Inicial Sunshine de la Asociación de Maestros de Williams y el Distrito Escolar Unificado de Williams.

Acción _____ **Moción** _____ **Apoyada** _____ **Sí** _____ **No** ___
Lista de asistentes: **Abstuvo** _____ **Ausente**_____
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

11.4 (p. 303) Consideración y posible acción respecto a la aprobación de la propuesta Inicial Sunshine del Distrito Escolar Unificado de Williams y la Asociación de Empleados Escolares de California, Capítulo #556.

Acción _____ **Moción** _____ **Apoyada** _____ **Sí** _____ **No** ___
Lista de asistentes: **Abstuvo** _____ **Ausente**_____
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

11.5 (p. 334) Consideración y posible acción respecto a la aprobación de la propuesta de Servicios de Especificaciones Educativas para el proyecto del ala sur en la Escuela Secundaria Intermedia y Preparatoria Williams.

Acción _____ **Moción** _____ **Apoyada** _____ **Sí** _____ **No** ___
Lista de asistentes: **Abstuvo** _____ **Ausente**_____
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

11.6 (p. 334) Consideración y posible acción respecto a la aprobación de la certificación de Rosa Villaseñor y la Dra. Nicole Odell como Supervisoras de Asistencia del Distrito Escolar Unificado de Williams.

Acción _____ **Moción** _____ **Apoyada** _____ **Sí** _____ **No** ___
Lista de asistentes: **Abstuvo** _____ **Ausente**_____
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons *sí* ☐no / Vaca ☐ sí ☐no☐

11.7 (p. 336) Consideración y posible acción respecto a la aprobación de la **Resolución #11-112119: resolución para cambiar la fecha de la reunión regular del Consejo Directivo de diciembre de 2019.**

Acción _____ **Moción** _____ **Apoyada** _____ **Sí** _____ **No** ___
Lista de asistentes: **Abstuvo** _____ **Ausente**_____
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

11.8 (p. 337) Consideración y posible acción respecto a la aprobación del calendario de reunión revisado del Consejo Directivo para 2019-2020.

Acción _____ **Moción** _____ **Apoyada** _____ **Sí** _____ **No** ___
Lista de asistentes: **Abstuvo** _____ **Ausente**_____
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

11.9 (p. 338) Consideración y posible acción respecto a la aprobación de la sexta enmienda y el

restablecimiento del Fondo de Responsabilidad Excesiva de las Escuelas; un acuerdo mancomunado entre determinadas Agencias Educativas Públicas para la gestión, operación y mantenimiento de programas de sondeo de riesgo y seguro para responsabilidad excesiva, propiedad, compensación de los trabajadores y otros programas.

Acción _____ **Moción** _____ **Apoyada** _____ **Sí** _____ **No** ___
Lista de asistentes: **Abstuvo** _____ **Ausente**_____
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

11.10 (p. 351) Consideración y posible acción respecto a la aprobación del Remitente de Volumen 403(b) Documento del Plan No. 04 para cumplir con la política del Servicio de Ingresos Interno con los empleadores que ofrecen planes 403(b).

Acción _____ **Moción** _____ **Apoyada** _____ **Sí** _____ **No** ___
Lista de asistentes: **Abstuvo** _____ **Ausente**_____
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

11.11 (p. 417) Consideración y posible acción respecto a la aprobación del acuerdo para servicios profesionales de asesoría de bonos con Dannis Woliver Kelly.

Acción _____ **Moción** _____ **Apoyada** _____ **Sí** _____ **No** ___
Lista de asistentes: **Abstuvo** _____ **Ausente**_____
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

11.12 (p. 423) Consideración y posible acción respecto a la aprobación de la Resolución #12-112119: resolución para convocar una elección autorizando la emisión de Bonos de Obligación General del Distrito en una elección a ser llevada a cabo el 3 de marzo de 2020.

Acción _____ **Moción** _____ **Apoyada** _____ **Sí** _____ **No** ___
Lista de asistentes: **Abstuvo** _____ **Ausente**_____
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

11.13 (p. 434) Consideración y posible acción con respecto a la aprobación del Memorando de Entendimiento para el Programa de Entrenamiento Académico y de Comportamiento para estudiantes, padres y personal de Williams Unified para el año escolar 2019-2020.

Acción _____ **Moción** _____ **Apoyada** _____ **Sí** _____ **No** ___
Lista de asistentes: **Abstuvo** _____ **Ausente**_____
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

11.14 (p. 439) Consideración y posible acción con respecto a la aprobación del Distrito Escolar Unificado de Williams Solicitud de Programa de Instalaciones de Educación Técnica Profesional.

Acción _____ **Moción** _____ **Apoyada** _____ **Sí** _____ **No** ___
Lista de asistentes: **Abstuvo** _____ **Ausente**_____
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

12.0 COMENTARIOS DE LOS MIEMBROS DEL CONSEJO DIRECTIVO

13.0 ARTÍCULOS INFORMATIVOS Y REPORTES

13.1 (p. 476) Reporte de Inscripción del Distrito.
13.2 (p. 477) Reporte de disciplina del Distrito.

14.0 CORRESPONDENCIA

14.1 (p. 479) Carta del Departamento de Educación de California relacionada a la revisión aeronáutica del sitio propuesto para el plantel escolar en 1500 E Street, Williams, CA.

15.0 FECHAS DE PRÓXIMAS REUNIONES

15.1 13 de diciembre de 2019 (Regular).
15.2 16 de enero de 2020 (Regular).
15.3 20 de febrero de 2020 (Regular).

16.0 **AGENDA PENDIENTE** – Éste es el momento de agregar futuros artículos a la Agenda Pendiente.

16.1 Reorganización del Consejo Directivo.
16.2 Primera Certificación Provisional.

17.0 **CONVOCATORIA A UNA SESIÓN CERRADA** **HORA: ____ P.M.**
En la Sesión Cerrada se tratarán los siguientes temas:

17.1 Disciplina/Despido/Suspensión de Empleado Público (Código de Gobierno 54957).

17.2 Conferencia con el Negociador Laboral (Código de Gobierno 54957.6).
Superintendente Dr. Edgar Lampkin, Directora de Servicios Fiscales Mechele Coombs y Representación Legal.
17.2.1 Empleados Certificados – WTA.
17.2.2 Empleados Clasificados – CSEA Capítulo #556.

17.3 Evaluación del Desempeño de Empleados Públicos (Verbal).
Título: Superintendente

18.0 **REANUDAR LA SESIÓN ABIERTA** **HORA: ____ P.M.**
Medida tomada durante la sesión cerrada:

18.1 Disciplina/Despido/Suspensión de Empleado Público (Código de Gobierno 54957).

Acción _____ Moción _____ Apoyada _____ Sí _____ No ___
Lista de asistentes: **Abstuvo _____ Ausente_____**
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

18.2 Conferencia con Negociadores Laborales (Código de Gobierno 54957.6).
Superintendente Dr. Edgar Lampkin, Directora de Servicios Fiscales Mechele Coombs y Representación Legal.
18.2.1 Empleados Certificados – WTA.
18.2.2 Empleados Clasificados – CSEA Capítulo #556.

Acción _____ Moción _____ Apoyada _____ Sí _____ No ___
Lista de asistentes: **Abstuvo _____ Ausente_____**
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

18.3 Evaluación del Desempeño de Empleados Públicos (Verbal).
Título: Superintendente

Acción _____ Moción _____ Apoyada _____ Sí _____ No ___
Lista de asistentes: **Abstuvo _____ Ausente_____**
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

19.0 **SUSPENSIÓN** **HORA: ____ P.M.**

Acción _____ Moción _____ Apoyada _____ Sí _____ No ___
Lista de asistentes: **Abstuvo _____ Ausente_____**
Leos-Vera ☐ sí ☐ no / Mora ☐ sí ☐ no / GW Simmons ☐ sí ☐ no / Vaca ☐ sí ☐ no

El Distrito Escolar Unificado de Williams, sirviendo a Individuos con Necesidades Especiales en conformidad con la ley para estadounidenses con discapacidades, alienta a aquellos con discapacidades a participar plenamente del proceso de reunión pública. Si usted necesita acomodaciones o modificaciones relacionadas a su discapacidad, incluyendo asistencia y servicios auxiliares para poder participar en la reunión del Consejo Directivo, debe notificar por escrito a la oficina del Superintendente antes de la reunión regular para poder llevar a cabo todo esfuerzo razonable para acomodar sus necesidades.

Documentos de la agenda: Según lo establecido en SB 343, los documentos de la agenda distribuidos al Consejo Directivo con menos de 72 horas antes de la reunión estarán disponibles para inspección pública en la Oficina del Distrito Escolar Unificado de Williams ubicado en 499 Marguerite Street, Suite C, Williams, California.

LA PRÓXIMA REUNIÓN PROGRAMADA DEL CONSEJO DIRECTIVO SERÁ el 13 de diciembre de 2019, con aprobación pendiente del Consejo Directivo a las 6:30 PM.

Publicado: 14 de noviembre de 2019.

Williams Elementary School
Amanda Zimmerman, Principal

Enrollment

Grade	Students Enrolled	Average Class Size
TK	18	18 Students
Kindergarten	98	21.7 Students
1st Grade	97	21.5 Students
2nd Grade	89	22.25 Students
3rd Grade	96	19.2 Students
Total	**398**	**22.05 Students**

Academics

Achievement Data Teams (ADT's)

ADT Overview			
Grade	Math	English Language Arts	Comments
Kindergarten	Cycle 1- Counting and cardinality	Cycle 1- Letter names and sounds	Cycle 2 in both Math and ELA scheduled to begin in December
1st Grade	Cycle 1- Operations and algebraic thinking	Cycle 1 – Retelling a narrative story	Cycle 2 in both Math and ELA scheduled to begin in December
2nd Grade	Cycle 2- Number and operations in base 10	Cycle 2- Central Message of narrative text	Cycle 3 starting the end of January
3rd Grade	Cycle 1- Operations and algebraic thinking	Cycle 1- Reading comprehension (informational text)	Starting Cycle 2 mid-November.

- Results of past and current ADT cycles are attached to the end of this document.

Sobrato Early Academic Language (SEAL)

Grade Level	Current Unit
Kindergarten	Unit 3- Desert Organisms Language Function – sequencing
1st grade	Unit 3- Long ago and Today Language Function – Compare and contrast
2nd grade	Unit 3- Matter Language Function –Cause and effect
3rd grade	Unit 3- Sever Weather Language Function – Cause and effect

Williams Elementary School
Amanda Zimmerman, Principal

School Events

Kindergarten Pumpkin Patch Field Trip

Halloween

Dia de los Muertos

Red Ribbon Week!

SEAL Units

School Jog-A-Thon: Students raised $3,500 for our school!

Williams Elementary School
Amanda Zimmerman, Principal

Pre and Mid Cycle Assessment
1st Grade
Math Cycle 1
Operations and Algebraic thinking

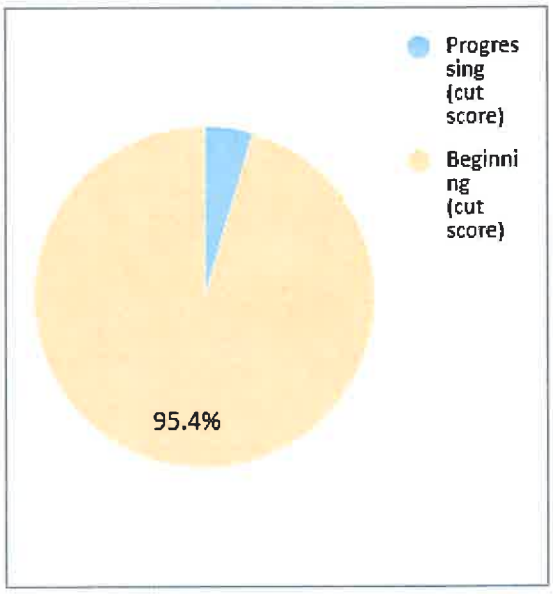
Grade Level:	1st Grade
Meeting Date:	August 29, 2019
Focus Standard:	1.OA -.1, .3 & .6

ADVANCED
COLLABORATIVE SOLUTIONS

Pre-Assessment Results

Assessment Date: September 6, 2019

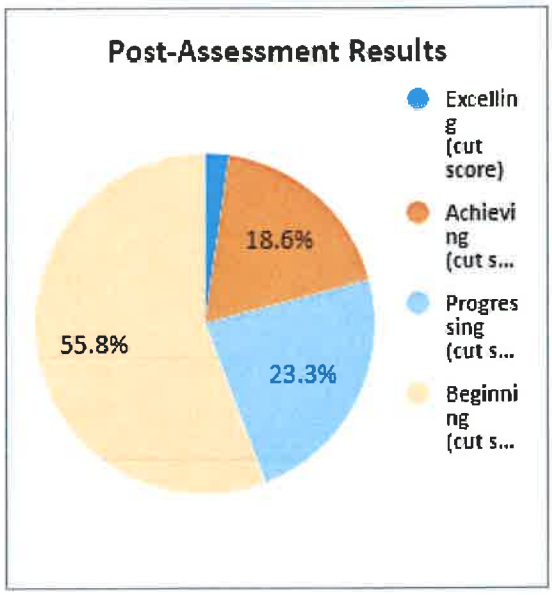
Teacher	Excelling (cut score)	Achieving (cut score)	Progressing (cut score)	Beginning (cut score)	Total Students
Anderson				23	23
Aquino			2	19	21
Martins			2	20	22
Thompson	0	0	0	21	21
					0
					0
					0
					0
Totals	0	0	4	83	87



Mid-Assessment Results

Assessment Date: October 18, 2019

Teacher	Excelling (cut score)	Achieving (cut score)	Progressing (cut score)	Beginning (cut score)	Total Students
Anderson	1	3	2	15	21
Aquino	0	6	0	16	22
Martins	0	5	4	13	22
Thompson	1	2	14	4	21
					0
					0
					0
					0
Totals	2	16	20	48	86



Williams Elementary School
Amanda Zimmerman, Principal

Pre and Post Cycle Assessment
2nd Grade
Math Cycle 1
Operations and Algebraic thinking

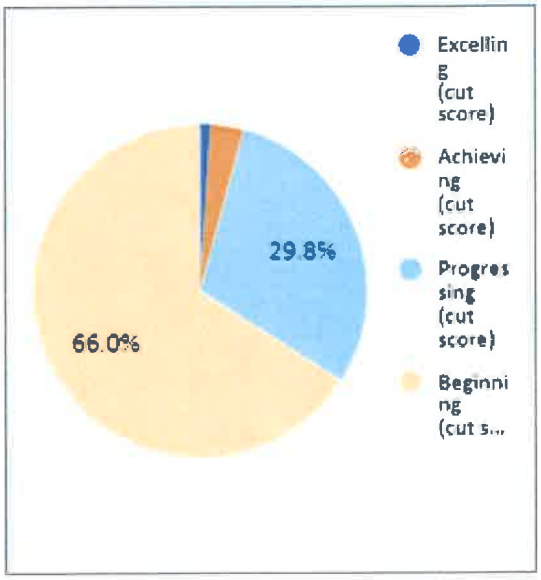
Grade Level:	2nd Grade
Meeting Date:	9/6/19 , 10/11/19
Focus Standard:	OA

ADVANCED
COLLABORATIVE SOLUTIONS

Pre-Assessment Results

Assessment Date: September 6, 2019

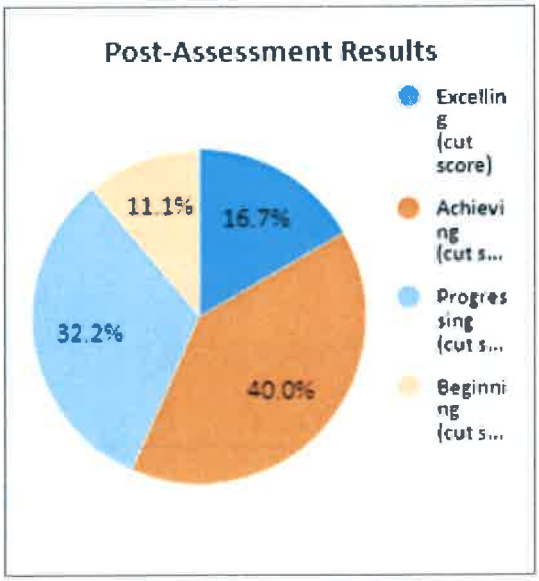
Teacher	Excelling (cut score)	Achieving (cut score)	Progressing (cut score)	Beginning (cut score)	Total Students
Goodwin	0	2	12	10	24
Reister	1	0	4	18	23
Roper	0	1	5	18	24
Sedgwick	0	0	7	16	23
					0
					0
					0
					0
Totals	1	3	28	62	94



Post-Assessment Results

Assessment Date: October 11, 2019

Teacher	Excelling (cut score)	Achieving (cut score)	Progressing (cut score)	Beginning (cut score)	Total Students
Goodwin	4	13	6	1	24
Reister	4	6	8	3	21
Roper	4	9	5	5	23
Sedgwick	3	8	10	1	22
					0
					0
					0
					0
Totals	15	36	29	10	90



Williams Elementary School
Amanda Zimmerman, Principal

Pre and Post Cycle Assessment
2nd Grade
ELA Cycle 1

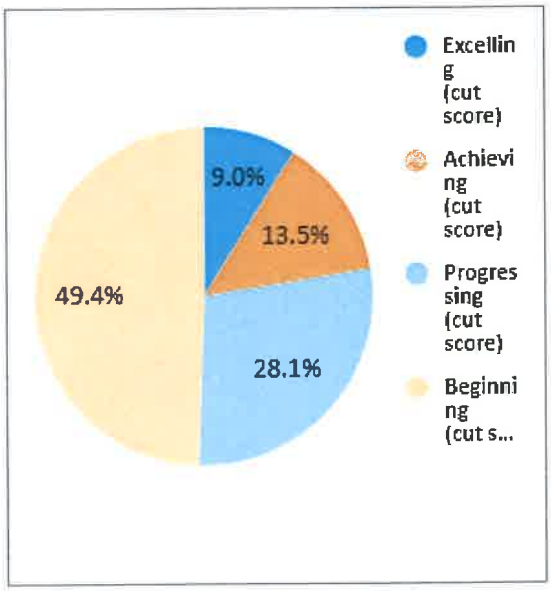
Grade Level:	2nd Grade
Meeting Date:	9/6/19, 10/11/19
Focus Standard:	RI.2

ADVANCED
COLLABORATIVE SOLUTIONS

Pre-Assessment Results

Assessment Date: September 6, 2019

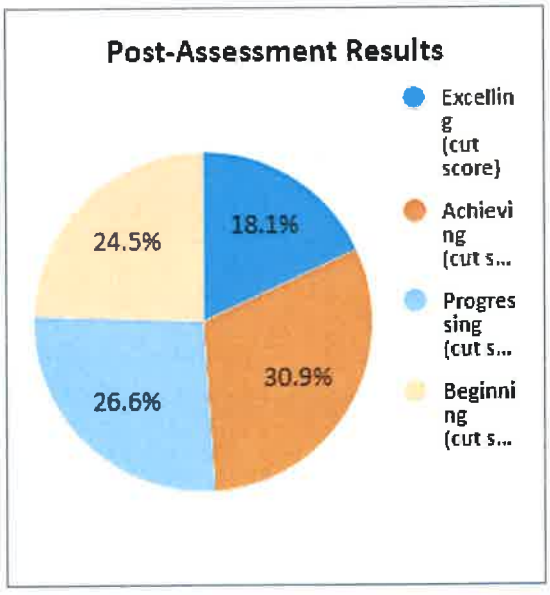
Teacher	Excelling (cut score)	Achieving (cut score)	Progressing (cut score)	Beginning (cut score)	Total Students
Goodwin	3	2	7	12	24
Reister	0	1	3	14	18
Roper	1	7	8	8	24
Sedgwick	4	2	7	10	23
					0
					0
					0
					0
Totals	8	12	25	44	89



Post-Assessment Results

Assessment Date: October 11, 2019

Teacher	Excelling (cut score)	Achieving (cut score)	Progressing (cut score)	Beginning (cut score)	Total Students
Goodwin	5	7	5	7	24
Reister	3	5	7	7	22
Roper	3	12	6	3	24
Sedgwick	6	5	7	6	24
					0
					0
					0
					0
Totals	17	29	25	23	94



Williams Elementary School
Amanda Zimmerman, Principal

Pre and Mid Cycle Assessment
3rd Grade
Math Cycle 1
Operation and algebraic thinking

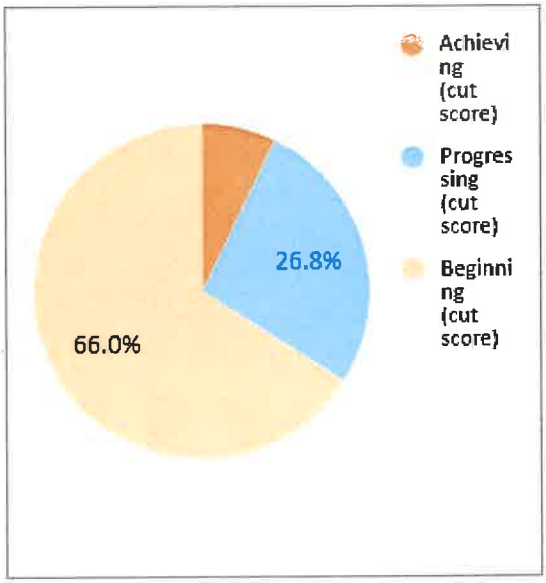
Grade Level:	3rd Grade
Meeting Date:	August 30th, 2019
Focus Standard:	3.OA.1

ADVANCED
COLLABORATIVE SOLUTIONS

Pre-Assessment Results

Assessment Date: August 27th

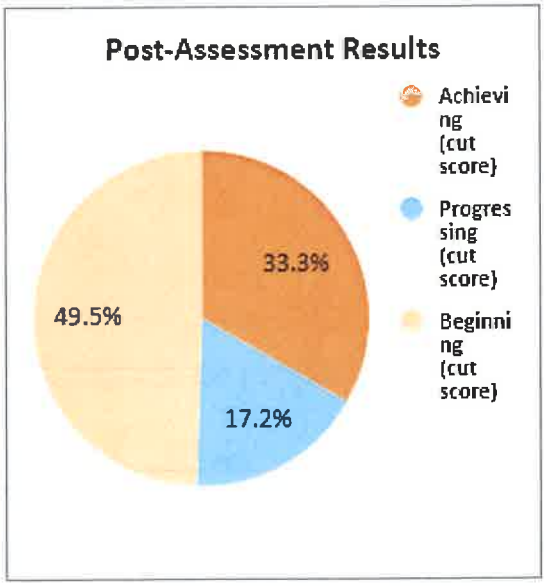
Teacher	Excelling (cut score)	Achieving (cut score)	Progressing (cut score)	Beginning (cut score)	Total Students
Hulbert	0	2	3	13	18
Larios	0	0	7	13	20
Llamas	0	0	5	13	18
Robinson	0	2	4	14	20
Grimmer	0	3	7	11	21
					0
					0
					0
Totals	0	7	26	64	97



Mid-Assessment Results

Assessment Date:

Teacher	Excelling (cut score)	Achieving (cut score)	Progressing (cut score)	Beginning (cut score)	Total Students
Hulbert		5	4	8	17
Larios		7	6	6	19
Llamas		3	2	13	18
Robinson	0	10	1	7	18
Grimmer		6	3	12	21
					0
					0
					0
Totals	0	31	16	46	93



Williams USD School Board Report
November 21, 2019
School Improvement Grant Coordinator / District English Learner Administrator

Migrant Education

The Williams Migrant Parent Advisory Committee (Williams MPAC) elected new officers on October 22, 2019 at 5:30pm in the District Parent Center. The new officers are President: Berenice Hernandez, Vice-President: Guillermina Jauregui, Secretary: Norma Velazquez, Sergeant at Arms: Nelly Cano. They will serve a two year term. They will be attending the Area meeting on November 21 taking place at the Ed Village.

The results of the Parent Needs Assessment are: School Visit (DLI Program), Communication-Parent-Student, Self-Esteem, Report Cards, English Learners, Immigration, Students with Disabilities, Attendance, Discipline . Training on the topics will be dispersed throughout the school year.

The table below reflects the number of migrant students who withdrew by grade from mid-September to November This data will be used to complete the student's Individualized Learning Plan and to identify Summer Academy candidates.

	TK	K	1	2	3	4	5	6	7	8	9	10	11	12	12 MV
Out of the country	3	2	2	3	5	3	4	2	1		4	4	3		3
Out of state (TX, CO)		1					1							1	

School Improvement Coordinator

The Quarter 1 Expenditure Report was submitted October 27, 2019.

English Language Learner Services

Focus of the month: Conferences with site administrators and their English Learner lead to review the materials used by in Colusa County SELPA staff training, the Reclassification Worksheet for English Learner recipients of Special Education services and the protocol for EL discussion during IEPs.

District staff representing all sites attended On-Line ELPAC training on September 30 and October 1. Sites have developed their Assessment Schedule to meet the October 30 deadline and work within their existing events.

Respectfully submitted
Rosa M. Meza Villaseñor

November Monthly Report 2019

CALIFORNIA ASSOCIATION FOR BILINGUAL EDUCATION
CABE 2019
Imagine, Inspire, Ignite – Multilingualism for All

Project 2 Inspire

Parent Engagement:

Day of the Dead Altar

Monthly Life skill of Month: November

Problem-solving

Williams Unified School District

Monica Vega-Mendoza District

Project 2Inspire Level 1

Project 2Inspire Level 1 graduation date has been moved up to November 19 6pm-8pm due to scheduling conflicts. Additional classes have been added to the schedule: November 13-14 and parents were notified and agreed to the dates. I will be sending out a formal invitation to all dignitaries.

Parent Engagement Life skill of the Month

The first session for Parent Engagement Life skill of the Month for November- Problem- solving was done on Friday November 8 at 10am Parent Center room 102. This was a district wide session. The Parents were invited through messenger. We had a participation of 10 parents who enjoyed the 60-minute session. They expressed that it was short and wanted to stay longer. Toni Marquez and I led the session. Parents engaged and shared life experience and began to bond. Parents shared they are excited to return to the next session that will be on Friday December 13 at 10am Parent Center room 102. Disburse another call to invite all parents district wide will be done.

Parent Engagement Activity: Day of the Dead Altar

After the October MPAC I asked parents that in celebration of the Day of the Dead if they would like to participate in setting up an altar at WES Parent Center Room 102 to help us bond. Parent excitedly agreed. We devoted days and hours making sure the Altar for Day of the Dead was ready for display. Many parents and community members joined the effort and it was a beautiful experience seeing how parents bonded with one another. I noticed that parents are hungry to be part of something; to be acknowledged and to have a roll in the community. Setting up the Altar for The Day of the Dead was rewarding for both parents and myself. Parents feel comfortable in approaching me with their concerns and suggestions, which is a milestone.

MPAC MEETING

MPAC officers selected in the October 22, 2019 special meeting at Parent Center WES 102: President Berenice Hernandez Martinez; Vice-President Guillermina Jauregui; Secretary Norma Velazquez; and Sergeant of Arms Luz (Nelly) Cano. The Needs Assessment Survey results reviewed in the November 12, 2019 meeting Parent Center WES 102. For the next three months, MPAC meetings voted to start at 1pm. The next MPAC meeting will be December 2, 2019 at 1pm Parent Center WES 102.

Future meetings will be as follows at WES Parent Center Room 102 at 1pm:

12/2/19; 1/21/19; & 2/10/19

The following MPAC meetings will be as follows at WES Parent Center Room 102 at 6pm:

3/02/19; 4/06/19; 5/11/19

Planning of the WINTER POSADA FESTIVAL 2019

Being that this is my first time planning the Winter Posada Festival 2019, a list of people who participated in the planning of this event were given to me. I sent out an email invite to all members and everybody responded with desire to make this year's Winter Posada Festival 2019, a great success. The Project 2Inspire Level 1 participants are eager to help. I shared that I am in need of someone who will cook the Pozole for this year's event. Several parents volunteered willingly, but will attend the check-in meeting scheduled for Friday November 15 at 3:45pm WES Parent Center Room 102. I am so grateful to our teachers, parents, students, and community members who are stepping up to the plate to make this happen. The community's involvement has been tremendous. I am thankful to be part of such an amazing team!!

Williams Upper Elementary School
Hector Gonzalez, Principal

Williams Upper Elementary School's Mission:
Students will experience: Communication, Collaboration, Critical Thinking, and Creativity daily

November 2019
Board Report

ENROLLMENT UPDATE

Grade Level	Number of Boys	Number of Girls	Average Class Size	Number of Students
Fourth	55	41	24 scholars	96
Fifth	61	44	26.25 scholars	105
Sixth	72	38	27.5 scholars	110
Independent Study	0	0	0	0
Total	**188**	**123**	**26 Scholars**	**311**

As of October 4, 2019

ATTENDANCE

Attendance: We had 13 migrant families leave for Texas or Mexico. We will see them again in April.

Month	Number of scholars	Month	Number of scholars	Month	Number of scholars
August	- 318	November	- 311	February	-
September	- 321	December	-	March	-
October	- 324	January	-	April	-
				June	-

***Pledge of Allegiance*:**
Each morning, our school has one of our sixth-grade scholars lead us in the Pledge of Allegiance. This month, Lorielle Contreras has taken the initiative to lead us every day. Thank you to Lorielle for stepping up to showcase the life skill of "Problem Solving."

***Coming up events*:**

- **Wednesday, November 6th** – Veterans Day Assembly/Jeans for Troops @ 8:30
- **Friday, November 8th-** 1st Trimester Awards Assembly @ 8:30am (WJSHS Gym)
- **Monday, November 11th-** No School-Veterans Day
- **Tuesday, November 12th – Friday, November 15th** – Book Fair (Computer Lab) (1:00pm-5:30pm) Parent Conferences – Minimum Days (Dismissal 12:40)
- **Saturday, November 16th** – Saturday School (8:00am-noon)
- **Wednesday, November 20th** – Flu Mist
- **Friday, November 22nd** – Good Citizen Assembly

***Current Events*:**
On November 18, Mr. Estrada will begin to work with a few sixth-grade scholars on Archery. Both, Mr. Estrada and I will be working with these scholars. In April, all sixth-grade scholars will be doing an archery P.E. unit.

On Saturday, November 16, Mrs. Duenas and I will be working with 10 scholars who need extra attention. We will be hosting a Saturday School from 8:00 am until 12:00 pm.

Halloween Trunk or Treat:

The Halloween Trunk or Treat was well attended by scholars and their parents. We had every grade level decorate a trunk, the Police Department and the Fire Department also got into the action. As a special bonus, we had community members come and support our event by decorating their trunks. A huge thank you goes out to Kelly Lewis for all her hard work and dedication. Thanks to her, scholars had lots of fun seeing the great trunks, getting their faces painted, painting rocks and had snacks available for purchase.

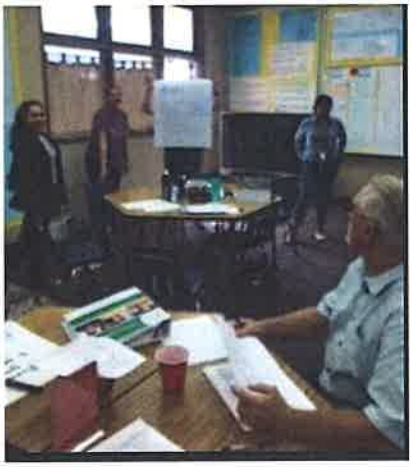
Mandarin Classes:
Our scholars have begun their Mandarin class. Ms. Leal is working with her fourth-grade class. Mr. Darden is working with his fifth-grade class, and Mr. Magana is working with his sixth-grade class.

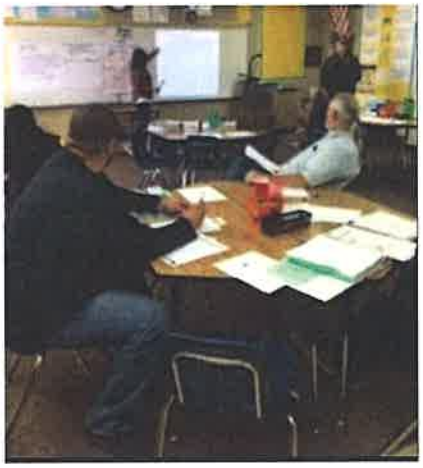
SEAL Update:
All of our teachers are working diligently trying out S.E.A.L (G.L.A.D) Strategies. As I walk in their classrooms, there is evieance that teachers are using K.L. chart, guiding question, Draw and Label, "T" Charts and some are using Chants. I am very impressed by our teachers and their willingness to explore these strategies.

D.A.R.E:
Our Fifth-Graders have been working with our Resource Officer on their D.A.R.E unit. Scholars had an opportunity to learn about the harmful effects drugs have on their bodies, how bullying others can harm them and the person being bullied. During the course, scholars roleplayed, discussed, and wrote about what they were learning. During the graduation ceremony, scholars received a certificate for successfully completing the course. Four scholars were recognzed for writing the best essay of their class. They received a medal and Bluetooth DARE speaker donated by DARE.

Columbus Profesional Development Day:
Our teachers have been learning more about the EL Road Map. The SEAL team from the Bay Area have been informing teachers about how S.E.A.L meets the four Principals the EL Road Map, identified as being important elements. On Columbus day, we spent a few hours on the EL Road Map, as part of our Profesional Development day lead by Wendy and Michelle, to identify what we are already doing to show teachers what we are following inregards to the EL Road Map and to identify what areas we still need to focus on.

We also concentrated a few hours on our writing strategies acording to the Write Tools curriculm. Erin Martinez and Chelsea Ross lead this part of the day. Teachers reviewed material and had the opportunity to share with the staff what they had larned and how they will use that specific skill with their scholars.





6th Grade Math Highlights:

Scholars recently built pyramids while learning about Egypt. In order to integrate math into the project, scholars learned about surface area. Once their pyramids were built, scholars had to measure and calculate the total surface area.
Scholars have also been learning about integers and their place on the number line. They started exploring movement on a number line using both positive and negative integers.
Next steps: Scholars will explore ratios and deepen their understanding of the concept by taking everyday objects and increasing or decreasing its size according to a given ratio.

Social Studies- Students are currently learning the significance of Judaism as the first monotheistic religion. The ancient Hebrew Unit is designed to tell a story. Every week, students are learning a new piece of the story and create a story book page. Pages include visuals, timelines, comprehension questions, facts, and summary writing. Students will be wrapping up the ancient Hebrew Unit story book within the next week. This strategy is helping scholars to truly understand the objective of the lessons. The pictures below showcase three scholars who are taking their entire class threw what the teachers have been teaching them.

Williams Jr/Sr High School
Report to the Board Nov. 2019

Enrollment update: Active Students

	W J/S HS	WASP	Ind.	Total
7th Grade	110	0	0	110
8th Grade	108	1	0	109
9th Grade	119	13	0	132
10th Grade	96	7	0	103
11th Grade	96	1	2	99
12th Grade	85	12	4	101
TOTAL 7-12				

- above enrollment is October-Need to update for November

Principal Update:

Administration working on second round of observations in the evaluation cycle. Should be complete by end of Nov. Mid Evaluation Summary due Dec. 13th Oct. 11th.

Continuing to work on assessing the school, school climate/culture and systems for student success and collaboration for collective efficacy. Impressed with the work thus far and we have several areas of growth.

Principal JrSR High Report November Board Mtg. Look at Comprehensive Data beyond CAASPP, findings and recommendations.

Organizational Leadership Team-working on improving systems including systems of support and clarifying MTSS-multi-tiered system of support- goal improve Tier 1 classroom instruction schoolwide

Instructional Leadership Team (Dept. leaders)- meet monthly w/Principal monitoring each departments implementation of curriculum/instruction and cycles of data and assessment.

Curriculum/ Instruction and Assessment:

1. First Round of Achievement Data Teams will convened with Coach Loan Oct. 24/25. All Day subs. Loan's focus: teacher clarity, teacher expectation, and understanding a full cycle of data teams.
2. Staff Depts: Math, Science, ELA and Social Science created Literacy and Language Arts power standards in the areas of constructive responses e.g. analysis of character, explain your thinking, claims and evidence, etc. during their work with Loan back in October. This is the beginning of the work using literacy standards across all departments to create cohesion and coherence across the school
3. Teachers prepping for Finals second week of December.

Williams Jr/Sr High School
Report to the Board Nov. 2019

ECHS (Early College High School) work continues

1. Still working on recruiting next set of Teachers to look into getting Masters to teach the next set of College Classes. Admin having difficulty recruiting next group of teachers and Master programs. May need to rethink and partner with other institutions that could offer satellite college professor and teacher in classroom facilitates. Dr. Lampkin looking into this model

CTE (Career & Technical Education)

1. AG CTE was reviewed by Region-report still not available.
2. Digital Media continues to work with Youth Cinema Project. And Mr. Welcome continues to build a foundational program for our students and community. He will be taking his students on a fieldtrip where they will get hands on a production.
3. Bilingual Translation Pathway. Mr. Robertson awarded donation from PG&E, will use some of the funds to support students taking a certificated test in Translation. He is looking for 'real' life jobs for his students to apply to where they can use their translation skills. Currently asking HR department for information regarding hourly rate of translation.
4. Dr. Lampline working with California Dept. of Ed to reapply or CTE facilities grant

MTSS(Multi Tiered Support Systems)/Learning Supports:

Counselors:

1. Counselors meeting with every student and doing a check in for those that received one For more during mid-quarter progress reports
2. Learning Support Specialist completed all 504s and continues to facilitate SSTs. for Upper/JR/Sr. HIgh school.
3. Academic Counselor will be facilitating pre SSTS and organizing meetings for parents who would like to meet with multiple teachers.

*overall, we are trying to improve our services for staff, students and parents and build clarity of our systems when monitoring students.

ASSETS/ACES

ASSETS/ACES continues. ~~We eo~~ntinue to have ACES wait list. Large need for ACES (⅞)

ACES/ASSETS looking into next semester modules and collaborating with GEAR up to support students in the area of writing-might contract with SAYS (Sacramento Area Youth Speak) out of UC Davis and cultural exchange offering Ballet Folklorico

Math Lab Tue/Thurs w/Alex Smith continues

PBIS: Positive Behavior Intervention System and Attendance:

Williams Jr/Sr High School
Report to the Board Nov. 2019

Continuing to roll out our SWARM motto, improve behavior supports. We have begun auction for swarm bucks and rewards. Changed system for tardies, cutting class and Saturday School. Will use more inhouse suspension as an intervention instead of suspension. This will be a cost savings for school and keep students in school.

Re-assessing PBIS, team needs to meet and re visit SWARM. It is currently losing steam and strategies not used by all teachers. Hoping to meet, come up with a plan to reinvigorate staff during Jan. staff meeting on SWARM

Tardy system-lunch detention and Saturday School is not curbing tardies. In-house looks like it is more effective.

LCAP Work and Clarity around Vision

Admin brainstorming how to gather staff/stakeholder input on: Vision of School District and feedback on LCAP. JR. Sr HIgh only has Monday afternoons for less than an hour to meet on a variety of needs. Most of these Mondays are taken by:Staff meetings, Dept. Meetings, Teacher Choice and District PD. To work as a team and find time is a challenge.

Program Assessments:

Admins currently re-assessing several programs, including 7th and 8th grade. Dr. Odell facilitated meeting invited staff stakeholders to reimagine these grade levels. Will be working is task force to begin the work rethinking 7th and 8th and will prepare Plan to Board to reconsider and reconsider Board Policy on 8th grade promotion.

Athletics

Athletic Directors Askeland and McDonald asked to relook at Athletic Handbook and revise and edit. Soon we will have a new handbook to present to Board that should clarify policies, rules and new updates to athletic department.

Fall sports are winding down and the next round of JR. High sports have begun. JR. HIgh girls basketball in full swing along with ⅞ boys soccer-who are undefeated.

Facilities:

Admin starting to meet with Jeff Threet, program manager, to begin to plan out phases of facilities Master Plan for Jr.Sr HIgh school. Beginning to plan first phase-2020 spring and summer. Gym will not be available starting in April, One boys/girls left side bathroom modernization may begin in May.

Estefania Guillen Aceves
INTERNSHIP COORDINATOR

NOVEMBER PROGRESS REPORT

WORK ACCOMPLISHED/WORK IN PROGRESS:

Internships: Internships are still being held at the following places: Harper's NAPA Auto Centers, Williams Hardware Store, Dr. Yvan C. Quintana Castrillon Dentist Office, Williams Animal Clinic and JV's Grooming. In the past report, there was one intern established in each of the internship sites except for JV's Grooming, there was two interns stationed there. Now, because of personal reasons, there is only one intern at JV's Grooming.

The student interns have been writing in their journals these past couple of weeks. They have six journal entries to complete with the following Journal Guidelines to help them: "Make sure to take advantage of this opportunity you have. Writing in tis journal should be a true reflection of the experiences you have had. Question yourself; can you see yourself doing something like this as a career? Each journal entry should be at least a page long. If you run out of things to write, expand on your thoughts or ask the Internship Coordinator to give you more ideas." The list topics are the following:

1. What were your initial expectations for the internship? What did you expect to see, do, or find in the internship setting? How did your initial expectations change as you started and went through your internship?
2. Where do you intern? Tell me about the place of business. What is their main purpose and above all, why did you choose this internship site? Do you see yourself in this specific job setting? Why or why not?
3. Let us talk about strengths and weaknesses. What skills have you acquired thus far that you can consider being your strengths? What skills are your weaknesses? How can we work on your weaknesses to make them be part of your strengths?
4. Pretend you are your supervisor and you are writing about yourself. Talk about your business and the intern you have (yourself). What duties does your intern have? What would you say about the job your intern is doing? (Evaluate yourself.)
5. Reflect on experiences you have had in your internship. Think about two learning experiences you had and explain what happened with each. What made them so impactful?
6. Look back on your journey as an intern. What did you like about this experience? How did it contribute to your education and your career awareness? How did this evolve you as a person? What did you learn about yourself? Would you recommend this experience to someone ~~else?~~

These journals are all due on December 5, 2019. Along with these journals, they have also been working on a project to contribute to their internship site. This project is to be a learning experience to the student while also being beneficial to the internship site.

In addition to the journals, I have also met up with the interns and talked to them about their experience. Thus far, it has been very beneficial! They have mentioned a couple incidents that gave them true hands-on experience. It is great to know that they have achieved so much in so little time.

Work Opportunities: I continue to have two tutors placed in the afterschool tutoring program helping Ms. Duenas and Ms. Herrejon, as well as the technology tutor helping Mr. Welcome after school.

I also continue to have the ten translators/interpreters that have been helping me with the Family Resource Center. They are currently getting ready to help me with the conferences for Williams Elementary School and Williams Upper Elementary School. Conferences will be 11/12 to 11/15 from 12:30pm to 4:30pm. We have covered FERPA (Family Education Rights and Privacy Act) in our many meetings and discussed the importance of confidentiality at all times. We also discussed the importance of the professionalism that will take place during these conferences. We have had several rounds of practice and they are ready to go!

I have made an addition to my workers by adding the Nutritional Support Assistant. The student was hired on October 31. Ms. Kristi Ward and Ms. Rosa Leos helped me conduct the interview. I am currently working with her to get the necessary documents to turn into our HR personnel and get her food handler's certificate. Her start date is to be determined after we have all the needed items.

Family Resource Center: I have been meeting with our ten translators/interpreters every Monday and Wednesday from 4:00pm to 6:00pm. The first couple of times we met up, we discussed the vision we were trying to give the resource center. I wanted to make sure the translators/interpreters understood what needed to be done. We cleaned the entire room together while also stacking many of the left items in one side of the room. We also came up with the list of furniture needed and supplies needed.

I then went furniture shopping with Monica Vega-Mendoza for the Parent Center and the Family Resource Center. We got many chairs, a sofa and small desks; it was a very successful trip! Once they were delivered, we had to also clean them a bit. With the help of Mechele Coombs and Vera Wright, I was also able to order the supplies needed. We got them delivered and organized them.

Aside from trying to get the room together, we have also worked on familiarizing ourselves with resources we would like to provide. We have been looking into Low Income Housing, Substance Abuse and Prevention Help, Mental Health/Family Counseling contacts, Child Care Assistance, and Basic Economic Needs Assistance. The translators/interpreters have helped me by identifying these items and explaining the importance of having these resources in our resource center. We have also recognized the many businesses around Colusa County and nearby that can help families that need help with the above mentioned. We are currently brainstorming the next couple of resources we will be researching such as nutrition awareness, domestic violence assistance, parenting resources, etc.

Moreover, per my last board meeting report, I asked if there was a possibility if the staff from Family Action Centers of Colusa County would be able to be stationed at our resource center for a couple times a month. I am still waiting on the reply from Ginger Harlow, the Executive Director for First Five for the Family Action Centers of Colusa County.

Community Service:

I have been lucky enough to help students thus far with the following community services/volunteer opportunities: Upper Elementary's 3rd annual TRUNK OR TREAT event, District Liaison's assistant, JV's Grooming facility move, and the (K-3rd) Youth Basketball season.

I still need volunteers for the rest of the (4th-6th) youth basketball season, adult men's basketball season, and youth flag football season. As a reminder, the city needs help with positions for assistant junior coaches, statistics recorders, scoreboard recorders, referees, and chain crew. In addition, I was asked to help with assistance for Upper Elementary's book fair November 12th to November 15th. I will further contact students to make sure I offer these opportunities to them.

I also came up with another idea to help the students with another community service opportunity. I first brought it up to my supervisor, Dr. Lampkin, and he expressed interest. I then took it to Kate Dunlap from Williams City Hall and she took it to her city administrator. The idea is the following: organizing a community cleanup for Earth Day, 2020 to not only help our students with their community service hours but also to unite the students, the staff, and the community on a larger scale. My vision would be to see it as an event wear we can have the whole community participate. Kate Dunlap and I just got the green light to go along with the project.

Along with the many community service opportunities I have mentioned above, I will also create another volunteer opportunity to our students for the conferences. In total, I need about thirteen students to help with the Elementary's and the Upper Elementary's conferences. I only have ten translators/interpreters helping me in the family resource center. This results in us needing about three more students. I will reach out to these students and offer community service hours.

I have spoken to many students about the community service events I am offering. I have also created a general flyer letting all of the school know that I am assisting with the services being offered. (I will attach at the end of the report)

Workshops: Roseanne Johnson, a college representative from FIDM/Fashion Institute of Design & Merchandising will be coming to present to our Jr./Sr. High School students on November 20, 2019. Her presentation will be on "Tools to Land a Job" and "Ace the Interview". These presentations will cover a resume building, cover letter building, the top questions employers usually ask, professional attire and so much more. Roseanne will be present to four different groups of students: Leadership class, two American Government classes and an English 12 class. She will be stationed in Room 316 the whole day to make it easier on her. I have contacted the teacher's to ensure it works with their schedule and have spoken to our Technology Department to ensure we have the appropriate technology.

VirtualJobShadow.com:

Edith Duran and I are working together with Andy Haas, the representative from Tri-County ROP/CTE, in bringing VirtualJobShadow.com to our campus for the Spring Semester. We are looking at the best possible way to target the most students. Ultimately, we are planning to speak with each site to try to figure out the most effective way. We are looking at completing this project the first three weeks of the semester during plus period (since students must attend plus period for those three weeks). We are planning to have notecards with all of their login information ready for them ahead of time to ensure we are efficient with our time with them. The rough draft of our schedule is the following:

First 3 weeks: 7th-10th, 13th-17th, 21-24th = 12 days (+ongoing if needed)
Plus Period: (M) 10:55am-11:25am
(T-F) 11:24am-11:54am
Schedule: **(Start January 8-first in class)**
First day: **01/08/2019 W** Go over logins, pass out notecards, look through site, and explain what it is. 1st Assessment
Second day: **01/09/2019 Th** 2nd Assessment
Third day: **01/10/2019 F** 3rd Assessment
Fourth day: **01/13/2019 M** Finish & Reflect

First day: **01/14/2019 T** Go over logins, pass out notecards, look through site, and explain what it is. 1st Assessment
Second day: **01/15/2019 W** 2nd Assessment
Third day: **01/16/2019 Th** 3rd Assessment
Fourth day: **01/17/2019 F** Finish & Reflect

First day: **01/21/2019 T** Go over logins, pass out notecards, look through site, and explain what it is. 1st Assessment
Second day: **01/22/2019 W** 2nd Assessment
Third day: **01/23/2019 Th** 3rd Assessment
Fourth day: **01/24/2019 F** Finish & Reflect

The next step for the VirtualJobShadow.com project is to meet with administrators on December 5, 2019 to get support and feedback.

WORK REMAINING:

Internships: Meetings have yet to be completed. They will be reoccurring all semester. We have yet to complete the project assigned for the internship.

I also need to input the internship in Aeries. I am waiting on Leslie Sanchez to input the names of the internships in Aeries for me to do so.

Work Opportunities:

The students working, in addition to my interns, will need constant monitoring while they continue their jobs. I will check up on them and have meet-ups like the interns.

Family Resource Center: We still need the items moved out of the Family Resource Center. That is a big roadblock to everything else we want to achieve. We will also call parents to let them know that we are opening up a family resource center soon, but in the meantime, we are offering translating services. It was hard to get that this month because I got contacts for the parents for all three of the sites. We are organizing the lists to ensure we do not call the same parent three or four times.

We started on our "Meet our Translators/Interpreters" wall. I took professional pictures of the translators/interpreters and they are currently being developed with the help of Mr. Welcome and his class. We have yet to put it together.

Per the last board meeting, we also want to create shirts for us that we can have to show professionalism and unity. I will look into them and see how we can purchase them.

Community Service: I will continue to work on contacting students for community service opportunities. Getting to know the students has helped me with this task.

In addition, I will create the Earth Day Community Clean Up. I hope to bring the students and the community together to achieve a successful event.

Workshops: FIDM will be at the Jr./Sr. site on November 20, 2019. As stated above, the presentations will be on "Tools to Landing a Job" and "Ace the Interview".

VirtualJobShadow.com: Implementation of the program is yet to be spoken about. Our next meeting is on December 5, 2019 with administration. Until then, Edith and I will continue to meet and further plan the project.

PROBLEMS ENCOUNTERED:

Internships: Students following through with the amount of hours assigned has been a roadblock I was not expecting. I am slowly starting to see how I can change my program to be more organized to help this issue. Next time around, I will be firm from the start and make sure they understand that an internship is a commitment regardless of them being paid or not.

Family Resource Center: The biggest issue I have continued to have in regards to the Family Resource Center is the room. I got help early in the month with some supplies, but half of the room is still full of boxes and books. Since I recently got furniture in there, it is very hard to walk through. I know the reason is because MOT has been bombarded with their duties, so I will be patient and wait until it is my turn.

Gain Experience through:
COMMUNITY SERVICE OPPORTUNITIES
Need help with community service hours?
Please see Mrs. Guillen, Internship Coordinator, at the internship office (Old Office).
Don't have time to stop by?
Call/Send Text to:
(530) 228-0774
Made with PosterMyWall.com

MOT Board Report Nov 2019

Projects-Information:

Operations:

Vomit control and safety procedures training completed.
Cleaning checklist for Thanksgiving break attached.

Maintenance:

Boiler at HS repaired and recalibrated.
96 Work orders completed. 14 in progress.
18 Facilities Set up's.
25 Athletic/field trips.
3 Home Football Field Lines, set ups.
HVAC repairs room 136; 110.
15 heat adjustments and change-overs from AC to heat completed.
Annual PM for Boilers scheduled for November.
Wheel chair lift in MPR inspected and certified for 19/20 school year.
Drain issues at HS girl's restrooms and Upper elem. restrooms repaired.

Transportation:

CHP 292 bus inspections completed.
Annual Smoke test completed.
BAR Fleet annual reporting complete.
45 day bus inspections complete.
Bus Evacuation Drill for Upper Elem complete.
PM's due for two fleet busses scheduled for break.
Safety recall for new Ag. Suburban complete.

Solar Field operating within designed parameters. Oct. production at 79.5 Kwh.

Maintenance safety trainings complete.

Preparing information for PTI assessment.

End of Nov 2019 MOT Board Information Report.

Tim Wright

Custodial Thanksgiving Break Cleaning Checklist

School Site _____ Room Number _____

	Initial When an Item is Done	Date Item is Done	Notes
Clean Doors			
Clean Doorknob			
Clean White Board			
Clean Desk Tops			
Clean Gum Off Under Desks			
Clean TV/DVD/CD Player			
Clean Pencil Sharpener			
Clean Walls			
Clean Light Fixtures & Lens			
Cobwebs Inside Classroom			
Cobwebs Outside			
Dust/Window Sills/Book Shelves			
Gum Off Floor			
Clean A/C Vents			
Vacuum Floor			
Sweep & Clean Under Bleachers			
Gum Off Sidewalks			
Clean Drinking Fountains			
Clean Blinds			
Wash Windows Inside			
Clean Screens			
Clean Trash Cans			
Clean Sinks			
Clean Toilets & Urinals Completely			
Clean & disinfect tile wall in all restrooms			

Projects:

- Clever implementation and configuration for SSO (Single Sign On). Renaissance Star Reading, Renaissance Accelerating Reading, and Renaissance Star Math are now accessible from Clever.
- E-rate process for the 2019-20 applications: Purchase orders have been submitted to the vendor that won the e-Rate bid process. Installation is targeted for early June 2020. We had to submit an equipment change for one of the devices that is no longer available from HP.
  Note E-rate Requirement: A series of videos were provided to school admins from the Common Sense Education site. A number of these pertain to Internet safety, Cyberbullying etc. Students need to watch these videos and each school needs to keep a record of this student training in order for us to meet E-rate requirements for the Children's Internet Protection Act (CIPA). These records should be kept for at least 10 years.
- Installation of 20 desktop computers to replace older staff computers at all sites: In process.
- Microsoft Windows 7 operating system will not be supported after January 14, 2019. There are still a few Microsoft Windows 7 desktops in use by our staff. We are in the process of upgrading them. This will be done before January 14, 2019.
- **Cameras:** There is a need to upgrade the camera system and increase the number of cameras in certain places. We are in the process of looking into some vendor and camera options. More information will be provided on this subject at a later time. Two cameras have been provided by Verkada for us to test for 30 days. We will test to see the ease of installation and the access to the cloud.

Colusa Education Wide Area Network (CEWAN) Projects:

Here are some of the projects we are working on as a consortium at the CEWAN level:

- Ruckus Zone Director End of Life. Each district needs to work on a plan to replace their Ruckus Wireless Zone Director controllers in the near future as they will be at end of life starting in 2020. This will also require the replacement of older (Zone Flex) ZF series access points as they are not supported on the newer Smart Zone controllers under the current firmware. (WUSD is approved through E-rate to upgrade this equipment).
- Replacing the iBoss 7-1-20 / Possible Reconfiguration. We must replace the iBoss web filter in July of 2020. Our original client count at that time was near to 2000 devices. We are now well over 6000 Countywide. To account for this increase and future changes (such as possibly sending home devices), we will be working with iBoss Engineers to ensure that we have the proper configuration to support future changes. This may require a reconfiguration or cloud version. We will be researching over the next few months and then lock down the pricing. We will be staggering future big ticket replacements annually in the following years (such as firewall, core switch, and shared serves) with similar costs to maintain a semi budget friendly current infrastructure. (Even though WUSD has more devices currently in production, iBoss has agreed to go with the number of employees/students for each district instead of devices. We account for 151 employees and 1355 students of the total of 6,000 devices).
- Eventual Relocation of the Datacenter at the Library to Village/Network Restructure/E-rate. The CEWAN Datacenter that is located in the Colusa County Library building will eventually need to be relocated to the Education Village. We are coordinating with the K12HSN (High School Network) to add additional 10Gig support at the Education Village. The eventual building of the 2nd phase IT

SCHOOLS
All Schools
GRADES
All Grades
USERS
Students
Teachers
Key Metrics
Usage by scoped users
79.8%
Students
75.8%
Teachers
Unique users
1.1K
Students
47
Teachers
Total logins
118.9K
Students
1.4K
Teachers
Logins by App (Top 10)
Descending
Ascending
View more
Clever SSO Portal
Imagine Language & Literacy
Galileo K-12
Imagine Math
myON
Imagine Math Facts
Renaissance Learning
Imagine Español
Imagine Reading
McGraw-Hill
App Name
0
300
600
900
1,200
Unique users
Logins by School
Descending
Ascending
View more
Williams Elementary School
Williams Upper Elementary
Williams Junior Senior High ..
Mid Valley Alter. High Scho...
School Name
0
150
300
450
600
Unique users

FOOD & NUTRITION DEPARTMENT
October 2019

Meal Counts:

Elementary School: 422 Enrolled

Breakfast	Free	Reduced	Paid	Total	Lunch	Free	Reduced	Paid	Total
Served	3160	895	393	**4448**		5686	1419	826	**7931**
% Participating	50.52%	55.80%	31.95%	**48.94%**		90.90%	88.47%	67.15%	**87.26%**
2018/19 Compare	54.96%	55.55%	28.70%	52.11%		91.53%	88.49%	62.26%	87.66%
2017/18 Compare	55.38%	48.77%	31.32%	51.49%		93.09%	92.75%	65.23%	90.30%

Upper Elem., Jr./Sr. High School: 960 Enrolled

Breakfast	Free	Reduced	Paid	Total	Lunch	Free	Reduced	Paid	Total
Served	7951	1805	734	**10490**		9305	2139	991	**12435**
% Participating	53.66%	48.68%	30.58%	**50.13%**		55.30%	50.71%	36.34%	**52.31%**
2018/19 Compare	58.22%	54.74%	32.01%	54.73%		58.25%	55.57%	39.71%	55.74%
2017/18 Compare	60.46%	56.02%	32.06%	55.77%		59.62%	56.75%	36.70%	55.98%

Sumary:

Elementary: Slight Decrease in Percentages due to scholars leaving for the season.

High School: Increases in Participation from last month. Breakdown by school below.

Enrolled % Participating	Breakfast	4th-6th:	47%	7th-8th:	44%	9th-12th:	54%	
Enrolled % Participating	Lunch	4th-6th:	87%	7th-8th:	63%	9th-12th:	36%	

Application Counts:

Elementary	88.87%	Free & Reduced		
High School	89.80%	Free & Reduced	Compare 2018/19	90.96%
Combined	89.51%	Free & Reduced	Compare 2017/18	89.02%
Directly Certified	46.77%	(Goal 62.5% for 100% reimb. Community Elig.)		

Financial:

EZ School Pay has brought in $	$2,888.05	Cash Sales $	$7,383.74	Total Cash:	$10,271.
Outstanding balances owed $	$6,612.70				

Auto Dialers go out Tuesday & Friday. Statements mailed home on the 1st each month.

Trainings/Misc.:

Lists were provided to each site Principal with balances owed and highlights of accounts with no payment activity.

I met with other Colusa County Food & Nutrition Directors during a visit from a Food Broker. We utilized our time together to discuss similar struggles in participation. It is always great to collaberate & share ideas.

"Cooperation" in the Food & Nutrition Department: 11 dedicated employees, working together side by side, in very tight quarters, in sometimes a very loud environment in order to feed our scholars a healthy meal.

Nutrition Matters

Respectfully,
Kristi Ward
Food & Nutrition Director

Board Report Nov 21, 2019

Mechele Coombs, Director of Fiscal Services and Accountability

Business Office Operations

The business office is still working on adding in all the carryover grant and entitlement funds from 2018-2019 to 2019-2020. We are also working on adjusting the budget to reflect the 2019-2020 grant award notifications.

We are reconciling the budget to position control and payroll. All adjusting entries will be included in our 1st Interim report that will be presented to the Board at the December board meeting.

Our external auditors will be present at the meeting to provide a presentation on both of the audit reports. We did not receive any findings on our Bond Audit report. However, we did receive one finding on our annual audit report. Our safety plan does not comply with all the elements of a comprehensive school safety plan. We will need to update our safety plan and bring it before the board for approval by March 1st, 2020.

We received notification from the Colusa County Office of Education regarding our application for exemption from the required expenditures for classroom teachers' salaries. The Colusa County Superintendent of Schools granted our request.

Escape

We rolled out the new employee portal to all staff on Nov 1st. When staff access the employee portal they can view their pay stubs, use the paycheck calculator, view their leave balances and activity along with viewing other employee related information.

Beginning with the January 2020 payrolls, we will no longer print and mail direct deposit pay stubs. Employees can access their pay stubs in the employee portal. The link to the employee portal is located on the District website under departments/human resources.

Vera and I held a refresher training for management staff on Nov 13th. The training included how to lookup account lines, how to enter a requisition, how to run budget reports, how to read a budget report and what to do if a budget transfer or expense transfer is needed.

Citizens Bond Oversight Committee

The Citizens Bond Oversight Committee will meet on Nov 14th at 9:00 a.m. at the district office. Our external auditors are scheduled to provide a presentation to the committee on the bond audit report.

WILLIAMS UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES REGULAR MEETING
Thursday, October 17, 2019, Regular Meeting

MINUTES

1.0 **CALL TO ORDER** – Board president, Silvia Vaca, called the Regular Board meeting of the Williams Unified School District Board of Trustees to order at **6:30 PM** on October 17, 2019, in the College & Career Center, located at 260 Eleventh Street, Williams, California. A quorum was established.

2.0 **ROLL CALL**

Trustees Present: Silvia Vaca, President
George W. Simmons, Vice President
Yareli Mora, Member
Maryah Stoots, Member

Administrative Staff: Dr. Edgar Lampkin, Superintendent
Rosa Villasenor, SIG Coordinator/ELL Administrator
Hector Gonzalez, Upper Elementary Principal
Dr. Mary Ponce, Secondary Principal

ASB Representative: Matthew Bautista

Audience: Mechele Coombs, Vangelis Bolias, Tim Wright, Candice Bersola-Vallejos, Monica Vega-Mendoza, Kristi Ward, Estefania Guillen-Aceves, Sally Hedley, Jeff Threet

3.0 **PLEDGE OF ALLEGIANCE** - Board president, Silvia Vaca, led the Board and audience in the Pledge of Allegiance.

4.0 **APPROVAL OF THE AGENDA**

A **MOTION** was made by George W. Simmons and **SECONDED** by Maryah Stoots to **APPROVE** the agenda. **Motion passed. Ayes __4__ Noes __0_ Absent __1__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots - aye, Vaca – aye.**

5.0 **AUDIENCE/VISITORS PUBLIC DISCUSSION** – Board president, Silvia Vaca welcomed all visitors and invited them to speak at this time on any school-related item not scheduled on this agenda but within the jurisdiction of the Board may do so at this time. Please state your first and last name. The meeting is being taped and all comments are being recorded. Board bylaws limit speaking time to 3 minutes per speaker and 20 minutes per item.

5.1 None.

6.0 **PRESENTATIONS**

6.1 Construction Update – Jeff Threet, Stone Creek Engineering, Inc. addressed the Board and distributed a handout. Plumbing and electrical are going in to place at the multipurpose building. The concrete slab was poured two weeks ago. It is an 11,000 square foot building. The job site can be viewed from the web cam on the district website. The doorframes and window frames are going up and in two weeks the block walls will be built. The gymnasium upgrades project agreement is on the agenda tonight. This will replace the bleachers in the high school gym and upgrade one of the restrooms. The North and South wing projects are still in the design phase and need to be submitted to DSA.

Trustee Maryah Stoots questioned the capacity of the Elementary multipurpose building.

Dr. Lampkin stated the capacity will be 900 people.

6.2 Williams Secondary School ASB Representative, Matthew Bautista addressed the Board and provided an update on high school sports. Homecoming is this week. Students have been dressing up for spirit days. Mrs. Guillen-Aceves has been helping students earn their community service hours and intern jobs. Mrs. Solis has

assisted students with applications for FASFA and UC/CSU colleges. Many fundraisers have been approved for student clubs. There will be a Dia de los Muertos event on November 1st.

6.3 Challenge Day Presentation – Sally Hedley presented a PowerPoint presentation of pictures from this year's Challenge Day to the Board. This is the 5th Challenge Day for Williams High School. During Challenge Day students play games and participate in challenges. Cross the line and "If you really knew me" games allow students to open up and get to know each other better. Even students that are close friends learn things they never knew about each other. It is also an opportunity for students to learn more about the teachers, admin and parents that volunteer for the program. Students come out of the experience knowing that they are not alone in what they are going through. Teri Sebree, Monica Vega-Mendoza and Estefania Guillen-Aceves commented on the emotional impact that Challenge Day has made on them as volunteers.

Trustee George W. Simmons stated if there were more days like this for students and staff we would have a better school.

Trustee Yareli Mora thanked everyone for bringing this positive program to our students.

6.4 School Site Data Presentation – Hector Gonzalez, Williams Upper Elementary School

Mr. Gonzalez presented a PowerPoint presentation to the Board regarding the Upper Elementary 2018-2019 CAASPP data for English Language Arts (ELA) and Mathematics. Student scores were provided in a multiyear comparison by grade level. The data shows a decrease for Williams Upper Elementary students in both ELA and Math.

Trustee Stoots questioned the difference between years of growth and years of decreased test scores.

Mr. Gonzalez stated these results have just become available and he will be assessing these numbers and the contributing factors for the decrease.

Dr. Lampkin commented on the contributing factors. We are trying to build the capacity of our teachers to learn the standards. We are heading in the right direction.

Trustee Mora questioned how the data is shared with parents so that they can help from home with their child's education.

Dr. Lampkin stated we want to engage parents as educational partners but we still have a long way to go with parent involvement and engagement.

Mr. Gonzalez stated he will be sharing this presentation with his teachers, school site council and ELAC parents for their input.

7.0 ADMINISTRATOR'S REPORTS

7.1 Elementary School Principal, Amanda Zimmerman submitted a written report.

Trustee Stoots would like the status of standards for Dual Immersion and non-Dual Immersion students.

7.2 SIG Coordinator/ELL Administrator, Rosa Villaseñor submitted a written report and provided a PowerPoint presentation regarding California's vision and mission of success for English Learners. Mrs. Villaseñor shared the four EL roadmap principles: Principle One: Assets-Oriented and Needs Responsive Schools, Principle Two: Intellectual Quality of Instruction and Meaningful Access, Principle Three: System Conditions that Support Effectiveness, Principle Four: Alignment and Articulation Within and Across Systems. Mrs. Villaseñor tied the principles to the work we are doing within our district such as AVID, Dual Immersion, Dual enrollment and the Achievement Data Teams. ELPAC scoring, student scores and ELD proficiency levels were also discussed.

7.3 District Liaison, Monica Vega-Mendoza submitted a written report and provided the number of attendees for Project 2 Inspire and the Family Leadership Institute. A monthly parent engagement meeting has been set up to discuss the district's lifeskill of the month and share with parents how they can model the lifeskill at home with their students.

7.4 Upper Elementary School Principal, Hector Gonzalez submitted a written report and invited the Board to the November 6th flag salute where the Upper Elementary will honor our local Veterans.

7.5 Secondary School Principal, Dr. Mary Ponce submitted a written report and invited the Board to the Homecoming parade on Friday, October 18th at 3:00 p.m. There was a review of the Ag CTE program and the site passed the review.

7.6 Internship Coordinator, Estefania Guillen Aceves submitted a written report and stated students are working in their internships. She has been trained in Aeries to add internship recognition on transcripts. The Family Resource Center will be staffed with 10 student translators. Mrs. Guillen Aceves thanked Vangelis, Cesar, John and Angel for their help with equipment and furniture for the room. She hopes to have the grand opening soon. Students have been able to earn community service hours helping at JV's Grooming and as the assistant to the District Liaison. A workshop with the Fashion Institute is in the planning stages.

7.7 Maintenance, Operations and Transportation Director, Tim Wright submitted a written report and stated MOT staff has been handling work orders and trips. Ninety-five hours have been spent this month on field trips alone. There will be an upcoming CHP inspection. The annual facility inspection with Superintendent of Schools Mike West took place on October 15th. There were no findings.

Dr. Lampkin stated the Utility/Maintenance position will be moving forward with testing and interviews.

7.8 Technology Director, Vangelis Bolias submitted a written report and stated he has received a bid for camera upgrades for the district.

Discussion ensued regarding the district application use report that Mr. Bolias submitted.

Dr. Lampkin stated we are working on implementation of the applications and blended learning in classrooms.

Dr. Ponce shared how use differs at the secondary level.

7.9 Food and Nutrition Director, Kristi Ward submitted a written report and stated the highest percentage of students eating on campus is at the secondary level. There are 50 outstanding meal applications. Families may have concerns about turning in the application and how it affects other benefits they receive. The Fresh Fruit program auditors will be coming to monitor the program.

Trustee Stoots questioned the direct certification meal application numbers.

Trustee Simmons questioned the meal numbers for the ASES/ASSETS programs.

Mrs. Ward stated she will update her report to include those figures.

7.10 Director of Fiscal Services and Accountability, Mechele Coombs submitted a written report and stated the Bond Oversight Committee had a great meeting with five members attending. At the November Board meeting, district auditors will be presenting their findings.

7.11 District Superintendent and Secretary to the Board, Dr. Edgar Lampkin distributed a handout to the Board regarding local indicators and stated he has been busy working on the LCAP addendum, the PIR plan, the Title III plan and parent compact letters and policies. Staff is working hard at implementation.

Trustee Mora question the outcome of the Lindamood Bell program.

Dr. Lampkin stated there was a need to post-assess additional students after summer school. The data has been sent to Lindamood Bell and we are awaiting the results. The data should be back in time to be reported at the November Board meeting.

8.0 EMPLOYEE GROUPS BOARD REPORTS

8.1 Certificated Employees – Williams Teachers Association – No report.
8.2 Classified Employees – California School Employees Association Chapter #556 – No report.

9.0 ACTION ITEMS – CONSENT CALENDAR – Certain items, which require review and approval by the Board of Trustees, are routine in nature because they are self-explanatory, non-controversial, or repetitious. These recommended items are grouped as a consent item for automatic approval after the Board president determines there is no request to separate any items for independent consideration.

9.1 **BOARD MINUTES** – Request to approve Board minutes
- 9.1.1 September 12, 2019 (Regular Meeting)

9.2 **BILLS/WARRANTS** – Request to approve warrants list, special variable payroll (Hirschfield)

9.3 **MONTHLY ACCOUNT SUMMARIES** – Request to approve monthly account summaries (T. Rivera)
- 9.3.1 Prepared by Toni Rivera, General Ledger Report and Bank Reconciliation Report, Williams Middle School Checking Account, August 2019.
- 9.3.2 Prepared by Lucila Mendez, General Ledger Report and Bank Reconciliation Report, Williams High School Checking Account, August 2019.

9.4 **SERVICE AGREEMENTS/CONTRACTS**
- 9.4.1 Environmental Education Agreement 2019-20 between Sutter County Superintendent of Schools Office and Williams Unified School District for Shady Creek Outdoor School.
- 9.4.2 Scope of Work Proposal for CABE for Project 2-Inspire Family, School, Community Engagement Program, Level 1.
- 9.4.3 Scope of Work Proposal for CABE for Project 2-Inspire Family, School, Community Engagement Program, Level 3.
- 9.4.4 Proposal for Additional Services with Derivi Castellanos Architects for Williams High School Phase 1 Improvements.
- 9.4.5 Pilot Partnership Agreement with Imagine Learning for Imagine Español SY 2019-2020.
- 9.4.6 Change Order #104-99 for Clark/Sullivan Construction for the Williams MP Building.
- 9.4.7 Change Order #128-99 for Clark/Sullivan Construction for the Williams MP Building.
- 9.4.8 Change Order #129-99 for Clark/Sullivan Construction for the Williams MP Building.
- 9.4.9 Change Order #131-99 for Clark/Sullivan Construction for the Williams MP Building.
- 9.4.10 Change Order #132-99 for Clark/Sullivan Construction for the Williams MP Building.
- 9.4.11 Change Order #302-99 for Clark/Sullivan Construction for the Williams MP Building.

9.5 **ROUTINE PURCHASE ORDERS**

Purchase Order #	Vendor	Amount
PO20-00218	Renaissance Learning	$ 34,873.07
PO20-00223	Irwin Seating Company	$ 64,136.21

9.6 **APPROVE EXTRA DUTY / VOLUNTEER / STUDENT PERSONNEL REPORTS** –Request to approve personnel items relating to Extra Duty, Volunteer and Student personnel reports. (R. Cranford)

Classification	Position	Status	Name
Substitute Pool	Custodian/Assistant Cook/Student Supervisor	Open	
Extra Duty	7th Grade Boys Basketball Coach	Filled	Lane Bledsoe
Extra Duty	Varsity Girls Basketball Coach	Filled	Darren Robinson
Extra Duty	JV Girls Basketball Coach	Open	

9.7 **APPROVE CERTIFICATED / CLASSIFIED / CONFIDENTIAL PERSONNEL REPORT-** Request to approve personnel items relating to Certificated, Classified and Confidential personnel reports (R. Cranford)

Classification	Position	Status	Name
Certificated	Health Specialist	Open	
Classified	Utility Technician/Bus Driver	Open	
Classified	ASES Paraeducator	Open	
Classified	Student Supervisor	Filled	Yessica Carabeo Lindsey Rodriguez Pending all clearances

9.8 **APPROVE INSTRUCTIONAL MINUTES/ BELL SCHEDULES / MASTER SCHEDULE**
- 9.8.1 None

9.9 **APPROVE STUDENT HANDBOOKS**
- 9.9.1 None

9.10 **APPROVE INTER-DISTRICT TRANSFER REQUESTS**
- 9.10.1 Updated 2019-20 Inter-District Transfer Lists

9.11 **APPROVE BOARD POLICIES (BP) AND ADMINISTRATIVE REGULATIONS (AR) AND EXHIBITS (E) AND BOARD BYLAWS (BB)**

9.11.1 None

9.12 **APPROVE FIELD TRIP REQUESTS**

9.12.1 None

9.13 **APPROVE DISPOSAL OF BOOKS, EQUIPMENT AND SUPPLIES**

9.13.1 None

A **MOTION** was made by George W. Simmons and **SECONDED** by Yareli Mora to **APPROVE** the Consent Calendar. **Motion passed. Ayes _4__ Noes __0__ Absent _1__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots - aye, Vaca – aye.**

10.0 **ACTION ITEMS – NEW BUSINESS** – Protocol for action items includes a staff presentation, questions from the Board, public input, closing of public input, deliberation by the Board, and voting by the Board. During public input there will be a 3-minute time limit per person.

10.1 Consideration and possible action concerning the approval of **Resolution #10-101719: Resolution to Teach, Title 5 80005, Assignments Outside Credential Authorization 2019-2020 School Year.**

A **MOTION** was made by George W. Simmons and **SECONDED** by Maryah Stoots to **APPROVE Resolution #10-101719: Resolution to Teach, Title 5 80005, Assignments Outside Credential Authorization 2019-2020 School Year. Motion passed. Ayes __4__ Noes _0__ Absent __1__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots - aye, Vaca – aye.**

10.2 Consideration and possible action concerning the approval of Michael Anthony Hermann and Leslie Sanchez, Williams Unified School District Physical Fitness Test Coordinators, effective SY 2019-2020.

A **MOTION** was made by Silvia Vaca and **SECONDED** by Yareli Mora to **APPROVE** Michael Anthony Hermann and Leslie Sanchez, Williams Unified School District Physical Fitness Test Coordinators, effective SY 2019-2020. **Motion passed. Ayes__4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots - aye, Vaca – aye.**

10.3 Consideration and possible action concerning the approval of the Single Plan for Student Achievement for Williams Elementary School.

A **MOTION** was made by Silvia Vaca and **SECONDED** by Yareli Mora to **APPROVE the Single Plan for Student Achievement for Williams Elementary School with an amendment to language that references the previous principal. Motion passed. Ayes__3__ Noes __1__ Absent __1__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots - no, Vaca – aye.**

10.4 Consideration and possible action concerning the approval of the Single Plan for Student Achievement for Williams Upper Elementary School.

A **MOTION** was made by George W. Simmons and **SECONDED** by Yareli Mora to **APPROVE** the Single Plan for Student Achievement for Williams Upper Elementary School. **Motion passed. Ayes__3__ Noes __1__ Absent __1__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots - no, Vaca – aye.**

10.5 Consideration and possible action concerning the approval of the Single Plan for Student Achievement for Williams Jr/Sr High School.

A **MOTION** was made by Yareli Mora and **SECONDED** by Silvia Vaca to **APPROVE** the Single Plan for Student Achievement for Williams Jr/Sr High School. **Motion passed. Ayes__3__ Noes __0__ Absent __1__ Abstain __1__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots – abstain due to lack of knowledge, Vaca – aye.**

10.6 Consideration and possible action concerning the approval of the Contract for Services between Williams Unified School District and Educational Achievement Services, Inc. to conduct a Family Leadership Institute.

A **MOTION** was made by George W. Simmons and **SECONDED** by Silvia Vaca to **APPROVE** the Contract for Services between Williams Unified School District and Educational Achievement Services, Inc. to conduct a Family Leadership Institute. **Motion passed. Ayes__4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots - aye, Vaca – aye.**

10.7 Consideration and possible action concerning the approval of the Memorandum of Understanding for Lilia's Interpreting Services for the Family Leadership Institute.

A **MOTION** was made by Silvia Vaca and **SECONDED** by Yareli Mora to **APPROVE** the Memorandum of Understanding for Lilia's Interpreting Services for the Family Leadership Institute. **Motion passed. Ayes__4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots - aye, Vaca – aye.**

10.8 Consideration and possible action concerning the approval of the out of state travel and purchase order for Tim Wright to go to the Thomas Built Factory in Greensboro, North Carolina.

A **MOTION** was made by George W. Simmons and **SECONDED** by Maryah Stoots to **APPROVE** the out of state travel and purchase order for Tim Wright to go to the Thomas Built Factory in Greensboro, North Carolina. **Motion passed. Ayes__4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots - aye, Vaca – aye.**

10.9 Consideration and possible action concerning the approval of the Initial Sunshine proposal from California School Employee Association Chapter #556 to Williams Unified School District.

A handout was distributed to the Board with the additional page that was missing from the Board packet.

A **MOTION** was made by Yareli Mora and **SECONDED** by George W. Simmons to **APPROVE** the Initial Sunshine proposal from California School Employee Association Chapter #556 to Williams Unified School District. **Motion passed. Ayes__4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots - aye, Vaca – aye.**

10.10 Consideration and possible action concerning the approval of the agreement with Stone Creek Engineering, Inc. for construction management services for the Gymnasium Upgrades project.

A **MOTION** was made by George W. Simmons and **SECONDED** by Maryah Stoots to **APPROVE** the agreement with Stone Creek Engineering, Inc. for construction management services for the Gymnasium Upgrades project. **Motion passed. Ayes__4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots - aye, Vaca – aye.**

10.11 Consideration and possible action concerning the approval of the agreement between Pupil Transportation Information, LLC and Williams Unified School District for an assessment of the Maintenance and Transportation Department.

Trustee Stoots questioned the cost of the assessment and if the district has explored other options of assessing the department. Discussion ensued regarding the action item.

A **MOTION** was made by George W. Simmons and **SECONDED** by Silvia Vaca to **APPROVE** the agreement between Pupil Transportation Information, LLC and Williams Unified School District for an assessment of the Maintenance and Transportation Department. **Motion passed. Ayes__3__ Noes __1__ Absent __1__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots - no, Vaca – aye.**

10.12 Consideration and possible action concerning the approval of the Architectural Services Agreement between Williams Unified School District and Derivi Castellanos Architects for Williams Jr/Sr High School South Wing Modernization.

A **MOTION** was made by George W. Simmons and **SECONDED** by Silvia Vaca to **APPROVE** the Architectural Services Agreement between Williams Unified School District and Derivi Castellanos Architects for Williams Jr/Sr High School South Wing Modernization. **Motion passed. Ayes__4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots - aye, Vaca – aye.**

10.13 Consideration and possible action concerning the approval of the Under Amour Donation to Williams Jr/Sr High School Football Team.

Trustee Stoots questioned the listed items associated with the donation and if they were for staff or students. Discussion ensued regarding the donated items.

A **MOTION** was made by George W. Simmons and **SECONDED** by Yareli Mora to **TABLE** the Under Amour Donation to Williams Jr/Sr High School Football Team. **Motion passed. Ayes__4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots - aye, Vaca – aye.**

10.14 Consideration and possible action concerning the approval of the Settlement on Impacts/Effects of Full Day TK and Kindergarten and the Memorandum of Understanding between the Williams Unified School District and the Williams Teachers Association.

A **MOTION** was made by Maryah Stoots and **SECONDED** by Silvia Vaca to **APPROVE** the Settlement on Impacts/Effects of Full Day TK and Kindergarten and the Memorandum of Understanding between the Williams Unified School District and the Williams Teachers Association. **Motion passed. Ayes__4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots - aye, Vaca – aye.**

10.15 Consideration and possible action concerning the approval of the Initial Sunshine proposal from Williams Unified School District to the Williams Teacher's Association.

A **MOTION** was made by Maryah Stoots and **SECONDED** by Silvia Vaca to **APPROVE** the Initial Sunshine proposal from Williams Unified School District to the Williams Teacher's Association. **Motion passed. Ayes__4__ Noes __0__ Absent __1__ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots – aye, Vaca – aye.**

11.0 BOARD MEMBER COMMENTS

11.1 Trustee Simmons asked that staff be aware of the Board Policy for Head Lice.

12.0 INFORMATIONAL ITEMS AND REPORTS

12.1 District Enrollment Report
12.2 District Discipline Report
12.3 Williams Uniform Complaint Quarterly Report from July - September, 2019
12.4 LCAP Local Indicators. A report on performance on CA Dashboard and progress

13.0 FUTURE MEETING DATES

13.1 October 22, 2019 (Special) - LCAP
13.2 November 21, 2019 (Regular)
13.3 December 12, 2019 (Regular) – Need to move meeting to December 13, 2019 to meet state guidelines and also approve the First Interim report by the 15th.
13.4 January 16, 2020 (Regular)

A Special Board meeting with site admin to discuss data will need to be scheduled.

14.0 PENDING AGENDA – This is the time to place future items on the Pending Agenda.

14.1 Initial Sunshine Proposal with the Williams Teachers Association

15.0 CONVENE TO CLOSED SESSION (10:30 PM)

Closed Session will be held regarding the following matters:

15.1 Public Employee Discipline/Dismissal/Release (Gov. Code 54957)

15.2 Conference with Labor Negotiators (Gov. Code 54957.6)
Superintendent Dr. Edgar Lampkin, Director of Fiscal Services Mechele Coombs and Legal Representation
15.2.1 Certificated Employees – WTA
15.2.2 Classified Employees – CSEA Chapter #556

15.3 Conference with Legal Counsel – Anticipated Litigation Section 54956.9(d)(2):
Number of Cases: 1

16.0 RECONVENE TO OPEN SESSION (11:26 PM)

Action Taken During Closed Session:

16.1 Public Employee Discipline/Dismissal/Release (Gov. Code 54957)

No Action Taken.

16.2 Conference with Labor Negotiators (Gov. Code 54957.6)
Superintendent Dr. Edgar Lampkin, Director of Fiscal Services Mechele Coombs and Legal Representation
16.2.1 Certificated Employees – WTA
16.2.2 Classified Employees – CSEA Chapter #556

No Action Taken.

16.3 Conference with Legal Counsel – Anticipated Litigation Section 54956.9(d)(2):
Number of Cases: 1

No Action Taken.

17.0 ADJOURNMENT (11:27 PM)

A **MOTION** was made by George W. Simmons and **SECONDED** by Yareli Mora to **APPROVE** the adjournment. **Motion passed. Ayes __4__ Noes __0__ Absent _1_ by the following vote: Leos-Vera – absent, Mora – aye, GW Simmons – aye, Stoots - aye, Vaca – aye.**

Please note that additional information distributed to the Board during the meeting and not included in the agenda packet can be obtained by calling the District Office at 530-473-2550, x11409.

Respectfully submitted,

Dr. Edgar Lampkin, District Superintendent
Secretary to the Board
erl/jdc

WILLIAMS UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES SPECIAL BOARD MEETING
Tuesday, October 22, 2019, Special Board Meeting

MINUTES

1.0 CALL TO ORDER– Board vice president, George W. Simmons, called the Special Board meeting of the Williams Unified School District Board of Trustees to order at **5:30 PM** on October 22, 2019, in the College & Career Center, located at 260 Eleventh Street, Williams, California. A quorum was established.

2.0 ROLL CALL

Trustees Present:	George W. Simmons, Vice President Ana Leos-Vera, Member Yareli Mora, Member
Administrative Staff:	Dr. Edgar Lampkin
Audience:	Mechele Coombs, Jeff Threet, Jaime Ortiz, Ellen Mejia Hooper

3.0 PLEDGE OF ALLEGIANCE – Board vice president, George W. Simmons, led the Board and audience in the Pledge of Allegiance.

4.0 APPROVAL OF THE AGENDA

A **MOTION** was made by Yareli Mora and **SECONDED** by Ana Leos-Vera to **APPROVE** the agenda. **Motion passed. Ayes _3__ Noes __0__ Absent __2__ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons – aye, Stoots – absent, Vaca – absent.**

5.0 AUDIENCE/VISITORS PUBLIC DISCUSSION – Anyone wishing to address the Board on any school-related item scheduled on the agenda may do so at this time. Please state your first and last name. The meeting is being taped and all comments are being recorded. Board bylaws limit 3 minutes per speaker and 20 minutes per item.

5.1 None.

6.0 DISCUSSION ITEMS

6.1 Education Specification Presentation

Jeff Threet introduced Jaime Ortiz and Ellen Mejia Hooper from High Performance Learning Environments (HPLE) and stated the South Wing project has received input from staff and the district.

Jaime Ortiz stated HPLE is excited to present their work on this project. There have been many stakeholder input meetings.

Ellen Mejia Hooper stated the educational specifications are an interpretation of the educational program and learning objectives that communicate to the architects the project needs. For the South Wing project, the needs are 18-23 teaching stations, a moderate to severe classroom setting and office space. The additions will increase the capacity to 728, which is noted in the master plan. The process included collaboration from teachers, admin, and technology and maintenance departments. The goal is to create high performing environments where students and staff can perform at their best. There will be a few joined classrooms with break out space.

The Board will take action on this proposal at the November Board meeting. The Board is requesting a change to the office space titled Counseling Office to Learning Support Specialist Office.

The Board thanked Jaime and Ellen for the presentation.

6.2 LCAP Update/Input

Superintendent Dr. Lampkin distributed handouts to the Board of the LCAP actions and services and the total allocations and by each site. LCAP funds are distributed as follows: $1.9 million allocated to the district, $1.4 million allocated to the Jr/Sr High School, $400,000 allocated to the Upper Elementary School, and $122,500 allocated to the Elementary School. The Elementary currently has the School Improvement Grant (SIG) to fund the work they are doing at the site. The district will need to make changes to funding as the SIG will be ending soon. We will need to look at how we will maintain programs and positions. Dr. Lampkin asked the trustees to rank their top three actions and services for each LCAP goal. This work will be done with all stakeholders.

Below are Board LCAP priorities.
Goal 1 Actions/Services:
- 1.2 Achievement Data Teams
- 1.3 Professional development for English Language Arts and Math.

Goal 2 Actions/Services:
- 2.1 Block schedule, dual enrollment, access to college courses.
- 2.2 Development of career pathways at the secondary level.
- 2.6 Summer Academy for 1st-12th grades with college, credit recovery, English Language Development and enrichment courses.

Goal 3 Actions/Services:
- 3.2 Support positive school climate and culture.
- 3.3 Intervention Specialist at the Secondary.
- 3.6 Literacy focused support program for students.

Goal 4 Actions/Services:
- 4.2 Engage parents with parent outreach programs.
- 4.3 Translation/interpretation services to increase communication/District Liaison position.
- 4.4 Recognition of certificated and classified staff members at Board meetings.

Goal 5 Actions/Services:
- 5.1 Recruit, hire and retain highly qualified teachers.
- 5.3 Purchase standards-aligned instructional materials.
- 5.4 Continue to modernize school facilities.

7.0 ADJOURNMENT (6:59 PM)

A **MOTION** was made by Yareli Mora and **SECONDED** by Ana Leos-Vera to **APPROVE** the Adjournment. **Motion passed. Ayes __3__ Noes __0__ Absent _2__ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons – aye, Stoots – absent, Vaca – absent.**

Please note that additional information distributed to the Board during the meeting and not included in the agenda packet can be obtained by calling the District Office at 530-473-2550, x11409.

Respectfully submitted,

Dr. Edgar Lampkin, District Superintendent
Secretary to the Board
erl/jdc

WILLIAMS UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES SPECIAL BOARD MEETING
Tuesday, November 12, 2019, Special Board Meeting

MINUTES

1.0 CALL TO ORDER– Board president, Silvia Vaca, called the Special Board meeting of the Williams Unified School District Board of Trustees to order at **5:30 PM** on November 12, 2019, in the College & Career Center, located at 260 Eleventh Street, Williams, California. A quorum was established.

2.0 ROLL CALL

Trustees Present:	Silvia Vaca, President George W. Simmons, Vice President Ana Leos-Vera, Member Yareli Mora, Member
Administrative Staff:	Dr. Edgar Lampkin
Audience:	Susan Meeker

3.0 PLEDGE OF ALLEGIANCE – Board president, Silvia Vaca, led the Board and audience in the Pledge of Allegiance.

4.0 APPROVAL OF THE AGENDA

A **MOTION** was made by George W. Simmons and **SECONDED** by Ana Leos-Vera to **APPROVE** the agenda. **Motion passed. Ayes _4__ Noes __0__ Absent __0__ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons – aye, Vaca – aye.**

5.0 AUDIENCE/VISITORS PUBLIC DISCUSSION – Anyone wishing to address the Board on any school-related item scheduled on the agenda may do so at this time. Please state your first and last name. The meeting is being taped and all comments are being recorded. Board bylaws limit 3 minutes per speaker and 20 minutes per item.

5.1 None.

6.0 ACTION ITEMS – NEW BUSINESS – Protocol for action items includes a staff presentation, questions from the Board, public input, closing of public input, deliberation by the Board, and voting by the Board. During public input there will be a 3-minute time limit per person.

6.1 Consideration and possible action concerning the review and approval of the Procedures to Fill a Board Vacancy as a result of the resignation of Maryah Stoots.

Trustee Yareli Mora questioned the earliest a new trustee could be seated on the Board.

Superintendent Dr. Lampkin stated the special Board meeting was scheduled so that the application could begin as soon as possible. A trustee must be appointment by December 30.

A **MOTION** was made by George W. Simmons and **SECONDED** by Yareli Mora to **APPROVE** the Procedures to Fill a Board Vacancy as a result of the resignation of Maryah Stoots. **Motion passed. Ayes __4__ Noes __0__ Absent _0__ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons – aye, Vaca – aye.**

7.0 ADJOURNMENT (5:34 PM)

A **MOTION** was made by Silvia Vaca and **SECONDED** by Yareli Mora to **APPROVE** the Adjournment. **Motion passed. Ayes __4__ Noes __0__ Absent _0__ by the following vote: Leos-Vera – aye, Mora – aye, GW Simmons – aye, Vaca – aye.**

Please note that additional information distributed to the Board during the meeting and not included in the agenda packet can be obtained by calling the District Office at 530-473-2550, x11409.

Respectfully submitted,

Dr. Edgar Lampkin, District Superintendent
Secretary to the Board
erl/jdc

Checks Dated 10/04/2019 through 11/12/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
00408760	10/04/2019	A-Z Bus Sales Inc	01-4300		37.51
00408761	10/04/2019	Access Information Protected	01-5800		58.27
00408762	10/04/2019	Advanced Collaborative Solutio	01-5200	1,500.00	
			01-5800	3,750.00	5,250.00
00408763	10/04/2019	Amazon Capital Services Inc.	01-4300	3,041.59	
			Unpaid Tax	2.01-	3,039.58
00408764	10/04/2019	AVID Center	01-5800		4,559.00
00408765	10/04/2019	Carvalho's Heating & Air Conditioning	01-5600		210.00
00408766	10/04/2019	Charlie's Electric Inc	01-5600		762.08
00408767	10/04/2019	CLSBA	01-5200		1,125.00
00408768	10/04/2019	Eagle Software	01-5800		13,782.50
00408769	10/04/2019	Edgar Lampkin	01-5200		26.68
00408770	10/04/2019	Fastenal Company	01-4300		181.81
00408771	10/04/2019	Francisca Ines Duenas	01-4300		20.51
00408772	10/04/2019	Harris School Solutions	13-5800		4,770.41
00408773	10/04/2019	IIRP	01-5200		700.00
00408774	10/04/2019	Lake Shasta Caverns	01-5800		1,060.00
00408775	10/04/2019	Lakeshore Learning	01-4300		515.40
00408776	10/04/2019	Pacific Gas & Electric Company	01-5530		27.08
00408777	10/04/2019	Shadd Janitorial Supply	01-5600		45.00
00408778	10/04/2019	Staples	01-4300		1,367.34
00408779	10/04/2019	State of California Department of Justice	01-9509		130.00
00408780	10/04/2019	The Sobrato Family Foundation	01-5800		40,000.00
00408781	10/04/2019	US Bank Corporate Payment Sy	01-5200		549.92
00408782	10/04/2019	Wallace Kuhl & Associates Inc	21-6240		2,775.00
00408783	10/04/2019	Wilmington Trust	01-7438		41,749.18
00408971	10/11/2019	Advanced Collaborative Solutio	01-5200		500.00
00408972	10/11/2019	Amazon Capital Services Inc.	01-4200	193.50	
			01-4300	602.04	795.54
00408973	10/11/2019	B&H Photo Video Remittance Processing Center	01-4300	643.08	
			01-4400	11,038.17	11,681.25
00408974	10/11/2019	Beeler Ford Tractor	01-4300		74.39
00408975	10/11/2019	Bimbo Bakeries USA	13-4700		1,701.58
00408976	10/11/2019	Carvalho's Heating & Air Conditioning	01-5600		446.94
00408977	10/11/2019	Catalina Solorio	01-4300		193.31
00408978	10/11/2019	CEV Multimedia Ltd	01-5800		850.00
00408979	10/11/2019	Charlie's Electric Inc	01-5600		187.88
00408980	10/11/2019	Cintas Corporation	13-5500		281.00
00408981	10/11/2019	Close Lumber	01-4300		306.45
00408982	10/11/2019	Colusa County Farm Supply	01-4300	631.20	
			01-5800	6.47	637.67
00408983	10/11/2019	Colusa Dairy	13-4700		134.88
00408984	10/11/2019	Crystal Creamery	13-4700		7,788.45
00408985	10/11/2019	Davies Oil Company Inc	01-4325		1,746.50
00408986	10/11/2019	Demco Supply Inc	01-4300		69.84

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

Checks Dated 10/04/2019 through 11/12/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
00408987	10/11/2019	Duenas, Francisca	01-5200		188.63
00408988	10/11/2019	Educational Facilities Program //Management, LLC	01-5800		4,480.00
00408989	10/11/2019	Fastenal Company	01-4300		81.70
00408990	10/11/2019	Flyers Energy LLC Dept # 34516	01-4325		688.59
00408991	10/11/2019	General Produce	13-4700		6,289.40
00408992	10/11/2019	Gold Star Foods Inc	13-4700		14,387.45
00408993	10/11/2019	Happy Valley Fresh Fruit Co	13-4700		461.00
00408994	10/11/2019	Harris School Solutions	13-5800		36.75
00408995	10/11/2019	Herrejon, Natalie	01-5200		153.70
00408996	10/11/2019	Hust Bros Inc	01-4300		185.07
00408997	10/11/2019	Interquest Detection Canines	01-5800		710.00
00408998	10/11/2019	JK Architecture Engineering	21-6210		12,521.25
00408999	10/11/2019	Johnson Printing & Design	01-4300		26.65
00409000	10/11/2019	Jorge, Michelle	01-5200		83.52
00409001	10/11/2019	M & K Harvesting Equipment	01-5600		67.88
00409002	10/11/2019	MJB Welding	01-5600		133.00
00409003	10/11/2019	Mt Shasta Spring Water	01-4300	232.23	
			01-5510	37.40	
			01-5800	20.00	289.63
00409004	10/11/2019	O'Connell Ranch	13-4700		1,408.00
00409005	10/11/2019	Odell, Nicole	01-5200		87.93
00409006	10/11/2019	Pacific Gas & Electric Company	01-5530	424.47	
			13-5530	127.40	551.87
00409007	10/11/2019	Pamela Ramos	01-8699		553.73
00409008	10/11/2019	Papa Murphy's JRD Food Service Ibc	13-4700		3,066.50
00409009	10/11/2019	Producers Dairy Foods	13-4700		320.30
00409010	10/11/2019	Purchase Power	01-5900		133.28
00409011	10/11/2019	Ray Morgan Company	01-4400		2,297.23
00409012	10/11/2019	Recology Butte Colusa Counties	01-5520		283.30
00409013	10/11/2019	Recology Butte Colusa Counties	01-5520		2,091.30
00409014	10/11/2019	SFS of Sacramento Inc	13-4300	2,122.27	
			13-4700	8,533.98	10,656.25
00409015	10/11/2019	Superior Region CATA	01-5200		300.00
00409016	10/11/2019	Tamco Capital Corporation	01-5600		1,676.60
00409017	10/11/2019	The Danielsen Co	13-4300	1,728.13	
			13-4700	15,254.16	16,982.29
00409018	10/11/2019	Therese Lamoree	01-8699		585.19
00409019	10/11/2019	US Bank Corporate Payment Sy	01-5200		1,360.27
00409020	10/11/2019	US Bank Equipment Finance	01-5650		3,949.08
00409021	10/11/2019	Voltage Specialists	01-5600		615.00
00409022	10/11/2019	Wallace Kuhl & Associates Inc	21-6240		8,900.00
00409023	10/11/2019	Ward's Science	01-4300		58.23
00409024	10/11/2019	Waxie Sanitary Supplies	01-4300		2,989.80
00409025	10/11/2019	Williams Hardware	01-4300		4,197.05
00409026	10/11/2019	Williams Unified School District	Cancelled		942.61 *

Cancelled on 10/29/2019. Cancel Register # 83194

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

Checks Dated 10/04/2019 through 11/12/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
00409027	10/11/2019	Williams Unified School District	01-9515		800.00
00409028	10/11/2019	Wilmington Trust	25-7438		34,390.28
00409029	10/11/2019	Wright, Vera R	01-5200		202.14
00409030	10/11/2019	Zee Medical Company	01-4300	786.15	
			13-4300	122.31	908.46
00409225	10/18/2019	Amazon Capital Services Inc.	01-4300	2,358.83	
			Unpaid Tax	75.76-	2,283.07
00409226	10/18/2019	American Fidelity Admi Services	01-5800		212.80
00409227	10/18/2019	Bersola-Vallejos, Candice	01-5200		83.17
00409228	10/18/2019	Clark & Sullivan Construction	21-6270		657,895.75
00409229	10/18/2019	Close Lumber	01-4300		43.09
00409230	10/18/2019	Dubuque Bank and Trust	01-7438	8,498.21	
			01-7439	33,501.79	42,000.00
00409231	10/18/2019	Education Translations	01-5800		205.16
00409232	10/18/2019	Educational Achievement Services Inc	01-5800		19,875.00
00409233	10/18/2019	JK Architecture Engineering	35-6210		2,750.00
00409234	10/18/2019	Mid Valley Auto Parts	01-4300		646.48
00409235	10/18/2019	Mt Shasta Spring Water	01-4300	228.66	
			01-5510	26.45	255.11
00409236	10/18/2019	Pacific Gas & Electric Company	01-5530		1,964.93
00409237	10/18/2019	Platt Electric	01-4300		308.88
00409238	10/18/2019	Stone Creek Engineering Inc	21-6272		26,741.50
00409239	10/18/2019	Top Tier Datacom Inc	01-5800		190.00
00409240	10/18/2019	Uline	01-4300		252.72
00409241	10/18/2019	US Bank Corporate Payment Sy	01-4300	3,394.12	
			01-5200	2,210.70	
			01-5800	336.00	5,940.82
00409242	10/18/2019	Williams Unified School District	01-4300		134.88
00409243	10/18/2019	Yessica Carabeo	01-5821		25.00
00409392	10/25/2019	Amazon Capital Services Inc.	01-4300	1,075.60	
			Unpaid Tax	9.53-	1,066.07
00409393	10/25/2019	Apple Inc	01-4400		9,566.81
00409394	10/25/2019	Bersola-Vallejos, Candice	01-5200		242.32
00409395	10/25/2019	Buttes Center State Pipe & Supply Co	01-4300		1,362.25
00409396	10/25/2019	Cabanillas Villanueva, Alda	01-5200		160.08
00409397	10/25/2019	California's Valued Trust	01-3701	4,744.00	
			01-3702	714.00	
			01-9515	159,876.91	165,334.91
00409398	10/25/2019	CASCWA ATTN: Angelica Rios, Treasurer	01-5200		190.00
00409399	10/25/2019	City of Williams	21-6210		2,797.04
00409400	10/25/2019	City of Williams	01-5510		3,774.07
00409401	10/25/2019	Clark & Sullivan Construction	21-6270		365,858.26
00409402	10/25/2019	Derivi Castallenos Architects Attn: Tina Barber Acct Manager	21-6210		1,285.00
00409403	10/25/2019	Educational Achievement Services Inc	01-5100	4,750.00	
			01-5800	15,125.00	19,875.00

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

Checks Dated 10/04/2019 through 11/12/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
00409404	10/25/2019	Employemnt Development Dept	01-9515		931.31
00409405	10/25/2019	Fastenal Company	01-4300		90.41
00409406	10/25/2019	Frontier	01-5900		2,006.25
00409407	10/25/2019	Gonzalez, Hector	01-5200		46.98
00409408	10/25/2019	Hunt & Sons Inc	01-4325		1,293.66
00409409	10/25/2019	IEC Power LLC	01-5800		1,698.35
00409410	10/25/2019	Mayra Jimenez	01-5200		84.27
00409411	10/25/2019	Meridian Diesel	01-5600		588.00
00409412	10/25/2019	Outdoor Creations Inc	01-4400		872.78
00409413	10/25/2019	Pacific Gas & Electric Company	01-5530		25.99
00409414	10/25/2019	Platt Electric	01-4300		151.10
00409415	10/25/2019	Recology Butte Colusa Counties	01-5520		676.20
00409416	10/25/2019	Renaissance Learning	01-5800	21,824.35	
			01-9330	13,048.72	34,873.07
00409417	10/25/2019	Rideout Medical Assoc/Occ	01-5800		587.00
00409418	10/25/2019	Riso Products of Sacramento	01-5650		287.00
00409419	10/25/2019	Shadd Janitorial Supply	01-5600		118.18
00409420	10/25/2019	US Bank Corporate Payment Sy	01-4300	55.73	
			01-5200	1,104.58	
			01-5800	92.53	1,252.84
00409421	10/25/2019	US Bank Equipment Finance	01-5650	192.90	
			13-5650	49.29-	143.61
00409422	10/25/2019	Verizon Wireless	01-5900		1,462.51
00409423	10/25/2019	Voltage Specialists	01-5600		425.00
00409424	10/25/2019	Wallace Kuhl & Associates Inc	21-6240		859.50
00409425	10/25/2019	Waxie Sanitary Supplies	01-4300		280.95
00409426	10/25/2019	Yolo Coutny Office of Education	01-5200		1,500.00
00409534	11/01/2019	Amazon Capital Services Inc.	01-4100	1,375.10	
			01-4300	4.26	
			Unpaid Tax	19.95-	1,359.41
00409535	11/01/2019	Bersola-Vallejos, Candice	01-5200		46.05
00409536	11/01/2019	C.A.S.H.	01-5300		435.00
00409537	11/01/2019	Catalina Solorio	01-5800		348.04
00409538	11/01/2019	CDW Government Inc	01-4300		445.01
00409539	11/01/2019	City of Williams	01-5800		410.25
00409540	11/01/2019	Climate Control	01-5600		9,008.84
00409541	11/01/2019	Colusa County Office of Education	01-5800		11,000.00
00409542	11/01/2019	Colusa Unified School District	01-5800		1,880.00
00409543	11/01/2019	Fagen Friedman & Fulfrost LLP Accounting Department	01-5870		695.00
00409544	11/01/2019	Fastenal Company	01-4300		105.62
00409545	11/01/2019	Flyers Energy LLC Dept # 34516	01-4325		1,594.24
00409546	11/01/2019	Francisca Ines Duenas	01-5200		36.02
00409547	11/01/2019	Francisca Ines Duenas	01-5200		234.90
00409548	11/01/2019	Granzella's	01-5600		600.00
00409549	11/01/2019	HM Receivables Co LLC	01-5800		18,630.00

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

Checks Dated 10/04/2019 through 11/12/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
00409550	11/01/2019	Johnson Printing & Design	01-4300		26.65
00409551	11/01/2019	Kimberlee Caldwell	01-4300		24.10
00409552	11/01/2019	Lampkin, Edgar	01-5200		66.47
00409553	11/01/2019	Mayra Jimenez	01-5200		47.15
00409554	11/01/2019	Mayra Jimenez	01-5200		160.14
00409555	11/01/2019	McGraw-Hill Education	01-4300		13,868.16
00409556	11/01/2019	MJB Welding	01-4400		2,221.56
00409557	11/01/2019	My Education Group LLC Attn: Samuel Dean	01-5800		7,500.00
00409558	11/01/2019	Pacific Gas & Electric Company	01-5530	390.33	
			13-5530	122.56	512.89
00409559	11/01/2019	Platt Electric	01-4300		325.32
00409560	11/01/2019	PTM Document Systems	01-4300		114.46
00409561	11/01/2019	Purchase Power	01-4300		87.00
00409562	11/01/2019	Really Good Stuff	01-4300		148.38
00409563	11/01/2019	Siskiyou Elevator Co	01-5600		350.00
00409564	11/01/2019	Sjolund, Wendy Ann	01-4300		153.60
00409565	11/01/2019	Solis, Veronica	01-5200		366.68
00409566	11/01/2019	Tamco Capital Corporation	01-5600		1,676.60
00409567	11/01/2019	TCI	01-4100		1,650.07
00409568	11/01/2019	Triarco	01-4400		2,664.29
00409569	11/01/2019	US Bank Corporate Payment Sy	01-4300	4,740.04	
			01-4325	83.00	
			01-4400	741.30	
			01-5200	6,790.65	
			01-5800	11.53	
			01-5820	93.75	
			01-9509	1,148.00	13,608.27
00409570	11/01/2019	US Bank Equipment Finance	01-5650	197.13	
			13-5650	197.12	394.25
00409571	11/01/2019	US Bank Equipment Finance	01-5650		429.27
00409572	11/01/2019	US Bank Equipment Finance	01-5650		1,730.58
00409573	11/01/2019	US Bank Equipment Finance	01-5650		1,730.58
00409574	11/01/2019	WestAmerica Bank	25-7438	2,017.01	
			25-7439	124,124.00	126,141.01
00409575	11/01/2019	Williams Unified School District	01-4300		200.86
00409576	11/01/2019	Williams Unified School District	01-9509		741.75
00409577	11/01/2019	Zee Medical Company	01-4300		117.61
00409696	11/08/2019	Alsco-Geyer Ace Hardware	01-4300		27.85
00409697	11/08/2019	Alto Music	01-4300	67.23	
			Unpaid Tax	4.84-	62.39
00409698	11/08/2019	Amazon Capital Services Inc.	01-4300	1,669.15	
			Unpaid Tax	9.80-	1,659.35
00409699	11/08/2019	B&H Photo Video Remittance Processing Center	01-4300	12,171.75	
			01-4400	13,544.18	
			01-5800	99.88	25,815.81

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

Checks Dated 10/04/2019 through 11/12/2019

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
00409700	11/08/2019	Bimbo Bakeries USA	13-4700		1,169.51
00409701	11/08/2019	Candice Bersola-Vallejos	01-5200		172.26
00409702	11/08/2019	CAS Inspections Inc	21-6290		7,150.00
00409703	11/08/2019	Cintas Corporation	13-5500		351.41
00409704	11/08/2019	Crystal Creamery	13-4700		8,710.82
00409705	11/08/2019	Employemnt Development Dept	01-9515		835.20
00409706	11/08/2019	General Produce	13-4700		7,769.15
00409707	11/08/2019	Gold Star Foods Inc	13-4700		17,066.21
00409708	11/08/2019	Happy Valley Fresh Fruit Co	13-4700		843.50
00409709	11/08/2019	Harris School Solutions	13-5800		47.25
00409710	11/08/2019	Lucia Ordonez de Pineda	01-5821		10.00
00409711	11/08/2019	Mayra Jimenez	01-5200		25.46
00409712	11/08/2019	Messick Ace Hardware	01-4300		7.49
00409713	11/08/2019	O'Connell Ranch	13-4700		1,034.00
00409714	11/08/2019	PAPA	01-5300		45.00
00409715	11/08/2019	Papa Murphy's JRD Food Service Ibc	13-4700		2,816.00
00409716	11/08/2019	Producers Dairy Foods	13-4700		312.55
00409717	11/08/2019	Sanchez, Leslie	01-5200		163.56
00409718	11/08/2019	School Health Corporation	01-4300		143.22
00409719	11/08/2019	SFS of Sacramento Inc	13-4300	2,120.30	
			13-4700	6,610.57	8,730.87
00409720	11/08/2019	Shop N Save	13-4700		30.05
00409721	11/08/2019	The Danielsen Co	13-4300	1,539.83	
			13-4700	13,625.41	15,165.24
00409722	11/08/2019	US Bank Corporate Payment Sy	01-4300	185.47	
			01-5200	1,134.99	
			01-5800	10.58	1,331.04
00409723	11/08/2019	Williams Unified School District	01-5900		40.64
00409724	11/08/2019	Wright, Vera R	01-5200		34.80
		Total Number of Checks	**211**		**2,000,260.70**

	Count	Amount
Cancel	1	942.61
Net Issue		1,999,318.09

Fund Recap

Fund	Description	Check Count	Expensed Amount
01	General Fund/county Sch.srv.fd	170	616,524.47
13	Cafeteria Fund	32	132,850.92
21	Building Fund	10	1,086,783.30
25	Capital Facilities Fund	2	160,531.29
35	County School Facilities Fund	1	2,750.00
	Total Number of Checks	210	1,999,439.98
	Less Unpaid Tax Liability		121.89-
	Net (Check Amount)		**1,999,318.09**

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

Williams Middle School
General Ledger Report
Financial Report

9.3.1

From Date:	9/1/2019
To Date:	9/30/2019

From Acct:	1
To Account:	999999

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD Payable	Work Bal.
000100	Upper Elementary School	$1,644.96	$0.26	$0.00	$0.00	$1,645.22	$0.00	$1,645.22
000200	4th grade	$1,622.32	$0.00	$0.00	$0.00	$1,622.32	$0.00	$1,622.32
000210	5th grade	$6,458.47	$0.00	$0.00	$0.00	$6,458.47	$0.00	$6,458.47
000220	6th grade	$73.19	$0.00	$0.00	$0.00	$73.19	$0.00	$73.19
000230	K-6 Playground	$1,154.30	$0.00	$0.00	$0.00	$1,154.30	$0.00	$1,154.30
000310	Shady Creek	$87.96	$8,642.90	($3,881.00)	$0.00	$4,849.86	$0.00	$4,849.86
000600	Elementary Student Body	$16,051.37	$1,874.00	$0.00	$0.00	$17,925.37	$0.00	$17,925.37
000620	3rd grade	$506.46	$0.00	$0.00	$0.00	$506.46	$0.00	$506.46
000630	3rd grade Pioneers	$83.09	$0.00	$0.00	$0.00	$83.09	$0.00	$83.09
000640	Elementary Garden Fund	$246.36	$0.00	$0.00	$0.00	$246.36	$0.00	$246.36
000650	Elementary Library Club	$94.13	$0.00	$0.00	$0.00	$94.13	$0.00	$94.13
Group Total		$28,022.61	$10,517.16	($3,881.00)	$0.00	$34,658.77	$0.00	$34,658.77
Activity Accounts Grand Total		$28,022.61	$10,517.16	($3,881.00)	$0.00	$34,658.77	$0.00	$34,658.77
990	Petty Cash	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
991	Cash On Hand	$0.00	$10,516.90	$0.00	($10,516.90)	$0.00	$0.00	$0.00
992	Checking	$28,022.61	$0.26	($3,881.00)	$10,516.90	$34,658.77	$0.00	$34,658.77
993	Savings	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
994	Investments	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
General Ledger Grand Total		$28,022.61	$10,517.16	($3,881.00)	$0.00	$34,658.77	$0.00	$34,658.77

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Toni Rivera **Date:** 10/8/19

Principal: [signature] **Date:** 10/11/19

Williams Middle School
Bank Reconciliation Report

From Date:	9/1/2019
To Date:	9/30/2019

Checking Account

992

Ending Balance on Statement dated 9/30/2019 ->	$34,658.77	
Add: Outstanding Deposits (Bank Deposits) -> +	$0.00	
Less Outstanding Checks:	$0.00	
Checking Cash Balance as of 9/30/2019	$34,658.77	***

Cash Balance for Checking as of 9/1/2019	$28,022.61	
Add: Total Deposits (Bank Deposits)	$10,517.16	
Less: Total Checks and Withdrawals	($3,881.00)	
Computer Cash Balance as of 9/30/2019	$34,658.77	***

Summary of Asset Accounts

GL Acct	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.
990	Petty Cash	$0.00	$0.00	$0.00	$0.00	$0.00
991	Cash On Hand	$0.00	$10,516.90	$0.00	($10,516.90)	$0.00
992	Checking	$28,022.61	$0.26	($3,881.00)	$10,516.90	$34,658.77 ***
993	Savings	$0.00	$0.00	$0.00	$0.00	$0.00
994	Investments	$0.00	$0.00	$0.00	$0.00	$0.00
Grand Total		**$28,022.61**	**$10,517.16**	**($3,881.00)**	**$0.00**	**$34,658.77**

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Toni Rivera Date: 10/8/19

Principal: [signature] Date: 10/11/19

*** Entries Must match

Williams High School
General Ledger Report
Financial Report
2019 September

From Date:	9/1/2019
To Date:	9/30/2019

From Acct:	1
To Account:	999999

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD Payable	Work Bal.
000001	Volleyball	$68.30	$0.00	$0.00	$0.00	$68.30	$0.00	$68.30
000003	Softball	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
000004	Baseball	$601.34	$0.00	$0.00	$0.00	$601.34	$0.00	$601.34
000006	ASB	$2,839.66	$1.10	($800.28)	$0.00	$2,040.48	$0.00	$2,040.48
000007	FFA	$19,366.46	$270.00	($1,459.51)	$0.00	$18,176.95	$0.00	$18,176.95
000008	Athletics	$30,212.98	$10,867.10	($9,305.80)	$0.00	$31,774.28	$0.00	$31,774.28
000009	Sundial	$5,622.65	$126.00	($3,473.00)	$0.00	$2,275.65	$0.00	$2,275.65
000010	Anime Club	$127.51	$0.00	$0.00	$0.00	$127.51	$0.00	$127.51
000011	Band	$272.82	$0.00	$0.00	$0.00	$272.82	$0.00	$272.82
000012	Jr. High Yearbook	$341.28	$18.00	$0.00	$0.00	$359.28	$0.00	$359.28
000013	Golf	$1,012.73	$0.00	($85.78)	$0.00	$926.95	$0.00	$926.95
000016	Pep Squad	$13,555.05	$850.75	($11,336.85)	$0.00	$3,068.95	$0.00	$3,068.95
000017	Student Clearing	$1,164.74	$0.00	$0.00	$0.00	$1,164.74	$0.00	$1,164.74
000018	Football	$6,157.56	$0.00	($1,467.88)	$0.00	$4,689.68	$0.00	$4,689.68
000019	Shop Clearing	$65.35	$0.00	$0.00	$0.00	$65.35	$0.00	$65.35
000020	Friday Night Live	$42.51	$0.00	($37.58)	$0.00	$4.93	$0.00	$4.93
000022	Green House	$1.48	$0.00	$0.00	$0.00	$1.48	$0.00	$1.48
000023	Varsity Sports Awards	$327.76	$0.00	$0.00	$0.00	$327.76	$0.00	$327.76
000024	CSF	$943.54	$0.00	($179.04)	$0.00	$764.50	$0.00	$764.50
000025	MESA	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
000026	Savings Interest	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
000027	Admission Challenge	$1,500.00	$0.00	$0.00	$0.00	$1,500.00	$0.00	$1,500.00
000028	CALSA	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
000030	Running Club	$1,076.66	$0.00	$0.00	$0.00	$1,076.66	$0.00	$1,076.66
000033	Peer Council	$1,300.09	$0.00	$0.00	$0.00	$1,300.09	$0.00	$1,300.09
000035	MEChA	$1,251.00	$0.00	$0.00	$0.00	$1,251.00	$0.00	$1,251.00
000036	HS Girls Soccer	$1,338.02	$0.00	$0.00	$0.00	$1,338.02	$0.00	$1,338.02
000038	Boys Basketball	$2,183.00	$0.00	$0.00	$0.00	$2,183.00	$0.00	$2,183.00
000039	Drama Club	$89.45	$0.00	$0.00	$0.00	$89.45	$0.00	$89.45
000040	FFA AG Loan	$738.96	$0.00	$0.00	$0.00	$738.96	$0.00	$738.96
000041	Choir	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
000042	FBLA	$244.23	$0.00	$0.00	$0.00	$244.23	$0.00	$244.23
000043	Mid Valley High School	$335.14	$0.00	$0.00	$0.00	$335.14	$0.00	$335.14
000044	WHS Counseling Scholars	$25.00	$0.00	$0.00	$0.00	$25.00	$0.00	$25.00
000048	Art	$255.64	$0.00	$0.00	$0.00	$255.64	$0.00	$255.64

Williams High School
General Ledger Report
Financial Report
2019 September

From Date:	9/1/2019
To Date:	9/30/2019

From Acct:	1
To Account:	999999

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD Payable	Work Bal.
000049	LGBT/Straight Alliance Cl	$809.76	$0.00	($57.78)	$0.00	$751.98	$0.00	$751.98
000050	Shellnut Scholarship Fdtn	$268.30	$0.00	$0.00	$0.00	$268.30	$0.00	$268.30
000060	Wrestling Club	$964.12	$0.00	$0.00	$0.00	$964.12	$0.00	$964.12
000065	Girls Basketball	$742.27	$0.00	$0.00	$0.00	$742.27	$0.00	$742.27
000067	Garden Club	$2,451.49	$0.00	$0.00	$0.00	$2,451.49	$0.00	$2,451.49
000070	Jr. High ASB	$551.01	$0.00	$0.00	$0.00	$551.01	$0.00	$551.01
000072	Class of 2019	$829.64	$0.00	$0.00	$0.00	$829.64	$0.00	$829.64
000073	Jr. High FBLA	$171.12	$0.00	$0.00	$0.00	$171.12	$0.00	$171.12
000074	Jr. High Band	$21.72	$0.00	$0.00	$0.00	$21.72	$0.00	$21.72
000075	Jr. High Athletics	$670.70	$86.00	($173.53)	$0.00	$583.17	$0.00	$583.17
000076	Jr. High MESA	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
000077	Jr. High 4.0 Club	$39.77	$0.00	$0.00	$0.00	$39.77	$0.00	$39.77
000078	Class of 2020	$725.04	$0.00	$0.00	$0.00	$725.04	$0.00	$725.04
000079	Class of 2021	$7,853.05	$570.97	($109.89)	$0.00	$8,314.13	$0.00	$8,314.13
000080	Class of 2022	$2,559.58	$0.00	$0.00	$0.00	$2,559.58	$0.00	$2,559.58
000081	Class of 2023	$3,991.93	$0.00	$0.00	$0.00	$3,991.93	$0.00	$3,991.93
000082	Class of 2024	$1,613.14	$315.86	$0.00	$0.00	$1,929.00	$0.00	$1,929.00
000083	Class of 2025	$0.00	$2,110.00	($1,020.00)	$0.00	$1,090.00	$0.00	$1,090.00
Group Total		$117,323.55	$15,215.78	($29,506.92)	$0.00	$103,032.41	$0.00	$103,032.41
Activity Accounts Grand Total		$117,323.55	$15,215.78	($29,506.92)	$0.00	$103,032.41	$0.00	$103,032.41
990	Petty Cash	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
991	Cash On Hand	$572.00	$15,214.68	$0.00	($12,073.32)	$3,713.36	$0.00	$3,713.36
992	Checking	$94,427.41	$0.74	($29,501.92)	$12,073.32	$76,999.55	$0.00	$76,999.55
993	CD Account Savings	$7,039.75	$0.00	$0.00	$0.00	$7,039.75	$0.00	$7,039.75
994	Money Market Account	$15,284.44	$0.36	($5.00)	$0.00	$15,279.80	$0.00	$15,279.80
General Ledger Grand Total		$117,323.60	$15,215.78	($29,506.92)	$0.00	$103,032.46	$0.00	$103,032.46

Williams High School
General Ledger Report
Financial Report
2019 September

From Date:	9/1/2019
To Date:	9/30/2019

From Acct:	1
To Account:	999999

Acct.	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.	YTD Payable	Work Bal.

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Idmendez **Date:** 10/8/19

Principal: [signature] **Date:** 10/10/19

Williams High School
Bank Reconciliation Report

From Date:	9/1/2019
To Date:	9/30/2019

Checking Account

992

Ending Balance on Statement dated 9/30/2019 ->		$92,494.46
Add: Outstanding Deposits (Bank Deposits) -> +		$0.00
Less Outstanding Checks:		$15,494.91
Checking Cash Balance as of 9/30/2019		$76,999.55 ***
Cash Balance for Checking as of 9/1/2019		$94,427.41
Add: Total Deposits (Bank Deposits)		$12,074.06
Less: Total Checks and Withdrawals		($29,501.92)
Computer Cash Balance as of 9/30/2019		$76,999.55 ***

Summary of Asset Accounts

GL Acct	Account Name	Beg. Bal.	Recpt/JV	Disb/JV	Transfer	End. Bal.
990	Petty Cash	$0.00	$0.00	$0.00	$0.00	$0.00
991	Cash On Hand	$572.00	$15,214.68	$0.00	($12,073.32)	$3,713.36
992	Checking	$94,427.41	$0.74	($29,501.92)	$12,073.32	$76,999.55 ***
993	CD Account Savings	$7,039.75	$0.00	$0.00	$0.00	$7,039.75
994	Money Market Account	$15,284.44	$0.36	($5.00)	$0.00	$15,279.80
Grand Total		**$117,323.60**	**$15,215.78**	**($29,506.92)**	**$0.00**	**$103,032.46**

I have reviewed the above ledger report and attached reports for the current month. I find them accurate and complete to the best of my knowledge.

Bookkeeper: Edmonds Date: 10/8/19

Principal: [signature] Date: 10/10/19

*** **Entries Must match**

AGREEMENT FOR MIGRANT EDUCATION PROGRAM SERVICES

This Agreement for Services ("Agreement") is made and entered into as of October 21, 2019 by and between the **Butte County Office of Education/Migrant Education Region 2**, ("BCOE") and **Williams Unified School District** ("Program Region"), (together, "Parties").

WHEREAS, the primary objective of the Migrant Education Advisory Program/MEAP and Intervention Specialist ("Program") is to provide middle and high school migrant students the above and beyond individualized support many of the region's migrant students need in order to stay in school, prepare to graduate from high school AND prepare for college admissions or a career path through MEAP Advisors and Intervention Specialists.;

WHEREAS, there is a need for the Program within the Program Region's jurisdiction;

WHEREAS, the Program is administered by BCOE and BCOE agrees to provide the Program services to the Program Region pursuant to the terms of this Agreement.

NOW, THEREFORE, the Parties agree as follows:

1. **Services**. This Agreement is made and entered into for the provision of Program services for migrant students within the Program Region's jurisdiction. BCOE's duties, obligations and agreements to provide the Program services under this Agreement are set forth in the attached **Exhibit "A"** ("Services") Program Region's duties, obligations, and agreements are set forth in the attached **Exhibit "B,"** ("Program Region Obligations").

2. **Term**. Services shall commence on 10/21/19 and will continue until 06/30/20, unless this Agreement is terminated and/or otherwise cancelled prior to that time.

3. **Payment**. Program Region shall pay BCOE for the provision of the Services a total not to exceed amount of Zero Dollars ($0).

4. **Termination**. It is expressly understood and mutually agreed that the success of the Program is the condition for the continuation of this Agreement. Either party may, at any time, with or without reason, terminate this Agreement with a reasonable explanation. Written notice by the terminating party shall be sufficient to stop further provision of Services and Program Region Obligations. Notice shall be deemed given when received by the non-terminating party or no later than three days after the day of mailing, whichever is sooner.

5. **Indemnification**. To the furthest extent permitted by California law, Program Region shall, at its sole expense, defend, indemnify, and hold harmless the BCOE, the State of California, and their agents, representatives, officers, employees, trustees, and volunteers (the "indemnified parties") from any and all demands, losses, liabilities, claims, suits, and actions (the "claims") of any kind, nature, and description, including, but not limited to, personal injury, death, property damage, and consultants and/or attorneys' fees and costs, directly or indirectly arising out of, connected with, or resulting from the performance of the Agreement or from any activity, work, or thing done, permitted, or suffered by the Program Region under or in conjunction with this Agreement, unless the claims are caused wholly by the sole negligence or willful misconduct of the indemnified parties. The BCOE shall have the right to accept or reject any legal representation that Program Region proposes to defend the indemnified parties.

6. **Insurance**. Each party shall procure and maintain at all times insurance with minimum limits as customary for that party's course of business. Certificates and insurance policies for each party shall name the other party, their representatives, employees, and agents as additional insureds, and provide for not less than thirty (30) days' notice of cancellation or material charge. Parties shall provide each other with a certificate of insurance, for review and approval, stating these conditions prior to the commencement of Services under this Agreement. Such insurance shall be maintained with insurance carriers licensed to transact business in the State of California.

7. **Anti-Discrimination**. It is the policy of the BCOE that in connection with all work performed under contracts there be no discrimination against any person engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore Program Region agrees to comply with applicable Federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735.

8. **No Rights in Third Parties.** This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

9. **Notice**. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, or facsimile transmission, addressed as follows:

If to BCOE:

Butte County Office of Education
1870 Bird Street
Oroville, CA 95965
ATTN: Yanet Carrillo
PHONE: (530) 532-5750
FAX: (530) 532-3690
EMAIL: ycarrillo@bcoe.org

If to Program Region:

Williams Unified School District
499 Marguerite St suite c
Williams, CA 95987
ATTN: Rosa Villasenor ext. 11410
PHONE: (530) 473- 2550 ext. 11410
FAX: (530) 473-5894
EMAIL: rvillasenor@williams.k12.ca.us

Any notice personally given or sent by facsimile transmission shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective five (5) days after deposit in the United States mail.

10. **Integration/Entire Agreement of Parties**. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

11. **Assignment.** The obligations and/or interests of either party under this Agreement shall not be assigned or transferred in anyway without written consent from the other party.

12. **California Law**. This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in Butte County.

13. **Waiver**. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

14. **Severability**. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

15. **Provisions Required By Law Deemed Inserted.** Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.

16. **Authority to Bind Parties.** Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

17. **Attorney Fees/Costs.** Should litigation be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs and attorney's fees.

18. **Captions and Interpretations.** Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as being jointly prepared by the Parties.

19. **Signature Authority.** Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.

20. **Counterparts.** This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

21. **Incorporation of Recitals and Exhibits**. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the date(s) indicated below.

BCOE:	**Program Region:**
Dated: _____	Dated: _____
BUTTE COUNTY OFFICE OF EDUCATION	Williams Unified School District
Signed By: _____	Signed By: _____
Print Name: _____	Print Name: _____
Title: _____	Title: _____

EXHIBIT "A"
PROGRAM SERVICES

With the purpose of increasing high school graduation rates for migrant students, a bilingual/bicultural MEAP advisor will work high school students in the Williams Unified School District. The MEAP Program will utilize a Pre- and Post-survey for migrant students served at each school site to measure initial need and consequent growth in areas of supplemental services provided in the areas of academic intervention and social-emotional mentoring. Outcomes expected will reflect students' growth in knowledge of high school graduation requirements, college entrance requirements, and career opportunities after high school/college.

Migrant Education Region 2 Responsibilities and Duties:

1. The MEAP program will provide services for migrant students through a bilingual college student participating in the MEAP Program
2. BCOE/ME will provide Advisor services to migrant students and English Language Learners at Williams High School; not to exceed 20 hours each week for 40 weeks. BCOE/ME agrees to pay for 100% of the cost for MEAP services at Williams High School.
3. MEAP Advisor will be available to provide parent education and outreach, including home visits for Williams High School.
4. MEAP Advisor shall meet with migrant students during optimal times identified by principal or designee. Students will not be removed from the core instructional program during the school day. MEAP Advisor(s) will be available to meet with migrant students during non-instructional times.
5. A Migrant Education Intervention Specialist will work with sixth through high school students to support their academic growth. The Intervention Specialist may meet with students before or after school.
6. The Intervention Specialist will recruit students for Regional Migrant Education programs and encourage students to participate in appropriate district intervention programs.

EXHIBIT "B"
PROGRAM REGION DUTIES AND OBLIGATIONS

Williams Unified School District Responsibilities and Duties:

1. Williams Unified School District will provide appropriate space for the MEAP mentor/advisor and Intervention Specialist including timely access to progress reports/transcripts and a telephone to make contact with migrant parents.
2. MEAP Advisors and Intervention Specialist will be given support in accessing student records used (as allowed by FERPA) in district to facilitate mandated review and use of migrant student data in order to target services.
3. Site principals shall be consulted regarding placement of MEAP personnel. The Advisor will then be paired with a site counselor who will meet regularly with the advisor and MEAP School Counseling Specialist to discuss program effectiveness.
4. MEAP Advisor will be included in district and site professional development activities (as appropriate), and in regularly scheduled counseling meetings, Student Study Teams, Individual Education Plan Meetings for migrant students being served by the MEAP Advisor.
5. MEAP Advisor will assist school personnel as needed with any bilingual services on first days of school, such as student registration.

There will be no charge for this service.

Warren Consulting Engineers, Inc.

October 15, 2019

Email: jeff.threet@stonecreekengineering.com

Jeff Threet
Stone Creek Engineering, Inc.
5173 Persianwood Place
San Jose, CA 95111

RE: PROPOSAL FOR SURVEYING SERVICES FOR 1500 E STREET, WILLIAMS, CA

Dear Jeff,
We are pleased to submit for your review and consideration our proposal for surveying services for the above referenced project. The scope of work will consist of the following:

1. **Topographic and Boundary Survey**
   A. Prepare topographic and boundary survey for the project area and checklist.
   B. Current title report is needed with notice to proceed.

Total Fee: $10,000.00

Items not included in this proposal are:

1. Underground utility location.
2. Title report.
3. Record of survey.

Billing will be on a monthly basis for work completed within that calendar month. Payment shall be made within 30 days of receiving the billing statement.

If this proposal is acceptable, please sign and return one copy.

Sincerely,

Anthony J. Tassano
AJT/tlb
19P.321

Accepted: Edgar Layla

Date: 10/18/19

1117 Windfield Way, Ste. 110 El Dorado Hills, CA 95762
Phone: 916-985-1870 Fax: 916-985-1877 Email: wce@wceinc.com

TOPOGRAPHIC SURVEY CHECKLIST **DATE: 10/15/19**

TO: Jeff Threet, Stone Creek Engineering
PROJECT: Survey at 1500 E Street
LOCATION: 1500 E Street, Williams, CA
APN: 005-201-032-000
OWNER: _____
ADDRESS: _____

ITEMS NEEDED FROM OWNER

☒ 1. Title Report – **NEEDED WITH NOTICE TO PROCEED.**

☐ 2. Permission to Enter Site

☐ 3. Contact Person and Phone Number

☒ 4. Owner to provide any as built or design drawings of existing facilities on-site if available.

DRAWINGS

☒ 5. Scale of finished drawing shall be 1" = 20'.

☒ 6. Finish drawing shall be a signed bond paper plot.

☒ 7. CD AutoCAD disk, 2018 Release.

ELEVATION BASIS

☒ 8. Based on County Benchmark

☐ 9. Based on previous survey.

☐ 10. Assumed elevation.

BOUNDARY

☒ 11. Property line bearings, dimensions, reference points, and other pertinent data. Will be placed from previous approved BLA.

☒ 12 Locate and identify monuments and markers found.

☐ 13. Set a monument at each change in boundary course when no monument is existing, and file record survey with the County.

☒ 14. Indicate easements, rights of way, and encroachments on and immediately adjacent to the right of way.

☒ 15. Boundary will be as shown from record information, provided by Owner.

☒ 16. Establish a minimum of two temporary benchmarks within the area surveyed.

TOPOGRAPHY

☒ 17. Contour interval shall be __1__ foot, in nonpervious areas.

☒ 18. Point elevation grid interval shall be __50__ feet, approximate.

☒ 19. Indicate special point elevations as may be required to provide complete land surface picture (i.e., high points, swales, etc.).

☐ 20. Indicate surface water conditions including ditches, drainage channels, ponds, and natural courses.

☐ 21. Other: _____

PLANIMETRIC

☒ 22. Location and floor elevation of all permanent structures, at all exterior doors.

☐ 23. Location and floor elevation of all permanent structures, at all exterior doors at building elevation.

☒ 24. Indicate miscellaneous walks, roads, structures, paving, fences, etc.

☒ 25. Show individual trees with diameters larger than __4__ inches. If trees are numerous, indicate perimeter of dripline.

☒ 26. Ground elevation at tree trunk.

☐ 27. Indicate tree dripline, ground elevation at four quadrants of tree dripline.

☒ 28. Indicate tree dripline, no ground elevation.

☒ 29. Show location and elevation of all right of way improvements, such as curbs, gutters, walks to centerline of street.

☒ 30. Show above ground utilities and elevation of top of subsurface utility structures.

PROJECT: Survey of 1500 E Street, Williams Date: 10/15/19

UNDERGROUND

NOTE: It is the responsibility of the Owner to provide access to and /or unbolt structures and clean drain structures to expose pipe prior to field survey.

☒ 31. Indicate size, location and invert elevation of accessible subsurface piping. Conduit in utility boxes or individual vaults will not be identified.

☒ 32. Indicate size, location and invert elevation of subsurface piping and conduit available in existing records.

☐ 33. Indicate size, location and type of construction of visible wells, septic tanks, pumps, basements and similar subsurface improvements, active or abandoned.

☐ 34. Indicate areas of irrigation utilizing subsurface systems, showing system layout where available.

☒ 35. Information on subsurface improvements within street right of way as outlined in Item 29.

☐ 36. Information on subsurface improvements within street right of way as outlined in Item 30.

☒ 37. Owner to provide as built or design drawings of existing facilities on-site, if available.

☐ 38. Other:

☒ 39. See attached sketch.
☐ 40. See attached material.
☒ 41. Direct proposal to Construction Manager
☐ 42. Direct proposal to Owner.

Comments: _____

Nicolaus Dr
Virginia Way
SURVEY AREA
1500 E St
20
Google Earth
© 2013 Google

MEMORANDUM OF UNDERSTANDING

between
The Regents of the University of California
and
Williams Unified School District

This Memorandum of Understanding (the "MOU") is made and entered into by and between the **The Regents of the University of California** on behalf of its Davis campus ("UC Davis"), and **Williams Unified School District** ("District"), also referred to herein as the "Parties," to further develop formal relationships in research and educational collaborations.

WHEREAS, UC Davis has scientific and technical expertise and resources related to food & agricultural sciences, including academic programs in all these fields,

WHEREAS, District has expertise and resources related to after school programs for high school-aged adolescents and younger youth, and

WHEREAS, UC Davis and District have common objectives in these areas and shall benefit from collaborative interactions to increase self-efficacy and motivation in underserved adolescent populations to attend college and major in food, agriculture, natural resource, and human sciences ("FANH"), and

WHEREAS, UC Davis and District wish to enhance their abilities to improve their basic sciences services and technologies in these areas.

NOW, THEREFORE, UC Davis and District mutually agree as follows:

I. DEFINITIONS, OBJECTIVES

A. Scope of Collaborative Projects. In accordance with this Agreement, the Parties will collaborate in the areas of training and mentorship within FANH sciences to prepare high school-aged adolescents to educate and mentor younger youth. **Exhibit A** sets forth the scope of the project, which will occur without funding being exchanged between the Parties.

B. General Objectives. In accordance with this Agreement, the general objectives of this Agreement are to promote a free and efficient exchange of information and results that will mutually benefit the establishment of collaborations through research, education and training and/or technology transfer projects;

II. RESPONSIBILITIES AND DUTIES.

A. General.

1. Project leadership will be exercised primarily by UC Davis offering scientific/technical guidance to be transferred through activities related to this Agreement.

2. Project leadership will be exercised by a Rachel Scherr, Project Director.

B. UC Davis will be responsible for:

1. Project administration (if required), managing resources and maintaining communication and coordination with District and other administrators associated with a project.

2. The establishment of an experimental plan to develop the scientific and technical data needed to accomplish a project's general and specific objectives.

C. District will be responsible for:

1. The provision of administrative leadership as required by the project and the support needed, including adequate management and use of the resources provided in direct collaboration and communication with the UC Davis and the administrative staff.

III. MANAGEMENT PLAN.

A. Administration. UC Davis will administer and coordinate this project.

B. The designated Project Director is responsible for fulfilling all of the technical reporting obligations to any funding agencies.

IV. RIGHTS IN DATA.

A. Publications. It is anticipated that collaborative research projects facilitated by this Agreement shall yield scientific publications and presentations. Each Party has the right to disclose, disseminate and use, in whole or in part, any data and information received, collected, or developed during such projects, except as indicated in the following provision, Confidentiality. A copy of materials intended for disclosure by either Party shall be provided to the other Party for review and comment not less than sixty (60) days prior to disclosure. All publications and presentations relating to the research conducted during such

projects shall bear proper acknowledgment of the support, participation and professional credits of authorship of UC Davis and District, as appropriate. Decisions on authorship and content of any publication shall be consistent with customary practices in the scientific and technical communities.

B. Confidentiality. Each Party agrees to hold the other's privileged information in confidence and to not disclose such confidential information without the prior approval of the other Party.

V. INDEMNIFICATION. Each Party hereto agrees to be responsible for and assume liability for its own wrongful or negligent acts or omissions and those of its officers, agents or employees, and agrees to hold the other Party harmless from any such liability

VI. NOTICES.

Official notifications required in this Agreement will be send by first class mail to:

For UC Davis,

Office of Research, Sponsored Programs
1850 Research Park Drive, Suite 300
Davis, CA 95618
Attn: Executive Director
awards@ucdavis.edu

For District,

Williams Unified School District
499 Marguerite Street, Suite C
Post Office Box 7
Williams, CA 95987
jcortez@williams.k12.ca.us

VII. NON-BINDING INSTRUMENT. The provisions of this MOU shall not constitute a legally binding instrument to create enforceable obligations between and/or among the Parties.

The Parties enter into this MOU while wishing to maintain their own separate and unique missions and mandates, and their own accountabilities. Unless specifically provided otherwise, the cooperation between and among the Parties as outlined in this MOU shall not be construed as a partnership or other type of legal entity of personality. Nothing in this MOU shall be construed as superseding or interfering in any way with any agreements or contracts entered into between or among the Parties, either prior to or subsequent to the signing of this MOU. Nothing in this

MOU shall be construed as an exclusive working relationship. The Parties specifically acknowledge this MOU is not an obligation of funds, nor does it constitute a legally binding commitment by any Party to create any rights in any third party.

IX. DURATION, AMENDMENT. This Agreement shall be effective for the three year period beginning with the date of execution. The Parties shall periodically review the provisions of this Agreement and shall amend them as necessary, subject to mutual agreement.

IN WITNESS WHEREOF, the Parties have caused this MOU to be effective with the signatory approval of their legally authorized representatives on the dates indicated below.

The Regents of the University of California	**Williams Unified School District**
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Science for Life: Providing Hands-on Educational Experiences for Undergraduates

The proposed project will establish an undergraduate internship for STEM majors at the University of California, Davis (UC Davis) and San Francisco State University (SF State) with the intention of expanding the project to other institutions in the near future. The project utilizes the undergraduate interns to employ a two-tiered cross-age teaching model (Figure 1) using curricula that are focused on experiential pedagogy, which is enhanced through the use of urban farming, agriculture, and hands-on gardens.

The college interns will be trained to facilitate inquiry-based, garden-enhanced, experiential education methods with high school-aged adolescents, who will then be trained and mentored to deliver inquiry-based nutrition education with younger youth. The project will utilize research-tested, evidence-based curricula, including *Teens CAN: Comprehensive Food Literacy in Cooking, Agriculture, and Nutrition* for the adolescents, and *Discovering Healthy Choices* and *Cooking Up Healthy Choices* for the younger youth.

For the initial pilot, each institution will recruit 8 interns who will begin their training by attending a three-day workshop at UC Davis. This hands-on workshop will include inquiry-based pedagogy, training focused on urban farming and gardening techniques provided by UC Davis Agriculture Sustainability Institute's Student Farm, and specifically how to facilitate *Teens CAN* to adolescents. The objectives of this intensive three-day training are to engage student interns in this process, familiarize them with this type of pedagogy, provide hands-on learning with the gardens, and garner enthusiasm to serve as mentors.

Once trained, the interns will begin the two-tiered cross-age teaching in afterschool programs with partnering communities. Interns will provide lessons once a week using the aforementioned curricula.

With the pilot test assessment results, (June 2020), the two-tiered cross-age teaching project will be strengthened as needed for the next round of implementation. With two years of successful program implementation, college courses will be established at both UC Davis and SF State for a sustainable flow of students to train adolescents in this model. These STEM focused students will earn year-long credit for this experience while also enhancing their experience and impact on and with society.

One of the more innovative aspects to this program is its potential to be sustainable and scalable. The third and fourth years of the proposed project will have a primary focus on program maintenance at UCD/SF State arm and expansion to other institutions and local afterschool programs across California. This expansion is anticipated to be possible because of the partnerships with the UC CalFresh Nutrition Education Program and University of California Cooperative Extension, due their relationships with California schools, afterschool programs, and the 4-H Youth Development Program, and partnering with local institutions of higher education.

While the pilot implementation is planned and will be commencing in August, the phase for expansion is to be designed. Ideally, this program will have elements of adaptability that will allow for specific implementation that will meet the needs of the each institution of higher education and partnering schools/afterschool programs. Input from partners will be critical as the implementation plan is developed.

Science for Life: Providing Hands-on Educational Experiences for Undergraduates

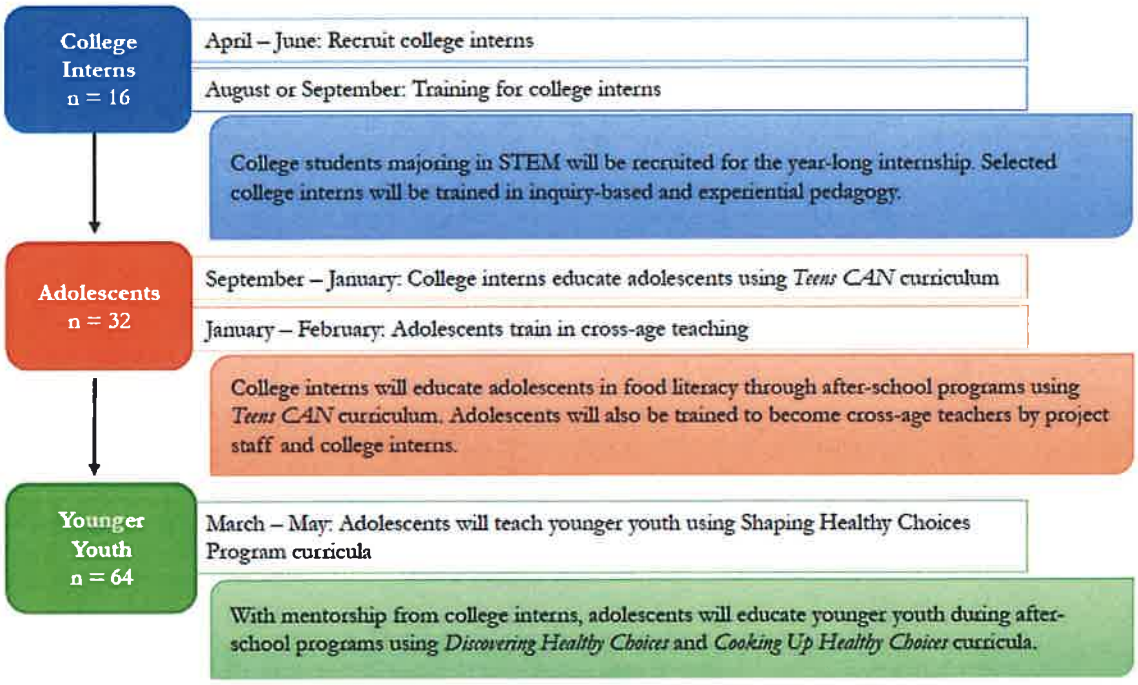


Figure 1. Proposed two-tiered cross-age teaching model and suggested timeline

school climate health & learning
CALIFORNIA SURVEY SYSTEM

MEMORANDUM OF UNDERSTANDING · 2019/20 SCHOOL YEAR

DISTRICT NAME: Williams Unified School District

This agreement outlines conditions to be met by the above named district (the "District") and WestEd as they relate to access to and the administration of the California Healthy Kids Survey (CHKS), the California School Staff Survey (CSSS), and the California School Parent Survey (CSPS), which are part of the comprehensive CalSCHLS data system, developed by WestEd under contract with the California Department of Education (CDE). **Survey access will not be granted until a signed copy of this Memorandum of Understanding (MOU) is received.**

I. DISTRICT AGREES TO:

- **Coordination.** Provide one district–level contact person for each participating district.
- **Surveys.** Administer each CalSCHLS survey selected by District (CHKS, CSSS, and/or CSPS) according to the procedures in the CalSCHLS Administration Instructions. Ensure that each survey administered is the most recent version.
- **Data Submission and Report Preparation.** Notify CalSCHLS Regional Center staff upon completion of each survey administration per the guidelines provided at registration.

CALIFORNIA HEALTHY KIDS SURVEY (CHKS) ADMINISTRATION

- **Grades and Schools.** Survey Grades 3 through 12 as appropriate within the District. Provide current student enrollment figures for all schools by grade level.
- **Parent Consent.** Follow the active parental consent process with grades below seven, and passive parental consent with Grade 7 and above.
    - Follow written school board policy for active and/or passive consent and provide notification to parents of the approximate date(s) of survey administration and the availability of survey instruments for review at school and/or district offices. This is required regardless of consent type.
- **Privacy of Students.** Preserve respondent privacy and the confidentiality of the responses by ensuring that the room set-up prevents anyone from observing how the respondent is answering the survey questions and ensure that reasonable measures are taken to protect the responses after they are collected.
- **Assurance of Confidentiality Agreement.** Ensure that all teachers/proctors assigned to administer the survey sign the Assurance of Confidentiality Agreement and read the Introductory Script to students.
- **Response Rates.** Make best efforts to obtain a response rate of at least 70% of students in surveyed grades.

CALIFORNIA SCHOOL STAFF SURVEY (CSSS) ADMINISTRATION

- Ensure that all staff at participating schools have the opportunity to complete the online survey (CSSS) at each school and for each grade level.

CALIFORNIA SCHOOL PARENT SURVEY (CSPS) ADMINISTRATION

- Coordinate with CalSCHLS staff regarding the administration of online and paper parent survey materials.

- Administer the CSPS to all parents, guardians, or other caregivers of students in all grades and schools in the district.
- Each family (parent/guardian/caregiver) should complete only one survey per school regardless of number of children enrolled in that school.

PAYMENT

Make payment of all CalSCHLS fees, at the current rates for the applicable school year within thirty (30) days of completion of services and receipt of deliverables. See attached fee schedule for the 2019-2020 school year. Payment may be remitted to Duerr Evaluation Resources, Region 1: North Central CA CalSCHLS Center.

II. WESTED AGREES TO PROVIDE:

- Comprehensive technical assistance via email and phone.
- Access to the CHKS online system or master copies of the survey instrument with scantrons and materials.
- Access to the CSSS online system.
- Access to the CSPS online system and master copy of the survey instrument for paper administration.
- Access to the CalSCHLS System website (calschls.org).
- Access to the integrated CalSCHLS Administration Instructions on each of the survey websites, which shall cover the tasks that need to be performed in conducting the surveys, and provide step-by-step instructions to District staff with responsibility for coordinating the survey.
- Access to the CalSCHLS Administration PowerPoint presentation, which shall be posted on the CalSCHLS website.
- Monthly editions of the School Climate Connection Newsletter during the school year.
- Scanning and online services.
- **District-level reports within six to ten weeks after receipt of accurate and complete survey information and materials.**

III. ACCESS

Under the Public Records Act, any third-party (for example, the media) can request existing district reports from CDE. Raw data may be provided to public agencies and research agencies by request for analyses only after the requesting agency has executed an agreement with WestEd and/or CDE and has agreed to conditions of strict confidentiality in compliance with state and federal regulations including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99), the California Information Practices Act (California Civil Code § 1798 et. seq.), and the Privacy Act of 1974, as amended (5 U.S.C. § 552).

CalSCHLS Regional Center staff post CalSCHLS reports (CHKS and CSSS) to the CalSCHLS System websites in November of the year following survey administration.

IV. CONFIDENTIALITY AGREEMENT

Districts agreeing to administer any of the CalSCHLS surveys (CHKS, CSSS, and CSPS), understand that data will be subject to the conditions stated above. Once produced, district-level reports will be available to outside agencies via the website or upon request, and raw data may be provided to public and research agencies for analysis under strict conditions of confidentiality.

District further agrees to use the CalSCHLS surveys only for use in its own district, and only for so long as this MOU is in effect. Upon expiration or termination of this MOU, District agrees to return all CalSCHLS materials to WestEd or CDE.

V. GENERAL TERMS AND CONDITIONS

a. Terms. This MOU is effective on September 1, 2019 and expires on August 31, 2020.

b. Amendments. This MOU may be amended at any time by mutual agreement of the parties without additional consideration, provided that before any amendment shall take effect, it shall be in writing and signed by both parties.

c. Severability. The provision of this MOU are severable and the unenforceability of any provision of this MOU shall not affect the enforceability of any other provision hereof.

d. Limitation of Liability. Each party shall bear all costs, risk, and liabilities incurred by it arising out if its obligations and efforts under this MOU. Neither party shall have any right to reimbursement, payment or compensation of any kind from the other party, unless expressly agreed to in writing.

e. Indemnification. District shall defend, indemnify, and hold WestEd, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or resulting from the negligent or intentional acts or omissions of District, its officers, agents, or employees.

   WestEd shall defend, indemnify, and hold District, its officers, agents, and employees harmless from and against any and all liability, loss, expense (including reasonable attorneys' fees), or claims for injury or damages arising out of the performance of this MOU but only in proportion to and to the extent such liability, loss, expense, attorneys' fees, or claims for injury or damages are caused by or resulting from the negligent or intentional acts or omissions of WestEd, its officers, agents, or employees.

f. Dispute resolution. District and WestEd shall exercise commercially reasonable efforts to settle any claim, controversy, or dispute (collectively, "Dispute") arising out of or relating to this MOU. The parties shall discuss any Dispute no later than thirty (30) days after either party gives written notice to the other party of a Dispute, including the legal and factual basis for such Dispute. No arbitration or other proceeding may be commenced before the parties have met pursuant to this provision. In the event that a Dispute cannot be resolved through good faith negotiations, the parties agree that such Dispute shall be finally settled through binding arbitration. The arbitration shall be administered by JAMS, in San Francisco, California, pursuant to its Comprehensive Arbitration Rules and Procedures. The decision of the arbitrator shall be final and conclusive upon the parties. Judgment on the award rendered by the arbitrators may be entered in any court having jurisdiction. Notwithstanding the foregoing, either party may seek injunctive or provisional relief to protect confidential information at any time.

g. Assignment. District shall not voluntarily or by operation of law, assign or otherwise transfer its rights or obligations under this MOU without prior written consent from WestEd. Any purported assignment in violation of this paragraph shall be void.

h. Execution. This MOU has been negotiated by all parties and shall not be strictly construed against the parties. This MOU may be executed in one or more original, electronic, or faxed counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. Each of the persons signing this MOU represents that he or she has the authority to sign on behalf of and bind their respective party.

By signing this document, the named District and WestEd signify that each party, has reviewed, understands, agrees to, and will comply with the terms and conditions stated above.

District Representative:

Edgar Lampkin

Signature

Dr. Edgar Lampkin, Superintendent

Printed name

10/23/19

Date

WestEd Staff:
CalSCHLS North Central Regional Center:

Signature

Crystal Britten

Duerr Evaluation Resources
Subcontracted by WestEd

Date

School Datebooks
powered by sdiinnovations

2020 Imagine 8.5x11 Contract

Order online @ schooldatebooks.com

2880 U.S. Hwy. 231 S.
Lafayette, IN 47909-2874
Phone: (800) 705-7526
Fax: (765) 471-8874

School
Williams Upper Elementary School
300 11th Street
Williams, CA 95987

Administrator
Mr. Hector Gonzalez, Principal
Phone: (530) 473-5304
Fax: (530) 473-5928
Email: _____

Contact
Ms. Toni Rivera, Secretary
Phone: (530) 473-5304
Cell/Summer Number: ____
Email: trivera@williams.k12.ca.us

Date: 10/22/2019
Sales Rep: Greg Newcomb
greg@sdiinnovations.com
CSR:
customerservice@sdiinnovations.com

Billing and Shipping

Bill To
PO#:
Williams USD
Accts Payable
PO Box 7
260 11th St
Williams , CA 95987
United States
Email:

Ship To
Williams USD
Williams Upper /Rivera
300 11th Street
Williams , CA 95987
United States
Email:

Desired Delivery Date: 6/26/2020
Earliest Delivery Date: _____

No deliveries prior to **5/1/2020**. To ensure on-time delivery, we will ship 7-10 days before your Earliest Delivery Date (EDD), if all deadlines are met. It is possible that your books may arrive before your Desired Delivery Date (DDD). Please take this into account when selecting your dates and make sure the facilities are open and able to accept delivery at this time. A 1-week window between the EDD and DDD is required.

Product	#Books	#Pages	Cost/Book	Base Cost
Imagine 8.5x11	385	16	$2.54	$977.90

Discounts **Discounts do not apply to three-year contracts*

4% Discount per year with a three-year contract	$977.90	x	0.00	$0.00
4% Discount for contracts received by 10/25/19*	$977.90	x	0.04	$39.12
3% Discount for contracts received by 12/13/19*	$977.90	x	0.00	$0.00
2% Discount for contracts received by 4/3/20*	$977.90	x	0.00	$0.00
1% School District Discount	$977.90	x	0.00	$0.00

Cover Options

Custom PolyFusion™	100% custom, full-color front and back covers – highest durability	$0.70	x	0	$0.00
Custom Cardstock	High value, full-color, laminated cardstock front cover	$0.40	x	0	$0.00
Spirit	Durable cardstock; Make it your own with your school color, then add school name and logo.	$0.20	x	0	$0.00
Plastic Window	Artistic designs on PolyFusion™. School name will appear if handbook is added.	$0.45	x	0	$0.00
Personalized Cardstock	Personalized cardstock covers featuring your school name and logo in black ink	$0.00	x	385	$0.00

Circle your selection: Freedom Robot Spectrum

Cover Details Circle Your Design Selection
Same TEXT/MASCOT as Last Year: ☑
Text Line 1: Williams Upper Elementary
Text Line 2: Student Planner
Mascot: Same As Last Year

Stock	Durable cardstock covers in your choice of 3 stock-image designs	$0.00	x	0	$0.00

Enhancements

Vinyl pocket page	$0.30	x	0	$0.00
Stickers (per sheet)	$0.30	x	0	$0.00
Card-stock hall pass	$0.20	x	0	$0.00
Full Color handbook	$0.20	x	0	$0.00

Accessories

Wall chart	$5.00	x	0	$0.00
This Week Marker *(Minimum order of 25)*	$0.20	x	0	$0.00
Teacher Lesson Plan and Grade Book *(Minimum order of 25)*	$3.95	x	0	$0.00
Illustration Posters Set 1 *(Honesty, Fairness, Integrity, Courage, Determination, Perseverance)*	$19.99	x	0	$0.00
Illustration Posters Set 2 *(Respect, Trust, Ambition, Caring, Citizenship, Responsibility)*	$19.99	x	0	$0.00
Photograph Posters Set 1 *(Honesty, Fairness, Integrity, Courage, Determination, Perseverance)*	$19.99	x	0	$0.00
Photograph Posters Set 2 *(Respect, Trust, Ambition, Caring, Citizenship, Responsibility)*	$19.99	x	0	$0.00

Sub-Total*	**$938.78**
Shipping and Handling: 13% , Minimum $15, Rate applies to contiguous US/Canada only. Int'l rates may vary.	$122.04
Sales Tax: 0.077500 Exempt#:	$82.21
Total (USD)	**$1,143.03**

* Net 30 (Net due within 30 days from invoice date)
* Sales tax will be added if applicable

* Exchange policy: Custom orders (which includes handbook, personalized/custom cover, or any enhancements) cannot be exchanged. Non-custom orders can be exchanged for a different product at school's shipping expense. (Shipping must be via traceable method within 30 days of receipt.) No returns.

Buyer understands that handbook material and cover artwork are to be provided to School Datebooks, Inc. ("SDI") in the formats specified and within the deadlines provided in order to guarantee delivery by the desired delivery date. Failure to follow these guidelines may result in delivery delays and/or additional costs to the Buyer. Buyer understands that datebook and cover change requests after submission may result in additional costs and that quantity changes may result in a different per unit cost. Redelivery fees may apply if buyer is unable to accept delivery during the agreed upon delivery window. Cancelled contracts will be subject to a charge of 15% of the contract total or the total of all costs incurred as of the date of cancellation, whichever is greater. Buyer understands that when purchase orders are required, the buyer will be responsible for delivering the purchase order to SDI. In the event that invoices are not paid when due, Buyer will be responsible for any expenses, including reasonable legal fees, incurred by SDI in attempt to collect the balance due. Buyer represents and warrants to SDI that it owns or has the right to use and reproduce any and all trademarks, logos, images or other materials reproduced in this product. Buyer will be responsible for securing any required licenses and/or paying any and all licensing fees that may be due. Buyer agrees to indemnify and hold SDI harmless from and against any and all liability related to the use and reproduction of such items. As a representative of the Buyer, I understand and agree that I have authority to sign this contract and that this contract will remain in effect in the event that I leave my position prior to the completion of the contract.

In the event that an item on this contract is impacted by tariffs, SDI may impose a surcharge in the amount of the tariff. SDI will notify you if your order will be impacted.

☒ **One-Year Contract**
We agree to purchase datebooks from School Datebooks for the year of 2020-2021.

☐ **Three-Year Contract**
We agree to purchase datebooks from School Datebooks for the years of 2020-2021, 2021-2022, 2022-2023 at a 4% discount per year. The three year contract also "locks" into our current price grid for the length of the contract.* (*Shipping rate subject to change after initial year.)

10/23/19
Date

Edgar Lopez
Signed (School Administrator)

Superintendent
Title

CLARK/SULLIVAN
construction

October 23, 2019

Dr. Edgar Lampkin
Williams Unified School District
499 Marguerite Street, Suite C
Williams, CA 95987

RE: **Potential Change Order # 126-99**
Williams MP Building- #1840
Request to Use: Owner Contingency
Number of Requested Days: 0

Dear Dr. Lampkin,

We have finalized the required quotations for PCO Number **126-99** for the following extra work: **Change routing of electrical to parking lot lights to get connectivity.** We have reviewed the scopes of work and have verified that all extra items are in compliance with our contract agreement. The following is a detailed itemization of all costs:

Description	Contractor	Proposed Amt
Reroute electrical needed to power lights	Alessandro	$2,729.00
Mark-Up (5%)	Clark/Sullivan	$136.45
Owner Contingency		**$2,865.45**

Per the terms and conditions of our agreement, please approve this contingency usage by signing below and returning to Clark & Sullivan Construction. If we do not receive this written authorization to proceed within 5 days, there may be cost and schedule impacts.

Respectfully,

CLARK/SULLIVAN CONSTRUCTION

Michael Flores 10-23-19

Authorized Representative Date

WILLIAMS UNIFIED SCHOOL DISTRICT

Edgar Lampkin 10/31/19

Authorized Representative Date

JK ARCHITECTURE ENGINEERING

Authorized Representative Date

Form F

PROPOSED CHANGE ORDER ESTIMATE

Williams Unified School District

Project Name:	Williams MP Building	**PCO No.**	126-99
Project Address:	1404 E Street	**Reference RFI No.**	
	Williams, CA	**Job No.**	1840
Contractor Name:	Clark/Sullivan	**DSA File No.**	
Contractor Address:	2150 Opportunity #150	**DSA Application No.**	
	Roseville, CA 95678	**Date:**	10/23/19

Subject: Change routing of parking lot lighting electrical to get connectivity

ITEM DESCRIPTION	LABOR			MATERIAL				EQUIPMENT			
	HRS	RATE	$ EXT	QTY	UNIT	U/P	$ EXT	QTY	UNIT	U/P	$ EXT
CONTRACTOR WORK:											
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
TOTAL			$0.00				$0.00				$0.00
SUBTOTAL BEFORE MARK-UP											$0.00
SUB WORK:											
Alessandro Electric	0	$0.00	$0.00	0		$2,729.00	$2,729.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
TOTAL			$0.00				$2,729.00				$0.00
SUBTOTAL BEFORE MARK-UP											$2,729.00
SUBTOTAL											$2,729.00
DELETED WORK:											
Contractor:	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
TOTAL			$0.00				$0.00				$0.00
SUBTOTAL BEFORE MARK-UP											$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
TOTAL			$0.00				$0.00				$0.00
SUBTOTAL BEFORE MARK-UP											$0.00

NET SUBTOTALS		$2,729.00
ADD MARK-UP (NET>0)	5% of the actual direct costs for OH&P	$136.45
COST TOTAL		$2,865.45

☑ **Check here if additional pages attached**

Alessandro
ELECTRIC INC.

Proposed Change Order

Project: Williams ES MPB

PCO #: 02r1 CCD

DATE: 10/16/2019 RFI 45

The reason for this Change Request is: (check one and fill in the blanks)

_____ This responds to a CM-issued Proposed Change Order/Request for Proposal _____

_X_ Scope has changed due to a response to Request for Information (RFI) # 45

_X_ OTHER: Unable to perform RFI-45 scope see description of alternate plan below.

DESCRIPTION OF CHANGE:

Install temporary #10 AWG feed from MSB to UG pull box South of new MP bldg. to connect to original scope wiring for 5 new parking lot pole lights. Install temporary 20 Amp breaker at MSB for temporary circuit. Lights have dust to dawn sensors as well as occupancy sensors to prevent unwanted energy use, so no temporary controls wil be required. Once the new MP bldg. is energized the lights will be connected to the lighting control panel in the new MP bldg. per original scope and the #10 temporary feed and breaker will be removed.

Requested Cost Change: **$2,729**

Requested Schedule Change: Increase / Decrease: 3 calendar days.

Contractor Signature: Clint Alessandro Date: 10/16/2019

_____ Accepted (PCO/WO to follow)

_____ Resubmit per comments (Use same CR #)

_____ Rejected (See Comments)

AEI

Job ID: JOB-02778
Project: williams mp

CO: CO-0002: Parking lot lights existing circuit

Top Sheet Report

16 Oct 2019 11:55:08

Tax Rate status: Default **Bid Name:** POLE LIHGTS TEMP FEED **Bid Template:** SAC 2019 CHANGE ORDER

Description	RATE	HOURS	EXTENSION	SUBTOTAL
LABOR REGULAR SHIFT	88.51	22.59	1,999.44	
LABOR REGULAR SHIFT OVERTIME	116.23			
LABOR REGULAR SHIFT DOUBLE TIME	143.95			
LABOR SECOND SHIFT	98.05			
LABOR SECOND SHIFT OVERTIME	125.62			
LABOR SECOND SHIFT DOUBLE TIME	153.18			
LABOR THIRD SHIFT	103.11			
LABOR THIRD SHIFT OVERTIME	136.70			
LABOR THIRD SHIFT DOUBLE TIME	167.58			
INDIRECT LABOR	88.51			
LABOR HOURS TOTAL		22.59		
LABOR COSTS SUBTOTAL				1,999.44
MATERIAL DOLLARS			409.23	
QUOTES DOLLARS				
MATERIAL & QUOTE TAX RATE %				
MATERIAL & QUOTE TAX			34.78	
MATERIAL SUBTOTAL				444.01
DJC				
SUBCONTRACTS TOTAL				
EQUIPMENT				
CO SUBTOTAL				2,443.45
O/P LABOR MATERIAL EQUIPMET %	10.00			244.35
O/P SUBCONTRACTOR %	5.00			
BONDS & INS				40.93

Bid Memo:

Bid Total: 2,728.73

Job ID: JOB-02778
Project: williams mp

CO: CO-0002: Parking lot lights existing circuit

Summary by Item Number

16 Oct 2019 11:56:11

Item #	Size	Description	Q/M	Quantity	U/M	Mat Unit	Mat Result	Labor Unit	Lab Result
10057	3/4	PVC SCH 40	M	42.00	FT	0.4030	16.93	0.0021	0.09
10067	3/4	PVC SCH 40 20' LAID IN TRENCH LBR.	M	40.00	FT	0.0000	0.00	0.0315	1.26
20001	3/4	PVC SCH 40 90-DEG ELBOW	M	1.00	EA	1.9405	1.94	0.2200	0.22
30310	3/4	PVC COUPLING	M	2.00	EA	0.4773	0.95	0.1600	0.32
30370	3/4	PVC END BELLS	M	1.00	EA	8.4400	8.44	0.1400	0.14
40030	OUNCE	PVC (GLUE) CEMENT	M	3.00	OZ	0.8714	2.61	0.0116	0.03
70036	10	THHN/THWN CU (STR)	M	2,160.00	FT	0.2526	545.64	0.0070	15.12
70184	10	BARE CU (SOL)	M	40.00	FT	0.2194	8.78	0.0080	0.32
100174	10	WIRE TERMINATION	M	7.00	EA	0.0000	0.00	0.1800	1.26
101133	3" X 1'	GRAY DUCT TAPE (PER FOOT)	M	1.00	FT	0.1164	0.12	0.0040	0.00
180150	20/3	BOLT-ON BREAKER	M	1.00	EA	0.0000	0.00	0.7100	0.71
380001		DEMOLITION BY MAN HOUR	M	1.00	EA	0.0000	0.00	1.0000	1.00
380068	10	EXISTING WIRE TO PULL OUT	M	2,040.00	FT	0.0000	0.00	0.0060	12.24
380088	12" WIDE	HAND TRIM SAND TRENCH	M	40.00	FT	0.0000	0.00	0.0200	0.80
380340	6"	RED ELECTRIC CAUTION TAPE	M	40.00	FT	0.0001	0.00	0.0036	0.14
380477	CUBIC FOOT	SAND	M	40.00	EA	1.3400	53.60	0.0240	0.96
380877	CUBIC FOOT	SPOILS REMOVAL PER CUBIC FOOT	M	40.00	EA	0.3700	14.80	0.0050	0.20
500094		PULL LINE (STRING)	M	40.00	FT	0.0220	0.88	0.0018	0.08
880151	1 FT	3"YEL "CAUTION" TAPE	M	40.00	EA	0.0315	1.26	0.0080	0.32
				PhaseGroup totals:			655.95		35.22
				Job totals:			655.95		35.22

Alessandro Electric Inc
4009 Vista Park Ct.
Sacramento, CA 95834
Phone: 916-203-6966
Web: www.alessandroelectric.com

CLARK/SULLIVAN
construction

October 23, 2019

Dr. Edgar Lampkin
Williams Unified School District
499 Marguerite Street, Suite C
Williams, CA 95987

RE: Potential Change Order # 134-99
Williams MP Building- #1840
Request to Use: Owner Contingency
Number of Requested Days: 0

Dear Dr. Lampkin,

We have finalized the required quotations for PCO Number **134-99** for the following extra work: **Credit for deleting motors from bleachers.** We have reviewed the scopes of work and have verified that all extra items are in compliance with our contract agreement. The following is a detailed itemization of all costs:

Description	Contractor	Proposed Amt
Credit for deleting motors from bleachers	SWI / Irwin	($4,310)
Credit for remaining conduit & wiring for motors (Underground infrastructure already installed)	Alessandro Electric	($538)
Mark-Up (5%)	Clark/Sullivan	($242.40)
Owner Contingency		($5,090.40)

Per the terms and conditions of our agreement, please approve this contingency usage by signing below and returning to Clark & Sullivan Construction. If we do not receive this written authorization to proceed within 5 days, there may be cost and schedule impacts.

Respectfully,

CLARK/SULLIVAN CONSTRUCTION

Michael Flores 10-23-19

Authorized Representative Date

WILLIAMS UNIFIED SCHOOL DISTRICT

Edgar Lampkin 10/31/19

Authorized Representative Date

JK ARCHITECTURE ENGINEERING

Authorized Representative Date

Form F

PROPOSED CHANGE ORDER ESTIMATE

Williams Unified School District

Project Name:	Williams MP Building	**PCO No.**	134-99
Project Address:	1404 E Street	**Reference RFI No.**	
	Williams, CA	**Job No.**	1840
Contractor Name:	Clark/Sullivan	**DSA File No.**	
Contractor Address:	2150 Opportunity #150	**DSA Application No.**	
	Roseville, CA 95678	**Date:**	10/23/19

Subject: Credit for deleting motors on bleachers

ITEM DESCRIPTION	LABOR			MATERIAL				EQUIPMENT			
	HRS	RATE	$ EXT	QTY	UNIT	U/P	$ EXT	QTY	UNIT	U/P	$ EXT
CONTRACTOR WORK:											
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
TOTAL			$0.00				$0.00				$0.00
SUBTOTAL BEFORE MARK-UP											$0.00
SUB WORK:											
SWI / Irwin	0	$0.00	$0.00	0		($4,310.00)	($4,310.00)	0	0	$0.00	$0.00
Alessandro Electric	0	$0.00	$0.00	0		($538.00)	($538.00)	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
TOTAL			$0.00				($4,848.00)				$0.00
SUBTOTAL BEFORE MARK-UP											($4,848.00)
SUBTOTAL											($4,848.00)
DELETED WORK:											
Contractor:	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
TOTAL			$0.00				$0.00				$0.00
SUBTOTAL BEFORE MARK-UP											$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
TOTAL			$0.00				$0.00				$0.00
SUBTOTAL BEFORE MARK-UP											$0.00

NET SUBTOTALS		($4,848.00)
ADD MARK-UP (NET>0)	5% of the actual direct costs for OH&P	($242.40)
COST TOTAL		($5,090.40)

☑ **Check here if additional pages attached**

Michael Flores

From: Michael Flores
Sent: Monday, October 7, 2019 10:02 AM
To: Michael Flores
Subject: FW: [EXTERNAL]-RE: Williams ES MPB: Telescoping Stands - Request for credit on motorization

From: Ray Walters <rayw@southwestinteriors.com>
Sent: Wednesday, September 25, 2019 7:42 AM
To: Michael Flores <mflores@clarksullivan.com>
Cc: Bob Hilton <bhilton@clarksullivan.com>; Po Thao <pthao@clarksullivan.com>; Michael Briggerman <michael.briggerman@irwinseating.com>
Subject: [EXTERNAL]-RE: Williams ES MPB: Telescoping Stands - Request for credit on motorization

Michael,

The credit to delete the power on the bleachers is $4,000.00 + $310.00 tax = $4,310.00 TOTAL

Please send the C.O. to Michael Briggerman with Irwin and please keep us in the loop.

Ray,

The deduct to go to manual operation on Williams Elementary School is $4000.00.

Thanks,

Michael Briggerman
Project Coordinator

Irwin Seating Company
Telescopic Division
610 E Cumberland Road | Altamont, IL | 62411 | USA
618.483.2358 direct
217.821.8326 cell
877.597.1122 toll free
618.483.5539 fax

Please email me with any questions.

Sincerely,

Ray Walters
SOUTHWEST INTERIORS, INC.
26115 Table Meadow Rd.
Auburn, CA 95602
p. 1.530.269.2855
f. 1.530.269.3643

Alessandro
ELECTRIC INC.

Proposed Change Order

Project: Williams ES MPB

PCO #: 03 CCD _____

DATE: 10/16/2019 RFI _____

The reason for this Change Request is: (check one and fill in the blanks)

_____ This responds to a CM-issued Proposed Change Order/Request for Proposal _____

_____ Scope has changed due to a response to Request for Information (RFI) # _____

X OTHER: Request from C&S to omit bleacher circuit and disconnect.

DESCRIPTION OF CHANGE:

Bleacher will be manually operated. Omit remaining scope to provide power for the bleacher motor. This will include wiring for circuit L1R-49 and 30 Amp non-fused disconnect.

Requested Cost Change: ($538)

Requested Schedule Change: Increase / Decrease: 0 calendar days.

Contractor Signature: Clint Alessandro Date: 10/16/2019

_____ Accepted (PCO/WO to follow)

_____ Resubmit per comments (Use same CR #)

_____ Rejected (See Comments)

AEI

Job ID: JOB-02778
Project: williams mp

CO: CO-0003: Omit bleacher circuit and disco

Top Sheet Report

16 Oct 2019 14:50:05

Tax Rate status: Default **Bid Name:** BASE BID **Bid Template:** SAC 2019 CHANGE ORDER

Description	RATE	HOURS	EXTENSION	SUBTOTAL
LABOR REGULAR SHIFT	88.51	-4.24	-375.28	
LABOR REGULAR SHIFT OVERTIME	116.23			
LABOR REGULAR SHIFT DOUBLE TIME	143.95			
LABOR SECOND SHIFT	98.05			
LABOR SECOND SHIFT OVERTIME	125.62			
LABOR SECOND SHIFT DOUBLE TIME	153.18			
LABOR THIRD SHIFT	103.11			
LABOR THIRD SHIFT OVERTIME	136.70			
LABOR THIRD SHIFT DOUBLE TIME	167.58			
INDIRECT LABOR	88.51			
LABOR HOURS TOTAL		-4.24		
LABOR COSTS SUBTOTAL				-375.28
MATERIAL DOLLARS			-142.12	
QUOTES DOLLARS				
MATERIAL & QUOTE TAX RATE %				
MATERIAL & QUOTE TAX			-12.08	
MATERIAL SUBTOTAL				-154.20
DJC				
SUBCONTRACTS TOTAL				
EQUIPMENT				
CO SUBTOTAL				-529.48
O/P LABOR MATERIAL EQUIPMET %				
O/P SUBCONTRACTOR %				
BONDS & INS				-8.06

Bid Memo:

Bid Total: -537.55

Alessandro Electric Inc.
4009 Vista Park Ct.
Sacramento, CA 95834
Phone: 916-283-6966
Web: www.alessandroelectric.com

Job ID: JOB-02778
Project: williams mp

CO: CO-0003: Omit bleacher circuit and disco

Summary by Item Number

16 Oct 2019 14:50:51

Item #	Size	Description	O/M	Quantity	U/M	Mat Unit	Mat Result	Labor Unit	Lab Result
70037	12	THHN/THWN CU (STR)	M	-255.00	FT	0.1652	-42.12	0.0060	-1.53
100173	12	WIRE TERMINATION	M	-6.00	EA	0.0000	0.00	0.1500	-0.86
220001	30/2 SN	F/GD/240V N-1 SAFETY-SW	M	-1.00	EA	100.0000	-100.00	2.0000	-2.00
970016		ASBUILT DRAWINGS	M	1.00	EA	0.0000	0.00	0.2500	0.25
				Phase/Group totals:			-142.12		-4.24
				Job totals:			-142.12		-4.24

Alessandro Electric Inc.
4009 Vista Park Ct.
Sacramento, CA 95834
Phone: 916-203-6966
Web: www.alessandroelectric.com

CLARK/SULLIVAN
construction

October 7, 2019

Dr. Edgar Lampkin
Williams Unified School District
499 Marguerite Street, Suite C
Williams, CA 95987

RE: Potential Change Order # 135-99
Williams MP Building- #1840
Request to Use: Owner Contingency
Number of Requested Days: 0

Dear Dr. Lampkin,

We have finalized the required quotations for PCO Number **135-99** for the following extra work: **Added SWPPP requirements for parking lot islands, etc..** We have reviewed the scopes of work and have verified that all extra items are in compliance with our contract agreement. The following is a detailed itemization of all costs:

Description	Contractor	Proposed Amt
Added SWPPP for Parking Lot islands – Labor & Material	Clark/Sullivan	$3,386.36
Mark-Up (5%)	Clark/Sullivan	$169.32
Owner Contingency		**$3,555.68**

Per the terms and conditions of our agreement, please approve this contingency usage by signing below and returning to Clark & Sullivan Construction. If we do not receive this written authorization to proceed within 5 days, there may be cost and schedule impacts.

Respectfully,

CLARK/SULLIVAN CONSTRUCTION

Michael Flores 10-7-19

Authorized Representative Date

WILLIAMS UNIFIED SCHOOL DISTRICT

Edgar Lamp 10/31/19

Authorized Representative Date

JK ARCHITECTURE ENGINEERING

Authorized Representative Date

Amendment Log

Project Name: **Williams Elementary School Multi-Purpose Building**

Amendment No.	Date	Brief Description of Amendment, include section and page number	Prepared and Approved By
1	5/20/2019	Update QSP	Name: Bob Shults QSD# 000369
2	9/27/2019	Winterization Plan	Name: Bob Shults QSD# 000369
			Name: QSD#
			Name: QSD#
			Name: QSD#
			Name: QSD#
			Name: QSD#
			Name: QSD#
			Name: QSD#

SWPPP Amendment No.

2

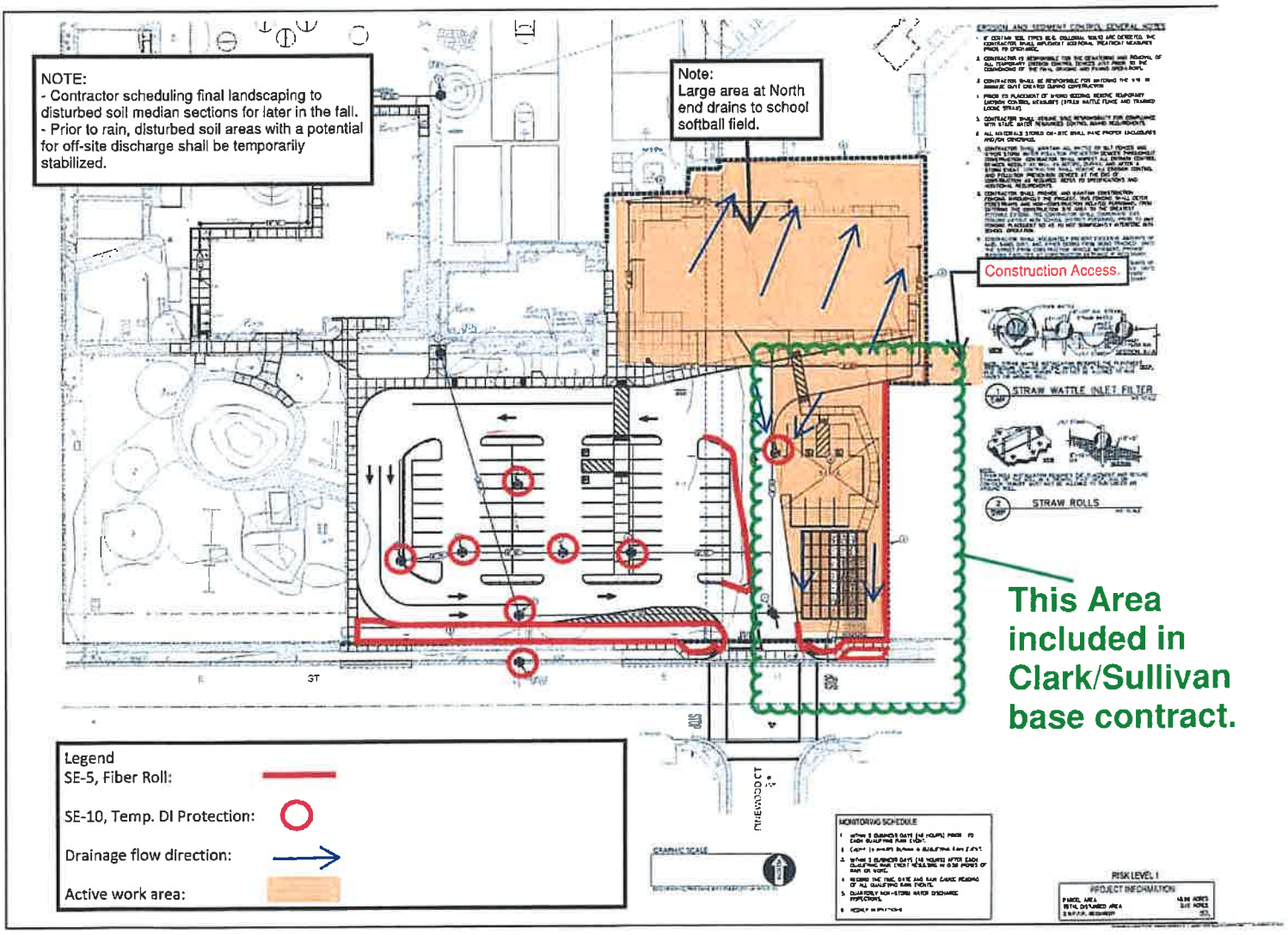
Project Name: Williams Elementary School Multi-Purpose Building

Project Number: 5S06C386096

Qualified SWPPP Developer's Certification of the Stormwater Pollution Prevention Plan Amendment

"This Stormwater Pollution Prevention Plan and attachments were prepared under my direction to meet the requirements of the California Construction General Permit (SWRCB Order No. 2009-009-DWQ as amended by 2010-0014-DWQ and 2012-0006-DWQ). I certify that I am a Qualified SWPPP Developer in good standing as of the date signed below."

QSD's Signature	9/27/2019
	Date
Bob Shults	000369
QSD Name	QSD Certificate Number
PE, QSD, TOR	(916) 850-5758
Title and Affiliation	Telephone
2443 Fair Oaks Boulevard, #150, Sacramento CA95825	bob@veruxinc.com
Address	Email


NOTE:
- Contractor scheduling final landscaping to disturbed soil median sections for later in the fall.
- Prior to rain, disturbed soil areas with a potential for off-site discharge shall be temporarily stabilized.
Note:
Large area at North end drains to school softball field.
Construction Access.
STRAW WATTLE INLET FILTER
STRAW ROLLS
This Area included in Clark/Sullivan base contract.
Legend
SE-5, Fiber Roll:
SE-10, Temp. DI Protection:
Drainage flow direction:
Active work area:
MONITORING SCHEDULE
RISK LEVEL I
PROJECT INFORMATION

Form F

PROPOSED CHANGE ORDER ESTIMATE

Williams Unified School District

Project Name:	Williams MP Building	PCO No.	135-99
Project Address:	1404 E Street	Reference RFI No.	
	Williams, CA	Job No.	1840
Contractor Name:	Clark/Sullivan	DSA File No.	
Contractor Address:	2150 Opportunity #150	DSA Application No.	
	Roseville, CA 95678	Date:	10/07/19

Subject: Added SWPPP for parking lot islands, etc.

ITEM DESCRIPTION	LABOR			MATERIAL				EQUIPMENT			
	HRS	RATE	$ EXT	QTY	UNIT	U/P	$ EXT	QTY	UNIT	U/P	$ EXT
CONTRACTOR WORK:											
SWPPP Materials	0	$0.00	$0.00	0		$666.36	$666.36	0		$0.00	$0.00
Labor	0	$0.00	$0.00	0		$2,720.00	$2,720.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
TOTAL			$0.00				$3,386.36				$0.00
SUBTOTAL BEFORE MARK-UP											$3,386.36
SUB WORK:											
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
TOTAL			$0.00				$0.00				$0.00
SUBTOTAL BEFORE MARK-UP											$0.00
SUBTOTAL											$0.00
DELETED WORK:											
Contractor:	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
TOTAL			$0.00				$0.00				$0.00
SUBTOTAL BEFORE MARK-UP											$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
TOTAL			$0.00				$0.00				$0.00
SUBTOTAL BEFORE MARK-UP											$0.00

NET SUBTOTALS		$3,386.36
ADD MARK-UP (NET>0)	5% of the actual direct costs for O&P	$169.32
COST TOTAL		$3,555.68

☑ Check here if additional pages attached

HDSUPPLY
CONSTRUCTION & INDUSTRIAL
WHITE CAP

ON ACCOUNT

068 - Roseville
8286 Industrial Ave.
Roseville, CA, 95678
(916) 780-5922

QUOTE

34912526

Sold To: 24834000
CLARK & SULLIVAN CONST.(CA)
CALIF JOBS**
SPARKS, NV, 89431
916-338-7707

Ship To : WILLIAMS ELEMENTARY SCHOOL-#1840,10002326748
1404 D ST
WILLIAMS, CA, 95987
Job Site Contact: DAVE THALMAN
Job Site Phone: 916-918-9333
Map #:

04:54 PM **Ordered By:** DAVE THALMAN **Contact Phone:** 916-918-9333

Quote Number	Quote Date	Valid Until	Request Date	Sales Person
			10/03/2019	Burmester, C
Terms	**Shipping Method**	**Quote Name**	**Customer PO**	**Created By**
N30D	6. Our Truck Multiple Delivery		DAVE	Burmester, C

LN	Part# / H/M	Description	Ord Quantity	U/M / Unit WT	Price / COO	Amount
		CONFIRM JOB ADDRESS - IS IT "D" ST OR "E" ST? **********				
1.1	262RSW82525	8-1/2"X25' PHOTO RICE STRAW WATTLE	20	EA 25 LBS	$18.99	$379.80
2.1	437WS1118	1"X1"X18" WOOD STAKE 50/BUNDLE	4	BDL 10.315 LBS	$12.16	$48.64
3.1	157140NC3	MIRAFI 140NC (3' X 360') 120 SY/ROLL	1	RL 33 LBS	$189.99	$189.99

Shipped amount		**$618.43**
Order charges		**$0.00**
Tax amount		**$47.93**
Lumber Tax rate/amount	**1.00%**	**$0.00**
Quote total		**$666.36**

Shipped Weight: **574.26** Customer acceptance signature:_____Date : _____

ALL ITEMS AND QUANTITIES REQUIRE CUSTOMER REVIEW AND APPROVAL
AVAILABILITY AND LEAD TIMES ARE SUBJECT TO CHANGE
SPECIAL ORDERED ITEMS ARE SUBJECT TO MANUFACTURER APPROVAL PRIOR TO RETURN.
QUOTE IS SUBJECT TO EXPIRATION AS INDICATED IN THE ABOVE DATE.

CLARK/SULLIVAN
construction

October 7, 2019

Dr. Edgar Lampkin
Williams Unified School District
499 Marguerite Street, Suite C
Williams, CA 95987

RE: Potential Change Order # 136-99
Williams MP Building- #1840
Request to Use: Owner Contingency
Number of Requested Days: 0

Dear Dr. Lampkin,

We have finalized the required quotations for PCO Number **136-99** for the following extra work: **Changes to roll up door, including new keyed switch.** We have reviewed the scopes of work and have verified that all extra items are in compliance with our contract agreement. The following is a detailed itemization of all costs:

Description	Contractor	Proposed Amt
Changes to roll up door, including new keyed switch	Smith Co. Doors	$837.00
Mark-Up (5%)	Clark/Sullivan	$41.85
Owner Contingency		**$878.85**

Per the terms and conditions of our agreement, please approve this contingency usage by signing below and returning to Clark & Sullivan Construction. If we do not receive this written authorization to proceed within 5 days, there may be cost and schedule impacts.

Respectfully,

CLARK/SULLIVAN CONSTRUCTION

Michael Flores 10-7-19

Authorized Representative Date

WILLIAMS UNIFIED SCHOOL DISTRICT

Edgar Lampkin 10/31/19

Authorized Representative Date

JK ARCHITECTURE ENGINEERING

Authorized Representative Date

Michael Flores

From: Po Thao
Sent: Thursday, October 3, 2019 3:32 PM
To: Michael Flores
Subject: Roll Up Door Control Information

Follow Up Flag: Follow up
Flag Status: Flagged

Michael,

For back information, see below for the roll up door control. Specified vs. from JKA.

Per sheet A7.3.2 detail 10

MATERIAL & FINISH:

Curtain - Galvanized steel, phosphatized, polyester powder coating, color Verify powder

Bottom Bar - Aluminum, polyester powder coating, color Verify powder

Guides - Structural steel, polyester powder coating, color Verify powder

Hood - Galvanized steel, phosphatized, polyester powder coating, color Verify powder

Plain Steel - Polyester powder coating, color Verify powder

ELECTRICAL EQUIPMENT LIST:

1 - Three button push button station 'OPEN-CLOSE-STOP' in NEMA 1 enclosure, surface mounted.

MOTOR SPECIFICATIONS:

1/3 HP motor to include a TENV motor, reversing magnetic controller in NEMA 1 enclosure, planetary gearbox for drive reduction, electric brake and an auxiliary chain operator. Includes UL listed thermal overload protection, rotary limit switches, safety edge circuit and transformer with 24 volt control secondary, and delay on reverse. Pre-wired to a terminal block using color coding of the wires to facilitate troubleshooting.

CURRENT CHARACTERISTICS:

120 V 1 PH 60HZ

Electrical current must be verified in writing before job is released for manufacture; current verified and found correct. Operator bracket bracing required, unless operator is wall mounted.

DR-INT-ROLL-UP 10

056-083323-00 Overhead Doors -JKAE.pdf

Control Stations

Control Stations are used in conjunction with motor operators to open, close and stop the door or gril

Standard Rolling Door Station

Surface mounted
3-button push button station-NEMA 1.
2 3/8"W x 5 3/8"H

Optional Control Stations

Surface mounted

Standard Rolling Grille Station

Flush mounted 2-button push button station NEMA 1B.
Box: 2 1/8"W x 4"H
Faceplate:
2 3/4"W x 4 1/2"H

Optional Control Stations

Flush mounted

JKA markup

Box: 2 1/4"W x 4"H
Faceplate:
2 3/4"W x 4 1/2"H

Surface mounted
key switch station
NEMA 3R.
4 1/4"W x 5 1/2"H

Box: 2 1/4"W x 4"H
Faceplate:
2 3/4"W x 4 1/2"H

Surface mounted key
switch station with stop
button NEMA 3R.
4 1/4"W x 7 1/2"H

PO THAO
Clark/Sullivan Construction
Project Engineer
916-474-1796

NEVADA DIVISION
905 Industrial Way
Sparks, NV 89431
p. 775-355-8500
f. 888-510-3055
Lic # 12997 [AB]

CALIFORNIA DIVISION
2024 Opportunity Dr., #150
Roseville CA 95678
p. 916-338-7707
f. 888-510-3055
Lic # 796486 [AB]

Form F

PROPOSED CHANGE ORDER ESTIMATE

Williams Unified School District

Project Name:	Williams MP Building	PCO No.	~~136-99~~
Project Address:	1404 E Street	Reference RFI No.	
	Williams, CA	Job No.	1840
Contractor Name:	Clark/Sullivan	DSA File No.	
Contractor Address:	2150 Opportunity #150	DSA Application No.	
	Roseville, CA 95678	Date:	10/07/19

Subject: Changes to roll up door, including new keyed switch.

ITEM DESCRIPTION	LABOR			MATERIAL				EQUIPMENT			
	HRS	RATE	$ EXT	QTY	UNIT	U/P	$ EXT	QTY	UNIT	U/P	$ EXT
CONTRACTOR WORK:											
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
TOTAL			$0.00				$0.00				$0.00
SUBTOTAL BEFORE MARK-UP											$0.00
SUB WORK:											
Smith Company Doors	0	$0.00	$0.00	0		$837.00	$837.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
TOTAL			$0.00				$837.00				$0.00
SUBTOTAL BEFORE MARK-UP											$837.00
SUBTOTAL											$837.00
DELETED WORK:											
Contractor:	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
TOTAL			$0.00				$0.00				$0.00
SUBTOTAL BEFORE MARK-UP											$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
TOTAL			$0.00				$0.00				$0.00
SUBTOTAL BEFORE MARK-UP											$0.00
NET SUBTOTALS											$837.00
ADD MARK-UP (NET>0)	5% of the actual direct costs for O&P										$41.85
COST TOTAL											$878.85

☑ Check here if additional pages attached

THE SMITH COMPANY
OVERHEAD DOORS & SPECIALTY CLOSURES ▪ SERVING ALL OF CALIFORNIA ▪ CA CONTRACTOR'S LICENSE 747469

TSC Job # 19-57260

Tuesday, September 10, 2019

Attn: Michael Flores
Clark & Sullivan Construction
2024 Opportunity Dr. #150
Roseville, Ca. 95678

Project: Williams MP Building

Subject: Change Order#1

The additional charge is per the requested size change of the roll up door and the change of the control station model from push button to a keyed switch.

Materials		$	706
Freight		$	-
Tax	7.75%	$	55
Labor		$	-
Equipment		$	-
Subtotal		$	761
Overhead & Profit	10%	$	76
Total Change	ADD	$	837

Best regards,

Bob Martinez
Project Manager

If this CO is acceptable please sign, date and return a copy.
Copy needs returned signed for our records.

Signature Date

CORPORATE OFFICE: 3341 SWETZER COURT ▪ LOOMIS, CA 95650 ▪ (916) 772-3777 ▪ FAX (916) 772-3773
www.smithcodoors.com

CLARK/SULLIVAN
construction

October 14, 2019

Dr. Edgar Lampkin
Williams Unified School District
499 Marguerite Street, Suite C
Williams, CA 95987

RE: Potential Change Order # 303-99
Williams MP Building- #1840
Request to Use: Construction Contingency
Number of Requested Days: 0

Dear. Dr. Lampkin,

We have finalized the required quotations for PCO Number **303-99** for the following extra work: **Repair / Replace unforeseen irrigation piping damaged during demo.** We have reviewed the scopes of work and have verified that all extra items are in compliance with our contract agreement. The following is a detailed itemization of all costs:

Description	Contractor	Proposed Amt
Cost to repair/replace unforeseen irrigation piping damaged during demo.	Botanica	$11,632.06
Mark-Up (5%)		$581.60.
Construction Contingency		**$12,213.66**

Per the terms and conditions of our agreement, please approve this contingency usage by signing below and returning to Clark & Sullivan Construction. If we do not receive this written authorization to proceed within 5 days, there may be cost and schedule impacts.

Respectfully,

CLARK/SULLIVAN CONSTRUCTION

Michael Flores 10-14-19
Authorized Representative Date

WILLIAMS UNIFIED SCHOOL DISTRICT

Edgar Lampkin 10/31/19
Authorized Representative Date

October 14, 2019

To: Jeff Threet

Re: PCO 303-99 – Replacement of existing landscaping irrigation piping

Jeff,

As part of the summer time work, we were required to demo a good portion of the flatwork around the campus / front parking lot. As a standard practice – we take care, and tell our subs to do the same, to avoid damaging existing utility infrastructure when doing any demolition. During the demo for this project, however, it was discovered that a majority of the existing irrigation lines were installed either below existing hardscape or very shallow and close to the edges of existing hardscape. Ultimately, this made it nearly impossible to complete our demo without damaging a portion of the existing lines. These lines were both for water, and for electrical wiring to the controller's, etc.

Typically, when we are performing landscaping as part of a project, we have our subs include some repair dollars in their numbers in case there is damaged pipe that needs to be replaced. However, since the landscaping scope was pulled from this project and we only were to include the cost for providing sleeves (which we have our dirt work sub do), we did not have any coverage for repair or replacement of the existing system. In order to restore the irrigation system back to its operational condition, it was necessary to hire Botanica Landscapes to come and repair/replace all of the damaged, or now missing, irrigation lines.

We hired and managed Botanica on a T & M basis to keep costs down as much as possible. The total cost to complete this work was $12,213.66. We are requesting to use our Construction Contingency to pay for these costs. I appreciate you reviewing this and if you should have any questions, or require any further documentation, please just ask.

Thank you!

Michael Flores

Clark/Sullivan Construction

Form F

PROPOSED CHANGE ORDER ESTIMATE

Williams Unified School District

Project Name:	Williams MP Building	**PCO No.**	303-99
Project Address:	1404 E Street	**Reference RFI No.**	
	Williams, CA	**Job No.**	1840
Contractor Name:	Clark/Sullivan	**DSA File No.**	
Contractor Address:	2150 Opportunity #150	**DSA Application No.**	
	Roseville, CA 95678	**Date:**	10/14/19

Subject: Cost to repair/replace unforeseen irrigation piping damaged during demo.

ITEM DESCRIPTION	LABOR			MATERIAL				EQUIPMENT			
	HRS	RATE	$ EXT	QTY	UNIT	U/P	$ EXT	QTY	UNIT	U/P	$ EXT
CONTRACTOR WORK:											
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
TOTAL			$0.00				$0.00				$0.00
SUBTOTAL BEFORE MARK-UP											$0.00
SUB WORK:											
Botanica	0	$0.00	$0.00	0		$11,632.06	$11,632.06	0	0	$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
TOTAL			$0.00				$11,632.06				$0.00
SUBTOTAL BEFORE MARK-UP											$11,632.06
SUBTOTAL											$11,632.06
DELETED WORK:											
Contractor:	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
TOTAL			$0.00				$0.00				$0.00
SUBTOTAL BEFORE MARK-UP											$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
	0	$0.00	$0.00	0		$0.00	$0.00	0		$0.00	$0.00
TOTAL			$0.00				$0.00				$0.00
SUBTOTAL BEFORE MARK-UP											$0.00

NET SUBTOTALS		$11,632.06
ADD MARK-UP (NET>0)	5% of the actual direct costs for OH&P	$581.60
COST TOTAL		$12,213.66

☑ Check here if additional pages attached

BOTANICA LANDSCAPES
PO Box 569 • Yuba City, CA 95992
Ph (530) 671-1029 • Fax (530) 671-3326
botanica.net

Invoice

DATE	INVOICE NO.
8/31/2019	438933

United Landscape Resource, Inc. dba
Botanica Landscapes
Tax ID: 68-0443484

BILL TO
Clark/Sullivan Construction
2024 Opportunity Drive Suite 150
Roseville, CA 95678

PROJECT / JOB NAME
Williams Multi-Purpose Building

TERMS	DUE DATE
Net 25	9/25/2019

Balances not paid within terms will be assessed finance charges based on 24% APR.

DESCRIPTION	Contract	Prior Inv's.	Prior%	Cur%	THIS BILL
08/01/2019: Trenched, located sleeves, plumbed/installed new sprinklers, replaced (2) damaged I-20s, repaired broken 2" laterals in (2) places					
Irrigation Materials: (20) 1" fittings					20.75
Irrigation Materials: (100') 1" SCH40 pipe					57.20
Irrigation Materials: (5') 2" SCH40 pipe					6.09
08/21/2019: Cleaned up valves, tested, located breaks, tied back together and installed new irrigation					
08/22/2019: Trenched, plumbed, ran new wire in front of school, backfilled					
Irrigation Materials: (20) 3/4" fittings					9.67
Irrigation Materials: (20) 1" fittings					20.75
Irrigation Materials: (200') 3/4" SCH40 pipe					39.34
Irrigation Materials: (200') 1" SCH40 pipe					114.40
08/23/2019: Trenched/plumbed sprinklers by new sidewalk near street, trenched in front of buildings, plumbed one section (was told to backfill the rest prior to 1:30)					
08/27/2019: Trenched, plumbed, installed and backfilled (valve boxes, wiring, sprinklers), cleaned up					
Labor: Total Labor Cost (see attached file for details)					10,604.86
Tractor use (25.30 hours @ $30/hour)					759.00

Invoice Total	$11,632.06
Payments/Credits	$0.00
Invoice Bal.	**$11,632.06**

Payments made by credit card will incur a 3.5% surcharge. Unpaid balances are subject to recovery of collection costs and finance charges of 2% monthly.

Botanica Landscapes (530) 671-1029

DATE: 8-1-19 M T W (TH) F S

temperature: high 90° / low

JOB NAME Williams ES

ADDRESS

WORK Trenched 100 Ft, Located Sleeves, Plumbed / Installed New Sprinklers, Replaced (2) Damaged 1-20's, Repaired Broken 2 in. Lateral in (2) Places.

IS THIS JOB COMPLETE? YES / (NO)

IS THERE A PUNCH LIST? YES / NO

NAME	PREP	DRIVER? "Y" OR "N"	JOB SITE	TOTAL HOURS		PW OPERATING ENGINEER	PW PIPEFITTER	PW TRADESMAN II	SUBTOTAL		TOTAL
NAME OF PERSON COMPLETING THIS WORK ORDER: Lloyd Murray	1	Y	10.75	10.75	6	4.5					10.75
Jacob			10.75					10.75			10.75
Juan			1					1			1
Ronnie			1					1			1

WERE THERE ANY HAZARDS ON THE JOB TODAY? CIRCLE: YES OR NO (IF YES, DESCRIBE)

TOTAL LABOR 23.5

TOTAL INVOICES/MATERIALS

WERE ANY MATERIALS DELIVERED? YES / NO

TOTAL FUEL

LIST ALL MATERIALS/INVOICES/DELIVERIES

GRAND TOTAL

Last updated 04/13/2018

P:\Templates\Construction\01 Estimate Requests and Work Orders (all)\[_Work Order.xlsx]Work Order (PW)

Botanica Landscapes (530) 671-1029

WORK ORDER FOR EXTRA OR T&M WORK
(NOT CHANGE ORDERS)

DATE: 8-21-19 M (T) (W) TH F S | temperature high 90° low

JOB NAME Williams C.S.

ADDRESS OR LOT NUMBER

WHO AUTHORIZED OR DIRECTED THIS WORK: Bob Hilton / Botanica

WHAT DIRECTIONS WERE GIVEN: To Clean Up Valves, Test, Locate Breaks, Tie Back Together And Install New Irrigation.

WORK COMPLETED:

Cleaned Up Valves, Tested Them, Located Breaks & Stations In The Process Of Doing So. A City Main Was Broken H/O To Shut Water Off And Replace / Repair

NAME	PREP	DRIVER? "Y" OR "N"	JOB SITE	TOTAL HOURS	PW OPERATING ENGINEER	PW PIPEFITTER	PW TRADESMAN II	SUBTOTAL	√	TOTAL
NAME OF PERSON COMPLETING THIS WORK ORDER: Chris Murray	1	Y	8	8		8				8
Jacob	1		7	8			8			8

WERE THERE ANY HAZARDS ON THE JOB TODAY? CIRCLE: YES OR NO (IF YES, DESCRIBE)

TOTAL LABOR 16

TOTAL INVOICES/MATERIALS

WERE ANY MATERIALS DELIVERED? YES / NO

TOTAL FUEL

LIST ALL MATERIALS/INVOICES/DELIVERIES

GRAND TOTAL

SIGNATURE OF PERSON WHO AUTHORIZED WORK: Bob Hilton

Last updated 03/25/2019

Botanica Landscapes (530) 671-1029

WORK ORDER FOR EXTRA OR T&M WORK
(NOT CHANGE ORDERS)

DATE: 8-22-19 M T W (TH) F S | temperature high 90° low

JOB NAME Williams E.S

ADDRESS OR LOT NUMBER

WHO AUTHORIZED OR DIRECTED THIS WORK: Bob Hilton / Botanica

WHAT DIRECTIONS WERE GIVEN: Repair and Install Broken / Damaged Lines

WORK COMPLETED:

Trenched / Pumped Ran New Line In Front Of School. Backfilled

NAME	PREP	DRIVER? "Y" OR "N"	JOB SITE	TOTAL HOURS	PW OPERATING ENGINEER	PW PIPEFITTER	PW TRADESMAN II	SUBTOTAL	✓	TOTAL
NAME OF PERSON COMPLETING THIS WORK ORDER:										
LLOYD MURRAY		Y	6.5	6.5	6.5					6.5
JACOB			6.5	6.5			6.5			6.5
TAYLOR			6.5	6.5			6.5			6.5

WERE THERE ANY HAZARDS ON THE JOB TODAY? CIRCLE: YES OR NO (IF YES, DESCRIBE)

TOTAL LABOR 19.5

TOTAL INVOICES/MATERIALS

WERE ANY MATERIALS DELIVERED? YES / NO

TOTAL FUEL

LIST ALL MATERIALS/INVOICES/DELIVERIES

GRAND TOTAL

SIGNATURE OF PERSON WHO AUTHORIZED WORK:

Last updated 03/26/2019

Botanica Landscapes (530) 671-1029

WORK ORDER FOR EXTRA OR T&M WORK
(NOT CHANGE ORDERS)

DATE: 9-23-19 M T W TH (F) S | temperature high 90° low

JOB NAME Williams ES

ADDRESS OR LOT NUMBER

WHO AUTHORIZED OR DIRECTED THIS WORK: Bob Hilton / Botanica

WHAT DIRECTIONS WERE GIVEN: " " See Attached

WORK COMPLETED: Trenched / Plumbed Sprinklers By New Sidewalk Near Street, Trenched In Front Of Buildings, Plumbed One Section (Was Told To Backfill The Rest Prior To 1:30) Could Not Complete By This Time.

NAME	PREP	DRIVER? "Y" OR "N"	JOB SITE	TOTAL HOURS	PW OPERATING ENGINEER	PW PIPEFITTER	PW TRADESMAN II	SUBTOTAL	TOTAL
NAME OF PERSON COMPLETING THIS WORK ORDER: LLOYD MURRAY	.25	Y	6	6	6				6
Juan			5	5			5		5
Jacob			5	5			5		5
Ronnie			5	5			5		5

WERE THERE ANY HAZARDS ON THE JOB TODAY? CIRCLE: YES OR NO (IF YES, DESCRIBE)

TOTAL LABOR 21

TOTAL INVOICES/MATERIALS

WERE ANY MATERIALS DELIVERED? YES / NO

TOTAL FUEL

LIST ALL MATERIALS/INVOICES/DELIVERIES

GRAND TOTAL

SIGNATURE OF PERSON WHO AUTHORIZED WORK: Bob Hilton

Last updated 03/25/2019

Botanica Landscapes (530) 671-1029

WORK ORDER FOR EXTRA OR T&M WORK (NOT CHANGE ORDERS)

DATE: 8/27/19 M (T) W TH F S | temperature: high 103, low

JOB NAME Williams ES

ADDRESS OR LOT NUMBER

WHO AUTHORIZED OR DIRECTED THIS WORK:

WHAT DIRECTIONS WERE GIVEN:

WORK COMPLETED: Irrigation, trenched, installed, & backfilled Value boxes Installed Valves wired, Installation of new sprinklers. Clean and Sweep all sidewalks.

NAME	PREP	DRIVER "Y" OR "N"	JOB SITE	TOTAL HOURS	PW OPERATING ENGINEER	PW PIPEFITTER	PW TRADESMAN II	SUBTOTAL		TOTAL
NAME OF PERSON COMPLETING THIS WORK ORDER: Juan		Y		8.5	1.5					
Jesse				8.5		4				
Ronnie				8.5						
Michael				8.5						

WERE THERE ANY HAZARDS ON THE JOB TODAY? CIRCLE: YES OR (NO) IF YES, DESCRIBE)

TOTAL LABOR

TOTAL INVOICES/MATERIALS

WERE ANY MATERIALS DELIVERED? YES / (NO)

TOTAL FUEL

LIST ALL MATERIALS/INVOICES/DELIVERIES

GRAND TOTAL

SIGNATURE OF PERSON WHO AUTHORIZED WORK:

Last updated 03/25/2019

Williams Elementary School - Labor Detail

Date		Employee	Start Time	Stop Time	Cost Code	Regular	OT1	OT2	Total	Wage Rate	Raw Total	With Burden 32%	With Overhead 28%	With Profit 10%	Total
Thu	8/1/2019	72 - Murray, Lloyd	5:02 am	7:41 am	PF	2.65			2.65	$44.00	$116.60	$153.91	$197.01	$252.17	$277.39
Thu	8/1/2019	313 - Moldenhauer, Jacob W.	5:13 am	3:50 pm	T2	8	2.62		10.62	$30.20	$320.72	$423.36	$541.90	$693.63	$762.99
Thu	8/1/2019	72 - Murray, Lloyd	7:41 am	1:15 pm	OEG2A1	5.35	0.22		5.57	$66.52	$370.52	$489.08	$626.02	$801.31	$881.44
Thu	8/1/2019	313 - Moldenhauer, Jacob W.	12:00 pm	12:30 pm	LUNCH		-0.50		-0.5	$30.20	-$15.10	-$19.93	-$25.51	-$32.66	-$35.92
Thu	8/1/2019	72 - Murray, Lloyd	12:00 pm	12:30 pm	LUNCH		-0.50		-0.5	$66.52	-$33.26	-$43.90	-$56.20	-$71.93	-$79.12
Thu	8/1/2019	72 - Murray, Lloyd	1:15 pm	3:50 pm	PF		2.58		2.58	$44.00	$113.52	$149.85	$191.80	$245.51	$270.06
Thu	8/1/2019	102 - Galvan, Juan	3:05 pm	4:42 pm	RW - Prevailing wage job		1.62		1.62	$20.00	$32.40	$42.77	$54.74	$70.07	$77.08
Thu	8/1/2019	311 - Holland, Ronnie	3:06 pm	4:31 pm	T2		1.42		1.42	$30.20	$42.88	$56.61	$72.46	$92.74	$102.02
					Daily Total	16	7.46	0	23.46						
Wed	8/21/2019	313 - Moldenhauer, Jacob W.	6:03 am	7:55 am	RW - Prevailing wage job	1.87			1.87	$13.00	$24.31	$32.09	$41.07	$52.57	$57.83
Wed	8/21/2019	72 - Murray, Lloyd	6:03 am	7:20 am	RW - Prevailing wage job	1.28			1.28	$20.00	$25.60	$33.79	$43.25	$55.36	$60.90
Wed	8/21/2019	72 - Murray, Lloyd	7:20 am	2:07 pm	PF	6.72	0.07		6.79	$44.00	$298.76	$394.36	$504.78	$646.12	$710.74
Wed	8/21/2019	313 - Moldenhauer, Jacob W.	7:55 am	2:07 pm	T2	6.13	0.07		6.2	$30.20	$187.24	$247.16	$316.36	$404.94	$445.44
Wed	8/21/2019	313 - Moldenhauer, Jacob W.	12:00 pm	12:30 pm	T2	-0.43	-0.07		-0.5	$30.20	-$15.10	-$19.93	-$25.51	-$32.66	-$35.92
Wed	8/21/2019	72 - Murray, Lloyd	12:00 pm	12:30 pm	PF	-0.43	-0.07		-0.5	$44.00	-$22.00	-$29.04	-$37.17	-$47.58	-$52.34
					Daily Total	15.14	0	0	15.14						
Thu	8/22/2019	72 - Murray, Lloyd	7:00 am	7:48 am	RW - Prevailing wage job	0.8			0.8	$20.00	$16.00	$21.12	$27.03	$34.60	$38.06
Thu	8/22/2019	72 - Murray, Lloyd	7:48 am	2:10 pm	OEG2A1	6.37			6.37	$66.52	$423.73	$559.33	$715.94	$916.40	$1,008.04
Thu	8/22/2019	324 - Coward, Taylor	7:49 am	2:10 pm	T2	6.08	0.27		6.35	$30.20	$191.77	$253.14	$324.01	$414.74	$456.21
Thu	8/22/2019	313 - Moldenhauer, Jacob W.	7:49 am	2:10 pm	T2	6.35			6.35	$30.20	$191.77	$253.14	$324.01	$414.74	$456.21
Thu	8/22/2019	324 - Coward, Taylor	12:00 pm	12:30 pm	LUNCH	-0.23	-0.27		-0.5	$30.20	-$15.10	-$19.93	-$25.51	-$32.66	-$35.92
Thu	8/22/2019	313 - Moldenhauer, Jacob W.	12:00 pm	12:30 pm	T2	-0.5			-0.5	$30.20	-$15.10	-$19.93	-$25.51	-$32.66	-$35.92
Thu	8/22/2019	72 - Murray, Lloyd	12:00 pm	12:30 pm	OEG2A1	-0.5			-0.5	$66.52	-$33.26	-$43.90	-$56.20	-$71.93	-$79.12
					Daily Total	18.37	0	0	18.37						
Fri	8/23/2019	102 - Galvan, Juan	6:08 am	8:05 am	RW - Private job	1.95			1.95	$20.00	$39.00	$51.48	$65.89	$84.34	$92.78
Fri	8/23/2019	72 - Murray, Lloyd	6:58 am	7:24 am	RW - Prevailing wage job	0.43			0.43	$20.00	$8.60	$11.35	$14.53	$18.60	$20.46
Fri	8/23/2019	311 - Holland, Ronnie	7:08 am	8:06 am	RW - Prevailing wage job	0.97			0.97	$13.00	$12.61	$16.65	$21.31	$27.27	$30.00
Fri	8/23/2019	72 - Murray, Lloyd	7:24 am	1:52 pm	OEG2A1	6.47			6.47	$66.52	$430.38	$568.11	$727.18	$930.79	$1,023.87
Fri	8/23/2019	102 - Galvan, Juan	8:05 am	1:52 pm	T2	5.78			5.78	$30.20	$174.56	$230.41	$294.93	$377.51	$415.26
Fri	8/23/2019	311 - Holland, Ronnie	8:06 am	1:52 pm	T2	5.76			5.76	$30.20	$173.95	$229.62	$293.91	$376.20	$413.82
Fri	8/23/2019	313 - Moldenhauer, Jacob W.	8:09 am	1:52 pm	T2	5.77			5.77	$30.20	$174.25	$230.02	$294.42	$376.86	$414.54
Fri	8/23/2019	102 - Galvan, Juan	12:00 pm	12:30 pm	T2	-0.5			-0.5	$3.20	-$1.60	-$2.11	-$2.70	-$3.46	-$3.81
Fri	8/23/2019	311 - Holland, Ronnie	12:00 pm	12:30 pm	T2	-0.5			-0.5	$3.20	-$1.60	-$2.11	-$2.70	-$3.46	-$3.81
Fri	8/23/2019	72 - Murray, Lloyd	12:00 pm	12:30 pm	OEG2A1	-0.5			-0.5	$66.52	-$33.26	-$43.90	-$56.20	-$71.93	-$79.12
					Daily Total	25.63	0	0	25.63						
Tue	8/27/2019	102 - Galvan, Juan	5:04 am	6:48 am	RW - Prevailing wage job	1.73			1.73	$20.00	$34.60	$45.67	$58.46	$74.83	$82.31
Tue	8/27/2019	92 - Guzman, Jesse	6:47 am	3:11 pm	T2	8	0.40		8.4	$30.20	$253.68	$334.86	$428.62	$548.63	$603.49
Tue	8/27/2019	311 - Holland, Ronnie	6:47 am	3:10 pm	T2	8	0.38		8.38	$30.20	$253.08	$334.06	$427.60	$547.32	$602.06
Tue	8/27/2019	319 - Martl, Michael	6:47 am	3:10 pm	T2	8	0.38		8.38	$30.20	$253.08	$334.06	$427.60	$547.32	$602.06
Tue	8/27/2019	102 - Galvan, Juan	6:48 am	3:11 pm	OEG2A2	6.27	2.12		8.39	$66.52	$558.10	$736.70	$942.97	$1,207.00	$1,327.70
Tue	8/27/2019	102 - Galvan, Juan	12:00 pm	12:30 pm	LUNCH		-0.50		-0.5	$66.52	-$33.26	-$43.90	-$56.20	-$71.93	-$79.12
Tue	8/27/2019	92 - Guzman, Jesse	12:00 pm	12:30 pm	T2	-0.1	-0.40		-0.5	$30.20	-$15.10	-$19.93	-$25.51	-$32.66	-$35.92
Tue	8/27/2019	311 - Holland, Ronnie	12:00 pm	12:30 pm	T2	-0.12	-0.38		-0.5	$30.20	-$15.10	-$19.93	-$25.51	-$32.66	-$35.92
Tue	8/27/2019	319 - Martl, Michael	12:00 pm	12:30 pm	T2	-0.12	-0.38		-0.5	$30.20	-$15.10	-$19.93	-$25.51	-$32.66	-$35.92
					Daily Total	31.66	1.62	0	33.28						
						106.8	9.08	0	115.88						$10,604.86

MEMORANDUM OF UNDERSTANDING
BETWEEN

WILLIAMS UNIFIED SCHOOL DISTRICT
AND
COLUSA COUNTY OFFICE OF EDUCATION

This Memorandum of Understanding (MOU), while not a legally binding document, does indicate a voluntary agreement to assist in the implementation of the plans described in the Innovative Approaches to Literacy (IAL), a literacy grant targeting birth through grade 3 students in Colusa County, California. This grant is funded through the U.S. Department of Education and is expected to have a three year funding cycle.

Overall Project Goals, Services, Outcomes:

Elementary school teachers, preschool teachers, school librarians, and public library librarians will work together as they participate together in professional development and build continuity through the "And Literacy for All" program that will bring these groups together as part of a countywide literacy project to promote bilingual reading and writing skills to all Colusa County residents utilizing mobile technology. The primary goal of "And Literacy for All" is to have all children reading at or above grade level by the end of 3rd grade.

2019-2020 Term: The MOU shall begin upon grant funding approval. The agreement is renewable from year to year, unless either party gives notice of intent to withdraw from the project.

Colusa County Office of Education will reimburse up to $20,000 to Williams Unified School District for the purchase of books for students' birth to age 8. These books will be part of free and shared book distributions and increase age-appropriate books by 25%; 30% in Spanish. The intent of the grant is for school libraries to increase their book collection to 20 books per student ratio.

Any changes to the agreement will be covered in future agreed upon addendums.

_____	_____
Williams Unified School District	Colusa County Office of Education
_____	_____
Title	Title
_____	_____
Date	Date

WORK SITE EMPLOYMENT PROGRAM AGREEMENT

This Work Site Employment Program Agreement ("Agreement") is made as of November 6, 2019, between the **Butte County Office of Education** ("BCOE") and **Williams Unified School District** ("Work Site").

Work Site Responsibilities:

1. The Work Site agrees to provide 1 migrant student ("Participant(s)") with the opportunity to work in the capacity of Work Study Student, which will enhance long term employability skills through work exposure (career exploration) and to gain entry level work readiness skills (work maturity) for future employment opportunities.

2. The term of this Agreement shall not exceed 67 hours. The hours worked per week are 10 not to exceed 10 hours per week per student. The term is planned to begin on **November 18, 2019** and end on **June 30, 2020**.

3. The Work Site shall train the Participant(s) in work maturity skills and work readiness skills and in accordance with the agreed upon workplace competencies, (see Attachment A). The Work Site shall provide necessary instruction to enable the Participant(s) to become proficient for an entry-level position.

4. The Work Site agrees to maintain accurate time and attendance records on the Participant(s) that reflect the actual hours worked. The Work Site agrees to verify, by signature, the accuracy of timesheet(s).

5. The Work Site agrees to provide the Participant(s) with work direction, work requirements and a safe location for work in accordance with Local, State and Federal laws and regulations, as if the Participant(s) was one of its own employees.

6. The Work Site shall provide the Participant(s) with supervision, safety instructions and safety related equipment that is required and/or is reasonable to protect against injury and/or illness while working at the Work Site. Where special clothing or equipment is provided to the Work Site's regular employees, the same shall be provided to the Participant(s).

7. The Work Site shall ensure that the Participant(s) is exposed to all the customary practices of the Work Site and the normal requirements of the job, including the Work Site's personnel practices and policies.

8. Work Site shall ensure that Participant(s) will not have access to, distribute, sell, serve, or come in contact with alcohol or tobacco products. Violation of this policy will result in termination of the Agreement.

9. The Participant(s) shall not be permitted to drive a Work Site vehicle, his/her own vehicle while conducting business for the Work Site (or BCOE), or a BCOE owned vehicle. (This includes a driving trip as simple as going to pick-up the mail, or moving the vehicle to the back lot, etc.) There are absolutely no exceptions.

10. The Work Site shall not participate in this program if experiencing abnormal labor conditions such as strikes, lockouts, or layoffs and the work experience Participant(s) will dislocate or affect employment or promotional opportunities for the Work Site's current or laid-off employees.

11. The Work Site assures the following:

a. To provide the following information if required; Licensing and/or bonding; assurances that sufficient work is available to the Participant(s); any other documentation as required for compliance with County, State, or Federal regulations.

b. To comply with the requirements and regulations and policies promulgated by DOL, the State of California and BCOE.

c. No person with responsibility in the operation of any program under this Agreement will discriminate with respect to any program client or any applicant for participation in such program because of race, creed, color, national origin, sex, political affiliation or beliefs, or other State or Federal protected status.

d. Compliance with the *Hatch Act*, which limits the political activities of Participant(s).

e. Services and activities provided under this Agreement will be administered by the Work Site and shall not be subcontracted.

f. The Work Site and/or the Participant(s) are not involved in training activities, which assist, promote, or deter union organization.

g. Conditions of employment are appropriate and reasonable with regards to the type of work, the geographical region and the proficiency of the Participant(s).

h. The Work Site has not had more than one final unappealable finding of contempt of court issued by a Federal court against the Work Site within the immediately preceding two year period because of the Work Site's failure to comply with a Federal Court which ordered the Work Site to comply with an order of the National Labor Relations Board.

i. The Work Site is in compliance with all applicable local, State, and Federal business licensing, taxation, and insurance requirements.

j. The Work Site shall maintain the confidentiality of any information regarding the Participant(s) or his/her immediate family, which may be obtained through application forms, interviews, reports, or any other source.

k. To procure and maintain appropriate insurance coverage in the amounts and coverages that follow:

   i. Commercial General Liability Insurance with limits not less than $1,000,000 (one million dollars) each occurrence Combined Single Limit for Bodily Injury and Property Damage.

   ii. Commercial Automobile Liability Insurance with limits not less than $1,000,000 (one million dollars) each occurrence Combined Single Limit for Bodily Injury and Property Damage, including Owned, Non-Owned and Hired auto coverage, as applicable.

   iii. Workers' Compensation Insurance, with Employer's Liability limits not less than $1,000,000 (one million dollars) each accident.

l. Agrees that the Work Site, or immediate supervisor of the trainee, is not providing training for a member of his/her immediate family (defined as: wife, husband, son, daughter, step-child, mother, father, step-parent, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, grandparent or grandchild).

m. The Work Site shall indemnify and hold harmless BCOE, its elected and appointed councils, boards, commissions, officers, agents, and employees against all claims, demands, damages, costs, expenses of whatever nature, including court costs and reasonable attorney fees, arising out of or resulting directly or indirectly from the negligent or intentional acts or omissions of the Work Site or its officers or

employees. Notwithstanding the foregoing, Work Site shall have no obligation under this Section with respect to any Loss that is caused by the sole negligence or willful misconduct of BCOE and is not contributed to by any act or omission (including any failure to perform any duty imposed by law) by Work Site, its subcontractors or either's agent or employee, as determined by a court of competent jurisdiction.

n. Work Site agrees to comply with all Cal-OSHA safety rules and procedures. Work Site agrees to provide BCOE Participant(s) with new-hire safety orientation and regular safety training and meetings in accordance with Cal-OSHA for the Work Site industry. If requested, Work Site agrees to provide BCOE a copy of their Illness & Injury Prevention Plan (IIPP) and, if deemed necessary, copies of safety plans and meetings. Work Site agrees to comply with specific job duties and prohibited equipment/duties outlined in this Agreement.

BCOE Responsibilities:

12. The BCOE will act as employer for the Participant(s) and provide all payrolls and associated costs (i.e., workers' compensation, taxes, etc.).

13. BCOE will visit the work site intermittently, but at least on a monthly basis for the purpose of monitoring this Agreement and reviewing Participant(s) progress.

14. BCOE will visit the work site to collect timesheets and attendance records to submit for payroll processing.

General Provisions:

15. The Work Site or BCOE may, in its sole discretion, terminate this Agreement at any time, for any reason, without penalty, and require the removal of the Participant(s) from the Work Site if determined to be in the Work Site's or BCOE's best interest.

16. The Work Site and BCOE agree to the retention of all required records, as per 29 CFR 95.53, for no less than 3 years following the completion of this Agreement.

17. BCOE does not provide medical benefits or vacation leave to the Participant(s) throughout the term of this Agreement. Participant(s) qualify for sick time under the Healthy Workplace Family Act of 2014 (AB 1522).

18. BCOE, State of California and U.S. Government have the right to observe and monitor all conditions and activities involved in the performance of this Agreement.

19. To protect the public California state law requires the public disclosure of Registered Sex Offenders on the Megan's Law website, (i.e., www.meganslaw.ca.gov). Since BCOE is not aware of each and every employee at the Work Site that the work experience candidate may come in contact with, BCOE is relying upon the Work Site to provide a work environment free from the threat of violence. The Work Site management shall inform BCOE if they become aware that there is an employee or other person at the Work Site that the work experience candidate may come into contact with that is listed as a Registered Sex Offender.

20. The Work Site shall be responsible for ensuring compliance with all applicable fingerprinting and criminal background investigation requirements as described in Education Code Section 45125.1. Work Site's responsibility shall extend to all Work Site employees, program staff, and subcontractors, regardless of whether such individuals are paid or unpaid, and/or acting as independent contractors of the Work Site ("Work Site Party"). Work Site shall not permit any Work Site Party to have any contact with any Participant(s) until Work Site has verified

in writing to the BCOE that such Work Site Party has not been convicted of a felony, as defined in Education Code Section 45125.1. Verification of compliance with this section shall be provided in writing to the BCOE prior to each Work Site Party's commencement of employment or participation in the program and prior to permitting contact with Participant(s).

21. No modification or waiver of any provisions of this Agreement or its attachments shall be effective unless such waiver or modification shall be in writing, signed by all parties, and then shall be effective only for the period and on the condition, and for the specific instance for which given. Either party may terminate this Agreement upon written notice to the other party.

22. If funds anticipated to be received by BCOE are suspended or terminated in whole or in part, funding for this Agreement may cease at the option of BCOE. Acceptance of this Agreement is based solely upon the allocation of anticipated revenues and the funding of the Agreement is limited by the actual availability of BCOE funding.

WORK SITE:

_____	Dr. Edgar Lampkin
Signature of Authorized Representative	Printed Name
Superintendent	_____
Title	Date
Juanita Lopez	Custodian (530) 681-7845
Direct Training Supervisor / Mentor	Job Title & Phone Number
Nancy Medina	Custodian (530) 665-3076
Alternate Supervisor	Job Title & Phone Number

TRAINING OUTLINE:
Client Name: Williams Unified School District
Total Weeks / Hours: 7 Weeks/ 10 hours per week /per student
Total hours authorized per week: 10 hours per student
Hourly compensation: $12.00/per hour
BCOE contact person & phone number: Emily Diaz, (530)520-4466
Scheduled date of completion: June 30, 2020

BCOE:

_____	Mary Sakuma
Signature	Printed Name
Superintendent _____	_____
Title	Date

ATTACHMENT A
WORKPLACE COMPETENCIES

WORK SKILLS:
Listens to Instruction
Retains Instruction
Recognizes Errors
Organizes Work
Asks for Assistance
Communicates Appropriately
Ability to Learn

WORK HABITS:
Shows Initiative
Remains on Task
Punctuality
Attendance
Follows Safety Rules
Dependability
Completes Tasks
Dresses Appropriately

WORK ATTITUDES:
Cooperation/Relation with:
a. *Co-Workers*
b. *Supervisor*
c. *General Public*

Motivation
Self-Confidence
Accepts Supervision
Accepts Criticism
Shows Courtesy
Tolerance of Frustration
Problem Solving Ability
Assumes Responsibility of Maintaining the Job

PRODUCTIVITY:
Quantity
Quality

Williams Unified School District

Business Department
499 Marguerite St. Ste. C
Williams, CA 95987
(530) 473-2550 FAX (530) 473-5894

PURCHASE ORDER
NO: PO20-00264
DATE 10/18/2019

SHIP TO:
Williams Elementary School
1404 E St.
Williams, CA 95987-0007

ORDERED FROM: **FAX:**

Colusa County Office of Education
345 5th Street Suite A
Colusa, CA 95932

IMPORTANT INSTRUCTIONS TO VENDOR

1. Itemized INVOICES and enclose PACKING LIST with ALL shipments.
2. Purchase order number must appear on packing slips, invoices, packages, and correspondence relating to this order.
3. No deviation in PRICE or SUBSTITUTION permitted without notice and acceptance prior to shipment.
4. All deliveries F.O.B. Destination unless otherwise specified. If freight is to be charged, prepay, and add to invoice.
5. THE LAW REQUIRES MATERIAL SAFETY DATA SHEETS FOR PRODUCTS ON THIS ORDER. PLEASE ENCLOSE WITH INVOICE.

Vendor Telephone

ORDER LOCATION	VENDOR #	REQUISITIONER	REQUISITION #
100 - Williams Elementary School	000056/2	Rosa Villasenor	R20-00422

DATE REQUIRED	F.O.B.	TERMS OF PAYMENT	SHIP VIA	BUYER	RPQ #

ITEM	QTY	UNIT	DESCRIPTION	UNIT COST	EXTENSION
1	1	EACH	2019-2020 SIG Technical Support Contract	44,000.00	$44,000.00
			Order Sub-Total		$44,000.00
			Sales Tax		.00
			Shipping		.00
			Adjustment		.00
			Order Total		**$44,000.00**
			ACCOUNT DISTRIBUTION	AMOUNT	
			(000692) 01- 3180- 0- 5800- 1110- 1000- 100- 1000- 0000	$25,000.00	
			(002053) 01- 3180- 0- 5100- 1110- 1000- 100- 1000- 0000	$19,000.00	

Copy

WILLIAMS UNIFIED SCHOOL DISTRICT

499 Marguerite St., Ste. C / P.O. Box 7, Williams, CA 95987
530-473-2550 OFFICE ~ 530-473-5894 FAX

CLASSIFIED SUBSTITUTE EMPLOYEE LIST 2019-2020

Employee Name	Phone	Substitute Position(s)
Baker, Theresa	707-486-7901	Substitute Assistant Cook
Camberos, Maria	530-473-2026	Substitute Student Supervisor
Covarrubias, Heather	530-635-2640	Substitute District Translator
Duenas, Andre	530-635-7065	Substitute Custodian Substitute Student Supervisor
Hernandez, Lincy	530-501-0449	Substitute Student Supervisor
Hirschfield, Kaylene	530-701-6498	Substitute Assistant Cook
Lemus, Alma	530-473-3057	Substitute Assistant Cook
Linn, Mary Ann	530-701-9080	Substitute ASES Paraeducator Substitute Student Supervisor
Ojeda, Lupe	530-473-2319	Substitute Parent Conference Translator
Ornelas, Beatriz	530-635-3422	Substitute Cafeteria Substitute Student Supervisor
Rivera, Hermelinda	530-501-3173	Substitute Student Supervisor
Sanchez, Margarita	510-695-0585	Substitute Student Supervisor
Swift, Angelique	530-501-3176	Substitute Student Supervisor Substitute ASES Paraeducator
Torres, Sujey	530-812-2960	Substitute ASES Paraeducator

_____
Approved Date

_____
Superintendent Signature

Rev. November 14, 2019

Williams Unified School District

LEAVE OF ABSENCE REQUEST FORM

(Print all information requested clearly)

To: Board of Trustees

From: Jeffrey Lemus
(Employee's Printed Name)

Subject: Request for Leave of Absence

Dates leave of absence is requested: From: 12-2-19 To: 12-13-19

because: My wife is having our second child through C-section. The date is scheduled for December 2nd.

I have attached copies of all documents supporting this request for a leave of absence and certify that the information submitted is true and correct.

Employee Signature: Jeffrey Lemus Date: 11-4-19

Recommended action from Site Administrator/Supervisor: Approve Deny

Site Administrator/Supervisor's Signature: [signature]

Date: 11/5/19

RECEIVED
NOV 06 2019
WILLIAMS UNIFIED SCHOOL DISTRICT

Recommended action from Superintendent: Approve Deny

Superintendent's signature: Edgar Lopez

Date: 11/7/19

Final Board action as required: Approve Deny Date: _____

Williams Jr/Sr High School 2019-2020 Instructional Minutes

Block Day Schedule		Minutes
Brown and Gold		
1st Period - 5th Period	8:15 - 9:39	84
Late Breakfast	9:39 - 9:51 (12)	0
Passing	9:51 - 9:56	5
2nd Period - 6th Period	9:56 - 11:19	83
Passing	11:19 - 11:24	5
Plus Period	11:24 - 11:54 (30)	30
Lunch	11:54 - 12:24 (30)	0
Passing	12:24 - 12:29	5
3rd Period - 7th Period	12:29 - 1:52	83
Late Break	1:52 - 1:55	0
Passing	1:55 - 2:00	5
4th Period - 8th Period	2:00 - 3:23	83
Total		383

Early Release Monday		Minutes
Brown and Gold		
1st Period - 5th Period	8:15 - 9:25	70
Late Breakfast	9:25 - 9:35	0
Passing	9:35 - 9:40	5
2nd Period - 6th Period	9:40 - 10:50	70
Passing	10:50 - 10:55	5
Plus Period	10:55 - 11:25 (30)	30
Lunch	11:25 - 11:55 (30)	0
Passing	11:55 - 12:00	5
3rd Period - 7th Period	12:00 - 1:10	70
Passing	1:10 - 1:15	5
4th Period - 8th Period	1:15 - 2:25	70
Staff Development	2:30 - 3:30 (60)	0
Total		330

Block Day Schedule		Minutes
Brown and Gold No Plus Period		
1st Period - 5th Period	8:15 - 9:39	84
Late Breakfast	9:39 - 9:51 (12)	0
Passing	9:51 - 9:56	5
2nd Period - 6th Period	9:56 - 11:19	83
Lunch	11:19 - 12:24 (65)	0
Passing	12:24 - 12:29	5
3rd Period - 7th Period	12:29 - 1:52	83
Late Break	1:52 - 1:55	0
Passing	1:55 - 2:00	5
4th Period - 8th Period	2:00 - 3:23	83
Total		348

Early Release Monday		Minutes
Brown and Gold No Plus Period		
1st Period - 5th Period	8:15 - 9:25	70
Late Breakfast	9:25 - 9:35	0
Passing	9:35 - 9:40	5
2nd Period - 6th Period	9:40 - 10:50	70
Lunch	10:50 - 11:55 (65)	0
Passing	11:55 - 12:00	5
3rd Period - 7th Period	12:00 - 1:10	70
Passing	1:10 - 1:15	5
4th Period - 8th Period	1:15 - 2:25	70
Staff Development	2:30 - 3:30 (60)	0
Total		295

Semester Finals 1st and 2nd		
Day 1/2/3/4		Minutes
Period Exam	8:15 - 10:15	120
Break	10:15 - 10:35 (20)	0
Passing	10:35 - 10:40	5
Period Exam	10:40 - 12:40	120
Conference	12:40-3:30	0
Total		245

9th-12th Grade	Minutes		Days	Inst. Minutes		Required
Regular	383		138	**52,854**		
Early Release Mondays	330		29	**9,570**		
Finals 1st & 2nd Semester	245		8	**1,960**		
Regular - No Plus Period	348		4	**1,392**		
Early Release Mondays	295		1	**295**		
- No Plus Period						
Totals			**180**	**66,071**		**64,800**
Board approved:					surplus/shortage	1,271

2019-2020

Incoming

Colusa	12
Maxwell	7
Pierce	4
Princeton	1
Total	24

Outgoing

Coastal Buttes	1
Colusa	54
Community	1
Home School	2
Maxwell	27
Meridian	2
Pierce	63
Princeton	9
Sutter Charter	5
Vacaville	2
Willows	2
Woodland	1
Total	169

R: 11/12/19

UPDATED **11/5/2019**

STU I.D.	#	GR	FROM	TO	Child	Employ.	Sibling	Other	Senior	Renewal Letters	New 2019-20	Verif. Ltr. Mailed 2019-20	A/approved D/denied V/verified 2019-20
Incoming	1	9	Colusa	Williams		1				1			A 10/4/19
Incoming	2	4	Colusa	Williams		1				1			A 10/4/19
Incoming	3	1	Colusa	Williams	1						1	New for 2019-20	A 10/30/19
Incoming	4	12	Princeton	Williams				1	1				A 10/31/19
Incoming	5	6	Colusa	Williams	1					1			A 10/16/19
Incoming	6	9	Colusa	Williams	1					1			A 10/16/19
Incoming	7	12	Pierce	Williams				1	1				A 9/17/19
Incoming	8	9	Maxwell	Williams	1						1	New for 2019-20	A 10/22/19
Incoming	9	11	Colusa	Williams				1		1			
Incoming	10	K	Maxwell	Williams	1						1	New for 2019-20	A 3/6/19
Incoming	11	2	Maxwell	Williams		1				1			
Incoming	12	12	Colusa	Williams		1			1				
Incoming	13	1	Colusa	Williams		1				1			
Incoming	14	6	Colusa	Williams				1			1	New for 2019-20	A 8/6/19
Incoming	15	5	Maxwell	Williams	1						1	New for 2019-20	A 10/16/19
Incoming	16	12	Pierce	Williams		1			1			New for 2019-20	A 10/24/19
Incoming	17	8	Pierce	Williams		1					1	New for 2019-20	A 10/24/19
Incoming	18	9	Maxwell	Williams		1				1			A 10/16/19
Incoming	19	10	Colusa	Williams		1				1			A 10/30/19
Incoming	20	11	Pierce	Williams				1		1			
Incoming	21	10	Colusa	Williams				1		1			A 8/2/19
Incoming	22	6	Maxwell	Williams		1					1	New for 2019-20	A 10/16/19
Incoming	23	4	Maxwell	Williams		1					1	New for 2019-20	A 10/16/19
Incoming	24	TK	Colusa	Williams		1					1	New for 2019-20	A 7/30/19
Outgoing	1	7	Williams	Pierce				1		1		2/11/2019	A 2/27/19
Outgoing	2	3	Williams	Pierce	1					1		2/11/2019	A 2/27/19
Outgoing	3	K	Williams	Pierce	1						1	New for 2019-20	A 4/3/19
Outgoing	4	1	Williams	Princeton		1				1		2/11/2019	A 3/28/19
Outgoing	5	1	Williams	Pierce	1					1		3/13/2019	A 3/28/19
Outgoing	6	8	Williams	Pierce		1					1	New for 2019-20	A 9/3/19
Outgoing	7	10	Williams	Meridian				1		1		2/11/2019	
Outgoing	8	5	Williams	Colusa		1				1		2/11/2019	A 5/17/19
Outgoing	9	10	Williams	Colusa		1				1		2/11/2019	A 5/17/19
Outgoing	10	8	Williams	Maxwell				1			1	New for 2019-20	A 8/22/19
Outgoing	11	6	Williams	Princeton			1				1	New for 2019-20	A 9/9/19
Outgoing	12	8	Williams	Colusa				1		1		2/11/2019	A 2/15/19
Outgoing	13	10	Williams	Colusa				1		1		2/11/2019	A 2/15/19

Outgoing	14	8	Williams	Colusa		1					1		2/11/2019	A 3/18/19
Outgoing	15	9	Williams	Colusa	1						1		2/11/2019	A 3/13/19
Outgoing	16	6	Williams	Colusa	1						1		2/11/2019	A 3/13/19
Outgoing	17	8	Williams	Colusa		1					1		2/11/2019	A 5/20/19
Outgoing	18	10	Williams	Pierce		1					1		Verified	A 1/9/19
Outgoing	19	7	Williams	Home School				1			1		2/11/2019	V 5/31/19
Outgoing	20	9	Williams	Colusa				1			1		2/11/2019	
Outgoing	21	8	Wililams	Pierce		1					1		2/11/2019	
Outgoing	22	11	Wililams	Pierce		1					1		2/11/2019	
Outgoing	23	7	Wililams	Pierce		1					1		2/11/2019	
Outgoing	24	1	Williams	Pierce	1						1		2/11/2019	A 3/28/19
Outgoing	25	12	Williams	Pierce		1			1				2/11/2019	A 2/27/19
Outgoing	26	8	Williams	Pierce		1					1		2/11/2019	A 2/27/19
Outgoing	27	7	Williams	Meridian				1			1		2/11/2019	
Outgoing	28	12	Williams	Colusa				1	1				2/11/2019	A 2/15/19
Outgoing	29	4	Williams	Pierce			1					1	New for 2019-20	A 8/12/19
Outgoing	30	8	Williams	Pierce	1						1		2/11/2019	A 4/24/19
Outgoing	31	12	Williams	Princeton				1	1				New for 2019-20	A 9/3/19
Outgoing	32	K	Williams	Pierce	1							1	New for 2019-20	A 5/21/19
Outgoing	33	5	Williams	Colusa		1					1		2/11/2019	A 3/28/19
Outgoing	34	10	Williams	Colusa		1					1		2/11/2019	A 3/28/19
Outgoing	35	8	Williams	Pierce		1					1		2/11/2019	A 3/7/19
Outgoing	36	4	Williams	Sutter Charter		1					1		2/11/2019	V 9/4/19
Outgoing	37	4	Williams	Maxwell	1						1		2/11/2019	A 2/25/19
Outgoing	38	6	Williams	Maxwell	1						1		2/11/2019	A 2/25/19
Outgoing	39	11	Williams	Sutter Charter				1			1		2/11/2019	V 2/26/19
Outgoing	40	9	Williams	Sutter Charter				1			1		2/11/2019	V 2/26/19
Outgoing	41	5	Williams	Pierce	1						1		2/11/2019	A 3/14/19
Outgoing	42	7	Williams	Pierce	1						1		2/11/2019	A 3/14/19
Outgoing	43	2	Williams	Pierce		1					1		2/11/2019	
Outgoing	44	7	Williams	Colusa		1					1		2/11/2019	A 2/15/19
Outgoing	45	5	Williams	Colusa		1					1		2/11/2019	A 2/15/19
Outgoing	46	5	Williams	Pierce		1						1	New for 2019-20	A 8/12/19
Outgoing	47	1	Williams	Pierce		1						1	New for 2019-20	A 8/12/19
Outgoing	48	3	Williams	Pierce		1						1	New for 2019-20	A 8/12/19
Outgoing	49	10	Williams	Vacaville		1					1		2/11/2019	
Outgoing	50	10	Williams	Vacaville		1					1		2/11/2019	
Outgoing	51	11	Williams	Colusa		1					1		2/11/2019	
Outgoing	52	9	Williams	Colusa		1					1		2/11/2019	
Outgoing	53	3	Williams	Willows	1						1		2/11/2019	A 4/9/19
Outgoing	54	9	Williams	Princeton				1			1		2/11/2019	A 8/15/19
Outgoing	55	10	Williams	Princeton				1			1		2/11/2019	A 8/15/19

Outgoing	56	6	Williams	Willows	1						1		2/11/2019	A 4/9/19
Outgoing	57	8	Williams	Princeton				1			1		2/11/2019	A 8/15/19
Outgoing	58	5	Williams	Colusa		1					1		2/11/2019	
Outgoing	59	12	Williams	Woodland		1			1				2/11/2019	
Outgoing	60	K	Williams	Colusa		1				1			New for 2019-20	A 4/12/19
Outgoing	61	8	Williams	Colusa		1					1		2/11/2019	
Outgoing	62	4	Williams	Colusa		1					1		2/11/2019	
Outgoing	63	7	Williams	Maxwell				1		1			New for 2019-20	A 9/16/19
Outgoing	64	4	Williams	Maxwell			1			1			New for 2019-20	A 9/16/19
Outgoing	65	3	Williams	Pierce			1				1		2/11/2019	A 2/27/19
Outgoing	66	5	Williams	Pierce		1					1		2/11/2019	A 6/24/19
Outgoing	67	2	Williams	Pierce		1					1		2/11/2019	A 6/24/19
Outgoing	68	12	Williams	Colusa				1	1				2/11/2019	
Outgoing	69	6	Williams	Maxwell	1						1		2/11/2019	A 8/1/19
Outgoing	70	5	Williams	Maxwell	1						1		2/11/2019	A 8/1/19
Outgoing	71	6	Williams	Maxwell	1						1		2/11/2019	A 8/1/19
Outgoing	72	10	Williams	Colusa				1			1		2/11/2019	A 3/4/19
Outgoing	73	12	Williams	Colusa	1				1				2/11/2019	A 3/4/19
Outgoing	74	11	Williams	Colusa			1				1		2/11/2019	A 3/18/19
Outgoing	75	10	Williams	Maxwell				1			1		2/11/2019	A 4/5/19
Outgoing	76	10	Williams	Maxwell				1			1		2/11/2019	A 4/5/19
Outgoing	77	9	Williams	Maxwell				1			1		2/11/2019	A 4/5/19
Outgoing	78	1	Williams	Maxwell		1					1		2/11/2019	A 2/28/19
Outgoing	79	7	Williams	Maxwell		1					1		2/11/2019	A 2/28/19
Outgoing	80	3	Williams	Pierce		1					1		2/11/2019	A 3/7/19
Outgoing	81	3	Williams	Maxwell		1					1		2/11/2019	A 2/28/19
Outgoing	82	5	Williams	Pierce		1					1		2/11/2019	A 3/7/19
Outgoing	83	1	Williams	Maxwell				1		1			New for 2019-20	A 10/8/19
Outgoing	84	8	Williams	Colusa	1					1			New for 2019-20	A 8/13/19
Outgoing	85	11	Williams	Home School				1		1			New for 2019-20	V 10/7/19
Outgoing	86	5	Williams	Maxwell				1			1		2/11/2019	A 2/25/19
Outgoing	87	2	Williams	Pierce	1					1			New for 2019-20	A 10/22/19
Outgoing	88	K	Williams	Pierce				1		1			New for 2019-20	A 8/12/19
Outgoing	89	7	Williams	Pierce		1					1		2/11/2019	A 7/30/19
Outgoing	90	12	Williams	Colusa				1	1				2/11/2019	A 8/9/19
Outgoing	91	9	Williams	Pierce		1					1		2/11/2019	A 7/30/19
Outgoing	92	5	Williams	Coastal Buttes				1			1		2/11/2019	
Outgoing	93	4	Williams	Colusa		1					1		2/11/2019	A 8/13/19
Outgoing	94	1	Williams	Colusa		1					1		2/11/2019	A 8/13/19
Outgoing	95	12	Williams	Pierce		1			1				2/11/2019	A 3/7/19
Outgoing	96	12	Williams	Pierce			1		1				2/11/2019	A 3/7/19

Outgoing	97	9	Williams	Colusa		1						1	New for 2019-20	A 8/6/19
Outgoing	98	7	Wililams	Colusa	1						1		2/11/2019	A 3/18/19
Outgoing	99	9	Williams	Colusa	1						1		2/11/2019	A 3/18/19
Outgoing	100	7	Williams	Maxwell				1				1	New for 2019-20	A 10/7/19
Outgoing	101	K	Williams	Pierce		1						1	New for 2019-20	A 4/8/19
Outgoing	102	11	Williams	Sutter Peak				1			1		2/11/2019	
Outgoing	103	8	Williams	Sutter Peak				1			1		2/11/2019	
Outgoing	104	4	Williams	Pierce		1					1		2/11/2019	A 2/27/19
Outgoing	105	2	Williams	Pierce		1					1		2/11/2019	A 2/27/19
Outgoing	106	9	Williams	Colusa		1					1		2/11/2019	A 4/5/19
Outgoing	107	3	Williams	Pierce			1				1		2/11/2019	A 5/6/19
Outgoing	108	8	Williams	Pierce				1			1		2/11/2019	A 5/6/19
Outgoing	109	2	Williams	Pierce		1					1		2/11/2019	A 2/21/19
Outgoing	110	1	Williams	Pierce		1					1		2/11/2019	
Outgoing	111	12	Williams	Colusa			1			1			2/11/2019	
Outgoing	112	11	Williams	Colusa				1			1		2/11/2019	A 3/4/19
Outgoing	113	10	Williams	Pierce				1			1		2/11/2019	A 4/8/19
Outgoing	114	12	Williams	Colusa				1		1			2/11/2019	
Outgoing	115	8	Williams	Colusa				1			1		2/11/2019	
Outgoing	116	K	Williams	Colusa				1				1	New for 2019-20	A 3/14/19
Outgoing	117	1	Williams	Colusa			1				1		2/11/2019	A 3/27/19
Outgoing	118	1	Williams	Colusa		1					1		2/11/2019	A 3/28/19
Outgoing	119	2	Williams	Maxwell	1						1		2/11/2019	
Outgoing	120	10	Williams	Colusa				1			1		2/11/2019	A 3/18/19
Outgoing	121	K	Williams	Pierce	1							1	New for 2019-20	A 3/7/19
Outgoing	122	11	Williams	Colusa	1						1		2/11/2019	
Outgoing	123	12	Williams	Princeton				1		1			2/11/2019	
Outgoing	124	8	Williams	Pierce			1				1		2/11/2019	A 8/5/19
Outgoing	125	1	Williams	Colusa	1						1		2/11/2019	A 3/28/19
Outgoing	126	12	Williams	Pierce			1			1			2/11/2019	A 8/5/19
Outgoing	127	6	Williams	Pierce				1			1		2/11/2019	A 8/5/19
Outgoing	128	4	Williams	Pierce			1				1		2/11/2019	A 8/5/19
Outgoing	129	3	Williams	Princeton		1					1		2/11/2019	A 5/30/19
Outgoing	130	9	Williams	Princeton		1					1		2/11/2019	A 5/30/19
Outgoing	131	K	Williams	Pierce		1					1		2/11/2019	A 3/5/19
Outgoing	132	8	Williams	Colusa		1					1		2/11/2019	A 4/5/19
Outgoing	133	10	Williams	Pierce		1					1		2/11/2019	A 4/10/19
Outgoing	134	8	Williams	Pierce		1					1		2/11/2019	A 4/10/19
Outgoing	135	12	Williams	Pierce				1		1			New for 2019-20	A 9/6/19
Outgoing	136	1	Williams	Maxwell		1					1		2/11/2019	A 2/28/19
Outgoing	137	3	Williams	Maxwell		1					1		2/11/2019	A 2/28/19

WUSD Inter District Transfers 2019-2020

Outgoing	138	K	Williams	Maxwell	1						1	New for 2019-20	A 6/3/19
Outgoing	139	12	Williams	Pierce		1			1			2/11/2019	A 2/21/19
Outgoing	140	7	Williams	Pierce		1				1		2/11/2019	A 2/21/19
Outgoing	141	3	Williams	Pierce		1				1		2/11/2019	A 2/21/19
Outgoing	142	K	Williams	Pierce		1					1	New for 2019-20	A 2/27/19
Outgoing	143	TK	Williams	Pierce				1			1	New for 2019-20	A 4/12/19
Outgoing	144	12	Williams	Colusa		1			1			2/11/2019	A 5/13/19
Outgoing	145	2	Williams	Colusa	1					1		2/11/2019	A 8/12/19
Outgoing	146	4	Williams	Colusa	1					1		2/11/2019	A 8/12/19
Outgoing	147	TK	Williams	Colusa				1			1	New for 2019-20	A 10/11/19
Outgoing	148	2	Williams	Colusa				1			1	New for 2019-20	A 10/11/19
Outgoing	149	4	Williams	Pierce		1				1		2/11/2019	A 3/28/19
Outgoing	150	4	Williams	Maxwell	1					1		2/11/2019	
Outgoing	151	9	Williams	Maxwell	1					1		2/11/2019	
Outgoing	152	9	Williams	Pierce		1				1		2/11/2019	A 2/27/19
Outgoing	153	6	Williams	Pierce		1				1		2/11/2019	A 2/27/19
Outgoing	154	10	Williams	Colusa		1				1		2/11/2019	A 4/5/19
Outgoing	155	10	Williams	Colusa		1				1		2/11/2019	A 5/13/19
Outgoing	156	2	Williams	Colusa				1		1		2/11/2019	
Outgoing	157	12	Williams	Pierce				1	1			New for 2019-20	A 8/12/19
Outgoing	158	4	Williams	Maxwell		1				1		2/11/2019	A 4/8/19
Outgoing	159	6	Williams	Maxwell		1				1		2/11/2019	A 4/8/19
Outgoing	160	10	Williams	Colusa	1					1		2/11/2019	
Outgoing	161	6	Williams	Colusa	1					1		2/11/2019	
Outgoing	162	5	Williams	Colusa		1				1		2/11/2019	
Outgoing	163	1	Williams	Pierce		1				1		2/11/2019	A 2/21/19
Outgoing	164	3	Williams	Pierce	1					1		2/11/2019	A 7/29/19
Outgoing	165	6	Williams	Pierce	1					1		2/11/2019	A 7/29/19
Outgoing	166	12	Williams	Maxwell		1			1			2/11/2019	A 4/8/19
Outgoing	167	10	Williams	Maxwell		1				1		2/11/2019	A 4/8/19
Outgoing	168	1	Williams	Pierce		1				1		2/11/2019	
Outgoing	169	11	Williams	Community				1		1		2/11/2019	A 5/25/19
									22	135	36	193	

COLOR KEY:	
changes since last report	
Senior in 2019-20	22
Renewal letter(s) se	135
New ID transfers fo	36
TOTALS	193

	Child	Employ.	Sibling	Other
	41	88	12	52
Incoming	24	Outgoing		169

POLICY GUIDE SHEET
October 2019

Note: Descriptions below identify revisions made to CSBA's sample board policies, administrative regulations, board bylaws, and/or exhibits. Editorial changes have also been made. Districts and county offices of education should review the sample materials and modify their own policies accordingly.

BP/AR 0460 - Local Control and Accountability Plan
(BP/AR revised)

Policy updated to delete the section on "Technical Assistance/Intervention," as that material is now addressed in BP 0520 - Intervention for Underperforming Schools. Paragraph added to generally address actions that may be taken whenever a school or a numerically significant student subgroup is not making sufficient progress toward the goals in the local control and accountability plan (LCAP). Regulation updated to reflect **NEW LAW (AB 1240)** which adds, as a measure of student achievement, the percentage of students who have successfully completed both college entrance courses and career technical education courses.

BP 0520 - Intervention for Underperforming Schools
(BP added)

New policy contains material formerly in BP 0460 - Local Control and Accountability Plan regarding interventions to support the continuous improvement of student performance within the priorities identified in the district's LCAP. Paragraph added to reference interventions that will be provided to schools identified by the California Department of Education (CDE) for comprehensive support and improvement (CSI), targeted support and improvement (TSI), and additional targeted support and improvement (ATSI).

BP 0520.1 - Comprehensive and Targeted Support and Improvement
(BP added)

New policy addresses the state's accountability system, developed in response to federal Title I requirements, to provide interventions to schools identified by CDE for CSI, TSI, or ATSI. Policy includes criteria for the identification of schools, requirements for a school improvement plan, and actions to be taken if implementation of the school plan is unsuccessful after a specified period of years.

BP 1431 - Waivers
(BP revised)

Policy updated to add the requirement, when submitting a general waiver request to the State Board of Education, to include a written summary of any objections to the request by school site councils or advisory committees, as applicable. Policy adds the requirement that a request pertaining to a regional occupational center or program operated by a joint powers agency be submitted as a joint waiver request with other participating districts. Policy reflects guidance in CDE's General Waiver Instructions regarding proper notice for a public hearing on a waiver request proposal.

BP/AR 3515 - Campus Security
(BP/AR revised)

Policy updated to clarify that audio capability of surveillance equipment should be disabled in accordance with state law prohibiting the recording of conversations unless the parties to the conversation may reasonably expect that the communication may be overheard or recorded, and to reflect a National Institute of Justice recommendation that signage state that the district's surveillance system may or may not be actively monitored. Regulation adds section on "Locks" reflecting requirement for state-funded new construction projects, as well as certain modernization projects, to include locks that allow classroom doors to be locked from the inside. Regulation also adds strategies to increase adult presence and supervision on campus and to provide staff training in emergency response.

BP/AR 4116 - Probationary/Permanent Status
(BP/AR revised)

Policy updated to reflect court decisions clarifying the distinction between probationary employees and temporary employees. Material regarding eligibility for permanent status based on average daily attendance moved from AR to BP, except option for not granting permanent status deleted, as this option was only applicable to districts with less than 250 average daily attendance and the remainder of this policy and regulation is for use only by districts that grant permanent status. Policy also adds material regarding the notification of nonreelection of a probationary employee, formerly in AR 4117.6 - Decision Not to Rehire. Regulation updated to add material regarding the computation of the length of service required for classification as a permanent employee, including types of service excluded from that computation.

AR 4117.6 - Decision Not to Rehire
(AR deleted)

Regulation deleted and concepts moved to BP 4116 - Probationary/Permanent Status.

BP 4119.22/4219.22/4319.22 - Dress and Grooming
(BP revised)

Policy updated to reflect **NEW LAW (SB 188)** which prohibits discrimination against traits historically associated with race, including hair texture and "protective hairstyles" such as braids, locks, and twists.

BP 4216 - Probationary/Permanent Status
(BP revised)

Policy updated to reflect **NEW LAW (AB 1353)** which shortens the length of the probationary period in non-merit system districts from one year to either six months or 130 days of paid service, whichever is longer, for consistency with districts incorporating the merit system. Policy also revised to clarify that employees may be dismissed during the probationary period without cause.

BP/AR 4218 - Dismissal/Suspension/Disciplinary Action
(BP/AR revised)

Policy and regulation updated to reflect procedural rights that must be granted to permanent district employees based on the court decision in *Skelly v. State Personnel Board*, including notification of the materials upon which the proposed action is based and the employee's right to respond to a designated district official ("Skelly officer") who will decide whether the recommended discipline should be imposed.

BP 5131 - Conduct
(BP revised)

Policy updated to reflect **NEW LAW (AB 272)** which authorizes boards to limit or prohibit, except under specified circumstances, student use of smartphones while at school or while under the supervision and control of a district employee. Details regarding student use of mobile communication devices moved to BP 5131.8 - Mobile Communication Devices.

BP 5131.8 - Mobile Communication Devices
(BP added)

New policy reflects **NEW LAW (AB 272)** which authorizes boards to limit or prohibit student use of smartphones while at school or while under the supervision and control of a district employee, except under specified circumstances (i.e., in an emergency, with permission of teacher or administrator, when directed by student's health care provider, when required by student's individualized education program). Policy also addresses reasonable search of students' mobile communication devices, employees' authority to confiscate a device, and discipline for off-campus use of a mobile communication device which poses a threat of danger to the safety of students, staff, or district property or substantially disrupts school activities.

BP 5132 - Dress and Grooming
(BP revised)

Policy updated to reflect **NEW LAW (SB 188)** which prohibits discrimination against traits historically associated with race, including hair texture and "protective hairstyles" such as braids, locks, and twists.

AR 5141.26 - Tuberculosis Testing
(AR revised)

Regulation updated to reflect guidance from the California Department of Public Health and the Child Health and Disability Prevention office of the California Department of Health Care Services clarifying that the health screening for school entry includes testing for tuberculosis only when required by the local health department. Regulation also reflects law authorizing parents/guardians to submit a signed waiver indicating that they do not want or are unable to obtain the health screening for their child.

BP/AR 5142 - Safety
(BP/AR revised)

Policy updated to add the district's responsibility to provide for the proper supervision of students during before- and after-school programs, morning drop-off at school, and afternoon pick-up and to provide for appropriate student instruction in emergency procedures. Policy adds section reflecting the requirement to print safety hotline numbers on student identification cards for students in grades 7-12, including the National Suicide Prevention Lifeline and, pursuant to **NEW LAW (SB 316)**, the National Domestic Violence Hotline. Regulation updated to add communication of school rules to students, the responsibility of individuals supervising students to remain alert for unauthorized persons, and the requirement for inspection of new playgrounds by a certified safety inspector. Regulation also updates the list of activities with safety risks in accordance with the legal definition of "hazardous recreational activity" and prohibits any such activity unless it is properly supervised, students wear protective gear as appropriate, and participants have insurance coverage. Section on "Laboratory Safety" expanded to include student instruction in safety procedures, proper handling of hazardous materials and bloodborne pathogens, and accessibility of emergency information and first aid supplies.

BP/AR 7140 - Architectural and Engineering Services
(BP/AR revised)

Policy updated to clarify the district's responsibility to select a licensed architect and/or structural engineer as required by law when professional design services are used for construction or modernization of school facilities and to address the need to comply with state safety and design standards. Policy adds the general duties of the architect and/or structural engineer and the circumstances under which design specifications must be submitted to CDE and the Division of the State Architect. Regulation updates the components of the selection process to more directly reflect law and adds the district's authority, if negotiations with the most qualified firm are unsuccessful, to negotiate a contract with the second most qualified firm and then the third most qualified firm. Regulation also includes the option to award a contract to a single entity for both the design and construction of a school facility in excess of $1 million ("design build" contract).

BB 9323 - Meeting Conduct
(BB revised)

Bylaw updated to clarify circumstances under which the board may exercise flexibility in allocating time for public input to ensure full opportunity for public input and presentation of the diversity of viewpoints.

WILLIAMS UNIFIED SCHOOL DISTRICT

P. O. Box 7 - 499 Marguerite Street - Suite A - Williams, California 95987

DR. EDGAR R. LAMPKIN, SUPERINTENDENT

District Office 530-473-2550 Fax 530-473-5894 www.williamsusd.net

"Students in Williams Unified will graduate with 21st century skills giving them true choices; career and/or college"

AMANDA ZIMMERMAN, Principal
TK-3 Elementary School
Phone: 530-473-2885
Fax: 530-473-3780

HECTOR GONZALEZ, Principal
4-6 Upper Elementary School
Phone: 530-473-5304
Fax: 530-473-5928

DR. MARY PONCHE, Principal
NICOLE ODELL, Assistant Principal
7-12 Secondary School
Phone: 530-473-5369
Fax: 530-473-5540

Date: November 8, 2019

To: Williams Unified School District Board of Trustees

From: Vangelis Bolias, Technology Director

Subject: Disposal of WUSD Obsolete Computer Equipment

As per WUSD Board Policy No. 3270: Sale and Disposal of Books, Equipment, and Supplies, it is the intention of the Williams Unified School District to dispose of the attached obsolete computer equipment to whomever it may concern.

Attachments:

1. List of WUSD Obsolete Computer Equipment
2. Board Policy No. No. 3270: Sale and Disposal of Books, Equipment, and Supplies

Category	Brand	Model	S/N	Asset Tag
Notebook	HP Stream 11 Pro G2	HP Stream 11 Pro G2	5CD5513LV2	3509
Notebook	HP Stream 11 Pro G2	HP Stream 11 Pro G2	5CD5513LTT	3510
309WJSHSCART	LAPTG15ESA-GM	LAPTG15ESA-GM		4227
Monitor	Gateway FPD 1530	Gateway FPD 1530	MUL5022F0010122	100299
Monitor	Gateway FPD 1530	Gateway FPD 1530	MUL5022F0010697	100302
Monitor	Gateway FPD 1565	Gateway FPD 1565	MZK7450V00020	4004
Monitor	Gateway FPD 1565	Gateway FPD 1565	ME35590L02342	4111
Monitor	Gateway FPD 1565	Gateway FPD 1565	ME35590L02339	100348
Monitor	Gateway FPD 1530	Gateway FPD 1530	MUL5022F0018616	100296
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW67B B0N 02031	1096
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW65C B0C 06056	100278
Monitor	Gateway 1780 ps+	Gateway 1780 ps+	MW673B0E03634	4003
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW673B0E03645	4002
Monitor	Gateway 1780 PS+	Gateway 1780 PS+	MW673B0E03618	NONE
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW67B B0N 02065	1037
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW677B0N04928	2548
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW683B0N05221	4215
Monitor	Gateway 1780 PS+	Gateway 1780 PS+	MW673B0E03622	4234
Monitor	Gateway FPD 1765	Gateway FPD 1765	MG459 70P 07332	4280
Monitor	Gateway TFT1780PS	Gateway TFT1780PS	MW67B B0N 02063	4214
Monitor	Gateway FPD1565	Gateway FPD1565	ME35590L02345	
Monitor	Gateway FPD 1765	Gateway FPD 1765	MG45970P07330	
Monitor	Gateway FPD 1765	Gateway FPD 1765	MG45970P07333	
Monitor	Gateway FPD 1765	Gateway FPD 1765	MG45970P07311	NONE
Monitor	Gateway FPD 1765	Gateway FPD 1765	MG45970P07329	NONE
Monitor	Gateway FPD 1765	Gateway FPD 1765	MG45970P07310	NONE
Monitor	Gateway FPD 1765	Gateway FPD 1765	MG45970P07300	NONE
Monitor	Gateway FPD 1765	Gateway FPD 1765	MG45970P07291	NONE
Monitor	Gateway FPD 1765	Gateway FPD 1765	MG46670P01920	*Absent*
Monitor	Gateway FPD 1765	Gateway FPD 1765	MG45970P07286	
Monitor	Gateway 1765	Gateway 1765	MW677B0N04944	2547
Monitor	Gateway FPD 1765	Gateway FPD 1765	MW677B0N04922	4235
Monitor	Gateway FPD1765	Gateway FPD1765	MG46B70P01601	100151
Monitor	Gateway FPD 1765	Gateway FPD 1765	MG45C70P03298	100279
Monitor	Gateway FPD 1775W	Gateway FPD 1775W	MGM7370P47069	2142
Notebook	HP Stream 11 Pro G2	HP Stream 11 Pro G2	5CD5513L53	3649
Notebook	HP Stream 11 Pro G2	HP Stream 11 Pro G2	5CD5513L4Z	3655
Notebook	HP Stream 11 Pro G2	HP Stream 11 Pro G2	5CD5513LTW	3511
Café POS 1	J2 625	J2 625	N506980076	2862
Café POS 2	J2 625	J2 625	N506980068	2863
Café Pos 1	J2625TFR-16GSSD	J2625TFR-16GSSD	N506980071	4303
Café Pos 2	J2625TFR-16GSSD	J2625TFR-16GSSD	N506980056	4302
Notebook	HP Stream 11 Pro G2	HP Stream 11 Pro G2	5CD5513L4F	3836
Monitor	HP L1710	HP L1710	3CQ8424W6V	2912
Notebook	HP Stream 11 Pro G2	HP Stream 11 Pro G2	5CD5513L44	3781
Notebook	HP Stream 11 Pro G2	HP Stream 11 Pro G2	5CD5513KPR	3770
Notebook	HP Stream 11 Pro G2	HP Stream 11 Pro G2	5CD5513L1H	3812
DVD Player/ VHS Player	Sony	SLV-D360P	414600	
Notebook	HP Stream 11 Pro G2	HP Stream 11 Pro G2	5CD5513KNF	3492
Microwave	Sharp Carousel	Sharp Carousel	R-230KW	109917
Monitor	HANNS-G HL272HPB	HANNS-G HL272HPB	322LU3WY00201	4022
Projector	Epson Powerlite 83+	Epson Powerlite 83+	KM3F920330L	2885
Projector	Epson Powerlite 83+	Epson Powerlite 83+	KM3875024L	2890
Laptop/Tablet	Microsoft Surface Pro 3	Microsoft Surface Pro 3	008449352753	3286
Laptop/Tablet	Microsoft Surface Pro 3	Microsoft Surface Pro 3	005344552653	3218
Laptop/Tablet	Microsoft Surface Pro 3	Microsoft Surface Pro 3	004159252853	3239
Laptop/Tablet	Microsoft Surface Pro 3	Microsoft Surface Pro 3	000678752653	3243
Laptop/Tablet	Microsoft Surface Pro 3	Microsoft Surface Pro 3	008424352753	3256
Laptop/Tablet	Microsoft Surface Pro 3	Microsoft Surface Pro 3	008418752753	3254
Laptop/Tablet	Microsoft Surface Pro 3	Microsoft Surface Pro 3	008272252753	3246
Laptop/Tablet	Microsoft Surface Pro 3	Microsoft Surface Pro 3	024251752753	3238
Laptop/Tablet	Microsoft Surface Pro 3	Microsoft Surface Pro 3	036162352353	3231
Laptop/Tablet	Microsoft Surface Pro 3	Microsoft Surface Pro 3	012093652753	3287
Laptop/Tablet	Microsoft Surface Pro 3	Microsoft Surface Pro 3	012148552753	3284
Laptop/Tablet	Microsoft Surface Pro 3	Microsoft Surface Pro 3	008334352753	3279

Laptop/Tablet	Microsoft Surface Pro 3	Microsoft Surface Pro 3	012090252753	3280
Projector	NP-VE281	NP-VE281	4501343ED	2784
Projector	NP-VE281	NP-VE281	2Z00567EB	2602
Doc Camera	Avermedia F50	Avermedia F50	51910 12050P	100349
Laptop	HP Probook 6560B	HP Probook 6560B	5CB2059KH4	100143
Dock Station	Gateway	M275LS	DG103523986	
Projector	Infocus	LP280	AAAN21000HW	
Camera	Sony	MVC-FD83	169830	
Camera	Sony	MVC-FD83	223208	
Projector	NEC V260	NEC V260	2500262EE	2857
Printer	Brother MFC 8460	Brother MFC 8460	U61508J8J764500	4304
Notebook	HP Stream 11 Pro G2	HP Stream 11 Pro G2	5CD5512D4B	3877
Notebook	HP Stream 11 Pro G2	HP Stream 11 Pro G2	5CD5512DP4	3698
Notebook	HP Stream 11 Pro G2	HP Stream 11 Pro G2	5CD5513L68	3844
charging station	Hp	Hp	CNU000X2RQ	
charging station	Hp	Hp	CNU000X2RR	
charging station	Hp	Hp	CNU000X2RL	
Computer	HP 5800	HP 5800	2UA91600WZ	2891
Computer	HP ProDesk 600 G1 SFF	HP ProDesk 600 G1 SFF	2UA5122TZ9	4257
Computer	HP 6200	HP 6200	2UA2205nk	
Computer	HP ProDesk 600 G1 SFF	HP ProDesk 600 G1 SFF	2UA5122TST	4258
Computer	HP 8300	HP 8300	MXL30910MC	2265
Notebook	HP Stream 11 Pro G4	HP Stream 11 Pro G4	5CD8125CPJ	5071
Monitor	GatewayFPD1565	GatewayFPD1565	ME35590L02336	2059
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW673B0E03538	100133
Monitor	Gateway FPD1765	Gateway FPD1765	MG45C 70P 03293	100257
Motinor	Gateway FPD1530	Gateway FPD1530	MUL5022F0010698	100232
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW67BB0N02029	100115
Monitor	Gateway FPD1530	Gateway FPD1530	MUL5022F0009942	100228
Monitor	Gateway FPD1765	Gateway FPD1765	MG45C70P03283	100284
Monitor	Gateway FPD 1765	Gateway FPD 1765	MG46B70P01589	2086
Monitor	Gateway TFT1780SP	Gateway TFT1780SP	MW65C B0C 06070	2817
Monitor	Gateway TFT1780PS+	Gateway TFT1780PS+	MW65CB0C06057	100259
Monitor	Gateway FPD1530	Gateway FPD1530	MUL5022F0017452	100227
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW683B0N05162	2097
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW67BB0N02047	2071
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW683B0N05206	2096
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW673B0E03621	2108
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW67BB0N02033	2110
Monitor	Gateway FPD1530	Gateway FPD1530	MUL5022F0010703	100248
Monitor	Gateway FPD1530	Gateway FPD1530	MUL5022F0018617	100244
Monitor	Gateway FPD1530	Gateway FPD1530	MUL5022F0010120	100250
Monitor	Gateway FPD1530	Gateway FPD1530	MUL5022F0010709	100249
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW683B0N05186	2119
Monitor	Phillips 170S	Phillips 170S	AU4A0648000055	100325
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW67B B0N 02037	2140
Monitor	Gateway FDP1765	Gateway FDP1765	MG46B 70P 01602	2139
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW67A B0N 08576	2141
Monitor	Phillips 170S7FB/27	Phillips 170S7FB/27	AU4A0648000094	2800
Monitor	Gateway 1780 PS+	Gateway 1780 PS+	MW65CB0C06026	100270
Monitor	Gateway 1780 PS +	Gateway 1780 PS +	MW65CB0C06063	100277
Monitor	Gateway FPD 1765	Gateway FPD 1765	MG45C70P03299	100272
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW677B0N04801	100298
Monitor	Gateway FPD 1530	Gateway FPD 1530	MUL5022F0010696	100253
Monitor	Gateway FPD 1530	Gateway FPD 1530	MUL5022F0010699	100254
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW683 B0N 05199	2126
Monitor	Gateway 1780PS+	Gateway 1780PS+	MG46B 70P 04605	2127
Monitor	Gateway 1780PS+	Gateway 1780PS+	MU683 B0N 05204	1462
Monitor	Gateway FPD1775W	Gateway FPD1775W	MGM81 70P 03606	4219
Monitor	Philips 170s7FB/27	Philips 170s7FB/27	AU4A0615014454	4220
Monitor	Philips 170s7FB/27	Philips 170s7FB/27	AU4A0615014253	4218
Monitor	Gateway FPD1765	Gateway FPD1765	MW67BB0N02025	100141
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW67BB0N02062	100126
Monitor	Gateway 1780PS+	Gateway 1780PS+	Mw683B0N05161	100125
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW673B0E03642	100138
Monitor	Gateway FPD-1530	Gateway FPD-1530	MUL5022J0003576	4287

Monitor	Gateway 1780 PS+	Gateway 1780 PS+	MW67B B0N 0200B	4288
Monitor	Gateway 500 G	Gateway 500 G	MZK6550N03691	100309
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW67BB0N02036	100117
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW67BB0N02057	100118
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW673B0E03647	100114
Monitor	Gateway 1780PS+	Gateway 1780PS+	MW67BB0N02035	100116
Monitor	Gateway 1780 PS +	Gateway 1780 PS +	MW673B0E03626	100339
Monitor	Gateway TFT1780PS+	Gateway TFT1780PS+	MW67B B0N 02034	2909
325WJSHSCART	LAPTG15ESA	LAPTG15ESA		4655
Monitor	Gateway FPD1765	Gateway FPD1765	MG46670P01922	100141
Printer	Brother HL 5250	Brother HL 5250	U61444L7J347251	100330
Monitor	Philips 170S	Philips 170S	AU4A0615015849	4455
Printer	Brother HL 5250	Brother HL 5250	U61444J6J645803	100336
Printer	Brother HL 5250	Brother HL 5250	M6J764150	2685
Monitor	Gateway FPD 1530	Gateway FPD 1530	MUL5022J0003563	4237
Monitor	Gateway FPD 1730	Gateway FPD 1730	TL819A444074328	4236
Printer	Brother HL 5250DN	Brother HL 5250DN	U61444E7J966707	2289
Projector	NEC NPV260	NEC NPV260	2501035EE	4285
Laptop/Tablet	Microsoft Surface Pro 3	Microsoft Surface Pro 3	007502745053	2959
Monitor	HP L1710	HP L1710	3CQ8424VTC	2911
Printer	Samsung SCX 5935NX	Samsung SCX 5935NX	Z59HBJFC966605K	100314
Projector	NEC NP-VE281X	NEC NP-VE281X	011508314700297ED	2782
Notebook	HP Stream 11 Pro G4	HP Stream 11 Pro G4	5CD8119D82	4923
Laptop	HP Probook 645 G1	HP Probook 645 G1	CNU403CCGG	2636
302WJSHSCART	LAPTG15ESA	LAPTG15ESA		4232
Printer	Brother HL-5250	Brother HL-5250	U61444J7268264	100103
Monitor	Gateway FPD 1765	Gateway FPD 1765	MG45C70P03295	100261
Monitor	Gateway FPD 1765	Gateway FPD 1765	MW673B0E03643	4107
Monitor	Gateway 1780 PS+	Gateway 1780 PS+	MW673B0E03616	4108
Monitor	Gateway FPD 1775	Gateway FPD 1775	MGM8170P03626	4097
Monitor	Gateway 1780 ps+	Gateway 1780 ps+	MW673B0E03623	4098
Printer	Brother HL 5250	Brother HL 5250	U61444G7J178124	2399
Printer	Brother HL 5250DN	Brother HL 5250DN	U61444J7J289841	100300
Monitor	Gateway FPD1765	Gateway FPD1765	MG459 70P 07306	4081
Monitor	Gateway FPD1765	Gateway FPD1765	MG461 70P 03983	4082
Monitor	Gateway FPD1765	Gateway FPD1765	MG45C 70P 03284	100275
Monitor	Gateway FPD1765	Gateway FPD1765	MG45B 70P 02012	100265
Printer	Brother MFC-8460N	Brother MFC-8460N	J8J764485	100327
Monitor	FPD 1765	FPD 1765	MG45C70P03296	100273
Monitor	Gateway 1780 PS +	Gateway 1780 PS +	MW677B0N04950	4294
Monitor	Gateway FPD 1565	Gateway FPD 1565	ME35590L02335	4293
Monitor	Gateway FPD 1565	Gateway FPD 1565	ME33590L05124	4301
Monitor	Gateway FPD 1530	Gateway FPD 1530	MUL5022F0017457	4300
Monitor	Gateway FPD 1530	Gateway FPD 1530	MUL5022J0003546	4299
Printer	Brother HL 5250 DN	Brother HL 5250 DN	U61444F6J510299	2690
Printer	Brother HL 5250	Brother HL 5250	U61444F6J509974	100345
Printer	Brother HL-5250DN	Brother HL-5250DN	J7J268246	2812
Printer	HP P4050N	HP P4050N	USBB035565	2814
Printer	HP LJ P3005DN	HP LJ P3005DN	CNGR19309	100119
Printer	Brother HL-5250DN	Brother HL-5250DN	U61444J7J289874	2138
Printer	Brother HL-5250	Brother HL-5250	U61444F6J509980	2053
Notebook	HP Stream 11 Pro G3	HP Stream 11 Pro G3	5CD7051GH5	4511
Printer	HP Laserjet 2100	HP Laserjet 2100	USGR091960	1016
Tablet	X-8 Ultra Series Tablet PC	X-8 Ultra Series Tablet PC	493937	2701
Ipad	Ipad 64 GB	Ipad 64 GB	DN6GFGFDDFJ3	4117
Tablet	Android X-97	Android X-97	493006	2516
Tablet	Lenovo	1835-25u	mp-02mer	
Tablet	Lenovo	1835-25u	mp-02mgv	
Ipad	Apple A1432	A1432	F4NKLBVGF196	3518
camera	panasonic	PV-gs15	J4IA19744	
Tablet	mobiview	Ip501	IP501947062914	
Tablet	mobiview	MWB600	MW6001123070122	
Monitor	HP Compaq L2105tm	4CU1230151	4317	Admin
Laptop	HP Probook 650 G2	5CG70862KT	4558	Admin
Laptop	HP ProBook G50	5CG50604NF	2927	Admin
Monitor	HP LE 1901W	CNC0265K6J	100303	Student

Printer	Brother	Business Smart Pro Series MFC-J6535DW	U64465A7F142804	Admin
Monitor	HP LE 1901W	3CQ9344TNV	2073	Student

Category	*Model*	*S/N*	*Asset Tag*
Notebook	HP Stream 11 Pro G2	5CD5513KP8	3293
Notebook	HP Stream 11 Pro G2	5CD5513KXM	3294
Notebook	HP Stream 11 Pro G2	5CD5512D03	3296
Notebook	HP Stream 11 Pro G2	5CD5512CYS	3295
Notebook	HP Stream 11 Pro G2	5CD5512CZZ	3297
Notebook	HP Stream 11 Pro G2	5CD5512CL2	3298
Notebook	HP Stream 11 Pro G2	5CD5513L3F	3299
Notebook	HP Stream 11 Pro G2	5CD5513KSM	3300
Notebook	HP Stream 11 Pro G2	5CD5512DHJ	3301
Notebook	HP Stream 11 Pro G2	5CD5513KP6	3302
Notebook	HP Stream 11 Pro G2	5CD5513KZC	3303
Notebook	HP Stream 11 Pro G2	5CD5513LKR	3304
Notebook	HP Stream 11 Pro G2	5CD5513L5Z	3305
Notebook	HP Stream 11 Pro G2	5CD5513LV7	3306
Notebook	HP Stream 11 Pro G2	5CD5512CYM	3307
Notebook	HP Stream 11 Pro G2	5CD5513LKK	3308
Notebook	HP Stream 11 Pro G2	5CD5513L0V	3309
Notebook	HP Stream 11 Pro G2	5CD5513LF6	3310
Notebook	HP Stream 11 Pro G2	5CD5513L65	3311
Notebook	HP Stream 11 Pro G2	5CD5513KZT	3312
Notebook	HP Stream 11 Pro G2	5CD5513L00	3313
Notebook	HP Stream 11 Pro G2	5CD5513L8J	3314
Notebook	HP Stream 11 Pro G2	5CD5513KX2	3315
Notebook	HP Stream 11 Pro G2	5CD5513LNF	3316
Notebook	HP Stream 11 Pro G2	5CD5512CKH	3317
Notebook	HP Stream 11 Pro G2	5CD5513LJJ	3932
Notebook	HP Stream 11 Pro G2	5CD5513LJB	3933
Notebook	HP Stream 11 Pro G2	5CD5512D50	3934
Notebook	HP Stream 11 Pro G2	5CD5512DRS	3671
Notebook	HP Stream 11 Pro G2	5CD5513LN1	3672
Notebook	HP Stream 11 Pro G2	5CD5512DQC	3702
Notebook	HP Stream 11 Pro G2	5CD5512CQ3	3568
Notebook	HP Stream 11 Pro G2	5CD5513LQQ	3569
Notebook	HP Stream 11 Pro G2	5CD5512CRK	3570
Notebook	HP Stream 11 Pro G2	5CD5513LMG	3571
Notebook	HP Stream 11 Pro G2	5CD5513LN8	3572
Notebook	HP Stream 11 Pro G2	5CD5512DQ4	3711
Notebook	HP Stream 11 Pro G2	5CD5513LN7	3574
Notebook	HP Stream 11 Pro G2	5CD5513LL2	3575
Notebook	HP Stream 11 Pro G2	5CD5513LM6	3576
Notebook	HP Stream 11 Pro G2	5CD5513LPS	3577
Notebook	HP Stream 11 Pro G2	5CD5513LPB	3578
Notebook	HP Stream 11 Pro G2	5CD5513LLR	3579
Notebook	HP Stream 11 Pro G2	5CD5513LRC	3580

Notebook	HP Stream 11 Pro G2	5CD5513LRK	3581
Notebook	HP Stream 11 Pro G2	5CD5513LQ3	3582
Notebook	HP Stream 11 Pro G2	5CD5513LPL	3583
Notebook	HP Stream 11 Pro G2	5CD5512DBB	3584
Notebook	HP Stream 11 Pro G2	5CD5513LQ1	3585
Notebook	HP Stream 11 Pro G2	5CD5512DM5	3586
Notebook	HP Stream 11 Pro G2	5CD5513LBJ	3587
Notebook	HP Stream 11 Pro G2	5CD5513L9N	3588
Notebook	HP Stream 11 Pro G2	5CD5513LMN	3589
Notebook	HP Stream 11 Pro G2	5CD5513LKX	3590
Notebook	HP Stream 11 Pro G2	5CD5513LD9	3591
Notebook	HP Stream 11 Pro G2	5CD5512DKM	3592
Notebook	HP Stream 11 Pro G2	5CD5512DNN	3596
Notebook	HP Stream 11 Pro G2	5CD5513LHM	3597
Notebook	HP Stream 11 Pro G2	5CD5513LK8	3598
Notebook	HP Stream 11 Pro G2	5CD5513LKP	3599
Notebook	HP Stream 11 Pro G2	5CD5513LJ7	3600
Notebook	HP Stream 11 Pro G2	5CD5512D56	3601
Notebook	HP Stream 11 Pro G2	5CD5513LLF	3602
Notebook	HP Stream 11 Pro G2	5CD5512CK3	3603
Notebook	HP Stream 11 Pro G2	5CD5512D77	3605
Notebook	HP Stream 11 Pro G2	5CD5513LKT	3606
Notebook	HP Stream 11 Pro G2	5CD5513LKW	3607
Notebook	HP Stream 11 Pro G2	5CD5513LL1	3608
Notebook	HP Stream 11 Pro G2	5CD5513LK1	3609
Notebook	HP Stream 11 Pro G2	5CD5513LHF	3610
Notebook	HP Stream 11 Pro G2	5CD5513LL0	3611
Notebook	HP Stream 11 Pro G2	5CD5513LKM	3612
Notebook	HP Stream 11 Pro G2	5CD5513LKS	3613
Notebook	HP Stream 11 Pro G2	5CD5512DBD	3614
Notebook	HP Stream 11 Pro G2	5CD5513LMV	3615
Notebook	HP Stream 11 Pro G2	5CD5512DBP	3616
Notebook	HP Stream 11 Pro G2	5CD5513L9T	3617
Notebook	HP Stream 11 Pro G2	5CD5512DNY	3618
Notebook	HP Stream 11 Pro G2	5CD5513LB2	3619
Notebook	HP Stream 11 Pro G2	5CD5512DRW	3620
Notebook	HP Stream 11 Pro G2	5CD5513LM5	3621
Notebook	HP Stream 11 Pro G2	5CD5513LG0	3622
Notebook	HP Stream 11 Pro G2	5CD5512D5T	3623
Notebook	HP Stream 11 Pro G2	5CD5512D1W	3624
Notebook	HP Stream 11 Pro G2	5CD5512DP5	3625
Notebook	HP Stream 11 Pro G2	5CD5512DP8	3626
Notebook	HP Stream 11 Pro G2	5CD5512DP1	3627
Notebook	HP Stream 11 Pro G2	5CD5513LLC	3628
Notebook	HP Stream 11 Pro G2	5CD5513L9W	3629
Notebook	HP Stream 11 Pro G2	5CD5512D5X	3630

Notebook	HP Stream 11 Pro G2	5CD5513LM7	3631
Notebook	HP Stream 11 Pro G2	5CD5513LJ3	3632
Notebook	HP Stream 11 Pro G2	5CD5513LFP	3633
Notebook	HP Stream 11 Pro G2	5CD5513LCL	3634
Notebook	HP Stream 11 Pro G2	5CD5513LKZ	3635
Notebook	HP Stream 11 Pro G2	5CD5513LL3	3636
Notebook	HP Stream 11 Pro G2	5CD5513LL7	3637
Notebook	HP Stream 11 Pro G2	5CD5513LKJ	3638
Notebook	HP Stream 11 Pro G2	5CD5513LHK	3639
Notebook	HP Stream 11 Pro G2	5CD5513LJD	3640
Notebook	HP Stream 11 Pro G2	5CD5513LLN	3641
Notebook	HP Stream 11 Pro G2	5CD5513LHX	3642
Notebook	HP Stream 11 Pro G2	5CD5512DH4	3493
Notebook	HP Stream 11 Pro G2	5CD5513LQ0	3517
Notebook	HP Stream 11 Pro G2	5CD5513LS2	3508
Notebook	HP Stream 11 Pro G2	5CD5512DHZ	3494
Notebook	HP Stream 11 Pro G2	5CD5513KLZ	3495
Notebook	HP Stream 11 Pro G2	5CD5513KM6	3496
Notebook	HP Stream 11 Pro G2	5CD5513KNK	3497
Notebook	HP Stream 11 Pro G2	5CD5513KPN	3498
Notebook	HP Stream 11 Pro G2	5CD5513KPW	3499
Notebook	HP Stream 11 Pro G2	5CD5513KNY	3500
Notebook	HP Stream 11 Pro G2	5CD5513KMG	3501
Notebook	HP Stream 11 Pro G2	5CD5513KM3	3502
Notebook	HP Stream 11 Pro G2	5CD5513KM7	3503
Notebook	HP Stream 11 Pro G2	5CD5513LM9	3504
Notebook	HP Stream 11 Pro G2	5CD5513LV0	3505
Notebook	HP Stream 11 Pro G2	5CD5513LTM	3506
Notebook	HP Stream 11 Pro G2	5CD5513LTX	3507
Notebook	HP Stream 11 Pro G2	5CD5513LSF	3468
Notebook	HP Stream 11 Pro G2	5CD5512DFK	3469
Notebook	HP Stream 11 Pro G2	5CD5513LSC	3470
Notebook	HP Stream 11 Pro G2	5CD5512CXW	3471
Notebook	HP Stream 11 Pro G2	5CD5512CLN	3472
Notebook	HP Stream 11 Pro G2	5CD5513KMZ	3473
Notebook	HP Stream 11 Pro G2	5CD5513KN0	3474
Notebook	HP Stream 11 Pro G2	5CD5513KMJ	3475
Notebook	HP Stream 11 Pro G2	5CD5513KMD	3476
Notebook	HP Stream 11 Pro G2	5CD5513KM9	3477
Notebook	HP Stream 11 Pro G2	5CD5513LSL	3478
Notebook	HP Stream 11 Pro G2	5CD5513LSR	3479
Notebook	HP Stream 11 Pro G2	5CD5513LT3	3480
Notebook	HP Stream 11 Pro G2	5CD5513KLT	3481
Notebook	HP Stream 11 Pro G2	5CD5512CQ5	3482
Notebook	HP Stream 11 Pro G2	5CD5512DLQ	3418
Notebook	HP Stream 11 Pro G2	5CD5513KPJ	3419
Notebook	HP Stream 11 Pro G2	5CD5513KNT	3420

Notebook	HP Stream 11 Pro G2	5CD5513KN6	3421
Notebook	HP Stream 11 Pro G2	5CD5513LM3	3593
Notebook	HP Stream 11 Pro G2	5CD5513KPK	3423
Notebook	HP Stream 11 Pro G2	5CD5513KNP	3424
Notebook	HP Stream 11 Pro G2	5CD5513KP7	3425
Notebook	HP Stream 11 Pro G2	5CD5513KQ3	3426
Notebook	HP Stream 11 Pro G2	5CD5513KP3	3427
Notebook	HP Stream 11 Pro G2	5CD5513KNZ	3428
Notebook	HP Stream 11 Pro G2	5CD5513LPW	3429
Notebook	HP Stream 11 Pro G2	5CD5513LS7	3430
Notebook	HP Stream 11 Pro G2	5CD5513KMQ	3431
Notebook	HP Stream 11 Pro G2	5CD5513KMV	3432
Notebook	HP Stream 11 Pro G2	5CD5513LLV	3433
Notebook	HP Stream 11 Pro G2	5CD5513LBQ	3434
Notebook	HP Stream 11 Pro G2	5CD5512DKS	3435
Notebook	HP Stream 11 Pro G2	5CD5512DLN	3436
Notebook	HP Stream 11 Pro G2	5CD5513KNL	3437
Notebook	HP Stream 11 Pro G2	5CD5513KP5	3438
Notebook	HP Stream 11 Pro G2	5CD5513LBS	3439
Notebook	HP Stream 11 Pro G2	5CD5512CVR	3440
Notebook	HP Stream 11 Pro G2	5CD5513KMW	3441
Notebook	HP Stream 11 Pro G2	5CD5513KN1	3442
Notebook	HP Stream 11 Pro G2	5CD5513LKN	3393
Notebook	HP Stream 11 Pro G2	5CD5513KQH	3394
Notebook	HP Stream 11 Pro G2	5CD5513KWY	3395
Notebook	HP Stream 11 Pro G2	5CD5513KP1	3396
Notebook	HP Stream 11 Pro G2	5CD5513L42	3397
Notebook	HP Stream 11 Pro G2	5CD5513KY7	3398
Notebook	HP Stream 11 Pro G2	5CD5512CTS	3399
Notebook	HP Stream 11 Pro G2	5CD5512D4W	3400
Notebook	HP Stream 11 Pro G2	5CD5512D89	3594
Notebook	HP Stream 11 Pro G2	5CD5513KTS	3402
Notebook	HP Stream 11 Pro G2	5CD5512DS8	3403
Notebook	HP Stream 11 Pro G2	5CD5512CWH	3404
Notebook	HP Stream 11 Pro G2	5CD5513LLQ	3405
Notebook	HP Stream 11 Pro G2	5CD5513KNH	3406
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Notebook	HP Stream 11 Pro G2	5CD5513L05	3853
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Williams Unified School District

Job Description

Title: Health Aide/Clerk	
Funding/Term: Classified Salary Schedule & 10 month work calendar (Column D)	**Reports to: District Nurse & Assigned Supervisor**
Department: Central Office	**Board Approval Date:**

DEFINITION OF THE POSITION

Under general supervision, performs health clerical and first-aid duties involved in the preparation and maintenance of district health records and reports; administers first aid to ill or injured students; assists with health screening and testing. Assists in implementing medical, physician or nurse orders or related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from District Nurse, building Principal and/or designee.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Administers first aid to pupils on school grounds, contacts parents if situation warrants it; maintains a daily log of students given first aid and aid given.
- In accordance with the California Education Code and the voluntary nature of the provisions related to dispensing medications and upon completion of required training, dispenses allowable medications in accordance with medical records and under nurse guidance.
- Performs CPR according to established guidelines and procedures.
- Respond appropriately and effectively in emergency situations.
- Assists nurse in maintaining daily documentation of school health records with respect to physical health care services and procedures. This includes preparing accident reports in case of serious student injuries on school grounds.
- Maintains cumulative health records on students, records results of health screenings; and prepares lists of students needing attention.
- Subject to the qualifications contained in the Education Code and upon completion of required training, under direction of the School Nurse, assists in various procedures necessary for providing specialized health care services to special needs students such as catheterization, diaper changes, oral or tracheotomy suctioning.

- Contacts appropriate authorities and parents as necessary. This includes conducting home visitations, as needed, to address or look into issues or situations dealing with medical or health reasons. Assist as time allows in verifying illness for attendance purposes.

- Follows up on required immunizations through letters, telephone, or home visits requiring personal contacts with parents and/or medical professionals as a district liaison under guidance of the Nurse, if needed.

- Under the direction of the School Nurse corresponds with physician regarding instructions for medication and specialized health care procedures and treatment to be administered at the school.

- Maintain confidentiality of student information and records following board policies, FERPA and all other legal guidelines and rules adhered to by our school district.

- Assists School Nurse in maintaining inventory of first aid supplies and ordering supplies as needed.

- Maintains a clean, sanitary and orderly health office.

- Performs a variety of clerical duties, including filing, checking and recording information and answering phones.

- Participate in District-wide training or in training as related to special needs of students at their site.

- Performs other related duties as assigned or needed.

PHYSICAL AND MENTAL REQUIREMENTS

- Ability to perform a two person lift;
- Ability to bend body at the knees and hips in order to drag an injured victim;
- Ability to support a victim who is conscious and who can walk with assistance;
- Ability to see for purposes of observing students and for reading correspondence, documents and other printed matter;
- Ability to hear and understand speech at normal levels in person and/or on the telephone;
- Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone.
- Physical agility to push/pull, squat, twist, turn, bend, stoop, reach overhead and run on occasion;
- Physical strength sufficient to lift 25 pounds;
- Physical stamina sufficient to sit, stand or walk for prolonged periods of time;

- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.
- Manual dexterity sufficient to write, use telephone, business machines (including computers);

REQUIRED QUALIFICATIONS

KNOWLEDGE OF

- First aid principles and techniques;
- Universal Precautions;
- Basic clerical techniques and procedures, as applied to filing, correspondence, records maintenance, and documents processing.

ABILITY TO

- Administer first aid for minor injuries;
- Dispense medications as required;
- Perform clerical duties of average difficulty;
- Operate a computer and its various applications;
- Develop and maintain good personal relationships with children, parents, and school staff;
- Achieve a satisfactory rating in a District-approved screening test;
- Analyze situations accurately and adopt an effective course of action;
- Understand and carry out oral and written directions;

REQUIRED LICENSE

- Maintain possession of a current Red Cross First-Aid Certificate and current C.P.R. Certificate;

EDUCATION

- Possess a high school diploma or its equivalent.

DESIRABLE QUALIFICATIONS

DESIRABLE KNOWLEDGE

- Bilingual/Biliterate in English and a designated second language.
- Some experience in health-related fields, such as in a hospital, doctor's
- Experience in office, or social services.

Approved:

M Sullivan 10/18/19
CSEA President Date

Edgar Lopez 10/18/19
Superintendent Date

WILIAMS UNIFIED SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE
2018-2019 SCHOOL YEAR

CSEA	COLUMN A	COLUMN B	COLUMN C	COLUMN D	COLUMN E	COLUMN F	COLUMN G	COLUMN H	COLUMN I
2018-19	*Asst Cook*	*Cook Paraeducator*	*Computer Coordinator Café Clerk Attendance Clerk Library Coordinator Clerk Aide Mid. Valley H.S. Clerk*	*CUSTODIAN GROUNDSKEEPER BILING/BILITE RATE CLERK*	*Child Development Aide Alt. Ed. Secretary Counseling Secretary*	Utility Technician	*Utility/Maintenance Technician*	*Maintenance Tech Bus Driver*	*Site Secretary*
STEPS	**HRLY**	**HRLY**	**HRLY**	**HRLY**	**HRLY**	**HRLY**	**HRLY**	**HRLY**	**HRLY**
1	$14.00	$14.25	$14.67	$16.21	$16.40	$17.34	$17.93	$18.49	$19.30
2	$14.67	$14.97	$15.46	$17.03	$17.22	$18.28	$18.90	$19.51	$20.39
3	$15.46	$15.67	$16.20	$17.95	$18.10	$19.20	$19.81	$20.45	$21.37
4	$16.20	$16.47	$17.03	$18.78	$18.96	$20.14	$20.79	$21.47	$22.43
5 -7	$17.03	$17.30	$17.87	$19.73	$19.95	$21.11	$21.80	$22.50	$23.51
8 - 10	$17.90	$18.15	$18.73	$20.73	$20.96	$22.19	$22.93	$23.64	$24.70
11 -13	$18.73	$19.05	$19.61	$21.70	$21.92	$23.21	$23.98	$24.76	$25.88
14 - 16	$19.58	$19.85	$20.49	$22.70	$22.95	$24.30	$25.11	$25.88	$27.04
17 - 19	$20.45	$20.76	$21.42	$23.66	$23.94	$25.34	$26.19	$27.01	$28.23
20 - 22	$21.27	$21.65	$22.30	$24.64	$24.93	$26.42	$27.31	$28.14	$29.41
23 -26	$22.14	$22.49	$23.19	$25.64	$25.91	$27.44	$28.36	$29.27	$30.59
27 - 30	$23.00	$23.36	$24.08	$26.64	$26.96	$28.51	$29.46	$30.42	$31.79
31 - 33	$23.85	$24.20	$24.98	$27.62	$27.94	$29.58	$30.54	$31.53	$32.94
34 -37	$24.70	$25.10	$25.90	$28.59	$28.93	$30.62	$31.62	$32.62	$34.08

Based on 261 days for 12 month employees

WILLIAMS UNIFIED SCHOOL DISTRICT
Letter of Transmittal to Williams USD Board
From the Superintendent

SUBJECT: Under Armour Donation to Williams Jr./Sr. High School Football Team	**AGENDA ITEM #:** **10.2**
PER: ☐ **BOARD REQUEST** ☒ **STAFF REQUEST** ☐ **PARENT(S)** ☐ **OTHER**	**ATTACHMENTS:** ☒ **YES** ☐ **NO**
FOR BOARD: ☒ **ACTION** ☐ **INFORMATION**	**RESEARCH & PREPARATION BY:** Superintendent
	DATE: 10-17-19

BACKGROUND:

The Athletic Director, Dan Mc Donald upon scheduling our football games for the Fall 2019 season, accepted to take a game against Paradise High School for August 23, 2019. We gave up a home game by accepting this game in Paradise. CNN decided to do coverage of Paradise football for the 2019 Fall football season.

The apparel company Under Armour, provided a donation of apparel to both Paradise & Williams Jr./Sr. High football teams; ours equaling $5,000.00 in apparel.

According to board policy BP 3290(a) indicates that *"The Governing Board may accept any gift...to the district from any individual, organization, foundation, or public or private agency that desires to support the district's education program."*

In turn, BP 3290(b) states that the *"Superintendent or designee will annually provide a report to the Board indicating the gifts, grants, and/or bequest on behalf of the district in the preceding fiscal year. The report shall include a statement of the account and expenditure of all gifts of money and or inventory of all gifts of physical assets."*

Please find attached the order of apparel ordered by Coach Jeffery Lemus as account of gifts in apparel ordered from Under Armour for your review.

RECOMMENDATION/COMMENTS:
Recommendation: To Approve the Under Armour donation of apparel equaling $5,000.00 provided to the Williams Jr./Sr. High School football team.

	Williams High School- Under Armour Apparel		
Purchase # 1			
1) UA Rival Polo	(Men's) $49.99		
#UA1306583			
Color 200- Brown and White			
Sizes-			
1- Med			
1- Large			
3-XL			
2-2XL			
1- 3XL			
2- 4XL			
Total- 10	**$400**		
1) UA Rival Polo	(Womens) $49.99		
#UA1306686			
Color 200- Brown and White			
Sizes-			
1- Med			
1- Large			
Total- 2	**$80**		
Purchase # 2			
1) UA Charged Bandit 4 Team Shoes $79.99			
#UA3020321			
Color- 100 Steele White			
Sizes-			
1- 8.5			
1- 9			
1- 11.5			
1- 12			
1- 13			
1-14			

Total- 6	**$479**		
Purchase # 3			
1) UA Hustle Fleece Hoody		(Mens) $44.99	
#UA1300123			
Color- Steeltown Gold and Black			
Sizes-			
1- Med			
1- Large			
1-XL			
1- 2XL			
1- 3XL			
1- 4XL			
Total- 6	**$270**		
Purchase # 4			
UA Men's Triumph Cage Jacket		$59.99	
#UA1287619			
Color- 001 Black, Steel			
Sizes-			
1- Med			
1- Large			
1- XL			
1- 2XL			
2- 3XL			
3- 4XL			
Total - 7	**$420**		
Purchase # 5			
UA Team Coaches Shorts		$34.99	
UA1228908			
Color- 040 Graphite, White			
Sizes-			
1- Med			

1- Large			
1- XL			
2- 2XL			
1- 3XL			
Total- 6	**$210**		
Purchase # 6			
UA Women's Locker Tee		$25.99	
UA1305510			
Color- 100 White, Graphite			
Sizes-			
1- XS			
3- Small			
1- Med			
1- Large			
Total - 6	**$150**		
Purchase # 7			
UA Women's Fleece Hoody		$44.99	
UA1300261			
Color- 750 Steeletown Gold and Black			
Sizes-			
1- XS			
2- Small			
2- Medium			
1- Large			
Total- 6	**$270**		
Purchase # 8			
UA Elite Fleece Full Zip Jacket		$79.99	
#UA1305782			
Color- 002 Black, Steel			
Size-			
1- Small			

Total- 1	**$79**		
Purchase #9			
UA Locker Tee	$24.99		
#UA1305775			
Color- 100 White, Graphite			
Sizes-			
8- Small			
8- Med			
6- Large			
4- XL			
2- 2XL			
1- 3XL			
1- 4XL			
Total- 30	**$750**		
Purchase # 10			
UA Locker Tee	$24.99		
#UA1305775			
Color- 001 Black, Metallic Silver			
Sizes-			
7- Small			
8- Med			
4- Large			
2- XL			
2- 2XL			
Total- 23	**$575**		
Purchase # 11			
UA Locker Tee Longsleeve		$29.99	
#UA 1305776			
Color- 750 Steeltown Gold and Black			
Sizes-			
7- Small			

8- Med			
6- Large			
4- XL			
3- 2XL			
2- 3XL			
Total- 30	**$900**		
Purchase # 12			
UA Rush Sleeveless		$49.99	
#UA1327645			
Color-001 Mod Gray			
Sizes-			
4- Small			
1- Med			
Total- 5	**$250**		
Purchase # 13			
UA Heatgear Armour 2.0 Compression Leggings			$34.99
#UA1289577			
Color- 100 White, Graphite			
Size-			
1- Small			
Total- 1	**$35**		
Purchase # 14			
UA Sportstyle Stadium Hoody		$44.99	
#UA 1326763			
Color- 036 Steel, Black			
Size-			
Small			
Total- 1	**$45**		

James Marta & Company LLP
Certified Public Accountants

Accounting, Auditing, Consulting, and Tax

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

November 1, 2019

To the Board of Trustees
Williams Unified School District
Williams, California

We have audited the basic financial statements of Williams Unified School District (the "District") as of and for the year ended June 30, 2019, and have issued our report thereon dated November 1, 2019. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated January 29, 2019, our responsibility, as described by professional standards, is to form and express an opinion(s) about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the District solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm, have complied with all relevant ethical requirements regarding independence.

We follow the AICPA Ethics Standard Rule 201C, in conjunction with this, we annually review with all engagement staff potential conflicts and obtain a conflict certification. In addition, we inquire on each engagement about potential conflicts with staff. We have not identified any relationships or other matters that in the auditor's judgment may be reasonably thought to bear on independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the District is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the fiscal year ended June 30, 2019. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus. However, there are new Governmental Accounting Standards that may affect the District in future years. See Attachment I.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are the collectability of receivables, the District's proportionate share of net pension liability, and the District's net OPEB liability.

Management's estimate of the collectability of receivables is based on past experience with collections from various entities. The estimate for the District's proportionate share of net pension liability and the District's net OPEB liability is based on an actuarial study. We evaluated key factors and assumptions used to develop the estimates and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The pension and OPEB disclosures included in footnotes 6 and 7, respectively, required significant judgement to calculate the District's proportionate share of the net pension liability for CalPERS and CalSTRS and the District's net OPEB liability.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. There were no uncorrected misstatements identified as a result of our audit procedures.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. There were no audit adjustments identified as a result of our audit procedures. In the current year, no uncorrected misstatements were identified as a result of our audit procedures. All adjustments were presented to us by management. These adjustments are summarized in Attachment II, *Journal Entry Report.*

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the District's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated November 1, 2019 (Attachment III).

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the District, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the District's auditors.

Other Services

We have assisted management in preparing the financial statements of the District in conformity with U.S. generally accepted accounting principles based on information provided by management.

Management's responsibilities for other services included designating qualified individuals with the skill, knowledge, and experience to be responsible and accountable for overseeing financial statement preparation and any other nonattest services we performed as part of this engagement. Management has represented that they have evaluated the adequacy and results of those services and is accepting responsibility for them.

This report is intended solely for the information and use of the Board of Education and management of Williams Unified School District and is not intended to be and should not be used by anyone other than these specified parties.

James Marta & Company LLP

James Marta & Company LLP
Certified Public Accountants
Sacramento, California
November 1, 2019

The following pronouncements of the Governmental Accounting Standards Board (GASB) have been released recently and may be applicable to the District in the near future. We encourage management to review the following information and determine which standard(s) may be applicable to the District. For the complete text of these and other GASB standards, visit www.gasb.org and click on the "Standards & Guidance" tab. If you have questions regarding the applicability, timing, or implementation approach for any of these standards, please contact your audit team.

GASB Statement No. 84, Fiduciary Activities
Effective for the fiscal year ending June 30, 2020

This Statement establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities.

An activity meeting the criteria should be reported in a fiduciary fund in the basic financial statements. Governments with activities meeting the criteria should present a statement of fiduciary net position and a statement of changes in fiduciary net position. An exception to that requirement is provided for a business-type activity that normally expects to hold custodial assets for three months or less.

This Statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. Custodial funds generally should report fiduciary activities that are not held in a trust or equivalent arrangement that meets specific criteria. A fiduciary component unit, when reported in the fiduciary fund financial statements of a primary government, should combine its information with its component units that are fiduciary component units and aggregate that combined information with the primary government's fiduciary funds.

This Statement also provides for recognition of a liability to the beneficiaries in a fiduciary fund when an event has occurred that compels the government to disburse fiduciary resources. Events that compel a government to disburse fiduciary resources occur when a demand for the resources has been made or when no further action, approval, or condition is required to be taken or met by the beneficiary to release the assets.

GASB Statement No. 87, Leases
Effective for the fiscal year ending June 30, 2021

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

GASB Statement No. 88, Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements
Effective for the fiscal year ending June 30, 2020

The primary objective of this Statement is to improve the information that is disclosed in notes to government financial statements related to debt, including direct borrowings and direct placements. It also clarifies which liabilities governments should include when disclosing information related to debt.

This Statement defines debt for purposes of disclosure in notes to financial statements as a liability that arises from a contractual obligation to pay cash (or other assets that may be used in lieu of cash) in one or more payments to settle an amount that is fixed at the date the contractual obligation is established.

This Statement requires that additional essential information related to debt be disclosed in notes to financial statements, including unused lines of credit; assets pledged as collateral for the debt; and terms specified in debt agreements related to significant events of default with finance-related consequences, significant termination events with finance-related consequences, and significant subjective acceleration clauses.

For notes to financial statements related to debt, this Statement also requires that existing and additional information be provided for direct borrowings and direct placements of debt separately from other debt.

GASB Statement No. 89, Accounting for Interest Cost Incurred Before the End of a Construction Period
Effective for the fiscal year ending June 30, 2021

This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund.

This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

GASB Statement No. 90, Majority Equity Interests – An Amendment of GASB Statements No. 14 and No. 61
Effective for the fiscal year ending June 30, 2020

The primary objectives of this Statement are to improve the consistency and comparability of reporting a government's majority equity interest in a legally separate organization and to improve the relevance of financial statement information for certain component units. It defines a majority equity interest and specifies that a majority equity interest in a legally separate organization should be reported as an investment if a government's holding of the equity interest meets the definition of an investment. A majority equity interest that meets the definition of an investment should be measured using the equity method, unless it is held by a special-purpose government engaged only in fiduciary activities, a fiduciary fund, or an endowment (including permanent and term endowments) or permanent fund. Those governments and funds should measure the majority equity interest at fair value.

For all other holdings of a majority equity interest in a legally separate organization, a government should report the legally separate organization as a component unit, and the government or fund that holds the equity interest should report an asset related to the majority equity interest using the equity method. This Statement establishes that ownership of a majority equity interest in a legally separate organization results in the government being financially accountable for the legally separate organization and, therefore, the government should report that organization as a component unit.

This Statement also requires that a component unit in which a government has a 100 percent equity interest account for its assets, deferred outflows of resources, liabilities, and deferred inflows of resources at acquisition value at the date the government acquired a 100 percent equity interest in the component unit. Transactions presented in flows statements of the component unit in that circumstance should include only transactions that occurred subsequent to the acquisition.

Adjusting Journal Entries

None.

Reclassifying Journal Entries

Reclassifying Journal Entries JE # 3			
To reclassify negative interest earned for Fund 35			
35-4300	Materials and Supplies	660	
35-8660	Interest		660
Total		**660**	**660**

Proposed Journal Entries

None.

WILLIAMS UNIFIED SCHOOL DISTRICT
P. O. Box 7 - 499 Marguerite Street - Suite C - Williams, California 95987
DR. EDGAR R. LAMPKIN, SUPERINTENDENT
District Office 530-473-2550 Fax 530-473-5894 www.williamsusd.net

"Students in Williams Unified will graduate with 21st century skills giving them true choices; career and/or college"

MANAGEMENT REPRESENTATION LETTER

November 1, 2019

James Marta & Company LLP
Certified Public Accountants
Sacramento, California

This representation letter is provided in connection with your audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Williams Unified School District (the "District") as of June 30, 2019 and for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows, where applicable, of the various opinion units of the District in conformity with accounting principles generally accepted for governments in the United States of America (U.S. GAAP); and for the purpose of expressing an opinion on compliance for major federal award programs pursuant to the requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of November 1, 2019:

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated January 29, 2019, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- We acknowledge our responsibility for compliance with the laws, regulations, and provisions of contracts and grant agreements.
- We acknowledge that we are responsible for distributing the issued report as well as the communication with governance letter and internal control letter to all governing board members.
- We have reviewed, approved, and taken responsibility for the financial statements and related notes and acknowledge the auditor's role in the preparation of this information.

BOARD OF TRUSTEES: ANA LEOS-VERA - YARELI MORA - GEORGE W. SIMMONS - MARYAH STOOTS - SILVIA VACA

- We have a process to track the status of audit findings and recommendations.
- We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
- We have reviewed and approved the adjusting and reclassifying journal entries reflected in the audit statements and Attachment A.
- All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed.
- All funds and activities are properly classified.
- All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus* as amended, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
- All components of net position, non-spendable fund balance, and restricted, committed, assigned, and unassigned fund balance are properly classified and, if applicable, approved.
- Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance are available is appropriately disclosed and net position/fund balance is properly recognized under the policy.
- All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
- All inter-fund and intra-entity transactions and balances have been properly classified and reported.
- Special items and extraordinary items have been properly classified and reported.
- Deposit and investment risks have been properly and fully disclosed.
- Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
- All required supplementary information is measured and presented within the prescribed guidelines.
- With regard to investments and other instruments reported at fair value:
  - The underlying assumptions are reasonable and they appropriately reflect management's intent and ability to carry out its stated courses of action.
  - The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
  - The disclosures related to fair values are complete, adequate, and in conformity with U.S. GAAP.
  - There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.

Information Provided

- We have provided you with:

  - Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
  - Additional information that you have requested from us for the purpose of the audit; and
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others where the fraud could have a material effect on the financial statements.

  We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, vendors, regulators, or others.
- We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
- There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
- Williams Unified School District has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
- We have disclosed to you all guarantees, whether written or oral, under which Williams Unified School District is contingently liable.

  We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements.* Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
- We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
- There are no:
  - Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
  - Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62.
  - Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62
- Williams Unified School District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
- We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

Additional Representations

Supplementary Information in Relation to the Financial Statements as a Whole

With respect to the supplementary information accompanying the financial statements:

- We acknowledge our responsibility for the presentation of the supplementary information in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP); the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the 2018-19 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting, prescribed in the California Code of Regulations, Title 5, Section 19810 and following; and the Uniform Guidance.
- We believe the supplementary information, including its form and content, is fairly presented in accordance with U.S. GAAP the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the 2018-19 Guide for Annual Audits of K-12 Local Educational Agencies and State Compliance Reporting, prescribed in the California Code of Regulations, Title 5, Section 19810 and following; and the Uniform Guidance.
- The methods of measurement or presentation have not changed from those used in the prior.
- When the supplementary information is not presented with the audited financial statements, management will make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the entity of the supplementary information and the auditor's report thereon.
- We acknowledge our responsibility to include the auditor's report on the supplementary information in any document containing the supplementary information and that indicates the auditor reported on such supplementary information.
- We acknowledge our responsibility to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the entity of the supplementary information and the auditor's report thereon.

Required Supplementary Information

With respect to the required supplementary information accompanying the financial statements:

- We acknowledge our responsibility for the presentation of the required supplementary information in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP); and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.
- We believe the required supplementary information, including its form and content, is measured and fairly presented in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP); and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.
- The methods of measurement or presentation have not changed from those used in the prior period.

Use of a Specialist

We agree with the findings of specialists in evaluating the District's proportionate share of net pension liability and the District's net OPEB liability and have adequately considered the qualifications of the specialist in determining the amounts and disclosures used in the financial statements and underlying accounting records. We did not give or cause any instructions to be given to specialists with respect to the values or amounts derived in an attempt to bias their work, and we are not otherwise aware of any matters that have had an impact on the independence or objectivity of the specialists.

Pension and Postretirement Benefits

- We believe that the actuarial assumptions and methods used to measure pension and other postemployment benefit liabilities and costs for financial accounting purposes are appropriate in the circumstances.
- We are unable to determine the possibility of a withdrawal liability in a multiemployer benefit plan.

Federal Award Programs

With respect to federal award programs:

- We are responsible for understanding and complying with, and have complied with, the requirements of the Uniform Guidance.
- We have identified and disclosed to you all of our government programs and related activities subject to the Uniform Guidance compliance audit and included in the SEFA made during the audit period for all awards provided by federal agencies in the form of grants, federal cost-reimbursement contracts, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other direct assistance.
- We are responsible for establishing and maintaining, and have established and maintained, effective internal control over compliance requirements applicable to federal programs that provides reasonable assurance that we are managing our federal awards in compliance with laws, regulations, and the provisions of contracts and grant agreements that could have a material effect on our federal programs. We believe the internal control system is adequate and is functioning as intended.
- We are responsible for understanding and complying with, and have complied with, the requirements of federal statutes, laws, regulations, and the provisions of contracts and grant agreements related to each of our federal programs.
- We have identified and disclosed to you the requirements of federal statutes, laws, regulations, and the provisions of contracts and grant agreements that are considered to have a direct and material effect on each major program.
- We have disclosed to you our interpretation of compliance requirements that may have varying interpretations.
- We have made available to you all federal awards (including amendments, if any) and any other correspondence relevant to federal programs and related activities that have taken place with federal agencies or pass-through entities.
- We have identified and disclosed to you all amounts questioned and all known noncompliance with the requirements of federal awards.
- We have charged costs to federal awards in accordance with applicable cost principles.
- We have made available to you all documentation related to compliance with the direct material compliance requirements, including information related to federal program financial reports and claims for advances and reimbursements.
- Federal program financial reports and claims for advances and reimbursements are supported by the books and records from which the financial statements have been prepared.
- The copies of federal program financial reports provided you are true copies of the reports submitted, or electronically transmitted, to the respective federal agency or pass-through entity, as applicable.
- We are responsible for and have accurately prepared the summary schedule of prior audit findings to include all findings required to be included by the Uniform Guidance and we have provided you with all information on the status of the follow-up on prior audit findings by federal awarding agencies and pass-through entities, including all management decisions.
- We are responsible for and have accurately prepared the auditee section of the Data Collection Form as required by the Uniform Guidance.
- There are no such known instances of noncompliance with direct and material compliance requirements that occurred subsequent to the period covered by the auditor's report.
- No changes have been made in internal control over compliance or other factors that might significantly affect internal control, including any corrective action we have taken regarding significant deficiencies in internal control

over compliance (including material weaknesses in internal control over compliance), subsequent to the date as of which compliance was audited.

- We have complied with the direct and material compliance requirements, including when applicable, those set forth in the Uniform Guidance, relating to federal awards
- We have disclosed any communications from grantors and pass-through entities concerning possible noncompliance with the direct and material compliance requirements, including communications received from the end of the period covered by the compliance audit to the date of the auditor's report.
- We have disclosed to you the findings received and related corrective actions taken for previous audits, attestation engagements, and internal or external monitoring that directly relate to the objectives of the compliance audit, including findings received and corrective actions taken from the end of the period covered by the compliance audit to the date of the auditor's report.
- We are responsible for taking corrective action on audit findings of the compliance audit and have developed a corrective plan that meets the requirements of the Uniform Guidance.
- We have disclosed to you the nature of any subsequent events that provide additional evidence about conditions that existed at the end of the reporting period affecting noncompliance during the reporting period.
- The reporting package does not include protected personally identifiable information.
- Amounts claimed or used for matching were determined in accordance with relevant guidelines in the Uniform Guidance.
- We acknowledge our responsibility for presenting the schedule of expenditures of federal awards (SEFA) in accordance with the requirements of the Uniform Guidance, and we believe the SEFA, including its form and content, is fairly presented in accordance with the Uniform Guidance.
- We have disclosed to you any significant assumptions and interpretations underlying the measurement or presentation of the SEFA.
- If the SEFA is not presented with the audited financial statements, we will make the audited financial statements readily available to the intended users of the SEFA no later than the date we issue the SEFA and the auditor's report thereon.
- We have received no requests from a federal agency to audit one or more specific programs as a major program.

Mechele Coombs, Director of Fiscal Services

WILLIAMS UNIFIED SCHOOL DISTRICT

COUNTY OF COLUSA
WILLIAMS, CALIFORNIA

FINANCIAL STATEMENTS
WITH
INDEPENDENT AUDITOR'S REPORT

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

WILLIAMS UNIFIED SCHOOL DISTRICT

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James Marta & Company LLP
Certified Public Accountants

Accounting, Auditing, Consulting, and Tax

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Williams Unified School District
Williams, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Williams Unified School District (the "District"), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Williams Unified School District (the "District"), as of June 30, 2019, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget (Non-GAAP) and Actual – General Fund, Schedule of Changes in the District's Net OPEB Liability and Related Ratios, Schedule of Proportionate Share of Net Pension Liability, and Schedule of Pension Contributions be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying supplementary information as listed in the table of contents, including the schedule of expenditures of federal awards, as required by the August 2019 Edition of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance), Audits of States, Local Governments, and Non-Profit Organizations, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

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

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 1, 2019 on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering District's internal control over financial reporting and compliance.

James Marta & Company LLP

James Marta & Company LLP
Certified Public Accountants
Sacramento, California
November 1, 2019

MANAGEMENT'S DISCUSSION AND ANALYSIS

This section of the Williams Unified School District's (the District) annual financial report presents our discussion and analysis of the District's financial performance during the fiscal year that ended on June 30, 2019. Please read it in conjunction with the Independent Auditor's Report and the District's financial statements, which immediately follows this section.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and Statement of Activities, presented on pages 10 and 11, provide information about the activities of the District as a whole and present a longer-term view of the District's finances. The fund financial statements for governmental activities, presented on pages 12 through 15, provide information about how District services were financed in the short-term, and how much remains for future spending. Fund financial statements also report the District's operations in more detail than the government-wide statements by providing information about the District's most significant funds. The remaining statements provide financial information about activities for which the District acts solely as a trustee or agent for the benefit of those outside the District.

FINANCIAL HIGHLIGHTS

The District's net position decreased by -133.0% from 2017-18 to 2018-19. This was brought about primarily by the investment in capital assets and the increase in the net pension.

- Capital assets increased by $3,076,086 due primarily to building improvements.
- Total long-term liabilities decreased $70,614, or .2%, primarily due to the payments made for the capital leases, the General Obligation Bonds, and the Certificate of Participation.
- The District's P-2 ADA decreased from 1,242 ADA at June 30, 2018 to 1,224 ADA at June 30, 2019, a decrease of 18 ADA. In addition, the district, under LCFF rules, now claims County Program ADA. The amount claimed for 2018-19 was 4.73 ADA.
- The District maintains sufficient reserves for a district its size. It meets the state required minim um reserve for economic uncertainty of 3% of total General Fund expenditures, transfers out, and other uses (total outgo). During fiscal year 2018-19, total General Fund expenditures and other financing uses totaled $17,801,525. At June 30, 2019, the District has a reserve for economic uncertainty of $534,045 in the Unrestricted General Fund, which represents a reserve of 3.0%.

OVERVIEW OF THE FINANCIAL STATEMENTS

The full annual financial report consists of three separate parts, including the basic financial statements, supplementary information, and Management's Discussion and Analysis. The three sections together provide a comprehensive overview of the District. The basic financial statements are comprised of two kinds of statements that present financial information from different perspectives, district-wide and funds.

District-wide financial statements, which comprise the first two statements, provide both short-term and long-term information about the District's overall financial position.

Individual parts of the District, which are reported as fund financial statements comprise the remaining statements.

- Basic services funding is described in the governmental funds statements. These statements include short-term financing and identify the balance remaining for future spending.
- Short and long-term financial information about the activities of the District that operate like businesses are provided in the proprietary fund statements.
- Financial relationships, for which the District acts as an agent or trustee for the benefit of others to whom the resources belong, are presented in the fiduciary funds statements.

Notes to the financials, which are included in the financial statements, provide more detailed data and explain some of the information in the statements. The required supplementary information provides further explanations and provides additional support for the financial statements. A comparison of the District's budget for the year is included.

Reporting the District as a Whole

The District as a whole is reported in the District-wide statements and uses accounting methods similar to those used by companies in the private sector. All of the District's assets and liabilities are included in the Statement of Net Position. The Statement of Activities reports all of the current year's revenues and expenses regardless of when cash is received or paid.

The District's financial health or position can be measured by the difference between the District's assets and liabilities.

Increases or decreases in the net position of the District over time are indicators of whether its financial position is improving or deteriorating, respectively.

Additional non-financial factors such as the condition of school buildings and other facilities, and changes in the property tax base of the District need to be considered in assessing the overall health of the District.

In the Statement of Net Position and the Statement of Activities, we divide the District into two kinds of activities:

Governmental Activities:

The basic services provided by the District, such as regular and special education, administration, and transportation are included here, and are primarily financed by property taxes and state formula aid. Non-basic services, such as child nutrition are also included here, but are financed by a combination of state and federal contracts and grants, and local revenues.

Business-type Activities:

The District does not provide any services that should be included in this category.

Reporting the District's Most Significant Funds

The District's fund-based financial statements provide detailed information about the District's most significant funds. Some funds are required to be established by State law and bond covenants. However, the District establishes many other funds as needed to control and manage money for specific purposes.

Governmental Funds

The major governmental funds of the Williams Unified School District are the General Fund, Building Fund and the County School Facilities Fund. Governmental fund reporting focuses on how money flows into and out of the funds and the information helps to determine the level of financial resource balances that remain at the end of the year. A modified accrual basis of accounting measures for cash and all other financial assets that can readily be converted to cash are being presented. The governmental fund statements provide a detailed short-term view of the District's operations and services. Governmental fund information helps to determine the level of financial resources available in the near future to finance the District's programs.

Proprietary Funds

Services for which the District charges a fee are generally reported in proprietary funds on a full accrual basis. These include both Enterprise funds and Internal Service funds. Enterprise funds are considered business-type activities and are also reported under a full accrual method. This is the same basis as business-type activities; therefore no reconciling entries are required. Internal service funds are reported with the Governmental Funds. The District does not have funds of this type.

Fiduciary Funds

The District is the trustee, or fiduciary, for its student activity funds. We exclude these activities from the District's other financial statements because the District cannot use these assets to finance their operations. The District is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

FINANCIAL ANALYSIS OF THE SCHOOL DISTRICT AS A WHOLE

Condensed Statement of Net Position

	June 30, 2018	June 30, 2019	Change	Percentage Change
Assets				
Current assets	$ 15,689,143	$ 12,892,729	$ (2,796,414)	-17.8%
Capital assets	11,704,505	14,780,591	3,076,086	26.3%
Total assets	27,393,648	27,673,320	279,672	1.0%
Deferred Outflows of Resources	4,674,976	7,052,459	2,377,483	50.9%
Current liabilities	2,584,485	2,197,331	(387,154)	-15.0%
Long-term liabilities	28,444,072	28,520,560	76,488	0.3%
Total liabilities	31,028,557	30,717,891	(310,666)	-1.0%
Deferred Inflows of Resources	3,077,529	3,336,301	258,772	8.4%
Net Position				
Invested in capital assets	5,276,487	7,011,266	1,734,779	32.9%
Restricted	9,964,081	6,719,267	(3,244,814)	-32.6%
Unrestricted	(17,278,030)	(13,058,946)	4,219,084	-24.4%
Total net position	$ (2,037,462)	$ 671,587	$ 2,709,049	-133.0%

Condensed Statement of Activities for the Fiscal Years Ended June 30

	2018	2019	Change	Percentage Change
Revenues				
Charges for services	$ 85,657	$ 106,151	$ 20,494	23.9%
Operating grants and contributions	3,000,421	4,279,868	1,279,447	42.6%
Taxes levied for general purposes	3,369,370	3,400,619	31,249	0.9%
Taxes levied for debt service	465,402	484,410		
Federal and state aid not restricted for specific purposes	10,504,012	11,300,381	796,369	7.6%
Interest and investment earnings	67,192	117,884	50,692	75.4%
Miscellaneous	129,047	700,255	571,208	100.0%
Special and extraordinary items	-	6,111	6,111	100.0%
Total revenues	17,621,101	20,395,679	2,774,578	15.7%
Expenses				
Instruction	10,934,688	8,783,963	(2,150,725)	-19.7%
Instruction related services	1,905,627	1,813,439	(92,188)	-4.8%
Pupil services	1,714,661	1,618,077	(96,584)	-5.6%
General administration	1,884,336	1,568,349	(315,987)	-16.8%
Plant services	1,540,450	1,418,656	(121,794)	-7.9%
Ancillary services	137,871	138,573	702	0.5%
Interest on long-term debt	360,491	683,360	322,869	89.6%
Other outgo	1,249,943	916,904	(333,039)	-26.6%
Depreciation (unallocated)	689,404	745,309	55,905	8.1%
Total expenses	20,417,471	17,686,630	(2,730,841)	-13.4%
Change in net position	$ (2,796,370)	$ 2,709,049	$ 5,505,419	-196.9%

FINANCIAL ANALYSIS OF THE DISTRICT'S FUNDS

As the District completed the school year, the governmental funds reported a combined fund balance of $11,902,622.

General Fund Budgetary Highlights

The District's budget is prepared in accordance with California law and is based on the modified accrual basis of accounting. Over the course of the year, the District revises its budget based on updated financial information. The original budget, approved at the end of June for July 1, is based on May revised figures. In addition, the District revises its budget at First and Second Interim and any other time there are significant changes.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

- Capital assets increased $3,076,086 due primarily to building improvements.

Long-Term Liabilities

- Total long-term liabilities decreased $70,614, or .2%, primarily due to the payments made for the capital leases, the General Obligation Bonds, and the Certificate of Participation.

The notes to the financial statements are an integral part of the financial presentation and contain more detailed information as to interest, principal, retirement amounts, and future debt retirement dates.

ECONOMIC FACTORS BEARING ON THE DISTRICT'S FUTURE

Student enrollment and attendance are primary factors in the computation of most funding formulas for public schools in the State of California. Enrollment is expected to decrease in fiscal year 2019-20.

The future predictions require management to plan carefully and prudently to provide the resources to meet student needs over the next several years.

BASIC FINANCIAL STATEMENTS

WILLIAMS UNIFIED SCHOOL DISTRICT

STATEMENT OF NET POSITION

JUNE 30, 2019

	Governmental Activities
ASSETS	
Cash and cash equivalents	$ 11,556,512
Receivables	1,320,223
Stores inventory	15,994
Capital assets, net of accumulated depreciation	14,780,591
Total Assets	27,673,320
DEFERRED OUTFLOWS OF RESOURCES	
Discount on Certificate of Participation	45,808
Deferred outflows on OPEB (note 7)	88,140
Deferred outflows on pensions (note 6)	6,918,511
Total Deferred Outflows	7,052,459
LIABILITIES	
Accounts payable and other current liabilities	1,223,748
Unearned revenue	57,355
Long-term liabilities:	
Due within one year	916,228
Due in more than one year	28,520,560
Total Liabilities	30,717,891
DEFERRED INFLOWS OF RESOURCES	
Deferred bond premium revenue	663,917
Deferred inflows on pensions (note 6)	2,672,384
Total Deferred Inflows	3,336,301
NET POSITION	
Net investment in capital assets	7,011,266
Restricted	6,719,267
Unrestricted	(13,058,946)
Total Net Position	$ 671,587

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

WILLIAMS UNIFIED SCHOOL DISTRICT

STATEMENT OF ACTIVITIES

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expense) Revenues and Changes in Net Position: Governmental Activities
Governmental Activities					
Instruction	$ 8,783,963	$ 52	$ 2,242,106	$ -	$ (6,541,805)
Instruction-related services:					
Instructional supervision and administration	151,668	-	144,275	-	(7,393)
Instructional library, media and technology	535,638	-	8,365	-	(527,273)
School site administration	1,126,133	-	131,926	-	(994,207)
Pupil Services:					
Home-to-school transportation	197,570	-	30,859	-	(166,711)
Food services	1,006,927	88,388	915,616	-	(2,923)
All other pupil services	413,580	23	195,542	-	(218,015)
General administration:					
Centralized data processing	34,035	-	-	-	(34,035)
All other general administration	1,534,314	4,752	371,229	-	(1,158,333)
Plant services	1,418,656	491	41,806	-	(1,376,359)
Ancillary services	138,573	30	9,916		(128,627)
Interest on long-term debt	683,360	-	-	-	(683,360)
Other outgo	916,904	12,415	188,228	-	(716,261)
Depreciation (unallocated)	745,309	-	-	-	(745,309)
Total governmental activities	$ 17,686,630	$ 106,151	$ 4,279,868	$ -	(13,300,611)
General Revenues					
Taxes and subventions:					
Taxes levied for general purposes					3,400,619
Taxes levied for debt service					484,410
Federal and state aid not restricted to specific purposes					11,300,381
Interest and investment earnings					117,884
Miscellaneous					700,255
Special and extraordinary items					6,111
Total General Revenues					16,009,660
Change in Net Position					2,709,049
Net Position - beginning					(2,037,462)
Net Position, June 30, 2019					$ 671,587

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

WILLIAMS UNIFIED SCHOOL DISTRICT

BALANCE SHEET

GOVERNMENTAL FUNDS

JUNE 30, 2019

	General Fund	Building Fund	All Non-Major Funds	Totals
ASSETS				
Cash and cash equivalents	$ 4,380,427	$ 5,638,428	$ 1,537,657	$11,556,512
Accounts receivable	1,216,201	-	104,022	1,320,223
Due from other funds	58,211	-	8,203	66,414
Stores inventory	-	-	15,994	15,994
Total Assets	$ 5,654,839	$ 5,638,428	$ 1,665,876	$12,959,143
LIABILITIES AND FUND BALANCES				
Liabilities				
Accounts payable	$ 524,293	$ 400,530	$ 7,929	$ 932,752
Due to other funds	8,203	-	58,211	66,414
Unearned revenue	57,355	-	-	57,355
Total Liabilities	589,851	400,530	66,140	1,056,521
Fund balances				
Nonspendable	6,050	-	16,044	22,094
Restricted	447,733	5,237,898	1,033,636	6,719,267
Assigned	4,077,160	-	550,056	4,627,216
Unassigned	534,045	-	-	534,045
Total Fund Balances	5,064,988	5,237,898	1,599,736	11,902,622
Total liabilities and fund balances	$ 5,654,839	$ 5,638,428	$ 1,665,876	$12,959,143

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

WILLIAMS UNIFIED SCHOOL DISTRICT

RECONCILIATION OF GOVERNMENTAL FUNDS BALANCE SHEET TO THE STATEMENT OF NET POSITION

GOVERNMENTAL FUNDS

JUNE 30, 2019

Total fund balances - governmental funds		$ 11,902,622
Amounts reported for assets and liabilities for governmental activities in the statement of net position are different from amounts reported in governmental funds because:		
Capital assets: In governmental funds, only current assets are reported. In the statement of net position, all assets are reported, including capital assets and accumulated depreciation.		
Capital assets at historical cost	$ 23,957,544	
Accumulated depreciation	(9,176,953)	
Net		14,780,591
Unmatured interest on long-term debt: In governmental funds, interest on long-term debt is not recognized until the period in which it matures and is paid. In the government-wide statement of activities, it is recognized in the period that it is incurred.		(290,996)
Unamortized premiums and discounts: In governmental funds, bond premiums are recognized as revenues in the period they are received while bond discounts are recognized as expenditures in the period they are incurred. In the government-wide statements, premiums and discounts are amortized over the life of the debt. Unamortized premiums and discounts at year-end consist of:		
Unamortized portion of COP discounts		45,808
Unamortized portion of bond premiums		(663,917)
Long-term liabilities: In governmental funds, only current liabilities are reported. In the statement of net position, all liabilities, including long-term liabilities, are reported. Long-term liabilities relating to governmental activities consist of:		
Net pension liabilities	$ 14,796,346	
General obligation bonds payable:		
Current Interest	7,570,000	
Net OPEB liability	1,189,220	
Capital lease payable	2,667,753	
Certificate of participation	3,170,000	
Compensated absences payable	43,469	
		(29,436,788)
Deferred outflows and inflows of resources relating to other postemployment benefits (OPEB): In governmental funds, deferred outflows and inflows of resources relating to OPEB are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources relating to OPEB are reported.		
Deferred outflows of resources relating to OPEB		88,140
Deferred outflows and inflows of resources relating to pensions: In governmental funds, deferred outflows and inflows of resources relating to pensions are not reported because they are applicable to future periods. In the statement of net position, deferred outflows and inflows of resources relating to pension are reported.		
Deferred outflows of resources relating to pensions		6,918,511
Deferred inflows of resources relating to pensions		(2,672,384)
Total net position - governmental activities		$ 671,587

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

WILLIAMS UNIFIED SCHOOL DISTRICT

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

GOVERNMENTAL FUNDS

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	General Fund	Building Fund	All Non-Major Funds	Totals
REVENUES				
LCFF sources	$14,209,012	$ -	$ -	$14,209,012
Federal revenue	1,468,530	-	882,192	2,350,722
Other state revenues	2,150,311	-	86,873	2,237,184
Other local revenues	451,550	143,676	998,094	1,593,320
Total revenues	18,279,403	143,676	1,967,159	20,390,238
EXPENDITURES				
Certificated salaries	6,244,254	-	-	6,244,254
Classified salaries	1,988,764	-	335,094	2,323,858
Employee benefits	3,941,916	-	155,586	4,097,502
Books and supplies	1,166,205	-	567,864	1,734,069
Services and other operating expenditures	2,250,257	-	20,002	2,270,259
Capital outlay	612,427	2,593,325	615,643	3,821,395
Other outgo	861,182	-	55,724	916,906
Debt service expenditures				
Principal	348,972	-	671,177	1,020,149
Interest	126,888	-	287,088	413,976
Total expenditures	17,540,865	2,593,325	2,708,178	22,842,368
Excess (deficiency) of revenues over expenditures	738,538	(2,449,649)	(741,019)	(2,452,130)
OTHER FINANCING SOURCES (USES)				
Operating transfers in	-	-	266,771	266,771
Operating transfers out	(260,660)	(6,111)	-	(266,771)
Other sources	-	6,111	-	6,111
Total other financing sources (uses)	(260,660)	-	266,771	6,111
Net change in fund balances	477,878	(2,449,649)	(474,248)	(2,446,019)
Fund balances, July 1, 2018	4,587,110	7,687,547	2,073,984	14,348,641
Fund balances, June 30, 2019	$ 5,064,988	$ 5,237,898	$ 1,599,736	$11,902,622

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

WILLIAMS UNIFIED SCHOOL DISTRICT

RECONCILIATION OF GOVERNMENTAL FUNDS STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES

GOVERNMENTAL FUNDS

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

Total net change in fund balances - governmental funds		$ (2,446,019)
Amounts reported for governmental activities in the statement of activities are different from amounts reported in governmental funds because:		
Capital outlay: In governmental funds, the costs of capital assets are reported as expenditures in the period when the assets are acquired. In the statement of activities, costs of capital assets are allocated over their estimated useful lives as depreciation expense. The difference between capital outlay expenditures and depreciation expense for the period is:		
Expenditures for capital outlay	$ 3,821,395	
Depreciation expense	(745,309)	3,076,086
Debt service: In governmental funds, repayments of long-term debt are reported as expenditures. In the government-wide statements, repayments of long-term debt are reported as reductions of liabilities. Expenditures for repayment of the principal portion of long-term debt were:		1,020,265
Unmatured interest on long-term debt: In governmental funds, interest on long-term debt is recognized in the period that it becomes due. In the government-wide statement of activities, it is recognized in the period that it is incurred. Unmatured interest owing at the end of the period, less matured interest paid during the period but owing from the prior period was:		(110,643)
Other postemployment benefits (OPEB): In governmental funds, OPEB expenses are recognized when employer contributions are made. In the statement of activities, OPEB expenses are recognized on the accrual basis. This year, the difference between OPEB expenses and actual employer OPEB contributions was:		(30,581)
Pensions: In government funds, pension costs are recognized when employer contributions are made in the statement of activities, pension costs are recognized on the accrual basis. This year, the difference between accrual-basis pension costs and actual employer contributions was:		1,178,732
Compensated absences in governmental funds are measured by the amounts paid during the period. In the statement of activities, compensated absences are measured by the amounts earned. The difference between compensated absences paid and compensated absences earned was:		(404)
Amortization of debt issue premium or discount: In governmental funds, if debt is issued at a premium or at a discount, the premium or discount is recognized as an Other Financing Source or an Other Financing Use in the period it is incurred. In the government-wide statements, the premium or discount is amortized as interest over the life of the debt.		21,613
Total change in net position - governmental activities		$ 2,709,049

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

WILLIAMS UNIFIED SCHOOL DISTRICT

STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2019

Student Body Funds

Assets	
Cash on hand and in banks	$ 121,644
Liabilities	
Due to student groups	121,644
Net Position	$ -

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

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. HISTORY OF THE ORGANIZATION

The Williams Unified School District (the "District") is a public educational agency operating under the applicable laws and regulations of the State of California. It is governed by a five-member Governing Board elected by registered voters of the District, which comprises an area in Colusa County. The District serves students in transitional kindergarten through twelfth grade.

B. REPORTING ENTITY

The District has reviewed criteria to determine whether other entities with activities that benefit the District should be included within its financial reporting entity. The criteria include, but are not limited to, whether the entity exercises oversight responsibility (which includes financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations and accountability for fiscal matters), the scope of public service, and a special financing relationship.

The District has determined that no outside entity meets the above criteria, and therefore, no agency has been included as a component unit in the District's financial statements. In addition, the District is not aware of any entity that would exercise such oversight responsibility that would result in the District being considered a component unit of that entity.

C. ACCOUNTING POLICIES

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

D. BASIS OF PRESENTATION

Government-Wide Financial Statements

The statement of net position and the statement of activities report information on all of the non-fiduciary activities of the District and its component units. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

The government-wide statement of activities presents a comparison between direct expenses and program revenues for each function or program of the District's governmental activities. Direct expenses are those that are specifically associated with a service, program, or department and are therefore clearly identifiable to a particular function. The District does not allocate indirect expenses to functions in the statement of activities.

D. BASIS OF PRESENTATION (CONTINUED)

Program revenues include charges paid by the recipients of goods or services offered by a program, as well as grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues which are not classified as program revenues are presented as general revenues of the District, with certain exceptions. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the District.

Fund Financial Statements

Fund financial statements report detailed information about the District. The focus of governmental fund financial statements is on major funds rather than reporting funds by type. Each major governmental fund is presented in a separate column, and all non-major funds are aggregated into one column. Fiduciary funds are reported by fund type.

E. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Fiduciary funds use the accrual basis of accounting.

Government-Wide Financial Statements

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements are met. Expenses are recorded when liabilities are incurred.

Governmental Fund Financial Statements

Governmental fund financial statements (i.e., balance sheet and statement of revenues, expenditures, and changes in fund balances) are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded under the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. "Available" means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, "available" means collectible within the current period or within 60 days after year-end.

E. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (CONTINUED)

Non-exchange transactions, in which the District receives value without directly giving equal value in return, include property taxes, grants, and entitlements. Under the accrual basis, revenue from property taxes is recognized in the fiscal year for which the taxes are levied. Revenue from grants and entitlements is recognized in the fiscal year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are to be used, or the fiscal year when use is first permitted; matching requirements, in which the District must provide local resources to be used for a specified purpose; and expenditure requirements, in which the resources are provided to the District on a reimbursement basis. Under the modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

F. FUND ACCOUNTING

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

Governmental Funds

The **General Fund** is the general operating fund of the District and accounts for all revenues and expenditures of the District, not encompassed within other funds. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures and the capital improvement costs that are not paid through other funds are paid from the General Fund.

The **Special Revenue Funds** are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

- The **Cafeteria Fund** is used to account separately for federal, state, and local resources to operate the food service program.

The **Capital Projects Funds** are used to account for resources used for the acquisition or construction of major capital facilities and equipment.

- The **Building Fund** is used to account for the proceeds from the sale of bonds and may not be used for any purpose other than those for which the bonds were issued.

F. FUND ACCOUNTING (CONTINUED)

- The **Capital Facilities Fund** is used primarily to account separately for moneys received from fees levied on developers or other agencies as a condition of approving a development (Education Code sections 17620–17626).

- The **County Schools Facilities Fund** is used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The District is using this fund to account for the 2016 Certificates of Participation activity.

The **Debt Service Funds** are used to account for the accumulation of resources for, and the payment of general long-term debt principal, interest, and related costs. The District maintains one debt service fund:

- The **Bond Interest and Redemption Fund** is maintained by the County Treasurer and is used to account for the accumulation of resources for, and the repayment of, District bonds, interest, and related costs.

Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of other parties in a trustee or agent capacity. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the District's own programs. Fiduciary funds are presented on an economic resources measurement focus and the accrual basis of accounting, similar to the government-wide financial statements. The District maintains the following agency fund:

- The **Student Body Fund** is used to account for assets held by the District on behalf of student groups.

G. BUDGETS AND BUDGETARY ACCOUNTING

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

These budgets are revised by the District's Governing Board and Superintendent during the year to give consideration to unanticipated income and expenditures.

Formal budgetary integration was employed as a management control device during the year for all budgeted funds. The District employs budget control by minor object and by individual appropriation accounts. Expenditures cannot legally exceed appropriations by major object account.

H. ENCUMBRANCES

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid. All encumbrances are liquidated at June 30.

I. DEPOSITS AND INVESTMENTS

The District is authorized to maintain cash in banks and revolving funds that are insured up to $250,000 by the Federal Depository Insurance Corporation (FDIC).

The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et seq.

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies; certificates of participation; obligations with first priority security; and collateralized mortgage obligations.

Investments with original maturities greater than one year are stated at fair value. Fair value is estimated based on quoted market prices at year-end. All investments not required to be reported at fair value are stated at cost or amortized cost.

J. INVENTORY

Inventory in the Cafeteria Fund consists mainly of consumable supplies held for future use and are valued at average cost. Inventories are recorded as expenditures at the time individual inventory items are transferred from the warehouse to schools. Maintenance and other supplies held for physical plant repair, transportation supplies, and operating supplies are not included in inventories; rather, these amounts are recorded as expenditures when purchased.

The Cafeteria Fund records supplies expense which includes a handling charge for the delivery of government surplus food commodities. The state requires the Cafeteria Fund to record the fair market value of these commodities.

K. CAPITAL ASSETS

Capital assets purchased or acquired with an original cost of $5,000 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. The costs of normal maintenance and repairs that do not add to the value of the assets or materially extend the asset's lives are not capitalized, but are expensed as incurred. Depreciation on all capital assets is computed using a straight-line basis over the following estimated useful lives as follows: buildings and improvements, 5 to 50 years; furniture and equipment, 2 to 15 years; and vehicles, 8 years.

L. UNEARNED REVENUE

Cash received for federal and state special projects and programs is recognized as revenue to the extent that qualified expenditures have been incurred. Unearned revenue is recorded to the extent that cash received on specific projects and programs exceeds qualified expenditures.

M. INTERFUND BALANCES

Interfund activity is reported as either loans, services provided, reimbursements or transfers. Loans are reported as interfund receivables and payables as appropriate and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures/expenses. Reimbursements are when one fund incurs at cost, charges the appropriate benefiting fund and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers.

N. COMPENSATED ABSENCES

All vacation pay is accrued when incurred in the government-wide financial statements. Accumulated sick leave benefits are not recognized as liabilities of the District. The District's policy is to record sick leave as an operating expense in the period taken, since such benefits do not vest, nor is payment probable; however, unused sick leave is added to the creditable service period for calculation of retirement benefits when the employee retires.

O. DEFERRED INFLOWS AND OUTFLOWS OF RESOURCES

In addition to assets, the statement of net position includes a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s), and as such will not be recognized as an outflow of resources (expense/expenditures) until then.

In addition to liabilities, the statement of net position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and as such, will not be recognized as an inflow of resources (revenue) until that time.

P. RESTRICTED NET POSITION

Restrictions of the ending net position indicate the portions of net position not appropriable for expenditure or amounts legally segregated for specific future use. These amounts are not available for appropriation and expenditure at the balance sheet date.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then, unrestricted resources as they are needed.

Q. FUND BALANCE

In accordance with Governmental Accounting Standards Board (GASB) Statement No. 54, *"Fund Balance Reporting and Governmental Fund Type Definitions"*, the District is required to report fund balances in the following categories: Nonspendable, Restricted, Committed, Assigned and/or Unassigned.

Nonspendable Fund Balance reflects assets not in spendable form, either because they will never convert to cash (e.g. prepaid expense) or must remain intact pursuant to legal or contractual requirements.

Restricted Fund Balance reflects amounts that can be spent only for the *specific purposes* stipulated by constitution, external resource providers, or through enabling legislation.

Committed Fund Balance reflects amounts that can be used only for the *specific purposes* determined by a formal action of the government's highest level of decision-making authority: the Board of Trustees. Commitments may be established, modified, or rescinded only through resolutions approved by the Board of Trustees.

Assigned Fund Balance reflects amounts intended to be used by the government for *specific purposes* but do not meet the criteria to be classified as restricted or committed. Under the District's adopted policy, only the Board of Trustees is authorized to assign amounts for specific purposes.

Unassigned Fund Balance represents the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications.

When expenditures are incurred for purposes of which restricted, committed, assigned and unassigned fund balances are available, the District considers restricted funds to have been spent first, followed by committed, assigned and unassigned, respectively.

R. LOCAL CONTROL FUNDING FORMULA/PROPERTY TAX

The District's local control funding formula is received from a combination of local property taxes, state apportionments, and other local sources.

The County of Colusa is responsible for assessing, collecting and apportioning property taxes. Taxes are levied for each fiscal year on taxable real and personal property in the county. Taxes are levied for each fiscal year on taxable real and personal property in the county. Secured property taxes attach as an enforceable lien on property as of March 1. Property taxes become delinquent after December 10 and April 10, respectively.

Secured property taxes are recorded as revenue when apportioned, in the fiscal year of the levy. The county apportions secured property tax revenue in accordance with the alternative method of distribution prescribed by Section 4705 of the California Revenue and Taxation Code. This alternate method provides for crediting each applicable fund with its total secured taxes upon completion of the secured tax roll, approximately October 1 of each year.

The County Auditor reports the amount of the District's allocated property tax revenue to the California Department of Education. Property taxes are recorded as local control funding formula (LCFF) sources by the District.

The California Department of Education reduces the District's entitlement by the District's local property tax revenue. The balance is paid from the State General Fund, and is known as the state apportionment.

S. ELIMINATIONS AND RECLASSIFICATIONS

In the process of aggregating data for the government-wide statements, some amounts reported as interfund activity and balances in the fund financial statements were eliminated or reclassified. Interfund receivables and payables were eliminated to minimize the "grossing up" effect on assets and liabilities within the governmental activities column.

T. USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

U. PENSIONS

For purposes of measuring the net pension liability and deferred outflows/inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Williams Unified School District's California Public Employees' Retirement System (CalPERS) and California State Teachers' Retirement System (CalSTRS) plans (Plans) and additions to/deductions from the Plans' fiduciary net position have been determined on the same basis as they are reported by CalPERS and CalSTRS, respectively. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

V. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB)

For purposes of measuring the District's OPEB liability, deferred outflows of resources and deferred inflows of resources related to OPEB, and OPEB expense, information about the fiduciary net position of the District's OPEB Plan (OPEB Plan) and additions to/deductions from the District's fiduciary net position have been determined on the same basis as they are reported by the OPEB Plan. For this purpose, the OPEB Plan recognizes benefit payments when due and payable in accordance with the benefit terms. Investments are reported at fair value, except for money market investments and participating interest earning investment contracts that have a maturity at the time of purchase of one year or less, which are reported at cost.

2. CASH AND CASH EQUIVALENTS

Cash and cash equivalents as of June 30, 2019 consist of the following:

	Governmental Activities	Fiduciary Activities
Cash in County Treasury	$ 11,550,412	$ -
Cash on hand and in banks	-	121,644
Cash in revolving fund	6,100	-
Total	$ 11,556,512	$ 121,644

A. CASH ON HAND AND IN BANKS

Cash on hand and in banks consists of all cash held by the District and all cash maintained in commercial bank accounts owned by the District. Cash balances held in banks are insured up to $250,000 by the Federal Depository Insurance Corporation.

B. CASH IN REVOLVING FUNDS

Cash in revolving fund consists of all cash maintained in commercial bank accounts that are used as revolving funds.

C. CASH WITH FISCAL AGENT

Cash with Fiscal Agent represents funds held by third parties restricted for the repayment of the capital lease.

D. CASH IN COUNTY TREASURY

County pool investments consist of District cash held by the Colusa County Treasury that is invested in the county investment pool. The fair value of the District's investment in the pool is reported in the financial statements at amounts that are based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The weighted average maturity of the pool is 1,234 days. The pool is rated AAA by Standard and Poor's.

Interest Rate Risk. California Government Code Section 53601 limits the District's investments to maturities of five years. The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Credit Risk. Credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization.

3. INTERFUND TRANSACTIONS

Interfund transactions are reported as loans, services provided, reimbursements, or transfers. Loans are reported as interfund receivables and payables, as appropriate, and are subject to elimination upon consolidation. Services provided, deemed to be at market or near market rates, are treated as revenues and expenditures. Reimbursements occur when one fund incurs a cost, charges the appropriate benefiting fund, and reduces its related cost as a reimbursement. All other interfund transactions are treated as transfers.

	Interfund Receivables	Interfund Payables
Major Fund		
General Fund	$ 58,211	$ 8,203
Nonmajor Funds		
Cafeteria Fund	8,203	58,211
Total	$ 66,414	$ 66,414

Interfund Transfers

As of June 30, 2019, the interfund transfers were as follows:

Transfer from General Fund to Capital Facilities Fund to cover K-1 complex payment.	$ 220,000
Transfer from General Fund to County School Facilities Fund to cover negative interest.	660
Transfer from General Fund to contribute to the Cafeteria Fund.	40,000
Transfer from Building Fund to Bond Interest and Redemption Fund to correct an error.	6,111
Total Transfers	$ 266,771

4. CAPITAL ASSETS

Capital asset activity for the fiscal year ended June 30, 2019, was as follows:

	Balance July 1, 2018	Additions and Adjustments	Deductions and Adjustments	Balance June 30, 2019
Non-depreciable assets:				
Land	$ 68,237	$ -	$ -	$ 68,237
Work in progress	1,012,592	3,196,751	1,488,265	2,721,078
	1,080,829	3,196,751	1,488,265	2,789,315
Depreciable assets:				
Sites and improvements	6,036,876	-	-	6,036,876
Building and improvements	11,275,827	1,505,730	-	12,781,557
Furniture and equipment	1,807,957	607,179	65,340	2,349,796
Subtotal	19,120,660	2,112,909	65,340	21,168,229
Totals, at cost	20,201,489	5,309,660	1,553,605	23,957,544
Accumulated depreciation:				
Sites and improvements	(1,562,887)	(302,607)	-	(1,865,494)
Building and improvements	(5,843,001)	(306,576)	-	(6,149,577)
Furniture and equipment	(1,091,096)	(136,126)	(65,340)	(1,161,882)
Subtotal	(8,496,984)	(745,309)	(65,340)	(9,176,953)
Depreciable assets, net	10,623,676	1,367,600	-	11,991,276
Capital assets, net	$ 11,704,505	$ 4,564,351	$ 1,488,265	$ 14,780,591

The entire amount of depreciation expense was unallocated.

5. LONG TERM LIABILITIES

A. SCHEDULE OF CHANGES IN LONG-TERM LIABILITIES

A schedule of changes in long-term liabilities for the fiscal year ended June 30, 2019, is shown below:

	Balance July 1, 2018	Additions	Deductions	Balance June 30, 2019	Due Within One Year
GO Bonds	$ 8,000,000	$ -	$ 430,000	$ 7,570,000	$ 445,000
Capital Lease	3,148,018	-	480,265	2,667,753	317,759
Certificate of Participation	3,280,000	-	110,000	3,170,000	110,000
Net OPEB Liability	1,160,944	28,276	-	1,189,220	-
Net Pension Liability	13,875,375	920,971	-	14,796,346	-
Compensated Absences	43,065	404	-	43,469	43,469
	$ 29,507,402	$ 949,651	$ 1,020,265	$ 29,436,788	$ 916,228

The General Fund and Capital Facilities Fund make payments for the capital leases. The accrued vacation (compensated absences) and other postemployment benefits will be paid by the fund for which the employee works. Payments on the General Obligation Bonds are made from the Bond Interest and Redemption Fund.

B. QZAB PROGRAM

On January 29, 2014, the District entered a QZAB Lease program for the amount of $2,885,000. The QZAB program consists generally of solar installation and lighting, retrofits to install energy efficient lighting and building repair and rehabilitation, along with electrical distribution upgrades at Williams Junior Senior High School, Williams Upper Elementary School, and Williams Elementary School, and is known as the Williams Unified School District Zone Academies, as more particularly described in the District's application to the California Department of Education, School Facilities Planning Division.

The equipment and improvements are financed by the lease, including (without limitation) installation of solar array energy system, photovoltaic equipment and related property, including (without limitation) photovoltaic modules, inverters, transformers, switches and interconnection equipment, together with all attachments, additions, accessions, parts, repairs, improvements, replacements and substitutions located on the Leased Property.

The lease details are included under the capital lease schedules on the following page.

5. LONG TERM LIABILITIES (CONTINUED)

C. CAPITAL LEASES

Description	Date of Issue	Interest Rates	Maturity Date	Amount of Original Issue	Outstanding July 1, 2018	Additions	Redeemed Current Year	Outstanding June 30, 2019
260 11th Stree	4/1/2012	3.50%	10/29/2019	$ 1,725,109	$ 364,865	$ -	$ 241,278	$ 123,587
John Deere	10/1/2017	4.50%	9/4/2022	55,069	43,613	-	10,178	33,435
Prop 39 Lease	7/1/2014	2.95%	2/11/2020	461,828	145,716	-	96,431	49,285
QZAB Lease	1/29/2014	1.40% - 5.34%	1/29/2032	2,885,000	2,593,824	-	132,378	2,461,446
				$ 5,127,006	$ 3,148,018	-	$ 480,265	$ 2,667,753

The leases have minimum payments as follows:

Year Ended June 30,	Principal	Interest	Total
2020	$ 317,759	$ 37,892	$ 355,651
2021	147,266	32,778	180,044
2022	155,704	30,340	186,044
2023	164,201	27,799	192,000
2024	166,512	25,488	192,000
2025-2029	1,002,072	88,230	1,090,302
2030-2034	714,239	15,086	729,325
Totals	$ 2,667,753	$ 257,613	$ 2,925,366

D. CERTIFICATES OF PARTICIPATION

In 2016, the District issued Certificates of Participation in the aggregate principal amount of $3,490,000 for the purpose of financing the acquisition, construction, installation, improvement and equipping of various District facilities, the Certificates, purchase a reserve fund municipal bond insurance policy in lieu of cash funding a bond reserve fund for the Certificates, and pay costs of delivery of the Certificates. The 2016 Certificates of Participation mature through May 2041, and have interest rates ranging from 2.0% to 3.125%.

Description	Date Of Issue	Interest Rates	Maturity Date	Amount of Original Issue	Outstanding July 1, 2018	Additions	Redeemed Current Year	Outstanding June 30, 2019
2016 COP	4/14/2016	2.00% - 3.125%	5/1/2041	$ 3,490,000	$ 3,280,000	$ -	$ 110,000	$ 3,170,000
				$ 3,490,000	$ 3,280,000	-	$ 110,000	$ 3,170,000

The table on the following page is a schedule of the future payments for the 2016 Certificates of Participation as of June 30, 2019.

5. LONG TERM LIABILITIES (CONTINUED)

D. CERTIFICATES OF PARTICIPATION (CONTINUED)

Year Ended June 30,	Principal	Interest	Total
2020	$ 110,000	$ 83,638	$ 193,638
2021	115,000	81,438	196,438
2022	115,000	79,138	194,138
2023	120,000	76,838	196,838
2024	120,000	74,438	194,438
2025-2029	645,000	333,751	978,751
2030-2034	725,000	250,575	975,575
2035-2039	845,000	137,270	982,270
2040-2044	375,000	17,650	392,650
Totals	$ 3,170,000	$ 1,134,736	$ 4,304,736

Payments of Certificates of Participation are made from the General Fund.

E. GENERAL OBLIGATION BONDS

On August 23, 2017, the District issued Measure C Series A (2017) General Obligation Bonds (the "Bonds") in the aggregate principal amount of $4,000,000 for the purpose of financing the school facility improvements and to pay certain costs of issuance associated therewith.

On May 23, 2018, the District issued Measure C Series B (2018) General Obligation Bonds (the "Bonds") in the aggregate principal amount of $4,000,000 for the purpose of financing the school facility improvements and to pay certain costs of issuance associated therewith.

The Bonds are payable from the proceeds of *ad valorem* property taxes which the Board of Supervisors of the Colusa County are obligated to levy and collect on all taxable property in the District for the payment of principal and interest on the Bonds when due. The Series A and Series B bonds carry interest rates ranging from 2.0% to 5.0% and mature in staggered amounts each year starting in August 1, 2018 up through August 1, 2047.

Description	Date Of Issue	Interest Rates	Maturity Date	Amount of Original Issue	Outstanding July 1, 2018	Additions	Redeemed Current Year	Outstanding June 30, 2019
GO Bond Elec	8/23/2017	2.25% - 5.00%	8/1/2047	$ 4,000,000	$ 4,000,000	$ -	$ 430,000	$ 3,570,000
GO Bond Elec	5/3/2018	2.00% - 5.00%	8/1/2047	4,000,000	4,000,000	-	-	4,000,000
				$ 8,000,000	$ 8,000,000	$ -	$ 430,000	$ 7,570,000

5. LONG TERM LIABILITIES (CONTINUED)

E. GENERAL OBLIGATION BONDS (CONTINUED)

The annual requirements to amortize the bonds as of June 30, 2019 are as follows:

Year Ended June 30,	Principal	Interest	Total
2020	445,000	323,575	768,575
2021	65,000	310,225	375,225
2022	55,000	307,625	362,625
2023	65,000	305,425	370,425
2024	20,000	302,825	322,825
2025-2029	290,000	1,502,413	1,792,413
2030-2034	700,000	1,445,513	2,145,513
2035-2039	1,265,000	1,303,381	2,568,381
2040-2044	2,110,000	969,500	3,079,500
2045-2049	2,555,000	333,500	2,888,500
Totals	$ 7,570,000	$ 7,103,982	$ 14,673,982

6. EMPLOYEE RETIREMENT SYSTEMS

Qualified employees are covered under multiple-employer defined benefit pension plans maintained by agencies of the State of California. Certificated employees are members of the State Teachers' Retirement System (STRS), and classified employees are members of the California Public Employees' Retirement System (CalPERS).

Plan Description

California Public Employees' Retirement System (CalPERS)

The District contributes to the School Employer Pool under the California Public Employees' Retirement System (CalPERS), a cost-sharing multiple-employer public employee retirement system defined benefit pension plan administered by CalPERS. The plan provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the Public Employees' Retirement Law. CalPERS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the CalPERS annual financial report may be obtained from the CalPERS Headquarters, 400 Q Street, Sacramento, California 95811.

State Teachers' Retirement System (STRS)

The District contributes to the State Teachers' Retirement System (STRS), a cost-sharing, multiple-employer, public employee retirement system defined benefit pension plan administered by STRS. The plan provides retirement and disability benefits and survivor benefits to beneficiaries. Benefit provisions are established by state statutes, as legislatively amended, within the State Teachers' Retirement Law. STRS issues a separate comprehensive annual financial report that includes financial statements and required supplementary information. Copies of the STRS annual financial report may be obtained from the STRS Headquarters, 100 Waterfront Place, West Sacramento, California 95605.

The Plans' provisions and benefits in effect at June 30, 2019, are summarized as follows:

	CalPERS		CalSTRS	
Hire date	Prior to January 1, 2013	On or after January 1, 2013	Prior to January 1, 2013	On or after January 1, 2013
Benefit formula	2% @ 55	2% @ 62	2% @ 60	2% @ 62
Benefit vesting schedule	5 years service	5 years service	5 years service	5 years service
Benefit payments	monthly for life	monthly for life	monthly for life	monthly for life
Retirement age	55	62	60	62
Monthly benefits, as a % of eligible compensation	2.0%	2.0%	2.0%	2.0%
Required employee contribution rates	7%	6.5%	10.25%	9.205%
Required employer contribution rates	18.062%	18.062%	16.28%	16.28%

6. EMPLOYEE RETIREMENT SYSTEMS (CONTINUED)

Contributions

CalPERS

Section 20814(c) of the California Public Employees' Retirement Law requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. Funding contributions for the Plans are determined annually on an actuarial basis as of June 30 by CalPERS. The actuarially determined rate is the estimated amount necessary to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. The District is required to contribute the difference between the actuarially determined rate and the contribution rate of employees.

STRS

Required member, employer and state contribution rates are set by the California Legislature and Governor and detailed in Teachers' Retirement Law. Contribution rates are expressed as a level percentage of payroll using the entry age normal actuarial cost method.

For the year ended June 30, 2019 the contributions reported as deferred outflows of resources related to pensions recognized as part of pension expense for the Plan were:

	CalPERS	STRS	Total
Contributions - employer	$ 367,253	$ 967,748	$ 1,335,001
On behalf contributions - state	144,007	962,837	1,106,844
Total	$ 511,260	$ 1,930,585	$ 2,441,845

Pension Liabilities, Pension Expenses and Deferred Outflows/Inflows of Resources Related to Pensions

As of June 30, 2019, Williams Unified School District reported net pension liabilities for its proportionate share of the net pension liability of the Plans' of:

	Proportionate Share of Net Pension Liability
CalPERS	$ 4,248,155
STRS	10,548,191
Total Net Pension Liability	$ 14,796,346

6. EMPLOYEE RETIREMENT SYSTEMS (CONTINUED)

Williams Unified School District's net pension liability for the Plan is measured as the proportionate share of the net pension liability. The net pension liability of the Plan is measured as of June 30, 2018, and the total pension liability for the Plan used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2017 rolled forward to June 30, 2018 using standard update procedures. Williams Unified School District's proportion of the net pension liability was based on a projection of the District's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. The District's proportionate share of the net pension liability for the Plan as of June 30, 2017 and 2018 was as follows:

	CalPERS	STRS
Proportion - June 30, 2017	0.01694%	0.01063%
Proportion - June 30, 2018	0.01593%	0.01148%
Change - Increase (Decrease)	-0.00101%	0.00085%

For the year ended June 30, 2019, the District recognized pension expense of $1,178,732. At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	CalPERS		STRS		Total	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Pension contributions subsequent to measurement date	$ 511,260	$ -	$ 1,930,585	$ -	$ 2,441,845	$ -
Difference between proportionate share of aggregate employer contributions and actual contributions for 2017-18	-	55,085	-	375,120	-	430,205
Changes of Assumptions	613,512	48,093	2,705,488	-	3,319,000	48,093
Differences between Expected and Actual Experience	316,084	-	54,005	422,598	370,089	422,598
Change in employer's proportion and differences between the employer's contributions and the employer's proportionate share of contributions	241,982	20,790	233,733	1,325,518	475,715	1,346,308
Net differences between projected and actual investment earnings on pension plan investments	311,862	-	-	317,174	311,862	317,174
Total	$ 1,994,700	$ 123,968	$ 4,923,811	$ 2,440,410	$ 6,918,511	$ 2,564,378

6. EMPLOYEE RETIREMENT SYSTEMS (CONTINUED)

The amounts reported as deferred outflows of resources related to contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2020. Other amounts reported as deferred outflows/(inflows) of resources related to pensions will be recognized as pension expense as follows:

Year Ended June 30	CalPERS	STRS	Total Deferred Outflows/ (Inflows) of Resources
2020	$ 528,912	$ (101,976)	$ 426,936
2021	567,558	8,016	575,574
2022	256,033	95,755	351,788
2023	6,969	120,102	127,071
2024	-	325,820	325,820
Thereafter	-	105,099	105,099
Total	$ 1,359,472	$ 552,816	$ 1,912,288

Actuarial Assumptions

The total pension liabilities in the June 30, 2017 actuarial valuations were determined using the following actuarial assumptions:

	CalPERS	STRS
Valuation Date	June 30, 2017	June 30, 2017
Measurement Date	June 30, 2018	June 30, 2018
Actuarial Cost Method	Entry-Age Normal Cost	Entry-Age Normal Cost
Actuarial Assumptions		
Discount Rate	7.15%	7.10%
Inflation	2.50%	2.75%
Payroll Growth Rate	2.75%	3.50%
Projected Salary Increase	Varies by Entry Age and Service	Varies by Entry Age and Service
Investment Rate of Return [1]	7.15%	7.10%
Mortality	Derived using CalPERS' Membership Data for all Funds	Derived using STRS' Membership Data for all Funds

[1] Net of pension plan investment expenses, including inflation

The mortality table used was developed based on CalPERS-specific data. The table includes 15 years of mortality improvements using the Society of Actuaries Scale 90% of scale MP 2016. For more details on this table, please refer to the December 2017 experience study report (based on CalPERS demographic data from 1997 to 2015) that can be found on the CalPERS website.

CalSTRS changed the mortality assumptions based on the July 1, 2010, through June 30, 2015, experience study adopted by the board in February 2017. CalSTRS uses a generational mortality assumption, which involves the use of a base mortality table and projection scales to reflect expected annual reductions in mortality rates at each age, resulting in increases in life expectancies each year into the future. The base mortality tables are CalSTRS custom tables derived to best fit the patterns of mortality among our members. The projection scale was set equal to 110% of the ultimate improvement factor from the Mortality Improvement Scale (MP-2016) table, issued by the Society of Actuaries.

6. EMPLOYEE RETIREMENT SYSTEMS (CONTINUED)

Discount Rate

CalPERS

The discount rate used to measure the total pension liability for the Plan was 7.15%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current member contribution rates and that contributions from employers will be made at statutorily required rates, actuarially determined. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS took into account both short-term and long-term market return expectations as well as the expected pension fund cash flows. Using historical returns of all of the funds' asset classes, expected compound (geometric) returns were calculated over the short term (first 10 years) and the long term (11+ years) using a building-block approach. Using the expected nominal returns for both short term and long term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the rounded single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equal to the single equivalent rate calculated above and adjusted to account for assumed administrative expenses.

The table below reflects the long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. These rates of return are net of administrative expenses.

	CalPERS		
Asset Class	Assumed Asset Allocation	Real Return Years 1 - 10 [a]	Real Return Years 11+ [b]
Global Equity	50.0%	4.80%	5.98%
Fixed Income	28.0%	1.00%	2.62%
Inflation Assets	0.0%	77.00%	1.81%
Private Equity	8.0%	6.30%	7.23%
Real Estate	13.0%	3.75%	4.93%
Liquidity	1.0%	0.00%	-0.92%
	100.0%		

[a] An expected inflation of 2.00% used for this period

[b] An expected inflation of 2.92% used for this period

6. EMPLOYEE RETIREMENT SYSTEMS (CONTINUED)

STRS

The discount rate used to measure the total pension liability was 7.10%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members and employers will be made at statutory contribution rates. Projected inflows from investment earnings were calculated using the long-term assumed investment rate of return (7.10%) and assuming that contributions, benefit payments and administrative expenses occur midyear. Based on those assumptions, the Plan's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term assumed investment rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. The best estimate ranges were developed using capital market assumptions from CalSTRS general investment consultant (Pension Consulting Alliance–PCA) as inputs to the process. The actuarial investment rate of return assumption was adopted by the board in February 2017 in conjunction with the most recent experience study. For each future valuation, the consulting actuary (Milliman) reviews the return assumptions for reasonableness based on the most current capital market assumptions. Best estimates of 20-year geometrically linked real rates of return and the assumed asset allocation for each major asset class are summarized in the following table.

	STRS	
Asset Class	Assumed Asset Allocation	Long-Term Expected Real Rate of Return [a]
Global Equity	47.0%	6.30%
Fixed Income	12.0%	0.30%
Real Estate	13.0%	5.20%
Private Equity	13.0%	9.30%
Risk Mitigating Strategies	9.0%	2.90%
Inflation Sensitive	4.0%	3.80%
Cash/Liquidity	2.0%	-1.00%
Total	100%	

[a] 20-year average

6. EMPLOYEE RETIREMENT SYSTEMS (CONTINUED)

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the District's proportionate share of the net pension liability for each Plan, calculated using the discount rate for each Plan, as well as what the District's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage point lower or 1-percentage point higher than the current rate:

	CalPERS		
	Discount Rate - 1% (6.15%)	Current Discount Rate (7.15%)	Discount Rate + 1% (8.15%)
Plan's Net Pension Liability/(Asset)	$ 6,577,176	$ 4,248,155	$ 2,808,593

	STRS		
	Discount Rate - 1% (6.10%)	Current Discount Rate (7.10%)	Discount Rate + 1% (8.10%)
Plan's Net Pension Liability	$ 14,311,630	$ 10,548,191	$ 6,004,203

Pension Plan Fiduciary Net Position

Detailed information about each pension plan's fiduciary net position is available in the separately issued CalPERS and STRS financial reports.

Payable to the Pension Plan

As of June 30, 2019, the District had no outstanding required contributions to the pension plans.

7. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB)

General Information about the OPEB Plan

Plan description. The plan is a single-employer defined benefit plan. The plan provides other postemployment benefits for eligible certificated, classified, and management employees of the District. The authority to establish and amend the benefit terms and financing requirements are governed by collective bargaining agreements with plan members. No assets are accumulated in a trust that meets the criteria in paragraph 4 of GASB Statement 75. The Plan does not issue financial statements.

Benefits provided. The postretirement health plans and the District's obligation vary by employee group as described below.

	Certificated	Classified	Management***
Benefit types provided	Medical only	Medical, dental, and vision	Medical, dental, and vision
Duration of benefits	To age 65	To age 65	To age 65
Required service	20 years**	15 years	15 years
Minimum age	59**	60*	55
Dependent coverage	No	No	No
District contribution %	100%	100%	100%
District cap	$900 per month	$800 per month	Same as applicable employee classification

* Classified management and confidential are eligible for District-paid benefits at age 55

** Certificated employees hired prior to July 1, 2014 may receive benefits at age 55 with 15 or more years of service

*** Management and Confidential employees hired on or after July 1, 2011 have no entitlement

7. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (CONTINUED)

Contributions. The contribution requirements of Plan members and the District are established and may be amended by the District, the Williams Teachers Association (WTA), and the local California School Employees Association (CSEA) chapter. The required contribution is based on projected pay-as-you-go financing requirements. For fiscal year 2018-19, the District contributed $90,445 to the Plan, of which $90,445 was used for current premiums.

Employees covered by benefit terms. At June 30, 2019, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	10
Inactive employees entitled to but not yet receiving benefit payments	-
Active employees	108
	118

Net OPEB Liability

The District's net OPEB liability was measured as of June 30, 2018, and the total OPEB liability used to calculate the net OPEB liability was determined by an actuarial valuation as of that date.

Actuarial assumptions. The total OPEB liability in the June 30, 2018 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Salary Increases	2.75% per year
Inflation Rate	2.75% per year
Investment rate of return	3.5% per year net of expenses
Healthcare cost trend rates	4% per year

The discount rate of 3.5% is based on the Bond Buyer 20 Bond Index. We assumed that contributions would be sufficient to fully fund the obligation over a period not to exceed 30 years. The mortality assumptions are based on the 2009 CalSTRS Mortality table for certificated employees and the 2014 CalPERS Active Mortality for Miscellaneous Employees for classified employees. The retirement assumptions are based on the 2009 CalSTRS Retirement Rates table created by CalSTRS and the 2009 CalPERS 2.0% @ 60 Rates for Miscellaneous Employees and 2009 CalPERS Retirement Rates for School Employees tables created by CalPERS.

7. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (CONTINUED)

Changes in the Net OPEB Liability

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balances at June 30, 2018	$ 1,160,944	$ -	$ 1,160,944
Changes for the year:			
Service cost	76,977	-	76,977
Interest	41,744	-	41,744
Differences between expected and actual experience	-	-	-
Contributions - employer	-	90,445	(90,445)
Net investment income	-	-	-
Benefit payments	(90,445)	(90,445)	-
Administrative expense	-	-	-
Net changes	28,276	-	28,276
Balances at June 30, 2019	$ 1,189,220	$ -	$ 1,189,220

Sensitivity of the net OPEB liability to changes in the discount rate and healthcare cost trend rates. The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using a discount rate that is 1-percentage-point lower (2.5 percent) or 1-percentage-point higher (4.5 percent) than the current discount rate:

	1% Decrease (2.50%)	Discount Rate (3.50%)	1% Increase (4.50%)
Net OPEB liability (asset)	$ 1,289,105	$ 1,189,220	$ 1,098,435

Sensitivity of the net OPEB liability to changes in the healthcare cost trend rates. The following presents the net OPEB liability of the District, as well as what the District's net OPEB liability would be if it were calculated using healthcare cost trend rates that are 1-percentage-point lower (3.0 percent) or 1-percentage-point higher (5.0 percent) than the current healthcare cost trend rates:

	1% Decrease (3%)	Healthcare Cost Trend Rates (4%)	1% Increase (5%)
Net OPEB liability (asset)	$ 1,108,371	$ 1,189,220	$ 1,267,058

OPEB plan fiduciary net position. The plan has no assets.

7. POSTEMPLOYMENT BENEFITS OTHER THAN PENSIONS (OPEB) (CONTINUED)

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2019, the District recognized OPEB expense of $30,581. Certain types of TOL changes are subject to deferral, as are investment gains/losses. To qualify for deferral, gains and losses must be based on GASB 74/75 compliant valuations. Since the District's prior valuation was performed in accordance with GASB 43/45, it is not possible to calculate compliant gains and losses. At June 30, 2019, the District reported deferred outflows of resources and deferred inflows of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ -	$ -
Changes of assumptions	-	-
Net difference between projected and actual earnings on OPEB plan investments	-	-
Contributions made subsequent to measurement date	88,140	-
Total	$ 88,140	$ -

The District will recognize the contributions made subsequent to the measurement date in the next fiscal year.

Payable to the OPEB Plan

At June 30, 2019, the District had no outstanding amount of contributions to the OPEB plan required for the year ended June 30, 2019.

8. FUND BALANCES

The District reports fund balances in accordance with Governmental Accounting Standards Board Statement No. 54. All fund balance categories are reported in the aggregate on the face of the balance sheet. All components of those fund balances and specific purposes are identified as follows:

	General Fund	Building Fund	Non-Major Funds	Total
Nonspendable:				
Stores	$ -	$ -	$ 15,994	$ 15,994
Revolving Cash	6,050	-	50	6,100
Total Nonspendable	6,050	-	16,044	22,094
Restricted:				
Lottery: Instructional Materials	217,968	-	-	217,968
Classified School Employee Professional Development Block Grant	8,994	-	-	8,994
California Clean Energy Jobs Act	107,836	-	-	107,836
Child Nutrition: School Programs	-	-	206,073	206,073
Child Nutrition: Child Care Food Program (CCFP)	-	-	1,423	1,423
Low-Performing Students Block Grant	49,950	-	-	49,950
Other Restricted State	4,506	-	-	4,506
Other Restricted Local	58,479	5,237,898	826,140	6,122,517
Total Restricted	447,733	5,237,898	1,033,636	6,719,267
Assigned:				
Other assignments	4,077,160	-	550,056	4,627,216
Total Assigned	4,077,160	-	550,056	4,627,216
Unassigned:				
Reserve for Economic Uncertainties	534,045	-	-	534,045
Total Unassigned	534,045	-	-	534,045
Total Fund Balances	$ 5,064,988	$ 5,237,898	$ 1,599,736	$ 11,902,622

9. JOINT VENTURES

The District participates in three joint ventures under joint powers agreements (JPAs); the Tri-Counties Self Insurance Group (Tri-Counties SIG), the North Valley Schools Insurance Group (NVSIG) and the Schools Excess Liability Fund (SELF) for property, liability, workers' compensation, health benefits and excess liability coverage. The relationships between the District and the JPAs are such that the JPAs are not component units of the District for financial reporting purposes.

The JPAs arrange for and provide coverage for its members. The JPAs are governed by a board consisting of a representative from each member district. Each board controls the operations of their JPAs, including selection of management and approval of operating budgets independent of any influence by the member districts beyond their representation on the Board. Each member district pays a premium commensurate with the level of coverage requested and shares surpluses and deficits proportionately to their participation in the JPAs.

The JPAs are audited on an annual basis. Financial information can be obtained by contacting each JPAs management.

Condensed financial information for the JPAs for the most recent fiscal year are available as follows:

	Tri-Counties SIG June 30, 2018*	NVSIG June 30, 2019	SELF June 30, 2018*	CVT Sept 30, 2018*
Total Assets	$ 22,491,791	$ 3,371,324	$ 118,692,006	$ 157,635,073
Deferred Outflows of Resources	442,979	-	497,939	-
Total Liabilities	9,787,237	1,639,652	101,064,545	14,552,384
Deferred Inflows of Resources	57,158	-	28,087	-
Net Position	$ 13,090,375	$ 1,731,672	$ 18,097,313	$ 143,082,689
Revenues	$ 44,233,391	$ 15,010,503	$ 15,139,473	$ 783,256,614
Expenditures	40,665,485	14,848,552	19,471,187	782,952,040
Change in Net Position	$ 3,567,906	$ 161,951	$ (4,331,714)	$ 304,574

* Latest available audited financial reports.

10. COMMITMENTS AND CONTINGENCIES

The District has received state and federal funds for specific purposes that are subject to review and audit by the grantor agencies. If the review or audit discloses exceptions, the District may incur a liability to grantor agencies.

11. SUBSEQUENT EVENTS

The District's management evaluated its June 30, 2019 financial statements for subsequent events through November 1, 2019, the date the financial statements were available to be issued. Management is not aware of any subsequent events, other than the one discussed below, that would require recognition or disclosure in the financial statements.

In July 2019, the District issued $3 million in General Obligation Bonds and $3,185,000 in Certificates of Participation. Principal and interest payments on the bonds begin in February 2020 and mature in August 2048. Interest rates on the bonds range from 3.00% to 5.00%. Principal and interest payments on the Certificates of Participation begin in November 1, 2019 and mature in November 2039. Interest rates on the certificates of participation range from 2% to 4%.

REQUIRED SUPPLEMENTARY INFORMATION

WILLIAMS UNIFIED SCHOOL DISTRICT

SCHEDULE OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCE – BUDGET (NON-GAAP) AND ACTUAL

GENERAL FUND

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	Budget			Variance with Final Budget Favorable
	Original	Final	Actual	(Unfavorable)
REVENUES				
LCFF sources	$ 14,217,717	$ 14,209,110	$ 14,209,012	$ (98)
Federal revenue	1,230,244	1,843,159	1,468,530	(374,629)
Other state revenues	1,593,650	2,150,311	2,150,311	-
Other local revenues	90,500	451,540	451,550	10
Total revenues	17,132,111	18,654,120	18,279,403	(374,717)
EXPENDITURES				
Certificated salaries	6,580,447	6,300,337	6,244,254	56,083
Classified salaries	2,065,450	2,006,201	1,988,764	17,437
Employee benefits	3,554,123	3,970,027	3,941,916	28,111
Books and supplies	798,670	1,322,416	1,166,205	156,211
Services and other operating expenditures	1,943,792	2,430,084	2,250,257	179,827
Capital outlay	659,280	612,781	612,427	354
Other outgo	888,513	892,341	861,181	31,160
Debt service expenditures				
Principal	348,972	348,972	348,972	-
Interest	126,888	126,888	126,888	-
Total expenditures	16,966,135	18,010,047	17,540,864	469,183
Excess (deficiency) of revenues over expenditures	165,976	644,073	738,539	94,466
OTHER FINANCING SOURCES (USES)				
Operating transfers out	(260,000)	(260,660)	(260,660)	-
Total other financing sources (uses)	(260,000)	(260,660)	(260,660)	-
Net change in fund balance	(94,024)	383,413	477,879	94,466
Fund balance, July 1, 2018	4,587,110	4,587,110	4,587,110	-
Fund balance, June 30, 2019	$ 4,493,086	$ 4,970,523	$ 5,064,989	$ 94,466

WILLIAMS UNIFIED SCHOOL DISTRICT

SCHEDULE OF CHANGES IN THE DISTRICT'S NET OPEB LIABILITY AND RELATED RATIOS

JUNE 30, 2019

	2019*	2018*
Total OPEB liability		
Service cost	$ 76,977	$ 74,917
Interest	41,744	39,349
Changes of benefit terms	-	-
Differences between expected and actual experience	-	-
Changes of assumptions	-	-
Benefit payments, including refunds of member contributions	(90,445)	(82,286)
Net change in total OPEB liability	28,276	31,980
Total OPEB liability - beginning	1,160,944	1,128,964
Total OPEB liability - ending (a)	$ 1,189,220	$ 1,160,944
Plan fiduciary net position		
Contributions - employer	$ 90,445	$ 82,286
Net investment income	-	-
Benefit payments, including refunds of member contributions	(90,445)	(82,286)
Administrative expense	-	-
Net change in plan fiduciary net position	-	-
Plan fiduciary net position - beginning	-	-
Plan fiduciary net position - ending (b)	$ -	$ -
District's net OPEB liability - ending (a) - (b)	$ 1,189,220	$ 1,160,944
Plan fiduciary net position as a percentage of the total OPEB liability	0.0%	0.0%
Covered-employee payroll	$ 8,297,710	$ 8,297,710
District's net OPEB liability as a percentage of covered-employee payroll	14.3%	14.0%

* GASB 75 requires presentation of the 10-year history of changes in the Net OPEB Liability. Since this is the second year of implementation, only results for fiscal years 2018 and 2019 are shown in this table.

WILLIAMS UNIFIED SCHOOL DISTRICT

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

CalPERS	June 30, 2014 [1]	June 30, 2015 [1]	June 30, 2016 [1]	June 30, 2017 [1]	June 30, 2018 [1]
Proportion of the net pension liability (asset)	0.01468%	0.01719%	0.01773%	0.01694%	0.01593%
Proportionate share of the net pension liability (asset)	$ 1,666,423	$ 2,533,116	$ 3,502,388	$ 4,044,654	$ 4,248,155
Covered payroll [2]	$ 1,497,859	$ 1,890,360	$ 1,814,840	$ 1,931,962	$ 1,807,031
Proportionate Share of the net pension liability (asset) as percentage of covered payroll	111.25%	134.00%	192.99%	209.35%	235.09%
Plan fiduciary net position as a percentage of the total pension liability (asset)	83.38%	79.43%	73.90%	71.87%	70.85%
Proportionate share of aggregate employer contributions [3]	$ 176,313	$ 223,951	$ 252,045	$ 300,053	$ 326,386

STRS	June 30, 2014 [1]	June 30, 2015 [1]	June 30, 2016 [1]	June 30, 2017 [1]	June 30, 2018 [1]
Proportion of the net pension liability (asset)	0.01066%	0.01002%	0.01069%	0.01063%	0.01148%
Proportionate share of the net pension liability (asset)	$ 6,228,709	$ 6,746,556	$ 8,643,019	$ 9,830,722	$ 10,548,191
Covered payroll [2]	$ 4,410,664	$ 3,849,292	$ 4,542,464	$ 4,911,594	$ 5,415,135
Proportionate Share of the net pension liability (asset) as percentage of covered payroll	141.22%	175.27%	190.27%	200.15%	194.79%
Plan fiduciary net position as a percentage of the total pension liability (asset)	76.52%	74.02%	70.04%	69.46%	70.99%
Proportionate share of aggregate employer contributions [3]	$ 391,667	$ 413,029	$ 571,442	$ 708,743	$ 881,584

[1] Historical information is required only for measurement periods for which GASB 68 is applicable.

[2] Covered Payroll represented above is based on pensionable earnings provided by the employer.

[3] The Plan's proportionate share of aggregate contributions may not match the actual contributions made by the employer during the measurement period. The Plan's proportionate share of aggregate contributions is based on the Plan's proportion of fiduciary net position shown on line 5 of the table above as well as any additional side fund (or unfunded liability) contributions made by the employer during the measurement period.

WILLIAMS UNIFIED SCHOOL DISTRICT

SCHEDULE OF PENSION CONTRIBUTIONS

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

CalPERS	Fiscal Year 2014-15 [1]	Fiscal Year 2015-16 [1]	Fiscal Year 2016-17 [1]	Fiscal Year 2017-18 [1]	Fiscal Year 2018-19 [1]
Contractually required contribution [2]	$ 176,313	$ 223,951	$ 252,045	$ 300,053	$ 326,386
Contributions in relation to the contractually required contribution [2]	(225,913)	(252,463)	(299,662)	(326,946)	(367,253)
Contribution deficiency (excess)	$ (49,600)	$ (28,512)	$ (47,617)	$ (26,893)	$ (40,867)
Covered payroll [3]	$ 1,497,859	$ 1,890,360	$ 1,814,840	$ 1,931,962	$ 1,807,031
Contributions as a percentage of covered payroll [3]	11.771%	11.847%	13.888%	15.531%	18.062%

STRS	Fiscal Year 2014-15 [1]	Fiscal Year 2015-16 [1]	Fiscal Year 2016-17 [1]	Fiscal Year 2017-18 [1]	Fiscal Year 2018-19 [1]
Contractually required contribution [2]	$ 391,667	$ 413,029	$ 571,442	$ 708,743	$ 881,584
Contributions in relation to the contractually required contribution [2]	(433,994)	(575,762)	(723,721)	(894,120)	(967,748)
Contribution deficiency (excess)	$ (42,327)	$ (162,733)	$ (152,279)	$ (185,377)	$ (86,164)
Covered payroll [3]	$ 4,410,664	$ 3,849,292	$ 4,542,464	$ 4,911,594	$ 5,415,135
Contributions as a percentage of covered payroll [3]	8.880%	10.730%	12.580%	14.430%	16.280%

[1] Historical information is required only for measurement periods for which GASB 68 is applicable.

[2] Employers are assumed to make contributions equal to the actuarially determined contributions (which is the actuarially determined contribution). However, some employers may choose to make additional contributions towards their side fund or their unfunded liability. Employer contributions for such plans exceed the actuarially determined contributions. CalPERS has determined that employer obligations referred to as "side funds" do not conform to the circumstances described in paragraph 120 of GASB 68, therefore are not considered separately financed specific liabilities.

[3] Covered Payroll represented above is based on pensionable earnings provided by the employer.

1. PURPOSE OF SCHEDULES

A - Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget (Non-GAAP) and Actual – General Fund

The District employs budget control by object codes and by individual appropriation accounts. Budgets are prepared on the modified accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board. The budgets are revised during the year by the Board of Trustees to provide for revised priorities. Expenditures cannot legally exceed appropriations by major object code. The originally adopted and final revised budgets for the General Fund are presented as Required Supplementary Information. The basis of budgeting is the same as GAAP.

At June 30, 2019, the District did not incur any excess of expenditures over appropriations by major object code in the individual major fund presented in the schedule.

B - Schedule of Changes in the District's Net OPEB Liability and Related Ratios

GASB 75 requires presentation of the 10-year history of changes in the Net OPEB Liability. Since this is the second year of implementation, only results for fiscal years 2018 and 2019 are shown in this table.

Changes in Assumptions
There were no changes to assumptions.

Changes in Benefit Terms
The District cap increased from $800 to $900 per month for certificated employees and from $714 to $800 per month for classified employees.

C - Schedule of Proportionate Share of the Net Pension Liability

This schedule presents information on the District's proportionate share of the net pension liability (NPL), the Plans' fiduciary net position and, when applicable, the State's proportionate share of the NPL associated with the District. In the future, as data becomes available, ten years of information will be presented.

Changes in Assumptions
In 2018, demographic assumptions and inflation rate were changed in accordance to the CalPERS Experience Study and Review of Actuarial Assumptions December 2017. There were no changes in the discount rate. There were no changes in the assumptions used in the calculation of the STRS collective net pension liability.

Changes in Benefit Terms
There were no changes in benefit terms since the previous valuations for both CalPERS and CalSTRS.

1. PURPOSE OF SCHEDULES (CONTINUED)

D - Schedule of Pension Contributions

If an employer's contributions to the plan are actuarially determined or based on statutory or contractual requirements, the employer's actuarially determined contribution to the pension plan (or, if applicable, its statutorily or contractually required contribution), the employer's actual contributions, the difference between the actual and actuarially determined contributions (or statutorily or contractually required), and a ratio of the actual contributions divided by covered-employee payroll. In the future, as data becomes available, ten years of information will be presented.

	CalPERS	STRS
Valuation Date	June 30, 2017	June 30, 2017
Measurement Date	June 30, 2018	June 30, 2018
Actuarial Cost Method	Entry-Age Normal Cost	Entry-Age Normal Cost
Actuarial Assumptions		
Discount Rate	7.15%	7.10%
Inflation	2.50%	2.75%
Payroll Growth Rate	2.75%	3.50%
Projected Salary Increase	Varies by Entry Age and Service	Varies by Entry Age and Service
Investment Rate of Return [1]	7.15%	7.10%
Mortality	Derived using CalPERS' Membership Data for all Funds	Derived using STRS' Membership Data for all Funds

[1] Net of pension plan investment expenses, including inflation

SUPPLEMENTARY INFORMATION

WILLIAMS UNIFIED SCHOOL DISTRICT

COMBINING BALANCE SHEET

ALL NON-MAJOR GOVERNMENTAL FUNDS

JUNE 30, 2019

	Cafeteria Fund	Capital Facilities Fund	County School Facilities Fund	Bond Interest and Redemption Fund	Totals
ASSETS					
Cash and cash equivalents	$ 161,461	$ 550,056	$ -	$ 826,140	$ 1,537,657
Accounts receivable	104,022	-	-	-	104,022
Stores inventory	15,994	-	-	-	15,994
Due from other funds	8,203	-	-	-	8,203
Total Assets	$ 289,680	$ 550,056	$ -	$ 826,140	$ 1,665,876
LIABILITIES AND FUND BALANCES					
Liabilities					
Accounts payable	$ 7,929	$ -	$ -	$ -	$ 7,929
Due to other funds	58,211	-	-	-	58,211
Total Liabilities	66,140	-	-	-	66,140
Fund balances					
Nonspendable	16,044	-	-	-	16,044
Restricted	207,496	-	-	826,140	1,033,636
Assigned	-	550,056	-	-	550,056
Total Fund Balances	223,540	550,056	-	826,140	1,599,736
Total Liabilities and Fund Balances	$ 289,680	$ 550,056	$ -	$ 826,140	$ 1,665,876

WILLIAMS UNIFIED SCHOOL DISTRICT

COMBINING STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES

ALL NON-MAJOR GOVERNMENTAL FUNDS

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	Cafeteria Fund	Capital Facilities Fund	County School Facilities Fund	Bond Interest and Redemption Fund	Totals
REVENUES					
Federal revenue	$ 882,192	$ -	$ -	$ -	$ 882,192
Other state revenues	84,700	-	-	2,173	86,873
Other local revenues	94,797	408,249	-	495,048	998,094
Total revenues	1,061,689	408,249	-	497,221	1,967,159
EXPENDITURES					
Classified salaries	335,094	-	-	-	335,094
Employee benefits	155,586	-	-	-	155,586
Books and supplies	541,488	-	26,376	-	567,864
Services and other operating expenditures	20,002	-	-	-	20,002
Capital outlay	12,217	-	603,426	-	615,643
Other outgo	55,724	-	-	-	55,724
Debt service expenditures					
Principal	-	241,177	-	430,000	671,177
Interest	-	10,014	-	277,074	287,088
Total expenditures	1,120,111	251,191	629,802	707,074	2,708,178
Excess (deficiency) of revenues over expenditures	(58,422)	157,058	(629,802)	(209,853)	(741,019)
OTHER FINANCING SOURCES (USES)					
Operating transfers in	40,000	220,000	660	6,111	266,771
Total other financing sources (uses)	40,000	220,000	660	6,111	266,771
Net change in fund balances	(18,422)	377,058	(629,142)	(203,742)	(474,248)
Fund balances, July 1, 2018	241,962	172,998	629,142	1,029,882	2,073,984
Fund balances, June 30, 2019	$ 223,540	$ 550,056	$ -	$ 826,140	$ 1,599,736

WILLIAMS UNIFIED SCHOOL DISTRICT

STATEMENT OF CHANGES IN FIDUCIARY NET POSITION

ALL AGENCY FUNDS

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	Balance July 1, 2018	Additions	Deductions	Balance June 30, 2019
Student Body Funds				
Assets				
Cash on hand and in banks				
Williams High School	$ 122,544	$ 154,589	$ 183,334	$ 93,799
Williams Upper Elementary School	28,118	31,549	31,822	27,845
Total Assets	$ 150,662	$ 186,138	$ 215,156	$ 121,644
Liabilities				
Due to student groups	$ 150,662	$ 186,138	$ 215,156	$ 121,644
Total Liabilities	$ 150,662	$ 186,138	$ 215,156	$ 121,644

WILLIAMS UNIFIED SCHOOL DISTRICT

ORGANIZATION

JUNE 30, 2019

The Williams Unified School District (the "District") is located in Williams, California. There were no changes in the boundaries of the District during the current year. The District is currently operating one elementary school, one upper elementary school, one junior high school, one junior senior high school, and a continuation high school.

GOVERNING BOARD

Name	Office	Term Expires November
Silvia Vaca	President	2022
George W. Simmons	Vice President	2020
Ana Leos-Vera	Member	2022
Yareli Mora	Member	2020
Maryah Stoots	Member	2020

ADMINISTRATION

Dr. Edgar R. Lampkin
Superintendent

Mechele Coombs
Director of Fiscal Services and Accountability

WILLIAMS UNIFIED SCHOOL DISTRICT

SCHEDULE OF AVERAGE DAILY ATTENDANCE

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	Second Period Report	Revised Second Period Report*	Annual Report
Elementary			
TK through Third	368.57	368.57	371.78
Fourth through Sixth	303.16	303.16	303.74
Seventh through Eighth	205.49	205.53	205.87
	877.22	877.26	881.39
Secondary			
Ninth through Twelfth	330.94	330.98	329.98
Continuation Education	15.40	15.40	15.90
	346.34	346.38	345.88
Total ADA	1,223.56	1,223.64	1,227.27

* The revisions to the P-2 Period of Attendance report were not the result of the audit.

See the accompanying notes to supplementary information.

WILLIAMS UNIFIED SCHOOL DISTRICT

SCHEDULE OF INSTRUCTIONAL TIME

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

Grade Level	Standard Minutes Requirement	2018-19 Actual Minutes	Instructional Days	Status
Kindergarten	36,000	52,170	179*	In compliance
Grade 1	50,400	53,025	179*	In compliance
Grade 2	50,400	53,025	179*	In compliance
Grade 3	50,400	53,025	179*	In compliance
Grade 4	54,000	56,235	179*	In compliance
Grade 5	54,000	56,235	179*	In compliance
Grade 6	54,000	56,235	179*	In compliance
Grade 7	54,000	66,246	179*	In compliance
Grade 8	54,000	66,246	179*	In compliance
Grade 9	64,800	66,246	179*	In compliance
Grade 10	64,800	66,246	179*	In compliance
Grade 11	64,800	66,246	179*	In compliance
Grade 12	64,800	66,246	179*	In compliance

* The District received an approved emergency closure for one instructional day.

See the accompanying notes to supplementary information.

WILLIAMS UNIFIED SCHOOL DISTRICT

SCHEDULE OF CHARTER SCHOOLS

FOR FISCAL YEAR ENDED JUNE 30, 2019

Charter School ID Number	Charter Schools Chartered by the District	Included in the District Financial Statements, or Separate Report

There are currently no charter schools chartered by the District.

See the accompanying notes to supplementary information.

WILLIAMS UNIFIED SCHOOL DISTRICT

RECONCILIATION OF ANNUAL FINANCIAL AND BUDGET REPORT WITH AUDITED FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

There were no adjustments made to any funds of the District.

See the accompanying notes to supplementary information.

WILLIAMS UNIFIED SCHOOL DISTRICT

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

Federal Catalog Number	Federal Grantor/Pass-Through Grantor/Program or Cluster Title	Pass-Through Entity Identifying Number		Federal Expenditures
U.S. Department of Education				
Passed through California Department of Education				
84.010	ESEA (ESSA): Title I, Part A, Basic Grants Low-Income and Neglected	14329	$	178,572
84.367	ESEA (ESSA): Title II, Part A, Improving Teacher Quality Local Grants	14341		20,101
84.365	ESEA (ESSA): Title III, English Learner Student Program	14346		103,633
84.365	ESEA (ESSA): Title III, Immigrant Student Program	15146		5,093
84.287	ESEA (ESSA): Title IV, Part B, 21st Century Community Learning Centers Program	14349		178,376
84.424	ESEA (ESSA): Title IV, Part A, Student Support and Academic Enrichment Grants	15396		5,136
84.377	NCLB: Title I, School Improvement Grant (SIG)	15127		977,619
	Total U.S. Department of Education			1,468,530
U.S. Department of Agriculture				
Passed through California Department of Education				
10.555	Child Nutrition: School Programs (NSL Sec 11)	13524	*	882,192
	Total Cash Assistance Subtotal			882,192
10.555	School Lunch Program - Nonmonetary Assistance	13391	*	58,281
	Total Non-Cash Assistance Subtotal			58,281
	Total U.S. Department of Agriculture			940,473
	Total Federal Programs		$	2,409,003

* Tested as a major program

See the accompanying notes to supplementary information.

WILLIAMS UNIFIED SCHOOL DISTRICT

SCHEDULE OF FINANCIAL TRENDS AND ANALYSIS

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	Adopted Budget 2019/2020	Actuals 2018/2019	Actuals 2017/2018	Actuals 2016/2017
General Fund				
Revenues and Other Financial Sources	$ 17,165,653	$ 18,279,403	$ 16,133,392	$ 15,419,526
Expenditures	17,028,566	17,540,865	16,265,367	14,909,864
Other Uses and Transfers Out	250,000	260,660	223,615	118,824
Total Outgo	17,278,566	17,801,525	16,488,982	15,028,688
Change in Fund Balance	(112,913)	477,878	(355,590)	390,838
Ending Fund Balance	$ 4,952,075	$ 5,064,988	$ 4,587,110	$ 4,942,700
Available Reserves	$ 518,357	$ 534,045	$ 493,017	$ 450,000
Reserve for Economic Uncertainties	$ 518,357	$ 534,045	$ 493,017	$ 450,000
Unappropriated Fund Balance	$ -	$ -	$ -	$ -
Available Reserves as a Percentage of Total Outgo	3.0%	3.0%	3.0%	3.0%
Total Long-Term Debt	$ 28,520,560	$ 29,436,788	$ 29,507,402	$ 20,256,484
Average Daily Attendance at P-2	1,204	1,239	1,242	1,277

The general fund balance has increased by $513,126 over the past three years. The fiscal year 2019-2020 budget projects a decrease of $112,913. For a District this size, the State of California recommends available reserves of at least 3 percent of total general fund expenditures, transfers out, and other uses (total outgo). The District met this requirement.

The District had an operating surplus in two of the past three fiscal years.

Total long-term liabilities have increased by $9,180,304 over the past two years due to the addition of the net pension liability, addition of the net OPEB liability with the implementation of GASB 75, and issuances of 2016 General Obligation Bonds.

Average Daily Attendance (ADA) has decreased by 38 over the past two years. The District anticipates a decrease of 35 ADA for the fiscal year 2019-2020.

See the accompanying notes to supplementary information.

1. Schedule of Average Daily Attendance

Average daily attendance is a measurement of the number of pupils attending classes in the District. The purpose of attendance accounting from a fiscal standpoint is to provide the basis on which apportionments of state funds are made to school districts. This schedule provides information regarding the attendance of students at various grade levels and in different programs.

2. Schedule of Instructional Time

The District has received incentive funding for increasing instructional time as provided by the Incentives for Longer Instructional Day. The District neither met nor exceeded its target funding. This schedule presents information on the amount of instructional time offered by the District and whether the District complied with the provisions of Education Code Sections 46201 through 46206. Districts must maintain their instructional minutes at the State's standard requirements as required by Education Code Section 46201(b).

3. Reconciliation of Annual Financial and Budget Report with Audited Financial Statements

This schedule provides information necessary to reconcile the Unaudited Actual Fund Financial Reports to the audited financial statements.

4. Schedule of Expenditures of Federal Awards

The accompanying schedule of expenditures of federal awards includes federal grant activity of the District and is presented under the modified accrual basis of accounting. The August 2019 Edition of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance) requires a disclosure of the financial activities of all federally funded programs. This schedule was prepared to comply with the Uniform Guidance and state requirements. Therefore, some amounts presented in this schedule may differ from amounts used in the preparation of the general purpose financial statements. The District has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

The schedule on the following page provides a reconciliation between revenues reported on the Statement of Revenues, Expenditures, and Changes in Fund Balances, and the related expenditures reported on the Schedule of Expenditures of Federal Awards. The reconciling amount consists of the fair value of federal food commodities received from the California Department of Education as a pass-through grant from the U.S. Department of Agriculture that are not reflected in the financial statements.

5. Schedule of Expenditures of Federal Awards (Continued)

	Federal Catalog Number	Amount
Total Federal Revenues From the Statement of Revenues, Expenditures and Changes in Fund Balance		2,350,722
Reconciling items		
Food Distribution - Commodities	10.555	58,281
Total Schedule of Expenditures of Federal Awards		$ 2,409,003

6. Schedule of Financial Trends and Analysis

This schedule discloses the District's financial trends by displaying past years' data along with current year budget information. These financial trend disclosures are used to evaluate the District's ability to continue as a going concern for a reasonable period of time.

OTHER INDEPENDENT AUDITOR'S REPORTS

James Marta & Company LLP
Certified Public Accountants

Accounting, Auditing, Consulting, and Tax

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE WITH STATE LAWS AND REGULATIONS

Board of Trustees
Williams Unified School District
Williams, California

Report on Compliance for Each State Program

We have audited the compliance of Williams Unified School District (the "District") with the types of compliance requirements described in the State of California's 2018-19 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting (the "Audit Guide") to the state laws and regulations listed below for the year ended June 30, 2019.

Management's Responsibility

Compliance with the requirements of state laws and regulations is the responsibility of District's management.

Auditor's Responsibility

Our responsibility is to express an opinion on the District's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the 2018-19 Guide for Annual Audits of K-12 Local Education Agencies and State Compliance Reporting. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the state laws and regulations listed below occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination of the District's compliance with those requirements.

Description	Procedures Performed
Attendance	Yes
Teacher Certification and Misassignments	Yes
Kindergarten Continuance	Yes
Independent Study	No, see below
Continuation Education	Yes
Instructional Time for School Districts	Yes
Instructional Materials	
General Requirements	Yes
Ratio of Administrative Employees to Teachers	Yes
Classroom Teacher Salaries	Yes

Local Education Agencies Other Than Charter Schools	
Description	**Procedures Performed**
Early Retirement Incentive Program	No, see below
Gann Limit Calculation	Yes
School Accountability Report Card	Yes
Juvenile Court Schools	No, see below
Middle or Early College High Schools	Yes
K-3 Grade Span Adjustment	Yes
Transportation Maintenance of Effort	Yes
Apprenticeship: Related and Supplemental Instruction	No, see below
Comprehensive School Safety Plan	Yes
District of Choice	No, see below

School Districts, County Offices of Education, and Charter Schools	
Description	**Procedures Performed**
California Clean Energy Jobs Act	Yes
After/Before Schools Education and Safety Program	
General requirements	Yes
After School	Yes
Before School	No, see below
Proper Expenditure of Education Protection Account Funds	Yes
Unduplicated Local Control Funding Formula Pupil Counts	Yes
Local Control and Accountability Plan	Yes
Independent Study-Course Based	No, see below

Charter Schools	
Description	**Procedures Performed**
Attendance	No, see below
Mode of Instruction	No, see below
Nonclassroom-Based Instruction/Independent Study	No, see below
Determination of Funding for Nonclassroom-Based Instruction	No, see below
Annual Instructional Minutes - Classroom Based	No, see below
Charter School Facility Grant Program	No, see below

We did not perform any procedures for Independent Study because the Average Daily Attendance reported for the program is not material for compliance purposes.

We did not perform any procedures related to Early Retirement Incentive Program, Juvenile Court Schools, Apprenticeship: Related and Supplemental Instruction, Independent Study-Course Based, District of Choice, and the Before School portion of After/Before School Education and Safety Program because the District did not offer these programs.

We did not perform any procedures related to Contemporaneous Records of Attendance for Charter Schools, Mode of Instruction for Charter Schools, Nonclassroom-Based Instruction/Independent Study for Charter Schools, Determination of Funding for Nonclassroom-Based Instruction for Charter Schools, Annual Instructional Minutes-Classroom Based for Charter Schools, and Charter School Facility Grant Program because the District did not have any charter schools.

Opinion

Basis for Qualified Opinion on Compliance with State Laws and Regulations

As described in Finding **2019-1** in the accompanying Schedule of Audit Findings and Questioned Costs, Williams Unified School District did not comply with requirements regarding Comprehensive School Safety Plan. Compliance with such requirements is necessary, in our opinion, for Williams Unified School District to comply with state laws and regulations applicable to these programs

Qualified Opinion on Compliance with State Laws and Regulations

In our opinion, except for the noncompliance described in the Basis for Qualified Opinion paragraph, Williams Unified School District complied, in all material respects, with the state laws and regulations referred to above for the year ended June 30, 2019.

Unmodified Opinion on Each of the Other State Programs

In our opinion, Williams Unified School District complied, in all material respects, with the other applicable state compliance requirements referred to above for the year ended June 30, 2019.

Other Matters

Williams Unified School District's response to the finding identified in our audit is included in the accompanying Schedule of Audit Findings and Questioned Costs. We did not audit the District's response and, accordingly, express no opinion on it.

James Marta & Company LLP

James Marta & Company LLP
Certified Public Accountants
Sacramento, California
November 1, 2019

James Marta & Company LLP
Certified Public Accountants

Accounting, Auditing, Consulting, and Tax

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Williams Unified School District
Williams, California

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Williams Unified School District (the "District"), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated November 1, 2019.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

James Marta & Company LLP

James Marta & Company LLP
Certified Public Accountants
Sacramento, California
November 1, 2019

James Marta & Company LLP
Certified Public Accountants

Accounting, Auditing, Consulting, and Tax

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM; REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS REQUIRED BY THE UNIFORM GUIDANCE

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Williams Unified School District
Williams, California

Report on Compliance for Each Major Federal Program

We have audited Williams Unified School District's (the "District") compliance with the types of compliance requirements described in the August 2019 Edition of the *OMB Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2019. The District's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the District's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of the August 2019 Edition of the Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements of Federal Awards (Uniform Guidance), *Audits of States, Local Governments, and Non-Profit Organizations*. Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the District's compliance.

Opinion on Each Major Federal Program

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

Report on Internal Control Over Compliance

Management of the District is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the District's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the District's internal control over compliance.

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

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

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

James Marta & Company LLP

James Marta & Company LLP
Certified Public Accountants
Sacramento, California
November 1, 2019

FINDINGS AND RECOMMENDATION

WILLIAMS UNIFIED SCHOOL DISTRICT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

Section I – Summary of Audit Results

Financial Statements

Type of auditor's report issued:	Unmodified	
Internal control over financial reporting:		
Material weakness(es) identified?	____ Yes	_X_ No
Significant deficiency(ies) identified?	____ Yes	_X_ None reported
Noncompliance material to financial statements noted?	____ Yes	_X_ No

Federal Awards

Internal control over major programs:		
Material weakness(es) identified?	____ Yes	_X_ No
Significant deficiency(ies) identified?	____ Yes	_X_ None reported
Type of auditor's report issued on compliance for major programs:	Unmodified	
Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance Section 200.516(a)	____ Yes	_X_ No

Identification of major programs:

CFDA Number(s)	Name of Federal Program or Cluster
10.555	National School Lunch Program

Dollar threshold used to distinguish between Type A and Type B programs:	$750,000	
Auditee qualified as low-risk auditee?	_X_ Yes	____ No

State Awards

Internal control over state programs:		
Material weakness(es) identified?	____ Yes	_X_ No
Significant deficiency(ies) identified?	_X_ Yes	____ None reported
Type of auditor's report issued on compliance for state programs:	Qualified	

WILLIAMS UNIFIED SCHOOL DISTRICT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

Section II – Financial Statement Findings

No matters were reported.

WILLIAMS UNIFIED SCHOOL DISTRICT

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

Section III – Federal Award Findings and Questioned Costs

No matters were reported.

Section IV – State Award Findings and Questioned Costs

2019-01 Comprehensive School Safety Plan (40000)

Criteria
Education Code Sections 32280-32289 requires all California public schools operated by school districts develop a comprehensive school safety plan that addresses the safety concerns identified through a systematic planning process, reviewed, updated, and adopted by March 1.

Condition
The District developed a Safety Plan that was approved by the Board on June 16, 2016; however, the Plan did not contain all the required elements of a comprehensive school safety plan as listed in Education Code Section 32282. Additionally, the plan was not updated and approved by the Board by March 1st of the current fiscal year.

Cause
There was an oversight on the District's review of the compliance requirements of the plan.

Effect
The District's plan did not comply with all elements of the Comprehensive School Safety Plan.

Fiscal Impact
None

Recommendation
It is recommended that management ensures oversight and a process of review and understanding of the District's comprehensive school safety plan to ensure compliance with statutory requirements.

Corrective Action Plan:
Management will review the Comprehensive School Safety Plan requirements and ensure they update their site plans to ensure compliance the applicable laws and regulations. Subsequent to updating the safety plans, the District will submit to the board for approval.

WILLIAMS UNIFIED SCHOOL DISTRICT

STATUS OF PRIOR YEAR AUDIT FINDINGS

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

No matters were reported.

James Marta & Company LLP
Certified Public Accountants

Accounting, Auditing, Consulting, and Tax

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

Citizen's Oversight Committee
and Governing Board 2016 Measure C
General Obligation Bond Building Fund
Williams Unified School District
Winters, California

We have audited the financial statements of the Williams Unified School District 2016 Measure C General Obligation Bond Building Fund as of and for the year ended June 30, 2019, and have issued our report thereon dated November 1, 2019. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated January 29, 2019, our responsibility, as described by professional standards, is to form and express an opinion(s) about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Williams Unified School District 2016 Measure C General Obligation Bond Building Fund solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

We follow the AICPA Ethics Standard Rule 201C, in conjunction with this, we annually review with all engagement staff potential conflicts and obtain a conflict certification. In addition, we inquire on each engagement about potential conflicts with staff. We have not identified any relationships or other matters that in the auditor's judgment may be reasonably thought to bear on independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by of Williams Unified School District 2016 Measure C General Obligation Bond Building Fund is included in Note 1 to the financial statements. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the 2018-19 fiscal year. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. There were no significant estimates affecting the financial statements.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. We did not identify any disclosures that involve significant sensitive discretion.

Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of

transactions, account balances or disclosures, and the financial statements as a whole. We did not identify any uncorrected or corrected misstatemetns in the course of our audit.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. We did not identify any uncorrected or corrected misstatemetns in the course of our audit.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Williams Unified School District 2016 Measure C General Obligation Bond Building Fund's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the attached letter dated November 1, 2019 (Attachment I).

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues

In the normal course of our professional association with Williams Unified School District 2016 Measure C General Obligation Bond Building Fund, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Williams Unified School District 2016 Measure C General Obligation Bond Building Fund's auditors.

Other Information in Documents Containing Audited Financial Statements

Pursuant to professional standards, our responsibility as auditors for other information in documents containing Williams Unified School District 2016 Measure C General Obligation Bond Building Fund's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information.

However, in accordance with such standards, we have:

Reviewed the Measure C text and related budget versus actual for the projects and considered whether such information and requirements, or the manner of its presentation, was materially inconsistent with its presentation in the financial statements.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its

manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

Other Services

We have assisted management in preparing the financial statements of the Williams Unified School District 2016 Measure C General Obligation Bond Building Fund in conformity with U.S. generally accepted accounting principles based on information provided by management.

Management's responsibilities for other services included designating qualified individuals with the skill, knowledge, and experience to be responsible and accountable for overseeing financial statement preparation and any other nonattest services we performed as part of this engagement. Management has represented that they have evaluated the adequacy and results of those services and is accepting responsibility for them.

This report is intended solely for the information and use of the Citizen's Oversight Committee and Governing Board and members of management of the Williams Unified School District and is not intended to be and should not be used by anyone other than these specified parties.

James Marta & Company LLP

James Marta & Company LLP
Certified Public Accountants
Sacramento, California
November 1, 2019

WILLIAMS UNIFIED SCHOOL DISTRICT
P. O. Box 7 - 499 Marguerite Street - Suite C - Williams, California 95987
DR. EDGAR R. LAMPKIN, SUPERINTENDENT
District Office 530-473-2550 Fax 530-473-5894 www.willliamsusd.net

"Students in Williams Unified will graduate with 21st century skills giving them true choices; career and/or college"

MANAGEMENT REPRESENTATION LETTER

November 1, 2019

James Marta & Company LLP
Certified Public Accountants
Sacramento, California

This representation letter is provided in connection with your audit of the Balance Sheet and Statement of Revenues, Expenditures and Changes in Fund Balance of the Measure C General Obligation Bond Building Fund (the "Fund") of Williams Unified School District (the "District") as of June 30, 2019 and for the fiscal year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the fund financial statements present fairly, in all material respects, the financial position, results of operations, and cash flows, where applicable, of the various opinion units of the Fund in conformity with accounting principles generally accepted for governments in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of November 1, 2019:

Financial Statements

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated January 29, 2019, for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with U.S. GAAP.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
  We acknowledge our responsibility for compliance with the laws, regulations, and provisions of contracts and grant agreements.
- We acknowledge that we are responsible for distributing the issued report as well as the communication with governance letter, internal control letter, and report on bond performance to all governing board members and the citizens' oversight committee.
- We have reviewed, approved, and taken responsibility for the financial statements and related notes and acknowledge the auditor's role in the preparation of this information.
- We have a process to track the status of audit findings and recommendations.

BOARD OF TRUSTEES: ANA LEOS-VERA - YARELI MORA - GEORGE W. SIMMONS - MARYAH STOOTS - SILVIA VACA

- We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
- All events subsequent to the date of the financial statements and for which U.S. GAAP requires adjustment or disclosure have been adjusted or disclosed.
- The effects of all known actual or possible litigation and claims have been accounted for and disclosed in accordance with U.S. GAAP.
- All component units, as well as joint ventures with an equity interest, are included and other joint ventures and related organizations are properly disclosed.
- All funds and activities are properly classified.
- All funds that meet the quantitative criteria in GASB Statement No. 34, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments*, GASB Statement No. 37, *Basic Financial Statements—and Management's Discussion and Analysis—for State and Local Governments: Omnibus* as amended, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
- All components of net position, nonspendable fund balance, and restricted, committed, assigned, and unassigned fund balance are properly classified and, if applicable, approved.
- Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance are available is appropriately disclosed and net position/fund balance is properly recognized under the policy.
- All revenues within the statement of activities have been properly classified as program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- All expenses have been properly classified in or allocated to functions and programs in the statement of activities, and allocations, if any, have been made on a reasonable basis.
- All interfund and intra-entity transactions and balances have been properly classified and reported.
- Special items and extraordinary items have been properly classified and reported.
- Deposit and investment risks have been properly and fully disclosed.
- Capital assets, including infrastructure assets, are properly capitalized, reported, and if applicable, depreciated.
- All required supplementary information is measured and presented within the prescribed guidelines.
- With regard to investments and other instruments reported at fair value:
  - The underlying assumptions are reasonable and they appropriately reflect management's intent and ability to carry out its stated courses of action.
  - The measurement methods and related assumptions used in determining fair value are appropriate in the circumstances and have been consistently applied.
  - The disclosures related to fair values are complete, adequate, and in conformity with U.S. GAAP.
  - There are no subsequent events that require adjustments to the fair value measurements and disclosures included in the financial statements.

Supplementary Information in Relation to the Financial Statements as a Whole

With respect to the supplementary information accompanying the financial statements:

a. We acknowledge our responsibility for the presentation of the supplementary information in accordance with *accounting principles generally accepted in the United States of America, GASB-34 fund statement reporting.*
b. We believe the supplementary information, including its form and content, is fairly presented in accordance with *GASB-34 fund statement reporting.*
c. The methods of measurement or presentation have not changed from those used in the prior period
d. When the supplementary information is not presented with the audited financial statements, management will make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the entity of the supplementary information and the auditor's report thereon.
e. We acknowledge our responsibility to include the auditor's report on the supplementary information in any document containing the supplementary information and that indicates the auditor reported on such supplementary information.
f. We acknowledge our responsibility to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the entity of the supplementary information and the auditor's report thereon.

Information Provided

- We have provided you with:
  - Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
  - Additional information that you have requested from us for the purpose of the audit; and
  - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial statements.
- We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- We have no knowledge of any fraud or suspected fraud that affects the entity and involves:
  - Management;
  - Employees who have significant roles in internal control; or
  - Others where the fraud could have a material effect on the financial statements.
- We have no knowledge of any allegations of fraud, or suspected fraud, affecting the entity's financial statements communicated by employees, former employees, vendors, regulators, or others.
- We are not aware of any pending or threatened litigation and claims whose effects should be considered when preparing the financial statements and we have not consulted legal counsel concerning litigation or claims.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
- There have been *no* communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
- The Measure C General Obligation Bond Building Fund of the Williams Unified School District has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
- We have disclosed to you all guarantees, whether written or oral, under which Measure C General Obligation Bond Building Fund of the Williams Unified School District is contingently liable.
- We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and*

Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.

- We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
- There are no:
  - Violations or possible violations of laws or regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
  - Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62.
  - Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62
- The Measure C General Obligation Bond Building Fund of the Williams Unified School District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
- We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

Mechele Coombs, Director of Fiscal Services

WILLIAMS UNIFIED SCHOOL DISTRICT

MEASURE C
GENERAL OBLIGATION BONDS
BUILDING FUND

COUNTY OF COLUSA
WILLIAMS, CALIFORNIA

FINANCIAL AND PERFORMANCE AUDIT

FOR THE FISCAL YEAR ENDED
JUNE 30, 2019

JAMES MARTA & COMPANY LLP
CERTIFIED PUBLIC ACCOUNTANTS

701 HOWE AVENUE, E3
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WILLIAMS UNIFIED SCHOOL DISTRICT

MEASURE C GENERAL OBLIGATION BONDS

BUILDING FUND

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James Marta & Company LLP
Certified Public Accountants

Accounting, Auditing, Consulting, and Tax

INDEPENDENT AUDITOR'S REPORT

Citizen's Oversight Committee
and Governing Board
Williams Unified School District
Williams, California

Report on the Financial Statements

We have audited the accompanying Balance Sheet of Williams Unified School District (the District), Measure C General Obligation Bonds Building Fund (the Fund), and the related statement of revenues, expenditures, and changes in fund balance as of and for the fiscal year ended June 30, 2019, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinion

In our opinion, the fund financial statements referred to above present fairly, in all material respects, the financial position of the Williams Unified School District Measure C General Obligation Bonds Building Fund as of June 30, 2019 and the results of its operations the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

As discussed in Note 1, the financial statements referred to above present only the individual Measure C General Obligation Bonds Building Fund and are not intended to present fairly the financial position and results of operations of the District in conformity with generally accepted accounting principles generally accepted in the United States of America.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated November 1, 2019 on our consideration of the fund's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering the District's internal control over financial reporting and compliance.

James Marta & Company LLP

James Marta & Company LLP
Certified Public Accountants
Sacramento, California
November 1, 2019

BASIC FINANCIAL STATEMENTS

WILLIAMS UNIFIED SCHOOL DISTRICT

MEASURE C GENERAL OBLIGATION BONDS

BUILDING FUND

BALANCE SHEET

JUNE 30, 2019

ASSETS	
Cash and cash equivalents	$ 5,638,428
Total Assets	$ 5,638,428
LIABILITIES AND FUND BALANCES	
Liabilities	
Accounts payable	$ 400,530
Total Liabilities	400,530
Fund balances	
Restricted for Measure C Bond Projects	5,237,898
Total Fund Balances	5,237,898
Total Liabilities and Fund Balances	$ 5,638,428

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

WILLIAMS UNIFIED SCHOOL DISTRICT

MEASURE C GENERAL OBLIGATION BONDS

BUILDING FUND

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

REVENUES	
Other local revenues	$ 143,676
Total revenues	143,676
EXPENDITURES	
Capital outlay	2,593,325
Total expenditures	2,593,325
Excess (deficiency) of revenues over expenditures	(2,449,649)
OTHER FINANCING SOURCES (USES)	
Operating transfers out	(6,111)
Proceeds from bond issuance	6,111
Total other financing sources (uses)	-
Net change in fund balances	(2,449,649)
Fund balances, July 1, 2018	7,687,547
Fund balances, June 30, 2019	$ 5,237,898

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

WILLIAMS UNIFIED SCHOOL DISTRICT

MEASURE C GENERAL OBLIGATION BONDS

BUILDING FUND

NOTES TO THE FINANCIAL STATEMENTS

FOR THE FISCAL YEAR ENDED JUNE 30, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. REPORTING ENTITY

The accounting policies of the Measure C General Obligation Bonds Building Fund (the Fund) of Williams Unified School District conform to accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB) and the American Institute of Certified Public Accountants. The fund accounts for financial transactions in accordance with the policies and procedures of the California School Accounting Manual.

Williams Unified School District (the "District") is a public educational agency operating under the applicable laws and regulations of the State of California. It is governed by a five-member Governing Board elected by registered voters of the District, which comprises an area in Colusa County. The District serves students in transitional kindergarten through twelfth grade.

On August 23, 2017, the District issued Measure C, Series A (2017) General Obligation Bonds (the "Bonds") in the aggregate principal amount of $4,000,000 for the purpose of financing the school facility improvements and to pay certain costs of issuance associated therewith. The Series A (2017) bonds represent the first of three series of bonds authorized to be issued under the Authorization and are issued on a parity basis with all outstanding general obligation bonds of the District.

On May 23, 2018, the District issued Measure C, Series B (2018) General Obligation Bonds (the "Bonds") in the aggregate principal amount of $4,000,000 for the purpose of financing the school facility improvements and to pay certain costs of issuance associated therewith. The Series B (2018) bonds represent the second of three series of bonds authorized to be issued under the Authorization and are issued on a parity basis with all outstanding general obligation bonds of the District. Subsequent to the issuance of the Series B bonds, $3,000,000 aggregate principal amount of bonds will remain for issuance pursuant to the Authorization.

The Bonds were authorized at an election within the District held on November 8, 2016 (the "Election") at which at least fifty-five percent of the registered voters voting on the proposition voted to authorize the issuance and sale of $11,000,000 aggregate principal amount of general obligation bonds of the District (the "Authorization"). Because the Bond required only 55% of the vote in accordance with Proposition 39 (Article XIII of the California State Constitution), the District was required to establish a citizen's bond oversight committee and to conduct a financial and performance audit.

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

A. REPORTING ENTITY (CONTINUED)

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

B. FUND ACCOUNTING

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

The proceeds from the sale of general obligation bonds and the subsequent expenditure of the bond funds are accounted for in the Building fund of the District. Any premium received from the sale of the bonds is deposited in the Bond Interest and Redemption Fund of the District.

C. ACCOUNTING POLICIES

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

D. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

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

The financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. "Available" means the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, "available" means collectible within the current period or within 60 days after year-end.

D. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (CONTINUED)

Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

E. BUDGETS AND BUDGETARY ACCOUNTING

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for all governmental funds. By state law, the District's governing board must adopt a final budget no later than July 1 in accordance with State law. A public hearing must be conducted to receive comments prior to adoption. The District's governing board satisfied these requirements.

F. ENCUMBRANCES

Encumbrance accounting is used in all budgeted funds to reserve portions of applicable appropriations for which commitments have been made. Encumbrances are recorded for purchase orders, contracts, and other commitments when they are written. Encumbrances are liquidated when the commitments are paid. All encumbrances are liquidated at June 30.

G. DEPOSITS AND INVESTMENTS

The District is authorized to maintain cash in banks and revolving funds that are insured up to $250,000 by the Federal Depository Insurance Corporation (FDIC).

The District is considered to be an involuntary participant in an external investment pool as the District is required to deposit all receipts and collections of monies with their County Treasurer (Education Code Section 41001). The County is authorized to deposit cash and invest excess funds by California Government Code Section 53648 et seq.

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State; U.S. Treasury instruments; registered State warrants or treasury notes; securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreements; medium term corporate notes; shares of beneficial interest issued by diversified management companies; certificates of participation; obligations with first priority security; and collateralized mortgage obligations.

Investments with original maturities greater than one year are stated at fair value. Fair value is estimated based on quoted market prices at year-end. All investments not required to be reported at fair value are stated at cost or amortized cost.

H. CAPITAL AND LONG-TERM DEBT

The accounting and reporting treatment applied to the capital assets and long-term liabilities associated with the General Obligation Bond Building Fund is accounted for on a spending or "financial flow" measurement focus. This means that only current assets and liabilities are generally included on the balance sheet.

The reported fund balance is considered a measure of "available spendable resources". Thus, the capital assets and long-term liabilities associated with the Measure C General Obligation Bond Building Fund are accounted for in the basic financial statements of the District.

I. FUND BALANCE – GOVERNMENTAL FUNDS

As of June 30, 2019, fund balances of the Measure C General Obligation Bond Building Fund are classified as restricted. Restricted funds can only be spent for specific purposes because of constitutional provisions or enabling legislation or because of constraints that are externally imposed by creditors, grantors, contributors, or the laws or regulations of other governments.

J. USE OF ESTIMATES

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

2. CASH AND INVESTMENTS

Cash and investments as of June 30, 2019 consist of $5,638,428 cash in the county treasury.

A. POLICIES AND PRACTICES

The District is authorized under California Government Code to make direct investments in local agency bonds, notes, or warrants within the State: U.S. Treasury instrument; registered State warrants or treasury notes: securities of the U.S. Government, or its agencies; bankers acceptances; commercial paper; certificates of deposit placed with commercial banks and/or savings and loan companies; repurchase or reverse repurchase agreement; medium term corporate notes; shares of beneficial interest issued by diversified management companies, certificates of participation, obligations with first priority security, and collateralized mortgage obligations.

2. CASH AND INVESTMENTS (CONTINUED)

B. CASH IN COUNTY TREASURY

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

Cash in County Treasury consists of District cash held by the Colusa County Treasury that is invested in the county investment pool. The Treasury permits negative cash balances so long as the District's total cash in county treasury has a positive balance.

The fair value of the District's investment in the pool is reported in the financial statements at amounts that are based upon the District's pro-rata share of the fair value provided by the County Treasurer for the entire portfolio (in relation to the amortized cost of that portfolio). The weighted average maturity of the pool is 1,234 days. The pool is rated AAA by Standard and Poor's.

B. INVESTMENT RISKS

Interest Rate Risk. Interest rate risk is the risk that changes in market interest rate will adversely affect the fair value of an investment. Generally, as the length of the maturity of an investment increases, the greater the sensitivity of its fair value to changes in market interest rates. The District manages its exposure to interest rate risk by investing in the County Treasury that purchases a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide the cash flow and liquidity needed for operations.

3. MEASURE C GENERAL OBLIGATION BONDS

Series A (2017)

The authorized issuance amount of the bonds is $11,000,000. On August 23, 2017, the District issued Measure C Series A (2017) General Obligation Bonds (the "Bonds") in the aggregate principal amount of $4,000,000 for the purpose of financing the renovation, construction and improvement of school facilities and to pay certain costs of issuance associated therewith. See table below of how the proceeds of the bond were applied.

Sources of Funds	
Principal Amount of Bonds	$ 4,000,000
Net Original Issue Premium	408,037
Total Sources of Funds	$ 4,408,037
Uses of Funds	
Deposit to Building Fund	$ 3,865,000
Deposit to Interest and Sinking Fund	341,151
Costs of Issuance	201,886
Total Uses of Funds	$ 4,408,037

The Series A Bonds are payable from the proceeds of *ad valorem* property taxes which the Board of Supervisors of the Colusa County are obligated to levy and collect on all taxable property in the District for the payment of principal and interest on the Bonds when due. The bonds carry interest rates ranging from 2.0% to 5.0% and mature in staggered amounts each year starting in August 1, 2018 up through August 1, 2047.

3. MEASURE C GENERAL OBLIGATION BONDS (CONTINUED)

Series B (2018)

On May 23, 2018, the District issued Measure C Series B (2018) General Obligation Bonds (the "Bonds") in the aggregate principal amount of $4,000,000 for the purpose of financing the renovation, construction and improvement of school facilities and to pay certain costs of issuance associated therewith. See table below of how the proceeds of the bond were applied.

Sources of Funds	
Principal Amount of Bonds	$ 4,000,000
Net Original Issue Premium	292,661
Total Sources of Funds	$ 4,292,661
Uses of Funds	
Deposit to Building Fund	$ 3,855,000
Deposit to Interest and Sinking Fund	225,965
Costs of Issuance	211,696
Total Uses of Funds	$ 4,292,661

The Series B Bonds are payable from the proceeds of *ad valorem* property taxes which the Board of Supervisors of the Colusa County are obligated to levy and collect on all taxable property in the District for the payment of principal and interest on the Bonds when due. The bonds carry interest rates ranging from 2.0% to 5.0% and mature in staggered amounts each year starting in August 1, 2018 up through August 1, 2047.

4. COMMITMENTS AND CONTINGENCIES

As of June 30, 2019, the Building Fund had no committed capital projects.

5. SUBSEQUENT EVENTS

The District's management evaluated its June 30, 2019 financial statements for subsequent events through November 1, 2019, the date the financial statements were available to be issued. Management is not aware of any subsequent events, other than the one discussed below, that would require recognition or disclosure in the financial statements.

In July 2019, the District issued $3 million in General Obligation Bonds. Principal and interest payments on the bonds begin in February 2020 and mature in August 2048. Interest rates on the bonds range from 3.00% to 5.00%.

SUPPLEMENTARY INFORMATION

WILLIAMS UNIFIED SCHOOL DISTRICT

MEASURE C GENERAL OBLIGATION BONDS

FULL TEXT OF BOND MEASURE

Section 1. Specifications of Election Order. Pursuant to sections 5304, 5322, 15100 et seq., and section 15266 of the California Education Code, an election shall be held within the boundaries of the District on November 8, 2016, for the purpose of submitting to the registered voters of the District the following proposition:

BOND AUTHORIZATION

By approval of this proposition by at least 55% of the registered voters voting on the proposition, the District shall be authorized to issue and sell bonds of up to $11.0 million in aggregate principal amount to provide financing for the specific school facilities projects listed in the Bond Project List attached hereto as Exhibit A, subject to all of the accountability safeguards specified below. Bonds will be issued in one or more series.

ACCOUNTABILITY SAFEGUARDS

The provisions in this section are specifically included in this proposition in order that the voters and taxpayers of the District may be assured that their money will be spent wisely to address specific facilities needs of the District, all in compliance with the requirements of Article XIII A, section 1(b)(3) of the State Constitution, and the Strict Accountability in Local School Construction Bonds Act of 2000 (codified at section 15264 et seq. of the California Education Code).

Evaluation of Needs: The Board of Trustees has prepared its Capital Investment Program in order to evaluate and address all of the facilities needs of the District, and to determine which projects to finance from a local bond at this time. The Board of Trustees hereby certifies that it has evaluated safety, class size reduction and information technology needs in developing the Bond Project List contained in Exhibit A.

Independent Citizens' Oversight Committee: The Board of Trustees shall establish an independent Citizens' Oversight Committee (section 15278 et seq. of the California Education Code), to ensure bond proceeds are expended only for the school facilities projects listed in Exhibit A. The committee shall be established within 60 days of the date when the results of the election appear in the minutes of the Board of Trustees.

Annual Performance Audits: The Board of Trustees shall cause to conduct an annual, independent performance audit to ensure that the bond proceeds have been expended only on the school facilities projects listed in Exhibit A.

Annual Financial Audits: The Board of Trustees shall cause to conduct an annual, independent financial audit of the bond proceeds until all of those proceeds have been spent for the school facilities projects listed in Exhibit A.

Special Bond Proceeds Account; Annual Report to Board. Upon approval of this proposition and the sale of any bonds approved, the Board of Trustees shall take actions necessary to establish an account in which proceeds of the sale of bonds will be deposited. As long as any proceeds of the bonds remain unexpended, the Superintendent shall cause a report to be filed with the Board no later than January 1 of each year, commencing January 1, 2017, stating (1) the amount of bond proceeds received and expended in that year, and (2) the status of any project funded or to be funded from bond proceeds. The report may relate to the calendar year, fiscal year, or other appropriate annual period as the Superintendent shall determine, and may be incorporated into the annual budget, audit, or other appropriate routine report to the Board.

BOND PROJECT LIST

The Bond Project List attached to this resolution as Exhibit A shall be considered a part of the ballot proposition, and shall be reproduced in any official document required to contain the full statement of the bond proposition.

The Bond Project List, which is an integral part of this proposition, lists the specific projects the District proposes to finance with proceeds of the Bonds. Such projects will be completed as needed. Each project is assumed to include its share of costs of the election and bond issuance, architectural, engineering, and similar planning costs, construction management, and a customary contingency for unforeseen design and construction costs. The final cost of each project will be determined as plans are finalized, construction bids are awarded, and projects are completed. In addition, certain construction funds expected from non-bond sources, including State grant funds for eligible projects, have not yet been secured. Therefore the Board of Trustees cannot guarantee that the bonds will provide sufficient funds to allow completion of all listed projects.

Approval of Measure C does not guarantee that the proposed project or projects in the Williams Unified School District that are the subject of bonds under Measure C will be funded beyond the local revenues generated by Measure C. The school district's proposal for the project or projects may assume the receipt of matching state funds, which could be subject to appropriation by the Legislature or approval of a statewide bond measure.

FURTHER SPECIFICATIONS

No Administrator Salaries. Proceeds from the sale of bonds authorized by this proposition shall be used only for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

Single Purpose: All of the purposes enumerated in this proposition shall be united and voted upon as one single proposition, pursuant to section 15100 of the California Education Code, and all the enumerated purposes shall constitute the specific single purpose of the bonds, and proceeds of the bonds shall be spent only for such purpose, pursuant to section 53410 of the California Government Code.

Other Terms of the Bonds: When sold, the bonds shall bear interest at an annual rate not exceeding the statutory maximum, and that interest will be made payable at the time or times permitted by law. The bonds may be issued and sold in several series, and no bond shall be made to mature later than shall be permitted by law.

EXHIBIT C
WILLIAMS UNIFIED SCHOOL DISTRICT
BOND PROJECT LIST

Bond funds may be spent on the following projects at some or all of the District's sites although there is no guarantee that the bonds will provide sufficient funds to allow completion of all listed projects:

- Modernize and renovate outdated classrooms, restrooms and school facilities
- Make health, safety and handicapped accessibility improvements
- Improve student safety at drop-off and pick-up areas
- Replace temporary portables with permanent classrooms
- Repair or replace leaky roofs
- Repair or replace deteriorating plumbing and sewer systems
- Upgrade inadequate electrical systems
- Upgrade and expand libraries
- Repair or replace outdated heating, ventilation and air-conditioning systems
- Upgrade/renovate playgrounds, play structures and P.E. fields and facilities for school and community use
- Improve student access to computers and modern technology
- Upgrade fire-alarm systems
- Modernize/renovate classrooms to meet 21st century educational standards
- Replace existing wiring systems to meet current electrical and accessibility codes and increased capacity
- Federal and State-mandated Occupational Safety & Health Administration (OSHA) safety upgrades including playground equipment replacement
- All Federal and State-mandated Americans with Disabilities Act (ADA) accessibility upgrades including site access, parking, staff and student restrooms, relocation of some existing electrical devices, drinking fountains, playground equipment, etc.
- Upgrade school site parking, roadways, utilities and grounds
- Abate and remove hazardous materials identified prior or during construction
- Repair, replace and/or upgrade paved surfaces, turf, and other grounds to eliminate safety hazards

The listed projects will be completed as needed. Each project is assumed to include its share of furniture, equipment, architectural, engineering, and similar planning costs, program management, staff training expenses and a customary contingency, and escalation for unforeseen design and construction costs. In addition to the listed projects stated above, the Project List also includes the acquisition of a variety of instructional, maintenance and operational equipment, including the reduction or retirement of outstanding lease obligations and interim funding incurred to advance fund projects from the Project List, payment of the costs of preparation of all facility planning, facility studies, assessment reviews, facility master plan preparation and updates, environmental studies (including environmental investigation, remediation and monitoring), design and construction documentation, and temporary housing of dislocated District activities caused by bond projects. The upgrading of technology infrastructure includes, but is not limited to, computers, LCD projectors, portable interface devices, servers, switches, routers, modules, sound projection systems, laser printers, digital white boards, document projectors, upgrade voice-over-IP, call manager and network security/firewall, and other miscellaneous equipment and software.

The budget for each project, as defined in the Capital Investment Program is an estimation and may be affected by factors beyond the District's control. The final cost of each project will be determined as plans are finalized, construction bids are awarded and projects are completed. Based on the final costs of each project, certain of the projects described above may be delayed or may not be completed. Demolition of existing facilities and reconstruction of facilities scheduled for repair and upgrade may occur, if the Board determines that such an approach would be more cost-effective in creating enhanced and operationally efficient campuses. Necessary site preparation/restoration and landscaping, may occur in connection with new construction, renovation or remodeling, or installation or removal of relocatable classrooms, including ingress and egress, removing, replacing, or installing irrigation, utility lines, trees and landscaping, redirecting fire access, and acquiring any necessary easements, licenses, or rights of way to the property.

The allocation of bond proceeds may be affected by the District's receipt of State matching funds and the final costs of each project. In the absence of State matching funds, which the District will pursue to reduce the District's share of the costs of the projects, the District may not be able to complete some of the projects listed above.

Fiscal Accountability: In accordance with Education Code Section 15272, the Board of Trustees will appoint a Citizens' Oversight Committee and conduct annual independent audits to assure that funds are spent only on District projects and for no other purpose. The expenditure of bond money on these projects is subject to stringent financial accountability requirements. By law, performance and financial audits will be performed annually, and all bond expenditures will be monitored by an independent citizens' oversight committee to ensure that funds are spent as promised and specified. The citizens' oversight committee must include, among others, representation of a bona fide taxpayers association, a business organization and a senior citizens organization. No district employees or vendors are allowed to serve on the citizens' oversight committee.

No Administrator Salaries: Proceeds from the sale of the bonds authorized by this proposition shall be used only for the acquisition, construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, and not for any other purpose, including teacher and school administrator salaries and other operating expenses.

OTHER INDEPENDENT AUDITOR'S REPORTS

James Marta & Company LLP
Certified Public Accountants

Accounting, Auditing, Consulting, and Tax

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

INDEPENDENT AUDITOR'S REPORT

Citizen's Oversight Committee
and Governing Board
Williams Unified School District
Williams, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the fund financial statements of the Measure C General Obligation Bonds Building Fund of Williams Unified School District (the "District"), as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the Measure C General Obligation Bonds Building Fund financial statements, and have issued our report thereon dated November 1, 2019.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of this Report

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

James Marta & Company LLP

James Marta & Company LLP
Certified Public Accountants
Sacramento, California
November 1, 2019

James Marta & Company
Certified Public Accountants

Accounting, Auditing, Consulting, and Tax

INDEPENDENT AUDITOR'S REPORT ON MEASURE C BOND PERFORMANCE

Citizen's Oversight Committee
and Governing Board Measure C
General Obligation Bonds Building Fund
Williams Unified School District
Williams, California

We have audited the financial statements of the Measure C General Obligation Bonds Building Fund of the Williams Unified School District (the "District") as of and for the fiscal year ended June 30, 2019, and have issued our report thereon dated November 1, 2019. Our audit was made in accordance with auditing standards generally accepted in the United States of America and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In connection with our audit, we also performed an audit for compliance as required in the performance requirements for the District's Measure C General Obligation Bonds for the fiscal year ended June 30, 2019. We conducted our audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient and appropriate evidence to provide reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusion.

Accordingly, we do not express an opinion on the effectiveness of the District's Measure C Building Fund internal control.

The objective of the examination of compliance applicable to the District is to determine with reasonable assurance that:

- The proceeds of the sale of the Measure C general obligation bonds were only used for the purposes set forth in the ballot language and not for any other purpose.

To meet our objectives, audit tests were performed and included, but were not limited to, the following:

1. We reviewed the bond sale transactions and determined all bond proceeds were deposited into the appropriate District funds and/or bond trustee accounts.

2. We reviewed expenditures made from the bond proceeds and determined that the bond funds were spent only on projects identified in the ballot measure.

3. We reviewed expenditures made from the bond proceeds and determined that the bond funds were used only for the purpose of funding the school facilities projects listed in the full text of the measure under the heading "School Facilities Projects to Be Funded with Proceeds of Bonds" (the "Bond Project List").

4. We reviewed the accounting system and account codes used by the District, and determined that they provided an adequate system for tracking bond fund expenditures by project.

Our audit of compliance was made for the purposes set forth in the preceding paragraph and would not necessarily disclose all instances of noncompliance.

In our opinion, the District complied with the requirements of the Measure C General Obligation Bonds Building Fund proceeds listed and tested above.

This report is intended solely for the information and use of the Governing Board, the Citizen's Oversight Committee, and management of the District, and is not intended to be and should not be used by anyone other than these specified users.

James Marta & Company LLP

James Marta & Company LLP
Certified Public Accountants
Sacramento, California
November 1, 2019

INITIAL SUNSHINE
of the
WILLIAMS TEACHERS ASSOCIATION
to the
WILLIAMS UNIFIED SCHOOL DISTRICT

The Williams Teachers Association (WTA) and the Williams Unified School District (District) are parties to a Collective Bargaining Agreement (CBA) which remains in full effect until a new contract is reached. Pursuant to the EERA and the CBA, the WTA wishes to negotiate changes to the following existing articles and reopeners for the 2020-2021 school year:

ARTICLE II: SALARIES

ARTICLE III: FRINGE BENEFITS

SCHOOL YEAR CALENDAR COMMITTEE

W. Hermann
Michael A. Hermann, President
Williams Teachers Association

10/29/19
Date

RECEIVED
OCT 29 2019
WILLIAMS UNIFIED
SCHOOL DISTRICT

2019-2022

Williams Unified School District

Initial Proposal Pursuant to Government Code Section 3547

To

California School Employees Association #556

November 14, 2019

Article I: Agreement

– remove term of agreement since it is in article XXI and include duration to 2022

Article III: Employee/Association Rights

– Change Section 2 (a) sentence from "m" to "to"

– Change Section 2 (f) "post on district website" & eliminate some wording

– Change Section 2 (g) "available for access on district website" & eliminate some wording

Article V: Personnel Files:

– Make addition to Section 2 "...add time limit to response."

Article VI: Organizational Security

– Update entire article to reflect changes to the law

Article VII: Hours of Employment

– Remove Section 3 (b) & 4 (b)

– Remove Section 8 (3)

Article VIII: Assignment & Transfer

– Change Section 4 (a) to (5 to 15)

– Remove Section 4 (b)

– Remove Section 7

Article IX: Fringe Benefits

– Change "m" to "in" in sentence.

Article X: Salaries

- Fair and equitable increase
- Remove all asterisks
- Modify Section 4 to include 11-month employees
- Remove Section 5

Article XI: Holidays

- Replace Lincoln's Birthday with Indigenous Day & Washington's Birthday to President's Day
- Remove Section 3 & 4

Article XII: Vacations

- Add to Section 5 the 11-month employees

Article XIII: Leave Policies

- Update Section 1 to include use of absence software program
- Add Section 5 (a) add 11-month employees
- Change Section 8 (b) to (5)
- Remove Section 8 (d)
- Add Section 10: Parental Leave

Article XV: Disciplinary Action Procedure

- Changes to Sections 1 (new probationary law)

Appendix B-1: Updates to new Salary Schedule

WILLIAMS UNIFIED SCHOOL DISTRICT

WILLIAMS JR. SR. HIGH SCHOOL
EDUCATIONAL SPECIFICATION FOR THE SOUTH WING AND NEW CLASSROOM PROJECT

High Performance Learning Environments

DRAFT
November 3, 2019

Thank you to all who participated in the Facilities Master Plan and Educational Specification Process.

WUSD BOARD OF TRUSTEES

- Ana Leos-Vera
- Yareli Mora
- George W. Simmons
- Maryah Stoots
- Silvia Vaca

WUSD SUPERINTENDENT

- Dr. Edgar Lampkin

HPLE High Performance Learning Environments

iEP2 Integrated Educational Planning and Programing

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W

PROJECT DESCRIPTION

THE ROLE OF AN EDUCATIONAL SPECIFICATION

Educational Specifications serve to interpret the educational program and learning objectives into what physical forms would best support these activities. The concept behind educational specification is that the space used for education should allow the students and teachers to accomplish their objective easily versus creating work around solutions to the physical space they are given to use.

PROJECT DESCRIPTION

Williams Unified School District is in the city of Williams, which is 70 miles northwest of Sacramento. The Districts schools are on a single site.

In 2017, the District embarked on a district-wide facilities master planning process that assessed the existing building and site assets of the District and explored District and community input on the current condition of the school facilities. The process also included a demographic report and strategy for housing students within the District now and in the future. Finally, work included an analysis of funding options and implementation timelines to complete the goals set forth by the facilities master plan.

There was extensive involvement from the site staff, community, and district leadership in the completion of the facilities master plan and determining the projects to be completed. The facilities master planning process developed scope, budget, schedule, and overarching goals of the projects with the various implementation phases.

The work outlined within this educational specification is for the renovation of the south wing of the main building on the high school campus and construction of a new classroom building.

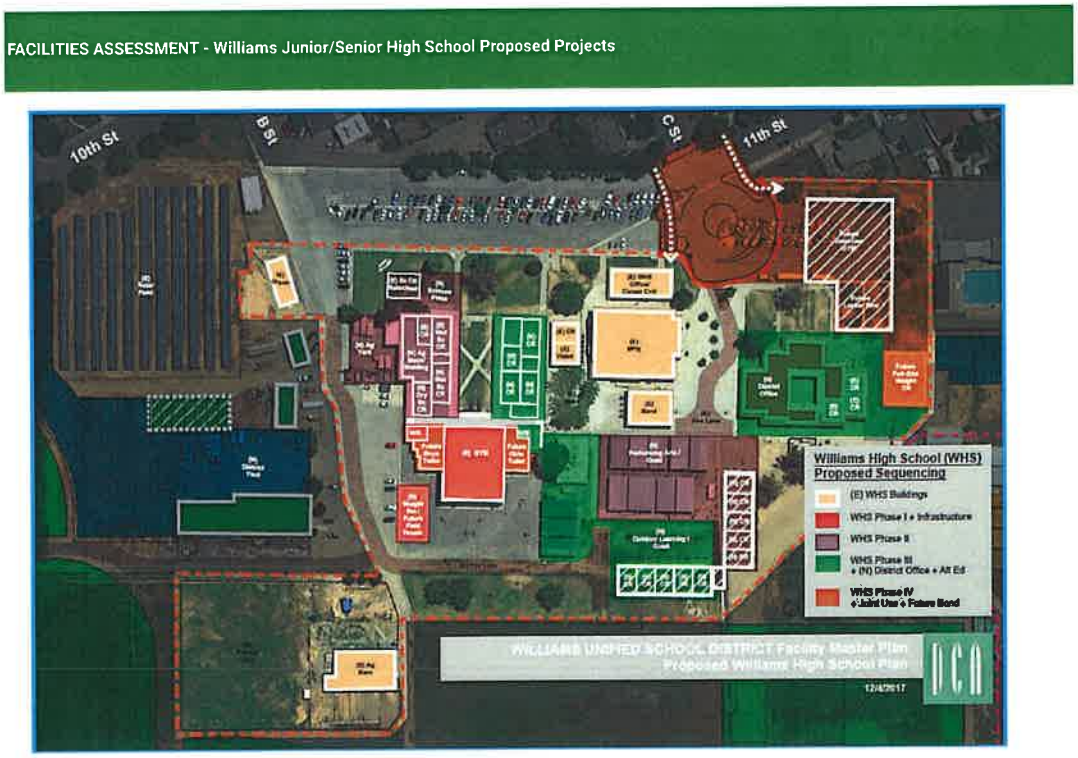


Image from the Master Plan

The south wing is a section of the main building which was built in 1955 and modernized in 1991. The classrooms within the building are small and lacking in 21st-century learning environments. The building also includes the original administration space which is being utilized as a staff lounge/workroom and program support specialist space for the Upper Bound program.

The new classroom building is intended to replace the existing portables on campus. These portables are beyond their useful life and will be removed from the campus once construction is complete. The new building will also provide additional capacity for the anticipated growth identified in the master plan.

Budget and the constraints of an existing building are two challenges in designing this project. In design and construction, these challenges may require the design scope to be adjusted to meet the available budget. When these instances occur, the design and construction team should try to protect the design intent and educational specifications throughout the value engineering process.

Existing Classroom in the South Wing

Existing Art Room with the unused shop equipment

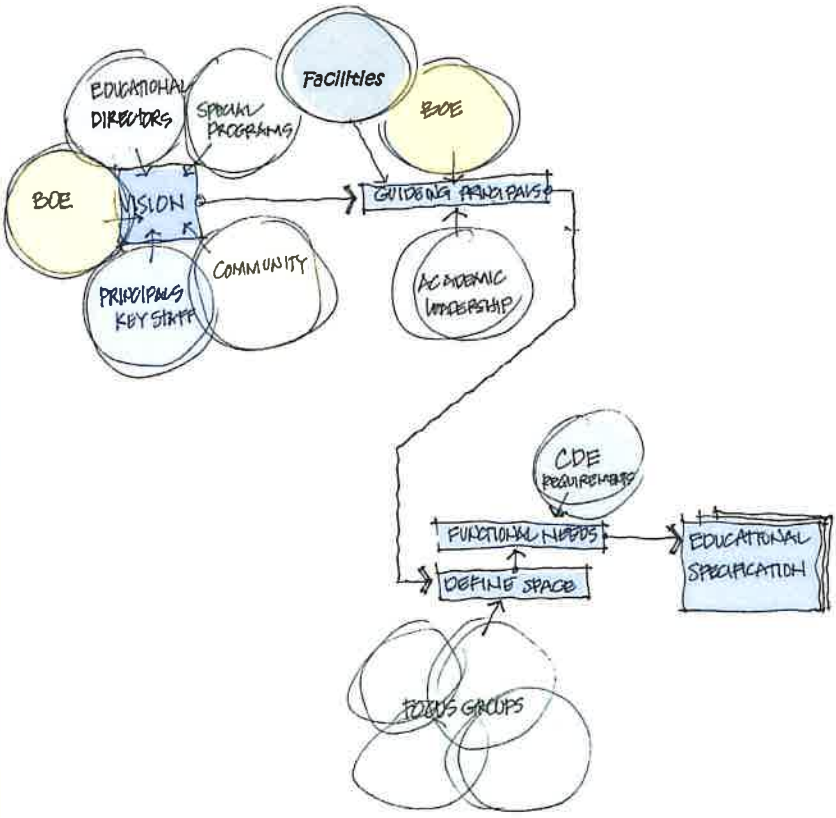
DISTRICT MISSION:

IT IS THE MISSION OF WILLIAMS UNIFIED SCHOOL DISTRICT FOR STUDENTS TO GRADUATE WITH 21ST-CENTURY SKILLS GIVING THEM TRUE CHOICES; CAREER AND/OR COLLEGE.

EXCERPTS FROM BOARD OF TRUSTEES PHILOSOPHY:

- Creating 'lifelong learners, collaborative and creative problem solvers, contributing members of a global and technologically advanced society."
- "Teachers and educational support staff" need "to have the capacity to guide students."
- Create a "positive school climate for learning, academic achievement, and student development."
- It is understood that "the ability of children to learn is affected by social, health, and economic conditions and the other factors outside the classroom."
- "School improvement is a dynamic process requiring flexibility and innovation to meet the needs of students in a changing world."
- The community and the district are inextricably connected partners
- "Two-way communication with all stakeholders is essential for establishing continuity"

THE PROCESS

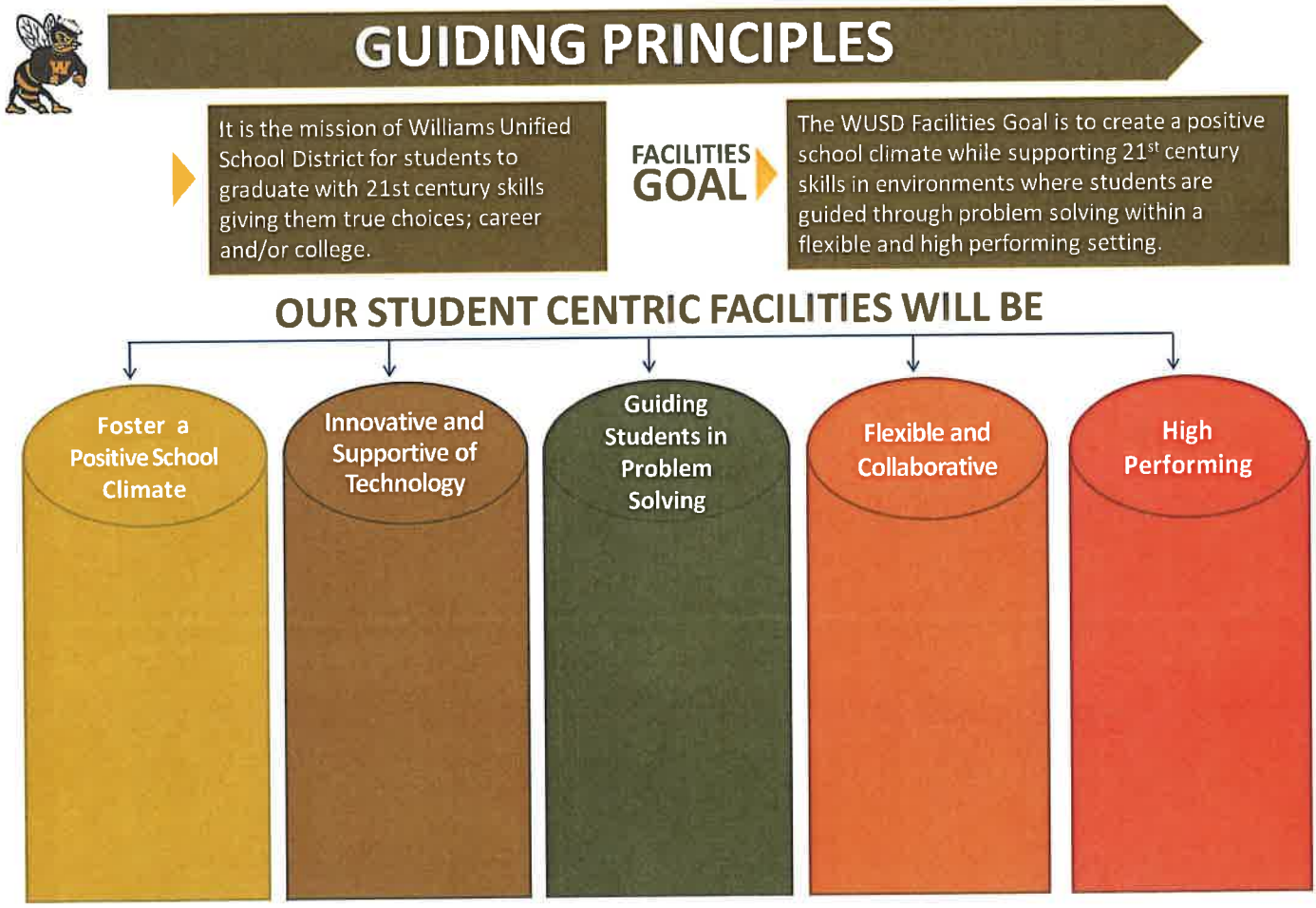


The educational specification process is comprised of the following steps:

- Visioning
- Creation of the guiding principles
- Definition of space and functional needs
- Creation of the document

The visioning process was conducted with District leadership and the Board of Education to articulate the guiding principles for the District's facilities projects. The visioning session started with the District's Mission Statement and Board of Trustees' Philosophy.

As the process continued, the guiding principles were used in the development of space and functional needs. At the beginning of each focus group meeting, the guiding principles were reviewed to focus the conversations of spaces in a direction that lead to definitions that supported the District's educational path forward versus what has been done in the past.



The following guiding principles sub bullets were established to articulate how the philosophy and future of the educational vision could be applied to facilities and how facilities could create the environment conducive to the future of learning in Williams. These principles shall be the basis for design decisions from the initial concept to deciding the smaller details of the interior spaces.

Foster a Positive School Climate

- Welcoming non-institutional colors
- A variety of spaces, beyond the one size fits all environments including outdoor spaces
- Locations for display of student work and inspirational messages
- Maintain sight lines
- Allow for organization of personal items

Innovative and Supportive of Technology

- Infrastructure that allows technology to be accessed everywhere
- Individualized learning through technology
- Writable surfaces accessible to students
- Dependable wireless internet

Guiding Students in Problem Solving

- Finishes that allow "making" to occur in the lower grade classrooms
- Ability for students to co-own the learning spaces
- Students can access supplies

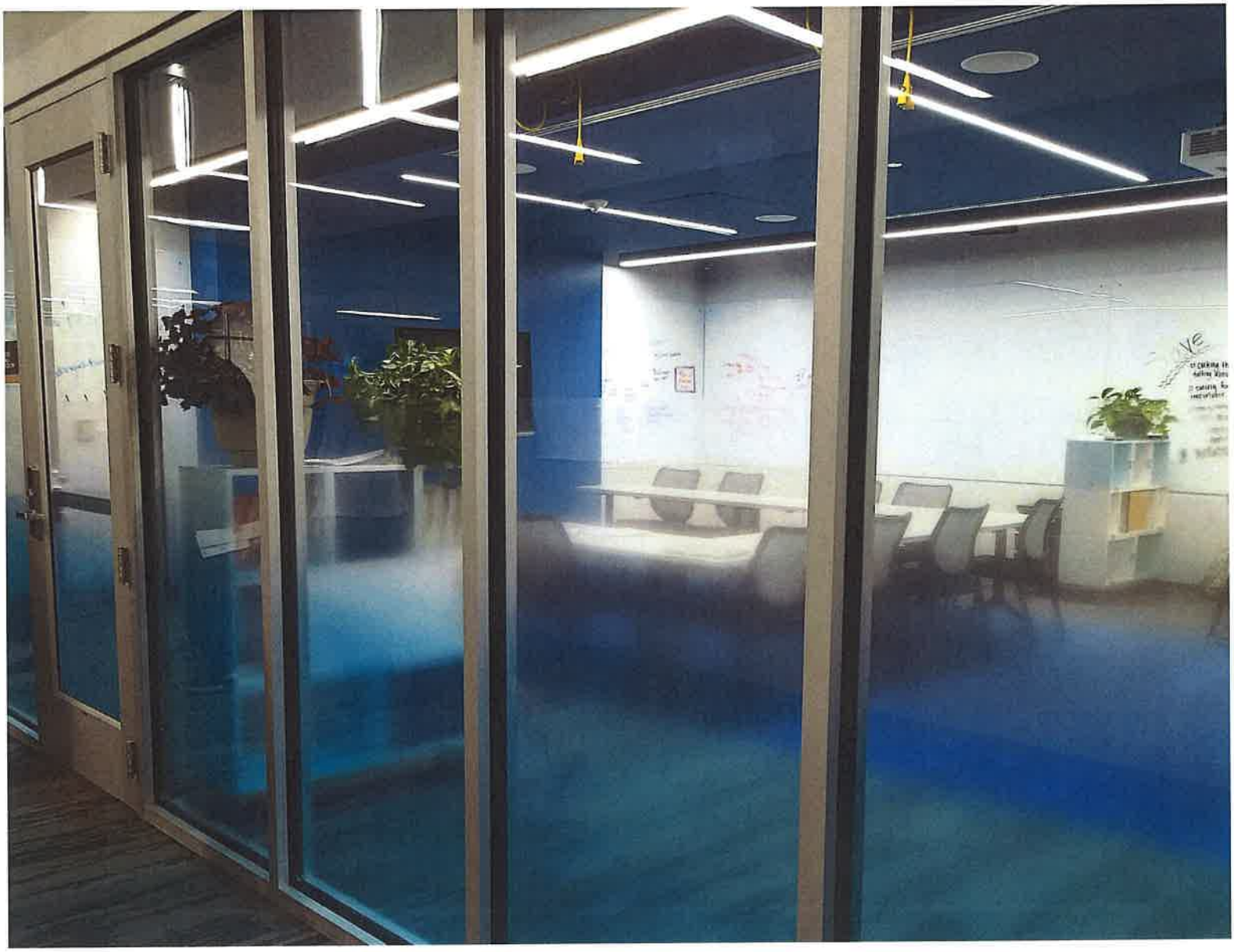
Flexible and Collaborative

- Moveable furniture, on wheels or lightweight
- Furniture that fits together to make different size groups
- Connecting doors between rooms
- Staff spaces for adult collaboration between rooms

High Performing

Creating high performance spaces with optimal

- Acoustics
- Indoor Air Quality
- Daylighting
- Thermal Comfort
- Furniture, Comfort & Flexibility
- Safety
- Technology



ACTIVITY AREA REQUIREMENTS

New construction and modernization projects have different constraints and requirements. Depending on the final location of a particular space, the application and scope of work could be adjusted from the educational specification.

While the facilities master plan dictates the total number of teaching spaces needed for the overall campus, the educational specification does not delineate which functions will be designed in which facility. Timing, site restrictions, availability of utilities, limitations of the existing building, and cost for construction will all be factors in determining which function is the best fit for either the new construction or modernization.

The new construction and modernization projects should include the following programs to replace the 22 teaching stations to be removed.

- General education instruction (18 teaching stations)
- An art program (displaced from the North Wing) (1 teaching station)
- Moderate to severe special education program (1 teaching station)
- Mid to moderate and resources special education (2 teaching stations)
- Program support specialist (displaced from the South Wing)
- Teacher support area (displaced from the South Wing)

For additional capacity to achieve the 728 student capacity provided in the master plan, five more classrooms are needed.

GENERAL APPLIED CONCEPTS TO ALL SPACES

The following requirements are intended to be applied to every space unless otherwise specified in the Individual Space section. In addition to these requirements, the Key Facilities Performance Indicators (KFPI) should be applied. The KFPI are located in the appendix of this document and address the following components of design proven to affect student learning.

MAIN SYSTEMS

- **HVAC:** Provide heating and air conditioning in every occupied space for thermal comfort. Heating unit shall be gas powered. District prefers package units for heating and air conditioning. These units are simpler to service and replace over time. As one unit is provided per space, these units are less impactful to instruction when the unit is out of service because a unit only affects one space instead of affecting the whole building or campus. Provide minimum cooling to the room with the IDF.

WINDOWS AND DOORS

- **Exterior Doors:** Provide commercial grade, fully welded hollow metal doors with vision window.
- **Lock Sets:** Provide US Lock construction cylinders. The District will install the final cylinders post construction. Levers shall be complaint US Lock levers.
- **Panic Hardware and Closures:** Use Von Duprin as a basis of design
- **Day lighting:** Provide natural light to all learning spaces.

LOW VOLTAGE

- **Bell Clock Intercom:** The campus will be equipped with a Valcom IP 6000. The construction project will provide conduits only for devices.
- **MDF Connection:** Provide single mode fiber from the MDF to the IDF
- **IDF to Termination Points:** Provide CAT6 cable
- **Wireless:** Provide access to WiFi in all occupied spaces
- **Security:** The District uses Eagle Security. Provide motion sensors in every primary space
- **Pull Stations:** Provide Silent Knight Pull Stations where required
- **Data Lines:** See chart below

	PHONE LINE	STANDARD 18" HIGH DUPLEX DATA DROP	DATA LINE IN THE CEILING WITH MAINTENANCE LOOP	WAP (TWO DATA LINES TO EACH DEVICE)
Classroom/Lab	1	3	3	1
Office	1 per desk	1 per desk	1	1
Support Space	Only if noted	0	0	Only if not in range to another WAP
Breakout Area	1	2	2	1

WALL FINISHES

- **Display Surface:** The guiding principles states that students should be co-owners of the learning space. To allow this goal to be achieved, whiteboard and tackable surface should be something everyone has access to use instead of the display surface being solely controlled by the teacher. This democratization becomes possible when the whiteboard surface is distributed around the room, leaving no one side as the typical "front of room" designation. By nature, bulletin boards need ownership to stay neat, so alternative options should be explored for quick display of work. Display rails, for example, allow the paper to be slid in and out without the need for any other mechanism such as a push pin or staple. Traditional tackable surfaces should also be provided for reference material.
- **Paint:** The District's standard interior paint is Benjamin Moore China White Semi-Gloss. An additional paint color could be acceptable. If an accent color is chosen, the color should be a blue or green hue.

FURNISHING

Furnishing should be as flexible as possible. Items that are moveable and stackable allow spaces to be rearranged and area to be freed up for various activities such as performances or gallery walks. Providing tables and chairs which nest or stack frees additional space if students choose to stand or if class sizes vary from one period to the next. When selecting shapes and sizes, preference should be given to pieces that can be used in multiple ways or form many shapes and sizes of groups.

Quick movement and rearrangement are vital to getting the most out of the furniture. Tables and chairs should have wheels or be lightweight enough to move easily. Students will be changing activities and working independently, with partners and in groups throughout a given class period. Quick transitions from one type of work station to another are essential to maximizing class time on learning activities. Wheels on tables and chairs make these fast transitions possible. Most tables and at least one-third of the chairs should be equipped with casters. Students should also have access to furniture that supports their movement in fidgeting and shifting positions. The height of the table and desks should allow the ability for a student to select a sitting or standing options.

Tabletops, while not required to have specific markerboard finish, should have a finish that allows dry erase markers to be used and easily erased. Dark or heavily patterned finished should be avoided.

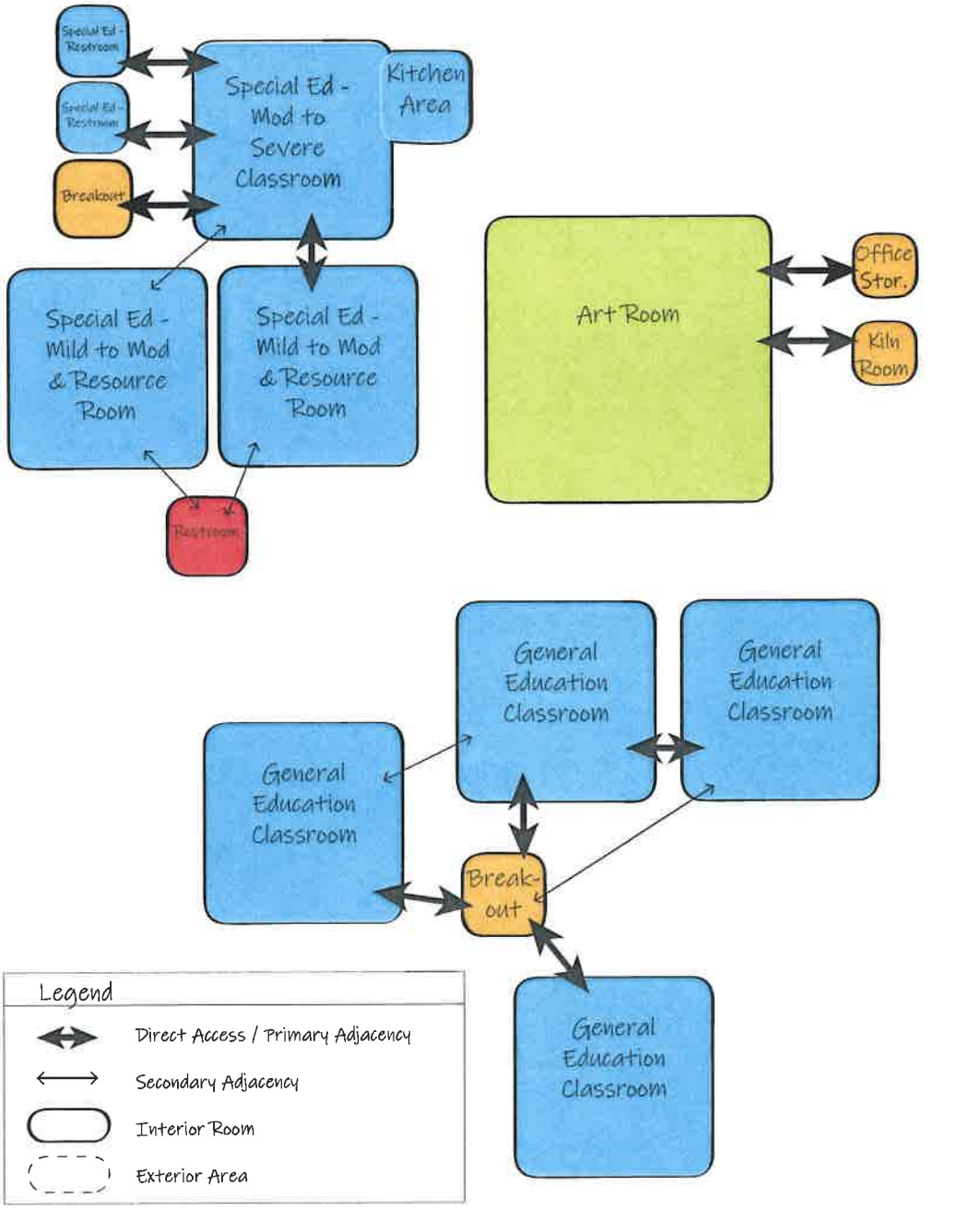
TOILET ROOMS

Toilet room finishes should include epoxy floors with a 6" cove base and tile wainscot. Single occupancy rooms need door hardware that shows an "occupied" sign. The following chart describes the attributes of each space. Special attention should be taken for acoustical separation from the toilet rooms to adjacent functions.

	GANGED RESTROOMS	GENDER NEUTRAL STUDENT RESTROOMS	GENDER NEUTRAL STAFF RESTROOMS	SPED RESTROOM	SINKS NOT ASSOCIATED WITH A TOILET FACILITY
Mirror	No	No	Yes	Yes	No
Sink	Cold water only Could be inside or outside but adjacent	Cold water only	Cold and Hot Water	Cold and Hot Water	Cold water only unless noted
Hand Dryers	Yes	Optional	No	No	No
Paper Towels	No	Optional	Yes	Yes	Yes
Feminine Hygiene Product Dispenser	Women's Only	Yes	Optional	Yes	No
Toilet Seat Covers	One outside stalls	Yes	Yes	Yes	No
Changing Table	No	No	No	Adult	No
Shower	No	No	No	No	No

GROUPINGS

The diagram below illustrates the important links between the spaces. More detail can be found in the individual space requirements under the Access/Transparency section. There are three groupings which do not have any particular need to be next to each other. These groups all will be in walkable distance to one another as they are to all the other functions which are existing on the high school campus. Within the groups, however, the Special Ed, Art, and General Classrooms Groupings do have connections to several functions requiring closer proximity as indicated by the arrows.



GENERAL EDUCATION CLASSROOM

ACTIVITIES:	The classroom should have the flexibility to accommodate many teaching and learning styles and activities, including full group discussion, small group collaboration, and individual focused work. Within a classroom, the elements of furniture, supplies, and writable surfaces should be looked on as a kit of parts which can be molded and remolded for each activity. Students as co-owners should have the sense of being allowed to rearrange the space as needed for that moment's activity. The classroom should be planned for 32 - 35 students.
FINISHES:	**Ceilings:** Lay-in acoustical ceiling **Walls:** In addition to painted gypsum, between two feet above finished floor and seven feet high whiteboard and tackable surface should be available in multiple locations on at least three of the walls. The marker board should be the most predominant surface. Display rails should be provided in one place for at least six linear feet. Provide at least four rows vertically of the rails in this section. **Floors:** LVT, VCT or Sealed Concrete
SYSTEMS/ UTILITIES:	**HVAC:** Standard HVAC system for thermal comfort. **Electrical:** Provide at least six duplex electrical receptacles around the room on the perimeter walls. Provide two overhead pull-down electrical receptacles for access to electricity in the middle of the room. **Plumbing:** If there is a two-story building, then one classroom on the upper floor should be equiped with a sink.
ACCESS/ TRANSPARENCY:	Ideally, every classroom should have access to a Breakout Space/Staff Area. See Breakout Space/Staff Area for details. If the area is intended for students, provide a direct visual connection from the classroom. Provide connecting doors and view windows to other classrooms. This connection could be through a breakout area. The link allows passive observation to be a professional learning opportunity and puts learning on display.
TECHNOLOGY/ FURNISHINGS:	Provide at least one and preferably two large interactive screens on a movable cart. Provide seating and table surface for up to 35 students and one instructor.
STORAGE:	Storage is intended to be a furniture solution. Books and other classroom supplies should be accommodated in shelving. The teacher should have access to a lockable enclosed cabinet.

BREAKOUT SPACE/STAFF AREA

As budget allows, interior space for student breakouts and staff collaboration is preferred although protected exterior areas can be acceptable. These areas do not need to be separate rooms but can function as a "bump-outs" in a circulation path. Fully enclosed rooms may be more suitable for staff use or when students are engaged in an activity which is more sensitive to sound.

The architectural difference between student breakout and staff collaborations areas is minimal. Both functions allow a group (6-10) of people to work together on projects. Over time the users of each of these spaces may change from primarily students to primarily staff and back again; therefore, this document does not distinguish between the two functions.

Example of use:

- Staff Team Room – A place for building professional learning communities with collaboration tables, the potential for shared office space, and shared resources. This space could boost camaraderie and professional growth in a place that is visible to students creating a modeling opportunity.
- Small Group Intervention – A place for special education or another staff member to take a small group for a discussion or focused direct instruction.
- Project Space – A place for a group of students to collaborate on a group project.
- A Focus Space – A place for an individual student to complete a focused task such as completing a makeup test.

BREAKOUT SPACE/STAFF AREA - IF INTERIOR

ACTIVITIES:	Collaboration and meeting space for students, staff, or both.
FINISHES:	**Ceilings:** Lay-in acoustical ceiling
	Walls: Painted gypsum. Whiteboard and tackable surface should be available in multiple locations. The marker board should be the most predominant surface. Display rails should be provided in one area in larger rooms.
	Floors: LVT, VCT or Sealed Concrete
SYSTEMS/ UTILITIES:	**HVAC:** Provide the standard HVAC system for thermal comfort.
	Plumbing: One room per building should have a hand sink to provide access to water.
	Electrical: Provide at least four duplex electrical receptacles around the room on the perimeter walls. Provide one overhead pull-down electrical receptacles for access to electricity in the middle of the room for any room over 200sf.
ACCESS/ TRANSPARENCY:	Provide transparency to adjacent classrooms and circulation areas.
TECHNOLOGY/ FURNISHINGS:	Mount a large digital display on one wall for teams to use. Tables and chairs should be selected that facilitate collaboration.
	Provide one data line for the digital display and one adjacent to an electrical plug in a location that would be a convenient place for a printer or copier.
STORAGE:	If the area is intended for staff, bookshelves with instructor reference material could be appropriate. Lockable cabinets for supplies should also be provided.

BREAKOUT SPACE/STAFF AREA - IF EXTERIOR

Key elements to successful outdoor learning environments:

- Location: The location should allow the table surface to be shaded as mitigation of glare on screens and general eye strain. The orientation of the building to the outdoor environment, overhangs on the building, or an independent shade structure could be used to achieve the required shading. Placement should also include the ability for these areas to be supervised by adjacent classrooms through view level windows.
- Definition: Provided planters and other dividing elements create edges. Whiteboards in protected areas can also give prominence to a gathering area.
- Furnishing: The design should include paved areas (6-10 students or staff) with seating/table surfaces. Expanded metal should be avoided as a table surface so that a flat writing surface can be provided.

ART ROOM

ACTIVITIES:	The art room shall provide hands-on instruction for middle school and high school students. The design shall be flexible, allowing both full class direct instruction and student creation of artwork. The design should enable mixed media, and if the current program permits, courses in ceramics or other forms of art pertinent to contemporary industry trends. If possible, infrastructure and space layouts should allow for a future kiln room. Space should be planned for 30 drawing desks arranged in groups, sink area, and storage. Additional stations which may be included if space allows include pottery wheels and general project tables.
FINISHES:	**Ceilings:** Exposed to structure or lay-in acoustical ceiling **Walls:** Painted gypsum behind counter-tops, whiteboard space where possible **Floors:** Sealed Concrete
SYSTEMS/ UTILITIES:	**HVAC:** Provide enhanced exhaust system in addition to the standard HVAC system for thermal comfort to account for venting and dust collection. **Plumbing:** Provide access to four stainless steel sinks or a large trough sink with multiple spigots for washing hands and cleaning of brushes and tools. Provide a clay trap. **Electrical:** Provide six receptacles above the counters, ceiling mounted pull reels (2) for access in the middle of the room. Provide electrical capacity to accommodate up to 6 potter wheels
ACCESS/ TRANSPARENCY:	If space allows for the Art Office and Secure Storage Room, provide direct access. Provide north daylighting or skylights or windows. Ideally, the art room would have a direct connection to future kiln room; however, a smooth pathway (as short as possible) to a future kiln room location is required. The path to the kiln room is important because the ceramic piece will be rolled on carts from the art room to the kiln room and back.
TECHNOLOGY/ FURNISHINGS:	Student Activity Spaces: Drawing desks with stools shall make up the student group tables. Provide a large interactive screen on a movable cart.
STORAGE:	Provide approximate 20' of deep full height storage. Consider options withing some of the cabinets for being able to accommodate standard shelving with optional thin filler shelves to accommodate paper storage when needed but adaptable to larger ob-jects for three-dimensional work and supplies.

ART OFFICE AND SECURE STORAGE (OPTIONAL BASED ON BUDGET)

ACTIVITIES:	The Art Office and Secure Storage will provide a desk area for the instructor and a room where more sensitive equipment can be stored securely
FINISHES:	**Ceilings:** Exposed to structure or lay-in acoustical ceiling
	Walls: Painted gypsum
	Floors: LVT, VCT or Sealed Concrete
SYSTEMS/ UTILITIES:	**HVAC:** Provide a standard HVAC system for thermal comfort.
	Electrical: Provide two receptacles
ACCESS/ TRANSPARENCY:	Provide direct access to the Art Room
TECHNOLOGY/ FURNISHINGS:	Provide data and phone adjacent to the electrical receptacles.
STORAGE:	Provide full height shelving, and one closed full height cabinet

KILN ROOM (OPTIONAL BASED ON BUDGET)

ACTIVITIES:	The Kiln Room will house the kiln and storage for pieces which are being unloaded for firing. This area may or may not be fully enclosed space; however, the kiln needs to be fully protected from the weather.
FINISHES:	**Ceilings:** Exposed
	Walls: Dependent on the enclosure and if the kiln room is within the same building as the art room or not
	Floors: Sealed Concrete
SYSTEMS/ UTILITIES:	**HVAC:** Provide an exhaust system to meet all the code requirements for the kiln
	Electrical: Provide electric power needed for the kiln, and one duplex plug
ACCESS/ TRANSPARENCY:	Provide a smooth path from the art room to this room.
TECHNOLOGY/ FURNISHINGS:	Moveable carts and shelving

SPECIAL EDUCATION – MODERATE TO SEVERE CLASSROOM

ACTIVITIES:	The classroom will accommodate nine to seventeen students whos needs, and abilities will change from year to year. Students will be supported by multiple staff members who will use this room as their primary working environment. Within a classroom, the elements of furniture, supplies, and writable surfaces should be looked on as a kit of parts which can form different stations for working. Small group, large group, individual quite work, and one on one spaces will be developed based on the needs of the students within a given year; however, not minute by minute as possible within the general education classroom. The curriculum for this program includes life skills. The Kitchen Area and SPED Restroom is an active part of the learning environment. See details in the next section for the Kitchen Area and the General Applied To All Spaces section Toilet Room page for the SPED Restroom. A store window should also be provided to allow students to role play purchasing and selling items.
FINISHES:	**Ceilings:** Lay-in acoustical ceiling **Walls:** Painted gypsum below two feet and above seven feet. Whiteboard and tackable surface should be available in multiple locations on at least three of the walls. The marker board should be the most predominant surface. **Floors:** LVT, VCT or Sealed Concrete
SYSTEMS/ UTILITIES:	**HVAC:** Standard HVAC system for thermal comfort. **Plumbing:** See Kitchen Area **Electrical:** Provide at least six duplex electrical receptacles around the room on the perimeter walls.
ACCESS/ TRANSPARENCY:	Provide adjacency to a Breakout Space/Staff Area. See Breakout Space/Staff Area for details. Ideally, this would be a dedicated Breakout Space/ Staff Area with window to this classroom only. Provide an operable window to a circulation path which could be used as a student store. The window should have window coverings for when the store is closed. The window should have a small transaction shelf on the outside of the room. Inside the classroom, furniture can create a counter. Provide direct access to the Kitchen Area and SPED Restroom. See below for details.
TECHNOLOGY/ FURNISHINGS:	Provide at least one and preferably two large interactive screens on a movable cart. Provide seating and table surface for up to 15 students and three instructors.

SPECIAL EDUCATION – MODERATE TO SEVERE CLASSROOM (CONT.)

STORAGE:	Storage should be a combination of full height built-in storage and smaller moveable storage units that can double as room dividers. The full height storage could be cabinets or a closet with whiteboard doors for items not needed daily. Provide at least ten linear feet. Frequently used items should be stored in smaller moveable metal shelving with whiteboard surfaces on the back side. These items can be room dividers, and the magnetic surfaces allow for routines to be posted quickly. Student storage includes a minimum of ten student cubbies approximately 12 x 14 x 12. This storage should be placed near the door to the SPED Restroom.
SPECIAL CONSIDERATIONS:	Environmental factors have a more significant effect on this more sensitive group. If possible, lighting controls should go beyond basic diming and provide the ability to control light color. Temperature zones, within the room, should be provided. Window coverings are needed.

SPECIAL EDUCATION – MODERATE TO SEVERE KITCHEN AREA

ACTIVITIES:	The curriculum for this program includes life skills. The Kitchen Area should be part of the Special Education – Moderate to Severe Classroom to provide these skills.
FINISHES:	**Ceilings:** Lay-in acoustical ceiling **Walls:** Cleanable hard surface, such as an FRP (fiberglass reinforced plastic) wall covering **Floors:** LVT, VCT or Sealed Concrete
SYSTEMS/ UTILITIES:	**HVAC:** Standard HVAC system for thermal comfort and an exhaust fan for the stovetop. Provide a dryer vent. **Plumbing:** Two compartment sink with hot and cold water required. A dishwasher (depending on budget). Provide a water connection and drain for a washer. **Electrical:** Provide electrical for an oven/cooktop, microwave, refrigerator, washer and dryer. Addition counter top plugs should be provided for other countertop appliances such as a blender or crockpot. Provide electrical to support a washer and dryer **Gas:** Gas stove top is preferred over electric however not required
ACCESS/ TRANSPARENCY:	Provide direct access to the Special Education – Moderate to Severe Classroom
STORAGE	Provide one pantry cabinet. Provide upper and lower cabinets with the countertop.

SPECIAL EDUCATION – MILD TO MODERATE AND RESOURCE ROOMS

These rooms are intended to support either a push-in/pull-out model up to a full special day class depending on the enrollment and needs of the students for each year. The rooms should be structured and furnished the same as a general education classroom with a few exceptions. Enhanced lighting controls for dimmability and light color should match the options provided the Special Education – Moderate to Severe Classroom. Also, a classroom sink would be required. A direct connection to a student restroom is desired although close adjacency may need to be accepted depending on the limitations of budget and building type.

PROGRAM SUPPORT SPECIALIST

ACTIVITIES:	The office for staff and area to meet with students
FINISHES:	**Ceilings:** Lay-in acoustical ceiling
	Walls: Painted gypsum with a whiteboard and tackable.
	Floors: LVT, VCT or Sealed Concrete
SYSTEMS/ UTILITIES:	**HVAC:** Standard HVAC system for thermal comfort.
	Electrical: Provide at least four duplex electrical receptacles around the room
TECHNOLOGY/ FURNISHINGS:	Mount a small digital display (42" max) on one wall for sharing information to a student.
	Provide one data line for the digital display and one adjacent to an electrical plug in a location that would be a convenient location for a desk.
	Provide a desk, conference table and file cabinet.

SUMMARY OF SPACE REQUIREMENTS

INTERIOR SPACES	QUANTITY	SF
General Education Classroom	17- 23	960
Breakout Space/Staff Area		150-300
Art Room	1	1200
Art Office and Secure Storage	1	115
Kiln Room	1	75
Special Education – Moderate to Severe Classroom	1	960
Special Education – Moderate to Severe Kitchen Area	1	200
Special Education – Moderate to Severe Restroom	2	120
Special Education – Mild to Moderate and Resource Rooms	1	960
Program Support Specialist	1	150
Electrical/HVAC/Data		As Needed

EXTERIOR SPACES	QUANTITY	SF
Breakout Space/Staff Area		300-500

W

APPENDIX

> KEY FACILITIES PERFORMANCE INDICATORS (KFPI)

Supervisors of Attendance Certification

Abstract
A list of candidates will be presented as eligible for certification as Supervisors of Attendance pursuant to California Education Code 48240 and 48241.

Summary
Effective January 1, 2019, each district and county office governing board must appoint a Supervisor of Attendance pursuant to Education Code 48240. In accordance with Education Code 48241, no Supervisor of Attendance may be appointed without first having been certified by the County Board of Education to fulfill the role. On September 9, 2019, Colusa, Yolo, and Yuba County Offices of Education held the first Supervisor of Attendance training, which prepared districts identified candidates to perform the duties of the Supervisor of Attendance. Attached to this item is the list of names of candidates who successfully completed the training. The Colusa County Office of Education approved and certified the list at their October Board meeting.

Recommendation
Approve Rosa Villaseñor and Dr. Nicole Odell as Supervisors of Attendance for Williams Unified School District.

Supervisors of Attendance Certification Training
Event Date 09/09/2019
Time 12:00 pm - 3:00 pm

Event Title	Start Date	Attend	First Name	Last Name	Position Category	Position/Title	District
Supervisors of Attendance Certification Training	9/9/2019	100%	Maria	Arvizu-Espinoza	Administrator (County)	Assistant Superintendent	Colusa County Office of Education
Supervisors of Attendance Certification Training	9/9/2019	100%	Claudia	Contreras	Administrator (County)	Ed Services, Administration Assistant	Colusa County Office of Education
Supervisors of Attendance Certification Training	9/9/2019	100%	Geneva	Knowles	Counselor (School Site)	School Counselor	Pierce Joint Unified
Supervisors of Attendance Certification Training	9/9/2019	100%	Monseratt	Lepe	Administrator (School Site)	Administrative Secretary	Maxwell Unified
Supervisors of Attendance Certification Training	9/9/2019	100%	Lisa	Nilsen Raymond	Other (District)	Director of Technology	Colusa Unified School District
Supervisors of Attendance Certification Training	9/9/2019	100%	Nicole	Odell	Administrator (School Site)	Assistant Principal	Williams Unified
Supervisors of Attendance Certification Training	9/9/2019	100%	Rosa	Villasenor	Administrator (District)	SIG/ELD Coordinator	Williams Unified

WILLIAMS UNIFIED SCHOOL DISTRICT
RESOLUTION 11-112119
RESOLUTION TO CHANGE THE REGULAR BOARD MEETING DATE FOR DECEMBER 2019

WHEREAS, California Education Code section 35140 requires governing boards to fix the time and place of regular meetings by rule or regulation. The Ralph M. Brown Act, Government Code section 54954(a), requires governing boards to fix the time and place for regular meetings by ordinance, resolution or bylaws;

WHEREAS, initial dates for regular meetings of the Board of Trustees are set at the annual organizational meeting of the Board each December. From time to time, it becomes necessary or convenient for the Board to change the date of a regular Board meeting or schedule an additional regular Board meeting;

WHEREAS, the regular Board meeting for December 2019 was initially set for December 12, 2019. It has been proposed that the date and location for the December Board meeting be changed to December 13, 2019, at 260 11th Street, Williams, CA, beginning at 6:30 pm;

THEREFORE, BE IT RESOLVED, the date and location of the December 2019 regular meeting of the Board of Trustees of the District is hereby changed from December 12, 2019 to December 13, 2019, and further

BE IT RESOLVED, the Superintendent is authorized and directed to post a meeting agenda for the December 13, 2019, regular meeting at the usual locations and on the District website as required by law.

The foregoing resolution was passed and adopted at a regular meeting of the Williams Unified School District on the 21st day of November 2019 by the following vote:

Ayes:

Noes:

Absent:

CERTIFICATION

I, _____, Clerk to the Board of Trustees of the Williams Unified School District, certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees at its meeting held on November 21, 2019.

_____
Clerk, Board of Trustees
Williams Unified School District

WILLIAMS UNIFIED SCHOOL DISTRICT

Board Meeting Calendar
2019-2020

Month	Date	Topic
July	Thursday, July 18, 2019	Regular
August	Thursday, August 15, 2019	Regular
September	Thursday, September 12, 2019*	Regular
October	Thursday, October 17, 2019	Regular
	Tuesday, October 22, 2019	*LCAP*
November	Thursday, November 21, 2019	Regular
December	Friday, December 13, 2019	Regular
January	Thursday, January 16, 2020	Regular
February	Thursday, February 20, 2020	Regular
	Tuesday, February 25, 2020	*Board Self-Evaluation*
March	Thursday, March 12, 2020*	Regular
April	Thursday, April 23, 2020	Regular
May	Thursday, May 21, 2020	Regular
June	*Tuesday, June 9, 2020*	*LCAP*
	Thursday, June 18, 2020	Regular

*Meeting will be held on the second Thursday of the month.
Board Study Sessions are in italics and gray. Special meetings begin at 5:30 p.m.

Meeting location: College & Career Center, 260 11th Street, Williams, CA

The Williams Unified School District Board of Trustees meet on the third Thursday of each month. All regular meetings begin at 6:30 p.m., unless otherwise posted. Board meetings shall end at 11:00 p.m. unless extended by a majority vote of the Board. The meeting shall be extended no more than once and may be adjourned to a later date.

Board Approved: November 21, 2019
Revised: October 23, 2019

SIXTH AMENDMENT AND RESTATEMENT OF THE SCHOOLS EXCESS LIABILITY FUND A JOINT EXERCISE OF POWERS AGREEMENT Among Specified Public Educational Agencies for the Management, Operation and Maintenance of Risk Pooling and Insurance Programs for Excess Liability, Property, Workers' Compensation and other Programs

THIS DOCUMENT constitutes the Sixth Amendment and Restatement of the Schools Excess Liability Fund Joint Powers Agreement (hereinafter "Agreement") effective December 7, 2018. This Agreement supersedes that original Agreement dated March 1, 1986 as well as all prior amendments thereto. Pursuant to the provisions of Title I, Division 7, Chapter 5, Article 1 of the Government Code of the State of California (commencing with Section 6500 thereof) relating to the joint exercise of common powers, this Agreement is entered into among those **public educational agencies** as defined in this Agreement, which are or may hereafter become **parties** to this Agreement, for the purpose of operating an **Authority** to be known and designated as "Schools Excess Liability Fund," hereinafter referred to as SELF.

W I T N E S S E T H

WHEREAS, the public interest requires and it is to the mutual benefit of the **parties** hereto to join together to establish and operate cooperative **programs** of risk pooling, insurance and risk management for excess liability, property, workers' compensation and other **programs**, and

WHEREAS, the operating of such cooperative **programs** is of such magnitude that it is necessary for the **parties** to this Agreement to join together to accomplish the purposes hereinafter set forth, and

WHEREAS, each of the **public educational agencies** which is a **party** to this Agreement has the power to establish, manage, operate and maintain **programs** of excess risk pooling and insurance for liability, property, workers' compensation and other **programs**, and

WHEREAS, Title I, Division 7, Chapter 5, of the California Government Code authorizes the joint exercise by two or more public agencies of any power which is common to each of them;

NOW THEREFORE, for and in consideration of the mutual advantages to be derived therefrom and in consideration of the execution of this Agreement by other **public educational agencies**, each of the **parties** hereto does agree as follows:

(Throughout this Agreement, words and phrases that appear in bold type have special meanings. They are defined in Section I, below.)

I. DEFINITIONS

Unless otherwise stated herein, for purposes of this Agreement the following words shall have the meanings stated:

A. **Agreement** means this Joint Powers Agreement executed by parties to **SELF**.

B. **Authority** means **SELF**.

C. **Board** means the **Board** of Directors of SELF as established by this Agreement and the Bylaws.

D. **Bylaws** means the **Bylaws** by which SELF is to be governed.

E. **Claim** means that portion of a settlement, judgment, compromise and release, award, **claim** or other covered loss, which exceeds or is likely to exceed a **party's retained limit** as specified in the appropriate **Memorandum of Coverage**. **Claim** costs shall include expenses as defined in such **Memorandum of Coverage**.

F. **Contracting party** means that Party designated by the Board pursuant to Government Code section 6509.

G. **Contribution** shall mean money, including, but not limited to, special assessments, paid by a **party** to SELF in return for the services and coverage outlined in the appropriate **Memorandum of Coverage**.

H. **Fiscal year** means the period of time commencing on July 1 and ending the following June 30.

I. **Fund** means a sum of money established for the purpose of carrying out this Agreement. A separate **fund** shall be established for each **program**.

J. **Member** means a person duly elected or appointed to the **Board** of Directors as provided for in this Agreement.

K. **Memorandum of Coverage** means a document specifying terms, conditions, coverages, and limits of liability for a **program** operated by SELF.

L. **Party** means a **public educational agency** which is a **party** to this Agreement.

M. **Program** means liability, property, workers' compensation, or other coverage programs authorized by the **Board**.

N. **Public educational agency/agencies** means any public school district, community college district, county board of education/county superintendent of schools, regional occupational programs/centers, The California State University or other public entity

providing educational programs or services to the community, or such joint powers agencies/authorities consisting of one or more of the foregoing and serving the interests of the public entities detailed in this Agreement.

II. PURPOSE

The purpose of this Agreement is to establish, operate, and maintain and/or fund pooling and insured **programs** for excess liability, property, workers' compensation and other **programs** approved by the **Board**, the function of said **programs** being within the power common to each of the **parties** to this Agreement.

III. ADMINISTRATION

SELF shall be governed by a **Board** of Directors, which shall be established and shall operate as follows:

A. With the exception of the two *ex-officio* positions, eligibility for membership on the **Board** shall be limited to employees of **public educational agencies** that are **parties** to the SELF **Agreement** as defined. Only the designated primary **Board member** or alternate **Board member** may represent that **member's** constituency.

B. Membership: The **Board** of Directors shall consist of sixteen elected and one appointed voting **members** and two ex-officio **members**, as follows:

1. There shall be four elected **members** from community colleges, two representing the South and two representing the North (See Appendix I);

2. There shall be one elected **member** from each of the **SELF Areas** one, two, three and four (See Appendix I);

3. There shall be two elected **members** from **SELF Area** five (See Appendix I);

4. There shall be six elected **members** from **SELF Area** six (See Appendix I);

5. There shall be one *ex-officio* **member** from the State Community College Chancellor's Office;

6. There shall be one *ex-officio* **member** from the Office of the State Superintendent of Public Instruction; and

7. There shall be one **member** appointed by the Chancellor of The California State University for so long as The California State University is a **party** to the SELF **Agreement**.

C. Election: Each **party** to the **Agreement**, with the exception of The California State University, shall be entitled to submit one ballot for the election of **members** within its

SELF Area. Elected **Board members** shall begin their term of office July 1, following the election.

D. Alternates: The **Board** shall appoint alternates for each **member**. The **Board** may consider recommendations from **members** when making such appointments. Alternates shall serve at the pleasure of the **Board**.

E. Term of Office: Elections shall be held every two years. Each **member** shall serve for a period of four (4) years. The terms of office for the **members** from the State Community College Chancellor's Office, the Office of the State Superintendent of Public Instruction, and The California State University shall be determined by the appointing authority.

F. Vacancies of the **Board**: In the event that a **member** is unable to fulfill his/her term of office, the **Board** shall, at its discretion, appoint a replacement to serve the remainder of the **member's** term. In the event that a **member** is an employee or agent of a **party** giving notice of withdrawal, pursuant to Article XV of these Bylaws, such **member** shall be deemed to have resigned from the **Board** as of the date of the notice, even though the effective date of the resignation occurs at the end of the fiscal year.

G. SELF shall comply with the Ralph M. Brown Act (Government Code § 54950 *et seq.*) to the extent required by law.

H. Quorum: Except as otherwise required by the **Agreement** and these **Bylaws**, a quorum of the **Board** shall consist of a majority of the voting **members** of the **Board** or when applicable (*e.g.*, due to **Board member(s)** absence from a meeting), **Board** alternates.

I. Attendance at Meetings: All **members** or their alternates shall attend all meetings of the **Board**. If a **member** or alternate fails to attend two consecutive meetings, the **Board** may declare a vacancy in that office.

J. Voting: With the exception of *ex-officio* positions, each **member** or, when applicable, alternate, shall have one vote, which may be cast on any issue before the **Board.** Except as otherwise permitted by Sections 54950, *et seq.* of the California Government Code, no proxy or absentee votes shall be permitted. Except as otherwise provided in these **Bylaws**, a vote of a majority of the primary or alternate **Board members** in attendance shall be sufficient to constitute action, provided a quorum is established.

K. **Board** Officers: The officers of the Board shall consist of a chairperson, vice chairperson, secretary and comptroller. The officers shall be elected by the **Board** from among themselves on a single vote per **member** basis. The term of office for officers shall be two (2) years.

L. Notice of Meetings: Except for special meetings, notices of meetings shall be sent by mail to each **member** and alternate no less than thirty (30) days before regularly scheduled meetings.

M. Conduct of Meetings: Unless otherwise determined by the **Board**, meetings shall be conducted pursuant to the most current edition of "Robert's Rules of Order."

N. Minutes: The secretary shall cause to be kept minutes of all open-session meetings of the **Board** and shall, as soon as possible after each meeting, cause a copy of the minutes to be provided to each **member** and alternate.

O. Expense Reimbursement: Members or alternates shall receive reimbursement for travel and *per diem* expenses incurred in accordance with policy established by the Board. Members or alternates shall not receive any other form of reimbursement.

P. Indemnification: **Board members** and their alternates are indemnified, by the **Agreement**, and SELF does hereby agree to indemnify and hold them, and each of them, severally and jointly, harmless against and free from all claims, expenses, demands, penalties, fines, forfeitures, judgments, settlements, attorney fees, and any other amount whatsoever actually and reasonably incurred or threatened by reason of, or as a result of, their official participation and actions in pursuance of the execution and administration of the **Agreement** and the operation of the **Authority** created thereunder, including but not limited to amounts arising out of or by any judicial or quasi-judicial action or proceeding, whether civil, criminal, administrative or investigative, on condition that it appear to the satisfaction of the **Board** that the indemnitee acted in good faith and in a manner reasonably believed by him or her to be in the best interest of SELF, or that such a person had no reasonable cause to believe that his or her conduct under the circumstances was unlawful. The termination of any proceeding by judgment, order, settlement, conviction, or plea of *nolo contendere* or its equivalent shall not for purposes of the Agreement and these **Bylaws** of itself create any presumption that the indemnitee did not act in good faith and in a manner which he or she reasonably believed to be in the best interest of SELF, nor any presumption that such a person had reasonable cause to believe that his or her conduct under the circumstances was unlawful. This provision of indemnity shall not be construed to obligate SELF to pay any liability, including but not limited to, punitive damages, which by law would be contrary to public policy or itself unlawful. The **Board**, at its discretion, may self-fund or provide for errors and omissions insurance policy coverage for the directors and officers and employees of SELF, at the expense of SELF.

Q. Meetings: The **Board** may conduct regular, adjourned regular, special, and adjourned special meetings, provided, however, that it will hold at least two regular meetings each year. The date, time and place for the regular meetings shall be fixed by the **Board**. Such meetings shall be publicly noticed prior to the meeting by the **Board.** All meetings of the **Board** shall be called, held, and conducted in accordance with the terms and provisions of the Ralph M. Brown Act (Sections 54950, *et seq.* of the California Government Code), and as augmented by rules of the **Board** not inconsistent therewith. A calendar shall be distributed to all primary and alternate **Board members**, and to any person who has filed a written request seeking notice of **Board** meetings, and shall provide notice solely of regular (*i.e.* not special or adjourned regular or special) meetings. The **Board** may hold additional meetings as determined by the **Board** and consistent with the Brown Act. Except as otherwise provided or permitted by law, all meetings of the **Board** shall be open and public. The **Board** shall cause to be kept minutes of its meetings, and shall promptly transmit to the primary **members** of the **Board** and their alternates, true and correct copies of the minutes of such meetings.

R. The **Board** shall designate its principal office as the location at which it will receive notices, correspondence, and other communications, and shall designate one of its primary **members** or employees as an officer for the purpose of receiving service on behalf of the **Board.** The **Board** shall comply with the provisions of Sections 6503.5 and 53051 of the Government Code requiring the filing of a statement with the Secretary of State and with the State Controller.

S. The Board may establish rules governing its own conduct and procedure, and have such expressed or implied authority as is not inconsistent with or contrary to the laws of the State of California, this **Agreement** and the **Bylaws.**

T. Consistent with Government Code section 6509, SELF hereby designates the Orange County Department of Education as the **contracting party** whose restrictions upon the manner of exercising powers described in Government Code section 6509 shall also apply to SELF. In the event that the **contracting party** ceases to be the **contracting party**, the Board may designate a new **contracting party** to take the place of the terminating **contracting party** by formal resolution of the Board with written consent of the new **contracting party**.

U. Administration: The **Board** shall, either directly or by contract, perform the following services:

1. Provide for payments of **claims** in accordance with this **Agreement** and the **Bylaws**.

2. Establish yearly **contributions** and loss reserves for each **program** and return of **contributions**/rate credits, if appropriate. Pursuant to the payment of the required **contributions** by each **party** to SELF, SELF shall issue to each **party** a **Memorandum of Coverage** indicating the coverage provided to the **party** by SELF and the exchange of services, if any. The coverage provided by such **Memorandum of Coverage** will begin for each **party** on the date set forth in the declarations of the **Memorandum of Coverage** and will expire at the end of the **fiscal year.**

3. Provide a strict accountability of all **funds** for each **program** and a report of all receipts and disbursements.

4. Provide for pooled or insured **excess coverage** above the **retained limit** as specified in the respective **program Memorandum of Coverage**.

5. Provide, when necessary, for legal representation in defense of **claims** expected to exceed the **retained limit**.

6. Provide for annual audit of the **funds** by an independent Certified Public Accountant.

7. Provide for management reports, including but not limited to, actuarial analyses, claims audits and special reports.

8. Prepare and maintain **claim** files and other records and cause same to be retained.

9. Provide for, when necessary, investigation of **claims**.

10. Provide information in defense of **claims**.

11. Authorize the allowance, compromise, settlement or rejection of **claims**.

12. Prepare all notices and reports and otherwise prepare all matters necessary to comply with the provisions of state law and other legal directives.

13. Prepare a Policy and Procedures Operating Manual to be followed by each of the **parties** hereto.

14. Except as otherwise provided in this **Agreement** and the **Bylaws**, the **Board** shall have the authority to make and enter into contracts, employ agents and employees, acquire, hold and dispose of real and personal property, incur all debts, liabilities or obligations as is necessary to administer and carry out the purposes of the Authority, file suit, and enter into such settlements as may be beneficial to SELF, as determined by the **Board.**

15. Appoint a **custodian** to be the depository and have custody of all the money of SELF pursuant to the California Government Code, Section 6505.5. Such **custodian** shall perform those functions as required by said Code and other applicable law.

16. Establish bank accounts and/or trust funds as appropriate.

17. Provide procedures for election of the **Board** of Directors.

18. Provide for other services as necessary.

IV. BYLAWS

SELF shall be governed by this Agreement and the **Bylaws** which are incorporated herein by reference. **Parties** to this Agreement are bound by the provisions of the **Bylaws**. In the event that there is a conflict in the provisions of this Agreement and the **Bylaws**, this Agreement shall prevail over the **Bylaws**.

V. TERM OF AGREEMENT

This Agreement shall continue in effect unless and until it is terminated as provided for in Section IX of this Agreement.

VI. MEMBERSHIP

A. Eligibility: **Public educational agencies** within California may become **parties** to this Agreement upon application to and approval by the **Board**. **Parties** may participate in any one or more **programs** operated by SELF.

B. Successors: Should a **party** to this Agreement reorganize in accordance with State law, the successor or successors in interest to such **party** may be substituted as a **party** or **parties** to this Agreement, and such substitution shall become effective upon the filing with the **Board** of an assignment by such **party** to its successor or successors in interest of all of said **party's** rights and obligations hereunder, provided such assignment is fully executed by the **party** to this Agreement and its successors.

VII. WITHDRAWAL OF A PARTY

A **party** to this Agreement may cease to be a **party** hereto or may discontinue participation in any **program**, and may withdraw as a **party** to this Agreement or from any **program**, in the manner hereinafter provided:

A. Three (3) Fiscal Years' Participation: No party to this Agreement may withdraw from a program until it has been a party to such program for at least three (3) consecutive, full fiscal years.

B. Resolution of Withdrawal: To effect withdrawal from this Agreement, or from any **program** (*e.g.*, Liability or Worker's Compensation) in which a **party** is participating, such **party**, by its governing body, shall adopt a resolution stating that it is going to withdraw from SELF or from the SELF program, effective July 1 of that year or the following year.

C. Notice of Withdrawal: A **party** that is going to withdraw shall cause to be sent to the **Board** a true copy of the resolution of its governing body stating that it is going to withdraw.

D. A **party** which is going to withdraw shall serve its notice of withdrawal upon the **Board** in the manner provided in this **Agreement** (at **Section XIV** hereof, *infra*) for the giving of notice. As long as the notice of withdrawal is received in the SELF office by the close of business on December 31, the notice shall be effective on the last day of SELF's **fiscal year** during which the notice of withdrawal was given. If the notice of withdrawal is received in the SELF office after the close of business on December 31, the effective date of such withdrawal shall be on the last day of SELF's **fiscal year** following the fiscal year in which the notice was given.

E. Continuing Obligations of a Withdrawing **Party**: A **party** withdrawing from a **program** may be entitled to a share of any equity distributions, if any, or be liable for its share of any assessments, if any, declared by the **Board**. After considering reserves for **claims** reported and **claims** incurred but not reported, the **Board** shall make a determination as to whether to declare any equity distribution or impose any loss assessment, that is based on the overall fiscal impact of the withdrawal on the **program** pool, and that fosters the

preservation of the fiscal integrity of the **program** pool. In no event will any equity distribution be made to a withdrawing **party** until after five (5) years have elapsed from the date the **party** withdrew from the **program**. In addition, the withdrawal of a **party** from a **program** shall not relieve such **party** of any obligations that such **party** otherwise has in connection with **claims** which arose while said withdrawn **party** was a participant in such **program**.

VIII. INVOLUNTARY TERMINATION OF MEMBERSHIP IN SELF

A. A **party** may be involuntarily terminated from **SELF** for failure to pay contributions or assessments to **SELF** when due; failure to report claims in a timely manner; failure to comply with the provisions of the **Memorandum of Coverage**, **Agreement**, or **Bylaws**; or for other good cause as determined by the **Board**. In the event of such termination, the terminated **party's** equity or deficit position while a participant in any **SELF program** will continue to be reflected in the records and reports required under "**Article XIII, Accounts and Records**," in the **Bylaws**, and the provisions of **Section VII, Paragraph E** of this **Agreement**, *supra,* shall also apply to such terminated **party**.

IX. TERMINATION OF AGREEMENT

The governing bodies of the **parties** may determine that the public interest will not be served by the continuance of this Agreement. In such event, by a two-thirds (2/3) vote of the total number of **parties** voting in favor of termination, this Agreement shall be terminated effective at the end of the **fiscal year** specified by such parties at the time of voting. The **Board** shall provide for the continued administration of SELF business during the period of up to ten (10) years as referred to in Section X, *infra.*

X. DISTRIBUTION OF PROPERTY AND MONIES UPON TERMINATION OF THIS AGREEMENT

A. Reserve Account: Upon any termination of this Agreement, the **Board** shall provide or cause to be provided, **program** reserve accounts for a period of up to ten (10) years for the purpose of paying all legal obligations hereunder, and such obligations shall include but not be limited to, all payments required to be established for the purpose of paying **claims**, and any other legal obligations incurred by the **Board** pursuant to this Agreement. At the end of such period of up to ten (10) years, the **Board** or its designee shall make no more payments in connection with **claims** which arose while the Agreement was in effect and any such liability shall revert to the individual **parties** to this Agreement. In lieu of liabilities reverting to the individual parties, the Board may, at its discretion, arrange for the transfer of such liabilities through the purchase of commercial insurance.

B. Distribution of Assets: Upon termination of this Agreement, all assets remaining after the establishment of the reserve accounts shall be distributed to the then current **parties** to

this Agreement in proportion to each **party's** cumulative **contributions** relative to the cumulative **contributions** of all **parties.**

XI. LIABILITIES

A. **Claims** Indemnification and Hold Harmless: Each **party** to this Agreement shall be liable for its *pro rata* share of all of the debts and liabilities of the **parties** hereto for **claims**. A **party's** *pro rata* share shall be determined by such **party's** cumulative contributions and assessments relative to the cumulative contributions and assessments of all **parties** to this Agreement. To achieve such purpose, each **party** hereby indemnifies and holds harmless the other **parties** for any loss, cost, or expense that may be imposed upon such other **party** in excess of such *pro rata* liability. The rules for interpreting indemnity agreements as set out in Civil Code Section 2778 are hereby expressly made a part of this Agreement.

B. Other Debts, Liabilities and Obligations: Except as otherwise provided in paragraph A of this Section, the debts, liabilities and obligations incurred in the administration of this Agreement shall not constitute any debt, liability or obligation of any of the individual **parties** to this Agreement, and the **Board** as administrator of this Agreement may insure all or any part of any liability incurred by it hereunder. The cost of such insurance shall be an administrative expense of the **Board** and it shall be expended from the appropriate **funds** in the same manner as other administrative expenses.

XII. AMENDMENTS TO THIS AGREEMENT

A. Any amendment to this Agreement shall require that once a majority of the **parties** to the Agreement have voted on a proposed amendment properly approved by the SELF **Board**, approval by two-thirds (2/3) of the voting **parties** shall be sufficient to enact the proposal. As to amendments to this Agreement, a **party** may cast an individual vote or a joint powers agency whose members are **parties** to this Agreement may cast the votes on behalf of all of its members, so long as the joint powers agency and its members have expressly so agreed, in writing.

B. Proposed Amendments: Any **party** to this Agreement may at any time propose amendments to this Agreement. Any proposed amendment shall first be submitted to the **Board** for study and recommendation. The **Board** shall have a reasonable time within which to make such study and to submit its recommendations to the **parties**. Recommendation for adoption of an amendment shall occur at a meeting wherein two-thirds (2/3) of the **members** are present and at least three-fourths (3/4) of such **members** vote for adoption. A copy of the proposed amendment, together with the **Board's** report and recommendation, shall be sent to all **parties** for action by their governing bodies either approving or rejecting the amendment. If the proposed amendment does not receive approval by vote of the **Board**, no further action shall be required.

C. Action on a Proposed Amendment: When the **Board** submits to the **parties** a proposed amendment for action, the **Board** shall specify thereon the deadline for action by the **party** or **parties**. Within the deadline specified, each **party** shall consider the proposed amendment and take action, either approving or rejecting it, and a copy of such action shall be filed with the **Board**. Responses must be post-marked on or before the deadline, in order to be counted. In the event fifty per cent (50%) of the parties have not responded by the deadline, the **Board** may, at its discretion, extend the deadline.

D. Effective Date of Amendment: Unless otherwise stated in the amendment, the effective date of any amendment shall be on July 1 following its adoption.

XIII. TORT LIABILITY

Section 895.2 of the Government Code imposes certain tort liability jointly upon public entities solely by reason of such entities being **parties** to an agreement as defined in Section 895 of said Code. Therefore, the **parties** hereto, as between themselves, pursuant to the authorization contained in Sections 895.4 and 895.6 of the Government Code, each assumes the full liability imposed upon it or any of its officers, agents, or employees by law for injury caused by a negligent or wrongful act or omission occurring in the performance of this Agreement, to the same extent that such liability would be imposed in the absence of Section 895.2 of the Government Code. To achieve this purpose, each **party** hereby agrees to indemnify and hold harmless the other **parties** for any loss, cost or expense that may be imposed upon such other **parties** solely by virtue of Section 895.2 of the Government Code.

XIV. NOTICE AND SERVICE THEREOF

Any notice given pursuant to this Agreement shall be in writing and shall be dated and signed by the party giving, and duly authorized to give, such notice. Notices to SELF shall be delivered to SELF's principal place of business, which is currently 1531 "I" Street, Suite 300, Sacramento, California 95814.

XV. SEVERABILITY

Should any portion, term, condition, or provision of this Agreement be determined by a court of competent jurisdiction to be illegal or in conflict with any law of the State of California, or be otherwise rendered unenforceable or ineffectual, the remaining portions, terms, conditions, and provisions shall not be affected thereby.

XVI. MISCELLANEOUS

A. The section headings herein are for convenience only and are not to be construed as modifying or governing the language in the section to which they refer.

B. Whenever in this Agreement any consent or approval is required, the same shall not be unreasonably withheld.

C. By execution of this Agreement the executing **party** certifies that it has read the currently adopted **Bylaws**, and agrees to comply therewith and with future **Bylaws** as approved by the **Board** in the exercise of its powers under this Agreement.

XVII. EFFECTIVE DATE

Notwithstanding Article XII, Paragraph D, this Agreement shall become effective immediately upon its adoption by two-thirds (2/3) of the **parties** voting thereon, as more specifically set forth in Section XII, Paragraph A., *supra*.

IN WITNESS WHEREOF, each of the **parties** hereto has caused this **JOINT POWERS AGREEMENT** to be executed as an original counterpart by its duly authorized representative on the date indicated below.

Date:_____

Name of Public Educational Agency: _____

Address: _____

City, State: _____ **Zip Code:** _____

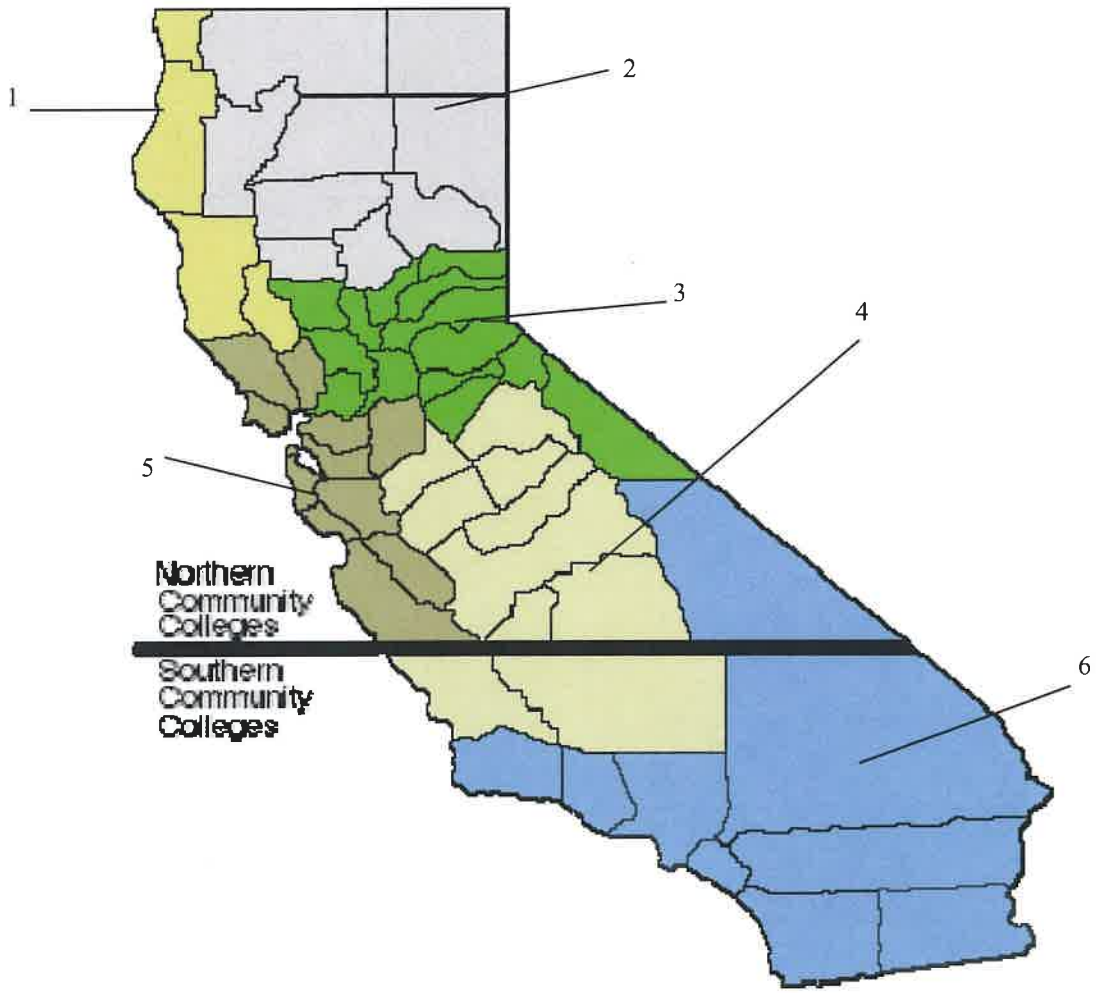
Telephone Number: _____ **Facsimile Number:** _____

School District Number: _____

By: _____

SCHOOLS EXCESS LIABILITY FUND
APPENDIX I

AREA DESIGNATIONS



COUNTIES BY SELF AREA

DEL NORTE	1	ALPINE	3	FRESNO	4	ALAMEDA	5	IMPERIAL	6
HUMBOLDT	1	AMADOR	3	KERN	4	CONTRA COSTA	5	INYO	6
LAKE	1	CALAVERAS	3	KINGS	4	MARIN	5	LOS ANGELES	6
MENDOCINO	1	COLUSA	3	MADERA	4	MONTEREY	5	ORANGE	6
BUTTE	2	EL DORADO	3	MARIPOSA	4	NAPA	5	RIVERSIDE	6
GLENN	2	MONO	3	MERCED	4	SAN BENITO	5	SAN BERNARDINO	6
LASSEN	2	NEVADA	3	SAN LUIS OBISPO	4	SAN FRANCISCO	5	SAN DIEGO	6
MODOC	2	PLACER	3	STANISLAUS	4	SAN JOAQUIN	5	SANTA BARBARA	6
PLUMAS	2	SACRAMENTO	3	TULARE	4	SAN MATEO	5	VENTURA	6
SHASTA	2	SIERRA	3	TUOLOUMNE	4	SANTA CLARA	5		
SISKIYOU	2	SOLANO	3			SANTA CRUZ	5		
TEHAMA	2	SUTTER	3			SONOMA	5		
TRINITY	2	YOLO	3						
		YUBA	3						

Volume Submitter 403(b) Plan Document Plan Document No. 04

IRS Letter Serial No. J500460a

Williams Unified School District, CA

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Section 403(b) Plan Document for Public Schools, Community Colleges, and Public Universities and Colleges

Article I – Purpose

1.01 **Purpose**: Section 403(b) of the Code of 1986 permits contributions to be made to annuity contracts and custodial accounts under a 403(b) Plan to provide retirement benefits for employees of certain non-profit educational, charitable, humane and religious organizations. The Employer whose name and signature appear on the Adoption Agreement hereby adopts a 403(b) Plan in the form of this Volume Submitter 403(b) Plan Document for Public Schools, as modified by the information provided and selections made in the Adoption Agreement, for the exclusive benefit of Employees and their beneficiaries.

Article II- Definitions

The following words and terms, when used in the Plan and the Adoption Agreement, shall have the meaning set forth below.

2.01 **Account**: The account or accumulation maintained for the benefit of any Participant or Beneficiary under one or more Annuity Contracts or Custodial Accounts. For purposes of this Plan a separate account (including a separate bookkeeping account) shall include separate accounting.

2.02 **Account Balance**: The bookkeeping account maintained for each Participant which reflects the aggregate amount credited to the Participant's Account under all Accounts, including the Participant's Elective Deferrals, the earnings or loss of each Annuity Contract or a Custodial Account (net of expenses) allocable to the Participant, any transfers for the Participant's benefit, and any distribution made to the Participant or the Participant's Beneficiary. If permitted in the applicable Annuity Contract or Custodial Account Agreement, in the case where a Participant has more than one Beneficiary at the time of the Participant's death, then a separate Account Balance shall be maintained for each Beneficiary. The Account Balance includes any account established under Article VIII for rollover contributions and plan-to-plan transfers or exchanges made for a Participant, the account established for a Beneficiary after a Participant's death, and any account or accounts established for an Alternate Payee (as defined in section 414(p)(8) of the Code).

2.03 **Accumulated Benefit**: the sum of a Participant's or Beneficiary's Account Balances under all Funding Vehicles under the Plan.

2.04 **Administrative Appendix (Appendix)**: Persons to whom administrative functions have been allocated and the specific functions allocated to such persons shall be identified in an Administrative Appendix to the Plan. Service agreements and other records or information pertaining to the administration of the Plan may be included or incorporated by reference in the Administrative Appendix. The Appendix will also include a list of all the Vendors of Funding Vehicles approved for use under the Plan, including sufficient information to identify the approved Funding Vehicles. This Appendix may be modified from time to time. A modification of the Appendix is not an amendment of the Plan.

2.05 **Administrator**: The person, committee, or other organization named in the Adoption Agreement, appointed by the Employer to administer the Plan. If no such Entity is named, the Administrator shall be the Employer. Functions of the Administrator, including those described in the Plan, may be performed by Vendors, designated agents of the Administrator, or others (including Employees a substantial portion of whose duties is administration of the Plan) pursuant to the terms of the Individual Agreements, written service agreements or other documents under the Plan. For this purpose, an Employee is treated as having a substantial portion of his or her duties devoted to administration of the Plan if the Employee's duties with respect to administration of the Plan are a regular part of the Employee's duties and the Employee's duties relate to Participants and Beneficiaries generally (and the Employee only performs those duties for himself or herself as a consequence of being a Participant or Beneficiary). Such duties shall be outlined and provided to the Employer under the Administrative Appendix.

2.06 **Adoption Agreement**: The instrument completed and executed by the Employer, in which the Employer adopts this Volume Submitter 403(b) Plan and selects its options under the Plan. Such Agreement may be amended by the Employer from time to time.

2.07 **After-Tax (Nondeductible) Employee Contribution:** Any contribution made to the Plan by a Participant as an After–Tax Employee Contribution that is included in the Participant's gross income in the year in which made and that is maintained under a separate account or separate accounting to which earnings and losses are allocated. If elected by the Employer in the Adoption Agreement, After-Tax Employee Contributions may be designated as Mandatory Employee Contributions.

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2.08 **Alternate Payee:** A spouse, former spouse, child or other dependent of a Participant who is assigned under a qualified domestic relations order (as defined in §414(p) of the Code) a right to receive all or a portion of the benefits payable with respect to a Participant.

2.09 **Annuity Contract**: A nontransferable group or individual contract as defined in sections 403(b)(1) and 401(g) of the Code, established for each Participant by the Employer, or by each Participant individually, that is issued by an insurance company qualified to issue annuities under any applicable State law and that includes payment in the form of an annuity.

2.10 **Beneficiary**: The designated person or persons entitled to receive benefits under the Plan after the death of a Participant, subject to such additional rules as may be set forth in the Individual Agreements. If no designation has been made, or if no beneficiary is living at the time of a Participant's death, his Beneficiary shall be:

(a) His surviving spouse; but if he has no surviving spouse, then

(b) His surviving children, in equal shares; but if he has no surviving children, then

(c) His estate.

If the Individual Agreement permits, a Beneficiary may designate a subsequent Beneficiary(ies) to receive the remaining balance in the account upon such original Beneficiary's death.

2.11 **Break in Service**

(a) Hour of Service Method - If the Employer has specified in the Adoption Agreement that the Hour of Service method shall be used, then a Break in Service shall mean a Plan Year during which an Employee does not complete more than 500 (or less, if so elected in the Adoption Agreement) Hours of Service with the Employer. However, in determining the Break in Service referenced in this paragraph, the computation period shall be the same as that which is used to determine a Year of Service for eligibility purposes.

Solely for the purpose of determining whether a Break in Service for eligibility and vesting purposes has occurred in a computation period, an individual who is absent from work for maternity or paternity reasons shall receive credit for the Hours of Service which would otherwise have been credited to such individual but for such absence, or in any case in which such hours cannot be determined, 8 Hours of Service per day of such absence. The Hours of Service credited under this paragraph shall be credited in the computation period in which the absence begins if the crediting is necessary to prevent a Break in Service in that period, or, in all other cases, in the following computation period.

(b) Elapsed Time Method - If the Employer has specified in the Adoption Agreement that the elapsed time method shall be used, then a Break in Service shall mean a Period of Severance of at least twelve-consecutive months.

A Period of Severance is a continuous period of time during which the Employee is not employed by the Employer. Such period begins on the date the Employee retires, quits, or is discharged, or if earlier, the 12 month anniversary of the date on which the Employee was otherwise first absent from service.

In the case of an individual who is absent from work for maternity or paternity reasons, the twelve-consecutive month period beginning on the first anniversary of the first date of such absence shall not constitute a Break in Service.

(c) For purposes of Section 2.11(a) and (b) above, an absence from work for maternity or paternity reasons means an absence (1) by reason of the pregnancy of the individual, (2) by reason of the birth of a child of the individual, (3) by reason of the placement of a child with the individual in connection with the adoption of such child by such individual, or (4) for the purpose of caring for such child for a period beginning immediately following such birth or placement. The total number of hours of service under this Section by reason of any such pregnancy or placement shall not exceed 501 hours.

2.12 **Code**: The Internal Revenue Code of 1986, as now in effect or as hereafter amended. All citations to sections of the Code are to such sections as they may from time to time be amended or renumbered.

2.13 **Collective Bargaining Agreement:** An agreement which the Secretary of Labor finds to be a Collective Bargaining Agreement between employee representatives and one or more employers, if there is evidence that retirement benefits were the subject of good faith bargaining and if less than two percent of the Employees of the Employer who are covered pursuant to that agreement are professionals as defined in section 1.410(b)(-9(g) of the proposed regulations. For this purpose, the term "employee representatives" does not include any organization more than half of whose members are employees who are owners, officers, or executives of the Employer.

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2.14 **Compensation**:

(a) All cash compensation for services to the Employer, including salary, wages, fees, commissions, bonuses, and overtime pay, that is includible in the Employee's gross income for the calendar year, plus amounts that would be cash compensation for services to the Employer includible in the Employee's gross income for the calendar year but for a compensation reduction election under section 125, 132(f), 401(k), 403(b), or 457(b) of the Code (including an election under Article III made to reduce compensation in order to have Elective Deferrals under the Plan). Such Compensation shall be determined under the most recent year of service pursuant to Section 403(b)(4) of the Code and which precedes the taxable year by no more than five years.

(b) Notwithstanding section 2.14(a) above, if elected in the Adoption Agreement, the Employer may exclude certain forms of compensation for purposes of determining the maximum permitted Elective Deferrals, Employer Contributions, or any other contributions being made to this Plan.

2.15 **Custodial Account**: The group or individual custodial account or accounts, as defined in section 403(b)(7) of the Code, established for each Participant by the Employer, or by each Participant individually, to hold assets of the Plan.

2.16 **Disabled**: The definition of disability provided in the applicable Individual Agreement. If not defined in the Individual Agreement, "Disabled" shall mean, pursuant to section 72(m)(7) of the Code, the inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or to be of long continued and indefinite duration. The permanence and degree of such impairment shall be supported by medical evidence.

2.17 **Elective Deferral**: The Employer contributions made to the Plan at the election of the Participant in lieu of receiving cash compensation. If elected by the Employer in the Adoption Agreement, Elective Deferrals may include pre-tax salary reduction contributions and Designated Roth Elective Deferrals.

2.18 **Employee**: Each individual, whether appointed or elected, who is a common law Employee of the Employer performing services for a Public School of the State, as an Employee of the Employer. This definition is not applicable unless the Employee's Compensation for performing services for a Public School is paid by the Employer. Further, a person occupying an elective or appointive public office is not an Employee performing services for a Public School unless such office is one to which an individual is elected or appointed only if the individual has received training, or is experienced, in the field of education. A public office includes any elective or appointive office of a State or local government.

2.19 **Employer**: The entity whose name appears on the Adoption Agreement executed by it, any successor which elects to continue the Plan, and any predecessor which has maintained this Plan. Such Employer must be an organization which is a State or political subdivision of a State or an agency or instrumentality of either, that has employees who perform services for an educational institution (as defined in section 170(b)(1)(A)(ii) of the Code. For purposes of eligibility to participate in and make contributions to the Plan, "Employer" also includes any Related Employer that is an eligible employer within the meaning of section 1.403(b)-2(b)(8) of the Treasury Regulations and that is designated in the Adoption Agreement.

2.20 **Employer Contribution**: Amounts contributed by the Employer, other than Elective Deferrals, for the Participant pursuant to Article XII of the Plan.

2.21 **Employer Contribution Account**: The account established and maintained for each Participant consisting of the Participant's Employer Contribution Account and certain transfers, where no accounting has been maintained with respect to principal and interest on Elective Deferrals or other unknown amounts that are part of the Employee's 403(b) account.

2.22 **Entry Date**: The date designated by the Employer in the Adoption Agreement.

2.23 **Excess Deferral**: For any taxable year, that portion of an Employee's Elective Deferrals that exceeds the limits of Section 402(g) of the Code.

2.24 **Funding Vehicles**: The Annuity Contracts or Custodial Accounts that satisfy the requirements of section 1.403(b)-3 of the Treasury Regulations and that are issued or established for funding amounts held under the Plan. A list of Vendors of Funding Vehicles approved for use under the Plan, including sufficient information to identify the approved Funding Vehicles, shall be maintained in an appendix to the Plan. The terms governing each Individual Agreements for the Funding Vehicles under the Plan, excluding those terms that are inconsistent with the Plan or section 403(b) of the Code, are hereby incorporated by reference in the Plan.

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2.25 **Hardship (Financial Hardship)**: Hardship is defined as an immediate and heavy financial need of the Employee where such Employee lacks other available resources. Unless the Employer maintains a separate Hardship Policy, the following are the only financial needs considered immediate and heavy:

(a) expenses (within the meaning of section 213(d) of the Code) incurred or necessary for medical care of the Participant, the Participant's spouse, or dependents or the Participant's primary beneficiary (as defined in Q&A-5 of IRS Notice 2007-7);

(b) the purchase (excluding mortgage payments) of a principal residence for the Participant;

(c) payment of tuition and related educational fees for the next 12 months of post-secondary education for the Participant, the Participant's spouse, children or dependents or the Participant's primary beneficiary;

(d) payments necessary to prevent the eviction of the Participant from, or a foreclosure on the mortgage of, the Participant's principal residence;

(e) payments for burial or funeral expenses for the Participant's deceased parent, spouse, child or dependent (as defined in Section 152, and, beginning on or after August 17, 2006, without regard to Section 152(d)(1)(B)) the Participant's primary beneficiary;

(f) expenses to repair damage to the Participant's principal residence that would qualify for the casualty loss deduction under Code section 165 (determined without regard to whether the loss exceeds 10% of adjusted gross income); or

(g) Other definitions of immediate and heavy financial needs promulgated by the Commissioner of Internal Revenue through the publication of revenue rulings, notices, and other documents of general applicability.

The Plan must demonstrate that it satisfies section 1.401(k)-(1)(d)(3)(iv)(E) of the Treasury Regulations.

2.26 **Hour of Service**:

(a) Each hour for which an Employee is directly or indirectly compensated, or entitled to compensation, by the Employer for the performance of duties during the applicable computation period; each hour for which an Employee is directly or indirectly compensated or entitled to compensation by the Employer (irrespective of whether the employment relationship has terminated) for reasons other than performance of duties (such as vacation, holidays, sickness, jury duty, disability, lay-off, military duty, or Authorized Leave of Absence) during the applicable computation period; and, each hour for which back pay is awarded or agreed to by the Employer without regard to mitigation of damages.

(b) Notwithstanding the above, (1) no more than 501 Hours of Service are required to be credited to an Employee on account of any single continuous period during which the Employee performs no duties (whether or not such period occurs in a single computation period), (2) an hour for which an Employee is directly or indirectly paid, or entitled to payment, on account of a period during which no duties are performed is not required to be credited to the Employee if such payment is made or due under a plan maintained solely for the purpose of complying with applicable workers' compensation, unemployment compensation, or disability insurance laws; and (3) Hours of Service are not required to be credited for a payment which solely reimburses an Employee for medical or for medically-related expenses incurred by the Employee.

(c) For purposes of this Section, a payment shall be deemed to be made by, or due from, the Employer regardless of whether such payment is made by, or due from, the Employer directly or indirectly through, among others, a trust fund, or insurer, to which the Employer contributes or pays premiums, and regardless of whether contributions made or due to the trust fund, insurer, or other entity are for the benefit of particular Employees or are on behalf of a group of Employees in the aggregate.

(d) An Hour of Service must be counted for the purpose of determining a year of participation for purposes of accrued benefits and the employment (or re-employment) commencement date. The provisions of Department of Labor Regulations 2530.200b 2 are incorporated herein by reference.

2.27 **Individual Agreement(s)**: The agreements between a Vendor and the Employer or a Participant that constitutes or governs a Custodial Account or an Annuity Contract.

2.28 **Nonresident Alien:** A nonresident alien who receives no earned income from the Employer which constitutes income from sources within the United States (within the meaning of section 861(a)(3) of the Code).

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2.29 **Participant**: An individual for whom Elective Deferrals or Employer Contributions are currently being made, or for whom Elective Deferrals or Employer Contributions have previously been made, under the Plan and who has not received a distribution of his or her entire benefit under the Plan. All Employees of the Employer will be eligible to participate in the Plan except for those Employees excluded in the Adoption Agreement.

2.30 **Plan**: The name of the Plan, as indicated on the Employer's Adoption Agreement.

2.31 **Plan Year**: The calendar year, unless a different12 month period or a short Plan Year is specified by the Employer in the Adoption Agreement.

2.32 **Public School**: An educational organization described in section 170(b)(1)(A)(ii) of the Code (relating to educational organizations that normally maintain a regular faculty and curriculum and normally has a regularly enrolled body of pupils or students in attendance at the place where educational activities are regularly carried out). Such definition shall also include State Departments of Education pursuant to Revenue Ruling 73-607.

2.33 **Qualified Employee**: For purposes of the special section 403(b) Catch-up limitation (defined under section 4.02, an Employee who has completed at least 15 Years of Service taking into account only employment with the Employer.

2.34 **Qualified Organization**: An organization that is an educational organization described in section 170(b)(1)(A)(ii), a hospital, a health and welfare service agency (including a home health service agency), a church related organization, or any organization described in section 414(e)(3)(B)(ii).

2.35 **Related Employer**: The Employer and any other entity which is under common control with the Employer under section 414(b), (c), (m) or (o) of the Code as defined in section 1.403(b)-2(b)(8) of the Treasury Regulations and that is designated in the Adoption Agreement. For this purpose, the Employer shall determine which entities are Related Employers based on a reasonable, good faith standard and taking into account the special rules applicable under Notice 89-23, 1989-1 C.B. 654.

2.36 **Roth Elective Deferrals:** A Roth Elective Deferral is an Elective Deferral that is: (1) designated irrevocably by the Participant at the time of the cash or deferred election as a Roth Elective Deferral that is being made in lieu of all or a portion of the pre-tax Elective Deferrals the Participant is otherwise eligible to make under the Plan; and (2) treated by the employer as includible in the Participant's income at the time the Participant would have received that amount in cash if the Participant had not made a cash or deferred election.

2.37 **Salary Reduction Agreement**: A legally binding agreement between the Employer and Employee whereby the Employee authorizes a reduction in the Employee's future salary or foregoes an increase in salary with respect to amounts earned after the Plan's effective date, and whereby the Employer agrees to contribute the amount of salary reduced or foregone by the Employee to the Plan. The Salary Reduction Agreement may be terminated at any time by either the Employer or the Employee with respect to amounts not yet earned by the Employee.

2.38 **Severance from Employment**: For purpose of the Plan, Severance from Employment means that the Employee ceases to be employed by the Employer maintaining the Plan or a Related Employer that is eligible to maintain a section 403(b) Plan. However, a Severance from Employment also occurs on any date on which an Employee ceases to be an employee of a Public School, even though the Employee may continue to be employed by a Related Employer that is another unit of the State or local government that is not a Public School or in a capacity that is not employment with a public school (e.g., ceasing to be an employee performing services for a public school but continuing to work for the same State or local government employer).

2.39 **Sponsor of the 403(b) Volume Submitter Plan (Sponsor)**: The entity identified in the Adoption Agreement and who has received an Advisory Letter from the IRS with respect to the Plan.

2.40 **State:** A State, a political subdivision of a State, or any agency or instrumentality of a State. "State" includes the District of Columbia (pursuant to section 7701(a)(10) of the Code). An Indian tribal government is treated as a State pursuant to section 7871(a)(6)(B) of the Code for purposes of section 403(b)(1)(A)(ii) of the Code.

2.41 **Valuation Date**: The date or dates specified by the Employer and communicated to the Administrator.

2.42 **Vendor**: The provider of an Annuity Contract or Custodial Account. The Vendors selected by the Employer to receive ongoing payroll contributions shall be specified in the Administrative Appendix. Such Plan Vendor Attachment shall specify the Vendors who have entered into Information Sharing Agreements. Such Attachment shall be construed to be a part of the 403(b) Plan, and may be amended at any time by the Employer by re-executing such Plan Vendor Attachment.

2.43 **Year of Service**:

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(a) For purposes of determining Includible Compensation or Special Catch-Up Contributions, "Year of Service" means each full year during which an individual is a full-time Employee of the Employer, plus fractional credit for each part of a year during which the individual is either a full-time Employee of the Employer for a part of a year or a part-time Employee of the Employer. The Employee must be credited with a full Year of Service for each year during which the Employee is a full-time Employee and a fraction of a year for each part of a work period during which the Employee is a full-time or part-time Employee of the Employer. An Employee's number of Years of Service equals the aggregate of the annual work periods during which the Employee is employed by the Employer. The work period is the Employer's annual work period.

(b) For purposes of determining Eligibility and Vesting for Employer Contributions, Year of Service shall be determined by one of the following methods:

(1) Hours of Service Method: If the Employer has specified in the Adoption Agreement that service will be credited on the basis of hours, days, weeks, semi-monthly payroll periods, or months, a Year of Service is a 12-consecutive month computation period during which the Employee completes at least the number of Hours of Service (not to exceed 1,000) specified in the Adoption Agreement.

(2) Elapsed Time Method:

(A) If the Employer has specified in the Adoption Agreement (or if the Adoption Agreement default is) that service will be credited under the Elapsed Time Method, for purposes of determining an Employee's initial or continued eligibility to participate in the Plan or the nonforfeitable interest in a Participant's account balance derived from Employer Contributions, a Year of Service is a period of service of 365 days

(B) For purposes of determining an Employee's initial or continued eligibility to participate in the Plan or the nonforfeitable interest in the Participant's account balance derived from Employer Contributions, (except for periods of service which may be disregarded on account of the "rule of parity") an Employee will receive credit for the aggregate of all time period(s) commencing with the Employee's first day of employment or reemployment and ending on the date a Break in Service begins. The first day of employment or reemployment is the first day the Employee performs an Hour of Service. An Employee will also receive credit for any period of severance of less than 12 consecutive months. Fractional periods of a year will be expressed in terms of days.

(3) Except where specifically excluded under in the Adoption Agreement, all of an Employee's Years of Service shall be taken into account for eligibility and vesting purposes, including Years of Service for an employee to be aggregated with the Employer pursuant to section 414(b), (c), or (m) of the Code.

2.44 **Definitions Related to Eligible Automatic Contribution Arrangements (EACAs)**:

(a) EACA: An "EACA" is an automatic contribution arrangement that satisfies the uniformity requirement in Section 3 of this Article and the notice requirement in Section 4 of this Article.

(b) Automatic Contribution Arrangement: An "automatic contribution arrangement" is an arrangement under which, in the absence of an affirmative election by a Covered Employee, a certain percentage of the Covered Employee's Compensation will be contributed to the Plan as an Elective Deferral in lieu of being included in the Covered Employee's pay.

(c) Covered Employee: A "Covered Employee" is a Participant identified in the Adoption Agreement as being covered under the EACA.

(d) Default Elective Deferrals: "Default Elective Deferrals" are the Elective Deferrals contributed to the Plan under the EACA on behalf of Covered Employees who do not have an affirmative election in effect regarding Elective Deferrals.

(e) Default Percentage: The "Default Percentage" is the percentage of a Covered Employee's Compensation contributed to the Plan as a Default Elective Deferral for the Plan Year. The Default Percentage is specified in the Adoption Agreement.

2.45 **Definitions Related to Limitation on Annual Additions:**

(a) Annual Additions: The following amounts credited to a Participant under the Plan or any other plan aggregated with the Plan under sections 5.01(b) and 5.01(c):

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(1) Employer contributions, including Elective Deferrals (other than age 50 Catch up contributions described in section 414(v) of the Code and contributions that have been distributed to the Participant as Excess Elective Deferrals);

(2) After-tax Employee contributions;

(3) Forfeitures allocated to the Participant's Account;

(4) Amounts allocated to an individual medical account, as defined in section 415(l)(2) of the Code, which is part of a pension or annuity plan, and amounts derived from contributions paid or accrued which are attributable to post-retirement medical benefits, allocated to the separate account of a key employee, as defined in section 419A(d)(3) of the Code, under a welfare benefit fund, as defined in section 419(e) of the Code; and

(5) Allocations under a simplified employee pension.

Amounts described in 2.45(a)(1), (2), (3) and (5) are annual additions for purposes of both the dollar limitation under section 2.45(d)(1) and the percentage of compensation limitation under section 2.45(d)(2). Amounts described in (d) are annual additions solely for purposes of the dollar limitation under section 2.45(d)(1).

(b) Includible Compensation:

(1) An Employee's actual wages that are included in the Participant's gross income for Federal income tax purposes (computed without regard to section 911 of the Code, relating to United States citizens or residents living abroad), including differential wage payments under section 3401(h) of the Code for the most recent period that is a Year of Service. Includible Compensation also includes any Elective Deferral or other amount contributed or deferred by the Employer at the election of the Employee that would be includible in gross income but for the rules of section 125, 132(f)(4), 402(e)(3), 402(h)(1)(B), 402(k), or 457(b) of the Code. Includible Compensation does not include any compensation received during a period when the Employer was not an eligible employer within the meaning of section 1.403(b)-2(b)(8) of the Treasury Regulations. The amount of Includible Compensation is determined without regard to any community property laws. Except as provided in section 1.401(a)(17)-1(d)(4)(ii) of the Treasury Regulations with respect to eligible Participants in governmental plans, the amount of Includible Compensation of each Participant taken into account in determining contributions shall not exceed $265,000, as adjusted for cost-of- living increases in accordance with section 401(a)(17)(B) of the Code for periods after 2016.

(2) For purposes of applying the limitations on Annual Additions to nonelective Employer contributions pursuant to section 415 of the Code, Includible Compensation for a Participant who is permanently and totally disabled (as defined in section 72(m)(7) of the Code) is the compensation such Participant would have received for the Limitation Year if the Participant had been paid at the rate of compensation paid immediately before becoming permanently and totally disabled.

(c) Limitation Year: The Limitation Year means the Plan Year selected in the Adoption Agreement. However, if the Participant is in control of an Employer pursuant to section 5.01(c) above, the Limitation Year shall be the Limitation Year in the defined contribution plan controlled by the Participant.

(d) Maximum Annual Addition: The Annual Addition that may be contributed or allocated to a Participant's account under the Plan for any Limitation Year shall not exceed the lesser of:

(1) $53,000, as adjusted for increases in the cost-of –living under section 415 (d) of the Code for 2015 or 2016 periods , or

(2) 100 percent of the Participant's Includible Compensation for the Limitation Year.

(e) Contributions for Medical Benefits After Separation of Service: The Includible Compensation limit referred to in referred to in (d)(2) above shall not apply to any contribution for medical benefits after separation from service (within the meaning of section 401(h) or section 419A(f)(2) of the Internal Revenue Code) which is otherwise treated as an Annual Addition.

(f) Section 403(b) Prototype Plan: A Section 403(b) Prototype Plan means a section 403(b) plan the form of which is the subject of a favorable opinion letter from the Internal Revenue Service.

(g) Employer: Solely for purposes of this Article, "Employer" means the employer that has adopted the Plan and any employer required to be aggregated with that employer under section 414(b) and (c) (taking into account section 415(h)), (m), (o), of the Internal Revenue Code and section 1.414(c)-5 of the Treasury Regulations.

(h) Excess Annual Addition. "Excess Annual Addition" means the excess of the Annual Additions credited to the Participant for the Limitation Year under the Plan and plans aggregated with the Plan under sections 5.01(b) (c) over the Maximum Annual Addition for the Limitation Year under section 5.01(d)

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2.46 **Definitions Related to Employer Contributions:**

(a) Vested Percentage: The nonforfeitable percentage of each Participant's Employer Contribution Account determined in accordance with the vesting formula specified in the Adoption Agreement.

(b) For Vesting Purposes - For purposes of computing the Employee's nonforfeitable right to the account balance derived from Employer Contributions, Years of Service and Breaks in Service will be measured by the Plan Year.

(c) If 100% vesting after 2 years of service is selected in the Adoption Agreement and if an Employee has a 1-year Break in Service before satisfying the Plan's requirement for eligibility, service before such break will not be taken into account.

Article III - Participation and Contributions

3.01 **Eligibility:** Each Employee shall be eligible to participate in the Plan and elect to have Elective Deferrals made on his or her behalf hereunder immediately upon becoming employed by the Employer, or if later, the Entry Date specified in the Adoption Agreement. If elected by the Employer in the Adoption Agreement the following Employees may also be excluded: (a) nonresident aliens who receive no earned income from the Employer which constitutes income from sources within the U.S.; (b) Employees who are participants in an eligible deferred compensation plan within the meaning of section 457 of the Code or a qualified cash or deferred arrangement of the Employer or another custodial account or annuity described in section 403(b) of the Code; (c) students performing services in the employee of a school, college, or university as descried in section 3121(b)(10); and (d) an Employee who normally works fewer than 20 hours per week.

For exclusions outlined above under Section 3.01(c) and (d), if any Employee in one of these two categories is permitted to participate, then all employees in that category must be permitted to participate in the Plan.

An Employee normally works fewer than 20 hours per week if, for the 12-month period beginning on the date the Employee's employment commenced, the Employer reasonably expects the Employee to work fewer than 1,000 hours of service (as defined under section 410(a)(3)(C) of the Code) and, for each Plan Year ending after the close of that 12-month period, the Employee has worked fewer than 1,000 hours of service.

If the Employer has elected the "20 hour rule" in the Adoption Agreement as an exclusion for Employees to be eligible to defer, once the Employee is eligible they will remain eligible for future years.

3.02 **Compensation Reduction Election:**

(a) General Rule: An Employee elects to become a Participant by executing an election to reduce his or her Compensation (and have that amount contributed as an Elective Deferral on his or her behalf) and filing it with the Administrator or its designated agent. This Compensation reduction election shall be made on the agreement provided by the Administrator under which the Employee agrees to be bound by all the terms and conditions of the Plan. The Administrator may establish an annual minimum deferral amount no higher than $200, and may change such minimum to a different amount (but not in excess of $200 or such lower amount so specified in the Adoption Agreement), from time to time. The participation election shall also include designation of the Funding Vehicles and Accounts therein to which Elective Deferrals are to be made. Any such election shall remain in effect until a new election is filed. Only an individual who performs services for the Employer as an Employee may reduce his or her Compensation under the Plan. An Employee shall become a Participant as soon as administratively practicable following the date applicable under the Employee's election, or if later, the Entry Date specified in the Adoption Agreement.

(b) Compensation for Compensation Reduction Election: For purposes of the Compensation Reduction Election, unless elected otherwise in the Adoption Agreement, "Compensation" means all cash compensation for services to the Employer, including salary, wages, fees, commissions, bonuses and overtime pay, that is includible in the Employee's gross income for the calendar year and amounts that would be cash compensation includible in gross income but for a reduction election under section 125, 132(f), 401(k), 403(b), or 457(b) of the Code (including a Compensation Reduction Election under the Plan).

(c) Leave of Absence: Unless an election is otherwise revised, if an Employee is absent from work by leave of absence, Elective Deferrals under the Plan shall continue to the extent that Compensation continues.

(d) Timing of Elective Deferrals: Elective Deferrals must be transferred to the Plan within a period that is not longer than what is reasonable for the proper administration of the Plan. Since this Plan is not subject to ERISA, notwithstanding any policy adopted to the contrary, the applicable State laws requirements shall be used.

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3.03 **Eligible Automatic Contribution Arrangement (EACA)**

(a) Rules of Application

(1) Employer Election of EACA Option: If an EACA is permitted under the terms of an Individual Agreement and the Employer has elected the EACA option in the Adoption Agreement, the provisions of this Section 3.03 shall apply for the Plan Year and, to the extent that any other provision of the Plan is inconsistent with the provisions of this section, the provisions of this section shall govern.

(2) Default Elective Deferrals: Default Elective Deferrals will be made on behalf of Covered Employees who do not have an affirmative election in effect regarding Elective Deferrals. The amount of Default Elective Deferrals made for a Covered Employee each pay period is equal to the Default Percentage specified in the Adoption Agreement multiplied by the Covered Employee's Compensation for that pay period. If the Employer has so elected in the Adoption Agreement, a Covered Employee's Default Percentage will increase by one percentage point each Plan Year, beginning with the second Plan Year that begins after the Default Percentage first applies to the Covered Employee. The increase will be effective beginning with the first pay period that begins in such Plan Year or, if elected by the Employer in the Adoption Agreement, the first pay period in such Plan Year that begins on or after the date specified in the Adoption Agreement.

(3) Right to Make Affirmative Election: A Covered Employee will have a reasonable opportunity after receipt of the notice described in Section 3.03(d) of this Article to make an affirmative election regarding Elective Deferrals (either to have no Elective Deferrals made or to have a different amount of Elective Deferrals made) before Default Elective Deferrals are made on the Covered Employee's behalf. Default Elective Deferrals being made on behalf of a Covered Employee will cease as soon as administratively feasible after the Covered Employee makes an affirmative election to have no Elective Deferrals made or to have a different amount of Elective Deferrals made.

(b) Definitions: Refer to Article II, Section 2.43 for definitions related to Eligible Automatic Contribution Arrangements (EACAs).

(c) Uniformity Requirement

(1) Non-increasing Default Percentage. Except as provided in Section 3.03(c)(2) below or if the Employer has elected an increasing Default Percentage in the Adoption Agreement, the same percentage of Compensation will be withheld as Default Elective Deferrals from all Covered Employees subject to the Default Percentage.

(2) Required Reduction or Cessation of Default Elective Deferrals. Default Elective Deferrals will be reduced or stopped to meet the limitations under §§ 402(g), and 415 of the Code and to satisfy any suspension period required after a distribution.

(d) Notice Requirement

(1) Timing of Notice. At least 30 days, but not more than 90 days, before the beginning of the Plan Year, the Employer will provide each Covered Employee a notice of the Covered Employee's rights and obligations under the EACA as described in section 3.03(d)(2), written in a manner calculated to be understood by the average Covered Employee. If an Employee becomes a Covered Employee after the 90th day before the beginning of the Plan Year and does not receive the notice for that reason, the notice will be provided no more than 90 days before the Employee becomes a Covered Employee but not later than the date the Employee becomes a Covered Employee.

(2) Content of Notice: The notice must accurately describe:

(A) The amount of Default Elective Deferrals that will be made on the Covered Employee's behalf in the absence of an affirmative election;
(B) The Covered Employee's right to elect to have no Elective Deferrals made on his or her behalf or to have a different amount of Elective Deferrals made;
(C) How Default Elective Deferrals will be invested in the absence of the Covered Employee's investment instructions; and
(D) The Covered Employee's right under section 3.03(e)(1) to make a withdrawal of Default Elective Deferrals and the procedures for making such a withdrawal.

(e) Withdrawal of Default Elective Deferrals

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(1) 90-Day Withdrawal Period. No later than 90 days after a Covered Employee's pay is first reduced by Default Elective Deferrals, the Covered Employee may request a distribution of his or her Default Elective Deferrals. No spousal consent is required for a withdrawal under this Section 3.03(e).

(2) Amount of Withdrawal. The amount to be distributed from the Plan upon the Covered Employee's request is equal to the amount of Default Elective Deferrals made through the earlier of (a) the pay date for the second payroll period that begins after the Covered Employee's withdrawal request and (b) the first pay date that occurs after 30 days after the Covered Employee's request, plus attributable earnings through the date of distribution. Any fee charged to the Covered Employee for the withdrawal may not be greater than any other fee charged for a cash distribution.

(3) Effect of Withdrawal on Elective Deferrals. Unless the Covered Employee affirmatively elects otherwise, any withdrawal request will be treated as an affirmative election to stop having Elective Deferrals made on the Covered Employee's behalf as of the date specified in Section 3.03(e)(2) above.

(4) Treatment of Withdrawn Amounts. Default Elective Deferrals distributed pursuant to this Section 3.03 are not counted towards the dollar limitation on Elective Deferrals contained in Code § 402(g). Matching Contributions that might otherwise be allocated to a Covered Employee's Account on behalf of Default Elective Deferrals will not be allocated to the extent the Covered Employee withdraws such Elective Deferrals pursuant to this Section 3.03 and any Matching Contributions already made on account of Default Elective Deferrals that are later withdrawn pursuant to this Section 3.03 will be forfeited.

(f) Special Rule for Distribution of Excess Aggregate Contributions: If the Employer has elected in the Adoption Agreement that all Participants are Covered Employees, then the Plan has until 6 months (rather than 2½ months) after the end of the Plan Year to distribute Excess Aggregate Contributions and avoid the Code section 4979 10% excise tax.

3.04 **Roth 403(b) Elective Deferrals**

(a) General Application

(1) If the Employer has elected in the Adoption Agreement, this Section 3.04 will apply to contributions beginning with the effective date specified in the Adoption Agreement but in no event before the first day of the first taxable year beginning on or after January 1, 2006.
(2) As of the effective date under section 3.04(a)(1), the Plan will accept Roth Elective Deferrals made on behalf of Participants. A Participant's Roth Elective Deferrals will be allocated to a separate account maintained for such deferrals as described in section 3.04(b).
(3) Unless specifically stated otherwise, Roth Elective Deferrals will be treated as Elective Deferrals for all purposes under the Plan.

(b) Separate Accounting

(1) Contributions and withdrawals of Roth Elective Deferrals will be credited and debited to the Roth Elective Deferral account maintained for each Participant.
(2) The Plan will maintain a record of the amount of Roth Elective Deferrals in each Participant's account.
(3) Gains, losses, and other credits or charges must be separately allocated on a reasonable and consistent basis to each Participant's Roth Elective Deferral account and the Participant's other accounts under the Plan.
(4) No contributions other than Roth Elective Deferrals and properly attributable earnings will be credited to each Participant's Roth Elective Deferral account.

(c) Direct Rollovers

(1) Notwithstanding any provision in this Plan, a direct rollover of a distribution from a Roth Elective Deferral account under the Plan will only be made to another Roth Elective Deferral account under an applicable retirement plan described in section 402A(e)(1) or to a Roth IRA described in section 408A, and only to the extent the rollover is permitted under the rules of section 402(c).
(2) Notwithstanding any provision in this Plan, unless otherwise provided by the Employer in the Adoption Agreement, the Plan will accept a rollover contribution to a Roth Elective Deferral account only if it is a direct rollover from another Roth Elective Deferral account under an applicable retirement plan described in section 402A(e)(1) and only to the extent the rollover is permitted under the rules of section 402(c).
(3) The Plan will not provide for a direct rollover (including an automatic rollover) for distributions from a Participant's Roth Elective Deferral account if the amounts of the distributions that are eligible rollover distributions are reasonably expected to total less than $200 during a year. In addition, any distribution from a Participant's Roth Elective Deferral account is not taken into account in determining whether

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distributions from a Participant's other accounts are reasonably expected to total less than $200 during a year. However, eligible rollover distributions from a Participant's Roth Elective Deferral account are taken into account in determining whether the total amount of the Participant's account balances under the Plan exceeds $1,000 for purposes of mandatory distributions from the Plan.

3.05 **Information Provided by the Employee:** Each Employee enrolling in the Plan should provide to the Administrator at the time of initial enrollment, and later if there are any changes, any information necessary or advisable for the Administrator to administer the Plan, including any information required under the Individual Agreements.

3.06 **Change in Elective Deferrals Election:** Subject to the provisions of the applicable Individual Agreements, an Employee may at any time revise his or her participation election, including a change of the amount of his or her Elective Deferrals, his or her investment direction, and his or her designated Beneficiary. A change in the investment direction shall take effect as of the date provided by the Administrator on a uniform basis for all Employees. A change in the Beneficiary designation shall take effect when the election is accepted by the Vendor, or if applicable, the Administrator.

3.07 **Contributions Made Promptly:** Elective Deferrals under the Plan shall be transferred to the applicable Funding Vehicle as soon as administratively feasible. An Employer may adopt a policy and procedure that will satisfy State Law requirements or adopt the IRS safe harbor rule of depositing the amounts within 15 business days following the end of the month in which the amount would otherwise have been paid to the Participant, as long as the IRS safe harbor is not a longer period than the applicable State law.

Article IV - Limitations on Amounts Deferred and Other Special Contribution Rules

4.01 **Basic Annual Limitation for Elective Deferrals:** Except as provided in Sections 4.02 and 4.03, the maximum amount of the Elective Deferral under the Plan for any calendar year shall not exceed the lesser of (a) the applicable dollar amount or (b) the Participant's Includible Compensation for the calendar year. The applicable dollar amount is the amount established under section 402(g)(1)(B) of the Code, which is $18,000 for 2015 and 2016, and is adjusted for cost-of-living after 2016 to the extent provided under section 415(d) of the Code.

4.02 **Special Section 403(b) Catch-up Limitation for Employees With 15 Years of Service:** If elected by the Employer in the Adoption Agreement and if the Employer is a Qualified Organization (within the meaning of § 1.403(b)-4(c)(3)(ii) of the Income Tax Regulations), the applicable dollar amount under Section 4.01 for any "Qualified Employee" is increased (to the extent provided in the Individual Agreements) by the least of:

(a) $3,000;

(b) The excess of:
(1) $15,000, over
(2) The total special 403(b) catch-up elective deferrals made for the Qualified Employee by the Qualified Organization for prior years; or

(c) The excess of:
(1) $5,000 multiplied by the number of years of service of the employee with the qualified organization, over
(2) The total Elective Deferrals made for the employee by the qualified organization for prior years.

4.03 **Age 50 Catch-up Elective Deferral Contributions:** If elected by the Employer in the Adoption Agreement, an Employee who is a Participant who will attain age 50 or more by the end of the calendar year is permitted to elect an additional amount of Elective Deferrals, up to the maximum age 50 catch-up Elective Deferrals for the year. The maximum dollar amount of the age 50 catch-up Elective Deferrals for a year is $6,000 for 2015 and 2016, and is adjusted for cost-of-living after 2016 to the extent provided under the Code.

4.04 **Coordination of Catch-up Contributions:** Amounts in excess of the limitation set forth in Section 4.01 shall be allocated first to the special 403(b) catch-up under Section 4.02 and next as an age 50 catch-up contribution under Section 4.03. However, in no event can the amount of the Elective Deferrals for a year be more than the Participant's Compensation for the year.

4.05 **Special Rule for a Participant Covered by Another Section 403(b) Plan:** For purposes of this Article IV, if the Participant is or has been a participant in one or more other plans under section 403(b) of the Code (and any other plan that permits elective deferrals under section 402(g) of the Code), then this Plan and all such other plans shall be considered as one plan for purposes of applying the foregoing limitations of this Article IV. For this purpose, the Administrator shall take into account any other such plan maintained by any Related Employer and shall also take into account any other such plan for which the Administrator receives from the Participant sufficient information concerning his or her participation in such other plan. Notwithstanding the foregoing, another plan

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maintained by a Related Employer shall be taken into account for purposes of Section 4.02 only if the other plan is a section 403(b) plan.

4.06 **Correction of Excess Elective Deferrals in Multiple Plans:**

(a) If any portion of an Employee's Elective Deferral exceeds the limitation on Elective Deferrals under this Article IV, such portion shall be included in the Employee's gross income and be considered an Excess Deferral. Notwithstanding any other provision of this Plan, Excess Deferrals assigned to this Plan, plus any income and minus any losses allocable thereto, shall be distributed no later than April 15 to Participants who claim Excess Deferrals for the preceding taxable year and assign them to the Plan for such preceding year.

(b) A Participant may assign to this Plan any Excess Deferrals made during a taxable year of the Participant by notifying the Administrator on or before March 1 (unless a later date, but not after April 15th is outlined in the Individual Agreement) of the amount of the Excess Deferrals to be assigned to the Plan. The Participant's notice shall be in writing, shall specify the Participant's Excess Deferrals for the preceding taxable year, and shall be accompanied by the Participant's written statement that if such amounts are not distributed, such Excess Deferrals when added to amounts deferred under other plans or arrangements described in sections 401(k), 408(k), 408(p) or 403(b) of the Code, exceed the limit imposed on the Participant by section 402(g) of the Code for the year in which the deferral occurred. For years beginning after 2005, distribution of Excess Deferrals for a year shall be made first from the Participant's pre-tax Elective Deferral account to the extent pre-tax Elective Deferrals were made for such year, unless the Employer elects otherwise in the Adoption Agreement.

(c) Excess Deferrals shall be adjusted for any income or loss up to the date of distribution. The income or loss allocable to Excess Deferrals is the income or loss allocable to the Participant's Employee Elective Deferral account for the taxable year multiplied by a fraction, the numerator of which is such Participant's Excess Deferrals for the year and the denominator is the Participant's account balance attributable to Elective Deferrals without regard to any income or loss occurring during such taxable year; and income or loss allocable to the Participant's Elective Deferral account from the beginning of the next Plan Year through the date of correction. If the Elective Deferral on behalf of a Participant for any calendar year exceeds the limitations described above, or the Elective Deferral on behalf of a Participant for any calendar year exceeds the limitations described above when combined with other amounts deferred by the Participant under another plan of the Employer under section 403(b) of the Code (and any other plan that permits elective deferrals under section 402(g) of the Code for which the Participant provides information that is accepted by the Administrator), then the Elective Deferral, to the extent in excess of the applicable limitation (adjusted for any income or loss in value, if any, allocable thereto), shall be distributed to the Participant.

4.07 **Return of Excess 415 Contributions**:

(a) If, as a result of a reasonable error in estimating a Participant's annual compensation, a reasonable error in determining the amount of Elective Deferrals under Section 402(g)(3) of the Code, or any other circumstances that the Internal Revenue Service shall determine meets the requirements of Section 415 of the Code and the regulations thereunder, an excess annual addition occurs in any Participant's account, a distribution is permitted of such excess. Such corrections of 415 excesses shall also include any subsequent guidance provided by the Treasury and any correction procedure included under the Employee Plans Compliance Resolution System (EPCRS).

(b) Excess annual addition amounts which are distributed shall not be deemed annual additions for the limitation year during which such contributions were made, and are disregarded for purposes of Section 402(g) of the Code.

(c) Distributions made under this section 4.07 include distributions of Elective Deferrals or employee After-Tax contributions. Such distributions will also include the income attributable to the excess annual addition.

4.08 **Protection of Persons Who Serve in a Uniformed Service:** An Employee whose employment is interrupted by qualified military service under section 414(u) of the Code or who is on a leave of absence for qualified military service under section 414(u) of the Code may elect to make additional Elective Deferrals upon resumption of employment with the Employer equal to the maximum Elective Deferrals that the Employee could have elected during that period if the Employee's employment with the Employer had continued (at the same level of Compensation) without the interruption or leave, reduced by the Elective Deferrals, if any, actually made for the Employee during the period of the interruption or leave. Except to the extent provided under section 414(u) of the Code, this right applies for five years following the resumption of employment (or, if sooner, for a period equal to three times the period of the interruption or leave).

4.09 **Amounts Paid after Severance Treated as Compensation:**

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(a) Effective Date: The provisions of this Section 4.10 shall apply to limitation years beginning on or after July 1, 2007.

(b) Compensation paid after severance from employment: If elected by the Employer in the Adoption Agreement, Compensation shall be adjusted, as set forth herein and as otherwise elected in this Section 4.10, for the following types of compensation paid after a Participant's severance from employment with the Employer maintaining the Plan (or any other entity that is treated as the Employer pursuant to sections 414(b), (c), (m) or (o)). However, amounts described in subsections (1i) and (2) below may only be included in Compensation to the extent such amounts are paid by the later of 2 1/2 months after severance from employment or by the end of the limitation year that includes the date of such severance from employment. Any other payment of compensation paid after severance of employment that is not described in the following types of compensation is not considered Compensation within the meaning of section 415(c)(3), even if payment is made within the time period specified above.

(1) Regular pay: Compensation shall include regular pay after severance of employment if (1) the payment is regular compensation for services during the participant's regular working hours, or compensation for services outside the participant's regular working hours (such as overtime or shift differential), commissions, bonuses, or other similar payments; and (2) the payment would have been paid to the participant prior to a severance from employment if the Participant had continued in employment with the Employer.

(2) Leave cashouts and deferred compensation: Leave cashouts shall be included in Compensation, unless otherwise elected in the Adoption Agreement, if those amounts would have been included in the definition of Compensation if they were paid prior to the Participant's severance from employment, and the amounts are payment for unused accrued bona fide sick, vacation, or other leave, but only if the Participant would have been able to use the leave if employment had continued. In addition, deferred compensation shall be included in Compensation, unless otherwise elected in the Adoption Agreement, if the compensation would have been included in the definition of Compensation if it had been paid prior to the Participant's severance from employment, and the compensation is received pursuant to a nonqualified unfunded deferred compensation plan, but only if the payment would have been paid at the same time if the Participant had continued in employment with the Employer and only to the extent that the payment is includible in the Participant's gross income.

4.10 **Salary continuation payments for military service participants:** Compensation does not include, unless otherwise elected in the Adoption Agreement, payments to an individual who does not currently perform services for the Employer by reason of qualified military service (as that term is used in Code section 414(u)(1)) to the extent those payments do not exceed the amounts the individual would have received if the individual had continued to perform services for the Employer rather than entering qualified military service.

4.11 **Administrative delay ("the first few weeks") rule:** Compensation for a limitation year shall not include, unless otherwise elected in the Adoption Agreement, amounts earned but not paid during the limitation year solely because of the timing of pay periods and pay dates. However, if elected, Compensation for a limitation year shall include amounts earned but not paid during the limitation year solely because of the timing of pay periods and pay dates, provided the amounts are paid during the first few weeks of the next limitation year, the amounts are included on a uniform and consistent basis with respect to all similarly situated Participants, and no compensation is included in more than one limitation year.

Article V – Limitation on Annual Additions

5.01 **Limitations on Aggregate Annual Additions**

(a) General Limitation on Annual Additions: A Participant's Annual Additions under the Plan for a Limitation Year may not exceed the Maximum Annual Addition as set forth in section 5.02(d) below.

(b) Aggregation of Section 403(b) Plans of the Employer. If Annual Additions are credited to a Participant under any section 403(b) plans of the Employer in addition to this Plan for a Limitation Year, the sum of the Participant's Annual Additions for the Limitation Year under this Plan and such other section 403(b) plans may not exceed the Maximum Annual Addition as set forth in section 5.02(d) below.

(c) Aggregation Where Participant is in Control of Any Employer. If a Participant is in control of any employer for a Limitation Year, the sum of the Participant's Annual Additions for the Limitation Year under this Plan, any other section 403(b) plans of the Employer, any defined contribution plans maintained by controlled employers, and

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any section 403(b) plans of any other employers may not exceed the Maximum Annual Addition as set forth in section 5.02(d) below. For purposes of this paragraph, a Participant is in control of an employer based upon the rules of sections 414(b), 414(c), and 415(h) of the Code; and a defined contribution plan means a defined contribution plan that is qualified under section 401(a) or 403(a) of the Code, a section 403(b) plan, or a simplified employee pension within the meaning of section 408(k) of the Code.

(d) Notice to Participants. The Administrator will provide written or electronic notice to Participants that explains the limitation in section 5.01(c) in a manner calculated to be understood by the average Participant and informs Participants of their responsibility to provide information to the Administrator that is necessary to satisfy section 5.01(c). The notice will advise Participants that the application of the limitations in section 5.01(c) will take into account information supplied by the Participant and that failure to provide necessary and correct information to the Administrator could result in adverse tax consequences to the Participant, including the inability to exclude contributions to the Plan under section 403(b) of the Code. The notice will be provided annually, beginning no later than the year in which the Employee becomes a Participant.

(e) Coordination of Limitation on Annual Additions Where Employer Has Another Section 403(b) Prototype Plan or Participant is in Control of Employer. The Annual Additions which may be credited to a Participant under this Plan for any Limitation Year will not exceed the Maximum Annual Addition under section 2.4, reduced by the Annual Additions credited to the Participant under any other Section 403(b) Prototype Plans of the Employer in addition to this Plan and, if the Participant is in control of an employer, any defined contribution plans maintained by controlled employers and section 403(b) plans of any other employers. Contributions to the Participant's Accounts under this Plan will be reduced to the extent necessary to prevent this limitation from being exceeded.

(f) Excess Annual Additions:

(1) If, notwithstanding sections 5.01(a) through 5.01(e), a Participant's Annual Additions under this Plan, or under this Plan and plans aggregated with this Plan under sections 5.01(b) and 5.01(c), result in an Excess Annual Addition for a Limitation Year, the Excess Annual Addition will be deemed to consist of the Annual Additions last credited, except Annual Additions to a defined contribution plan qualified under section 401(a) of the Code or a simplified employee pension maintained by an employer controlled by the Participant will be deemed to have been credited first.

(2) If an Excess Annual Addition is credited to a Participant under this Plan and another Section 403(b) Prototype Plan of the Employer on the same date, the Excess Annual Addition attributable to this Plan will be the product of:

(A) the total Excess Annual Addition credited as of such date, times

(B) the ratio of (1) the Annual Additions credited to the Participant for the Limitation Year as of such date under this Plan to (2) the total Annual Additions credited to the Participant for the Limitation Year as of such date under this Plan and all other Section 403(b) Prototype Plans of the Employer.

(3) Any Excess Annual Addition attributable to this Plan will be corrected in the manner described in section 5.01(h).

(g) Coordination of Limitation on Annual Additions Where Employer Has Another Section 403(b) Plan that is Not a Prototype Plan. If Annual Additions are credited to the Participant for the Limitation Year under another section 403(b) plan of the Employer which is not a Section 403(b) Prototype Plan, the Annual Additions which may be credited to the Participant under this Plan for the Limitation Year will be limited in accordance with sections 5.01(e) and 5.01(f) as though the other plan were a Section 403(b) Prototype Plan unless the Employer provides other limitations in the Adoption Agreement.

(h) Correction of Excess Annual Additions. A Participant's Excess Annual Additions for a taxable year are includible in the Participant's gross income for that taxable year. A Participant's Excess Annual Additions attributable to this Plan will be credited in the year of the excess to a separate account under the Plan for such Excess Annual Additions which will be maintained by the Vendor until the Excess Annual Additions are distributed. This separate account will be treated as a separate contract to which section 403(c) (or another applicable provision of the Code) applies. Amounts in the separate account may be distributed at any time, notwithstanding any other provisions of the Plan.

5.02 **Definitions**: Refer to Article II, Section 2.45 for definitions related to Limitation on Annual Additions.

Article VI – Loans

6.01 **Loans**: Loans shall be permitted under the Plan to the extent permitted by the Individual Agreements controlling the Account assets from which the loan is made.

6.02 **Information Coordination Concerning Loan:** Each Vendor is responsible for all information reporting and tax withholding required by applicable federal and state laws in connection with distributions and loans. To minimize

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the instances in which Participants have taxable income as a result of loans from the Plan, the Administrator shall take such steps as may be appropriate to coordinate the limitations on loans set forth in Section 6.03, including the collection of information from Vendors, and transmission of information requested by any Vendor, concerning the outstanding balance of any loans made to a Participant under the Plan or any other plan of the Employer. The Administrator shall also take such steps as may be appropriate to collect information from Vendors and transmission of information to any Vendor, concerning any failure by a Participant to repay timely any loans made to a Participant under the Plan or any other plan of the Employer.

6.03 **Maximum Loan Amount:** No loan to a Participant under the Plan may exceed the lesser of:

(a) $50,000, reduced by the greater of (1) the outstanding balance on any loan from the Plan to the Participant on the date the loan is made or (2) the highest outstanding balance on loans from the Plan to the Participant during the one-year period ending on the day before the date the loan is approved by the Administrator (not taking into account any payments made during such one-year period); or

(b) one- half of the value of the Participant's vested Account Balance (as of the valuation date immediately preceding the date on which such loan is approved by the Administrator) or, if greater, the total accrued benefit up to $10,000.

For purposes of this Section 6.03, any loan from any other plan maintained by the Employer and any Related Employer shall be treated as if it were a loan made from the Plan, and the Participant's vested interest under any such other plan shall be considered a vested interest under this Plan; provided, however, that the provisions of this paragraph shall not be applied so as to allow the amount of a loan to exceed the amount that would otherwise be permitted in the absence of this paragraph.

6.04 **Failure to Make Loan Payment**: If a Participant fails to make a loan payment when due, such Participant will have a reasonable period as described in the loan agreement and applied on a uniform basis, (but no longer than the end of the calendar quarter following the calendar quarter in which the loan payment was due) after such loan payment due date to cure such default.

6.05 **Suspension of Certain Loan Payments:** Loan payments may be suspended under this Plan:

(a) as permitted under section 414(u)(4) of the Code during participants' periods of military service; and

(b) during any Participants' leave of absence as defined in section 72(p) of the Code and the regulations thereunder, but in no event shall such suspension exceed one year.

6.06 **Term of Loan:** Any loan shall by its terms require that repayment (principal and interest) be amortized in level payments, not less frequently than quarterly, over a period not extending beyond five years from the date of the loan. If such loan is used to acquire a dwelling unit which within a reasonable time (determined at the time the loan is made) will be used as the principal residence of the Participant, the amortization period shall not extend beyond 30 years from the date of the loan.

6.07 **Assignment or Pledge**: An assignment or pledge of any portion of the Participant's interest in the Plan and a loan, pledge, or assignment with respect to any insurance contract purchased under the Plan, will be treated as a loan under this paragraph.

6.08 **Administration of Loans**: Any applicable loan will be administered based on the loan policy of the Vendor or the Employer, whichever is applicable, Such policy(ies) must satisfy section 72(p) and the regulations thereunder.

6.09 **Repayment of Loan**: The terms governing the applicable Investment Arrangement shall determine the method of repayment of loans.

Article VII - Benefit Distributions

7.01 **Benefit Distributions At Severance from Employment or Other Distribution Event**:

(a) Except as permitted under Section 4.06 (relating to excess Elective Deferrals), Section 7.04 (relating to withdrawals of amounts rolled over into the Plan), Section 7.05 (relating to hardship), or Section 10.03 (relating to termination of the Plan), pre-1989 Elective Deferral contributions (excluding earnings thereon) to an Annuity Contract that are separately accounted for, amounts rolled over into the Plan, a qualified reservist distributions as defined in section 72(t)(2(G) of the Code, a payment pursuant to a qualified domestic relations order, or an IRS Levy, or as may otherwise be provided by law and in regulations or other rules of general applicability published by the Department of the Treasury or the Internal Revenue Service, distributions from a Participant's Elective Deferral Account may not be made earlier than the earliest of the date on which the

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Participation has a Severance from Employment, dies, becomes Disabled, or attains age 59 1/2. Distributions shall otherwise be made in accordance with the terms of the Individual Agreements.

For purposes of this paragraph, a Participant shall be treated as having a Severance from Employment during any period the Participant is performing service in the uniformed services described in section 3401(h)(2)(A) of the Code.

(b) Except for a payment pursuant to section 7.01(a) of the Plan, or as may otherwise be provided by law in regulations or other rules of general applicability published by the Department of the Treasury or the Internal Revenue Service, Employer contributions held in a Custodial Account may not be distributed earlier than the earliest of the date on which the Participant has a Severance from Employment, dies, becomes Disabled, or attains age 59 ½. The available forms of distribution will be based on the terms governing the applicable Investment Arrangement.

(c) Except for a payment pursuant to section 7.01(a) of the Plan, or as may otherwise be provided by law in regulations or other rules of general applicability published by the Department of the Treasury or the Internal Revenue Service, Employer contributions held in an Annuity Contract may not be distributed earlier than the earliest of the date on which the Participant has a Severance from Employment or upon the prior occurrence of an event as specified in the Adoption Agreement such as after a fixed number of years, attainment of a stated age, or after the Participant becomes disabled. The available forms of distribution will be based on the terms governing the applicable Investment Arrangement.

7.02 **Small Account Balances**: To the extent permitted under the terms governing the applicable Funding Vehicles, and if elected in the Adoption Agreement, distributions may be made in the form of a lump-sum payment, without the consent of the Participant or Beneficiary, but not without the consent of the Participant or Beneficiary if the Participant's Accumulated Benefit (determined without regard to any separate account that holds rollover contributions) exceeds $5,000 or any lesser amount specified in the Funding Vehicle, ("Small Account Balance"). Any such distribution shall comply with the requirements of section 401(a)(31)(B) of the Code (relating to automatic distribution as a direct rollover to an individual retirement plan for distributions in excess of $1,000).

7.03 **Minimum Distributions**: The Plan shall comply with the distribution requirements of section 401(a)(9) of the Code and the regulations thereunder in accordance with the terms of each Individual Agreement, unless and to the extent otherwise permitted by law and on regulations or other rules of general applicability published by the Department of the Treasury or the Internal Revenue Service. For purposes of applying the distribution rules of section 401(a)(9) of the Code, each Individual Agreement is treated as an individual retirement account (IRA) and distributions shall be made in accordance with the provisions of §1.408-8 of the Treasury Regulations, except as provided in §1.403(b)-6(e) of the Treasury Regulations.

7.04 **In-Service Distributions From Rollover Account:** If a Participant has a separate account attributable to rollover contributions to the Plan, to the extent permitted by the applicable Individual Agreement, if elected by the Employer in the Adoption Agreement, the Participant may at any time elect to receive a distribution of all or any portion of the amount held in the rollover account.

7.05 **Hardship Withdrawals**:

(a) Hardship withdrawals shall be permitted under the Plan to the extent elected in the Adoption Agreement and permitted by the Individual Agreements controlling the Account assets to be withdrawn to satisfy the hardship. If applicable under an Individual Agreement, no Elective Deferrals or After-Tax Employee Contributions (excluding Mandatory Employee Contributions) shall be allowed under the Plan during the 6-month period beginning on the date the Participant receives a distribution on account of hardship. A Participant who receives a distribution of Elective Deferrals on account of hardship shall be prohibited from making Elective Deferrals and/or After Tax Employee Contributions under this and all other plans of the Employer for 6 months after receipt of the distribution;

(b) The Individual Agreements shall provide for the exchange of information among the Employer and the Vendors or the Administrator to the extent necessary to implement the Individual Agreements, including, in the case of a hardship withdrawal that is automatically deemed to be necessary to satisfy the Participant's financial need (pursuant to section 1.401(k)-1(d)(3)(iv)(E) of the Income Tax Regulations), the Vendor or the Administrator notifying the Employer of the withdrawal in order for the Employer to implement the resulting 6-month suspension of the Participant's right to make Elective Deferrals under the Plan. In addition, in the case of a hardship withdrawal that is not automatically deemed to be necessary to satisfy the financial need (pursuant to section 1.401(k)-1(d)(3)(iii)(B) of the Income Tax Regulations), the Vendor or the Administrator, if applicable shall obtain information from the Employer or other Vendors to determine the amount of any plan loans and rollover accounts that are available to the Participant under the Plan to satisfy the financial need;

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(c) The distribution is not in excess of the amount of the immediate and heavy financial need (including amounts necessary to pay any federal, state or local income taxes or penalties reasonably anticipated to result from the distribution); and

(d) If required by Treasury regulations, the Participant has obtained all distributions, other than hardship distributions, and all nontaxable loans under all plans maintained by the Employer (except to the extent such actions would be counterproductive to alleviating the financial need).

(e) In applying the overall permitted Hardship distribution, such amounts shall be limited to the aggregate dollar amount of the Participant's section 403(b) elective deferrals under the applicable custodial agreements and contracts (and may not include any income thereon), reduced by the aggregate dollar amount of Elective Deferral distributions previously made to the Participant from the custodial agreements and/or contracts.

7.06 **Rollover Distributions:**

(a) A Participant or the Beneficiary of a deceased Participant (or a Participant's spouse or former spouse who is an Alternate Payee under a domestic relations order, as defined in section 414(p) of the Code) who is entitled to an eligible rollover distribution may elect to have any portion of an eligible rollover distribution (as defined in section 402(c)(4) of the Code) from the Plan paid directly to an eligible retirement plan (as defined in section 402(c)(8)(B) of the Code) specified by the Participant in a direct rollover. In the case of a distribution to a Beneficiary who at the time of the Participant's death was neither the spouse of the Participant nor the spouse or former spouse of the Participant who is an Alternate Payee under a domestic relations order, a direct rollover is payable only to a traditional individual retirement account or traditional individual retirement annuity (IRA) that has been established on behalf of the Beneficiary as an inherited traditional IRA (within the meaning of section 408(d)(3)(C) of the Code).

(b) For distributions made after December 31, 2007, Participants must be given the option to directly rollover to a Roth IRA as a qualified rollover contribution pursuant to section 408A(e) of the Code.

(c) Pursuant to section 402(c)(11) of the Code and section 108(f) of WRERA, for Plan Years after December 31, 2009, a plan must permit rollovers by nonspouse Beneficiaries and a rollover by a nonspouse Beneficiary must be made in a Direct Rollover to either a Roth IRA or traditional IRA. A surviving spouse Beneficiary who makes a rollover to a Roth IRA or a traditional IRA from this Plan may elect either to treat the Roth IRA or traditional IRA as his or her own or establish the Roth IRA or traditional IRA in the name of the decedent with the surviving spouse as the Beneficiary.

(d) Each Vendor shall be separately responsible for providing, within a reasonable time period before making an initial eligible rollover distribution, an explanation to the Participant of his or her right to elect a direct rollover and the income tax withholding consequences of not electing a direct rollover.

7.07 **Nonspouse Beneficiary Direct Rollover**

(a) A direct trustee-to-trustee transfer of any portion of a benefit payable upon the death of a Participant may be distributed from this Plan to an individual retirement plan described in section 408(a) or (b) of the Code (an "IRA") that is established for the purpose of receiving the distribution on behalf of a Designated Beneficiary who is a nonspouse beneficiary. The transfer is treated as a direct rollover of an eligible rollover distribution for purposes of section 402(c) of the Code.

The IRA of the nonspouse beneficiary is treated as an inherited IRA within the meaning of section 408(d)(3)(C) of the Code.

(b) This Plan shall offer a direct rollover of a distribution to a nonspouse beneficiary who is a Designated Beneficiary within the meaning of section 401(a)(9)(E) of the Code, provided that the distributed amount satisfies all the requirements to be an eligible rollover distribution other than the requirement that the distribution be made to the participant or the participant's spouse. The direct rollover must be made to an IRA established on behalf of the Designated Beneficiary that will be treated as an inherited IRA pursuant to the provisions of section 402(c)(11) of the Code. If a nonspouse beneficiary elects a direct rollover, the amount directly rolled over is not includible in gross income in the year of the distribution.

(c) Section 402(c)(11) of the Code provides that a direct rollover of a distribution by a nonspouse beneficiary is a rollover of an eligible rollover distribution only for purposes of section 402(c) of the Code. Therefore, the distribution is not subject to the direct rollover requirements of section 401(a)(31) of the Code, the notice requirements of section 402(f) of the Code, or the mandatory withholding requirements of section 3405(c) of the Code. If an amount distributed from a plan is received by a nonspouse beneficiary, the distribution is not eligible for rollover.

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(d) This Plan may make a direct rollover to an IRA on behalf of a trust where the trust is the named beneficiary of a decedent, provided the beneficiaries of the trust meet the requirements to be designated beneficiaries within the meaning of section 401(a)(9)(E) of the Code. In such a case, the beneficiaries of the trust are treated as having been designated as beneficiaries of the decedent for purposes of determining the distribution period under section 401(a)(9) of the Code, if the trust meets the requirements set forth in Treasury Regulation section 1.401(a)(9)-4, Q&A-5, with respect to the IRA.

(e) Determination of Required Minimum Distributions:

General rule. If the Employee dies before his or her Required Beginning Date, the required minimum distributions for purposes of determining the amount eligible for rollover with respect to a nonspouse beneficiary are determined under either the5-year rule described in section 401(a)(9)(B)(ii) of the Code or the life expectancy rule described in section 401(a)(9)(B)(iii) of the Code. Under either rule, no amount is a required minimum distribution for the year in which the Employee dies. The rule in Treasury Regulation section 1.402(c)-2, Q&A-7(b) (relating to distributions before an Employee has attained age 70½) does not apply to nonspouse beneficiaries.

Five-year rule. Under the 5-year rule described in section 401(a)(9)(B)(ii) of the Code, no amount is required to be distributed until the fifth calendar year following the year of the Employee's death. In that year, the entire amount to which the beneficiary is entitled under the plan must be distributed. Thus, if the 5-year rule applies with respect to a nonspouse beneficiary who is a designated beneficiary within the meaning of section 401(a)(9)(E) of the Code, for the first 4 years after the year the Employee dies, no amount payable to the beneficiary is ineligible for direct rollover as a required minimum distribution. Accordingly, the beneficiary is permitted to directly roll over the beneficiary's entire benefit until the end of the fourth year (but, the 5-year rule must also apply to the IRA to which the rollover contribution is made). On or after January 1 of the fifth year following the year in which the Employee died, no amount payable to the beneficiary is eligible for rollover.

Life expectancy rule. (1) *General rule.* If the life expectancy rule described in section 401(a)(9)(B)(iii) of the Code applies, in the year following the year of death and each subsequent year thereafter, there is a required minimum distribution. The amount not eligible for rollover includes all undistributed required minimum distributions for the year in which the direct rollover occurs and any prior year (even if the excise tax under section 4974 of the Code has been paid with respect to the failure in the prior years). (2) *Special rule.* If, under Treasury Regulation section 1.401(a)(9)-3, Q&A, paragraph (b) or (c) the 5-year rule applies, the nonspouse Designated Beneficiary may determine the required minimum distribution under the plan using the life expectancy rule in the case of a distribution made prior to the end of the year following the year of death. However, in order to use this rule, the required minimum distributions under the IRA to which the direct rollover is made must be determined under the life expectancy rule using the same Designated Beneficiary.

(f) If an Employee dies on or after his or her Required Beginning Date, within the meaning of section 401(a)(9)(C) of the Code, for the year of the Employee's death, the required minimum distribution not eligible for rollover is the same as the amount that would have applied if the Employee were still alive and elected the direct rollover. For the year after the year of the Employee's death and subsequent years thereafter, see Q&A-5 of Treasury Regulation section 1.401(a)(9)-5, Q&A-5, to determine the applicable distribution period to use in calculating the required minimum distribution. As in the case of death before the Employee's Required Beginning Date, the amount not eligible for rollover includes all undistributed required minimum distributions for the year in which the direct rollover occurs and any prior year, including years before the Employee's death.

(g) Under section 402(c)(11) of the Code, an IRA established to receive a direct rollover on behalf of a nonspouse Designated Beneficiary is treated as an inherited IRA within the meaning of section 408(d)(3)(C) of the Code. The required minimum distribution requirements set forth in section 401(a)(9)(B) of the Code and the regulations thereunder apply to the inherited IRA. The rules for determining the required minimum distributions under the Plan with respect to the nonspouse beneficiary also apply under the IRA. Thus, if the Employee dies before his or her Required beginning Date and the 5-year rule in section 401(a)(9)(B)(ii) of the Code applied to the nonspouse Designated Beneficiary under the plan making the direct rollover, the 5-year rule applies for purposes of determining required minimum distributions under the IRA. If the life expectancy rule applied to the nonspouse Designated Beneficiary under the plan, the required minimum distribution under the IRA must be determined using the same applicable distribution period as would have been used under the plan if the direct rollover had not occurred. Similarly, if the Employee dies on or after his or her Required Beginning Date, the required minimum distribution under the IRA for any year after the year of death must be determined using the same applicable distribution period as would have been used under the plan if the direct rollover had not occurred.

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7.08 Qualified Reservist Distribution:

(a) This provision applies to individuals ordered or called to active duty after September 11, 2001. The two-year period for making repayments of Qualified Reservist Distributions does not end before the date that is two years after the date of enactment.

(b) A Qualified Reservist Distribution is a distribution (1) from an IRA or attributable to elective deferrals under a 401(k) plan, 403(b) plan, or certain similar arrangements, (2) made to an individual who (by reason of being a member of a reserve component as defined in section 101 of title 37 of the U.S. Code) was ordered or called to active duty for a period in excess of 179 days or for an indefinite period, and (3) that is made during the period beginning on the date of such order or call to duty and ending at the close of the active duty period. A 401(k) plan or 403(b) plan does not violate the distribution restrictions applicable to such plans by reason of making a Qualified Reservist Distribution.

(c) An individual who receives a Qualified Reservist Distribution may, at any time during the two-year period beginning on the day after the end of the active duty period, make one or more contributions to an IRA of such individual in an aggregate amount not to exceed the amount of such distribution. The dollar limitations otherwise applicable to contributions to IRAs do not apply to any contribution made pursuant to the provision. No deduction is allowed for any contribution made under the provision.

Article VIII - Rollovers to the Plan and Transfers from the Plan

8.01 **Eligible Rollover Contributions to the Plan:**

(a) Eligible Rollover Contributions: If elected by the Employer in the Adoption Agreement and to the extent provided in the Individual Agreements, an Employee who is a Participant who is entitled to receive an eligible rollover distribution from another eligible retirement plan may request to have all or a portion of the eligible rollover distribution paid to the Plan. The Vendor or the Administrator, if applicable, may require such documentation from the distributing plan as it deems necessary to effectuate the rollover in accordance with section 402 of the Code and to confirm that such plan is an eligible retirement plan within the meaning of section 402(c)(8)(B) of the Code. If elected by the Employer in the Adoption Agreement and permitted in the Individual Agreements, the Plan may accept a rollover contribution from a Roth elective deferral account under an applicable retirement plan described in section 402A(e)(1) of the Code.

(b) Eligible Rollover Distribution: For purposes of Section 8.01(a), an eligible rollover distribution means any distribution of all or any portion of a Participant's benefit under another eligible retirement plan, except that an eligible rollover distribution does not include (1) any installment payment for a period of 10 years or more, (2) any distribution made as a result of an unforeseeable emergency or other distribution which is made upon hardship of the employee, or (3) for any other distribution, the portion, if any, of the distribution that is a required minimum distribution under section 401(a)(9) of the Code. In addition, an eligible retirement plan means an individual retirement account described in section 408(a) of the Code, an individual retirement annuity described in section 408(b) of the Code, a qualified trust described in section 401(a) of the Code, an annuity plan described in section 403(a) or 403(b) of the Code, or an eligible governmental plan described in section 457(b) of the Code, that accepts the eligible rollover distribution.

(c) Eligible Retirement Plan. An Eligible Retirement Plan means a qualified trust described in section 401(a) of the Code, an annuity plan described in section 403(a) or 403(b) of the Code, an individual retirement account described in section 408(a) of the Code, an individual retirement annuity described in section 408(b) of the Code, or an eligible governmental plan described in section 457(b) of the Code.

(d) Separate Accounts: The Vendor, or the Administrator if applicable, shall establish and maintain for the Participant a separate account for any eligible rollover distribution paid to the Plan.

(e) Roth Rollovers: If provided by the Employer in the Adoption Agreement, the plan will accept a rollover contribution to a Roth Elective Deferral account only if it is a direct rollover from another Roth elective deferral account under an applicable retirement plan described in section 402A(e)(1) of the Code and only to the extent the rollover is permitted under the rules of section 402(c) of the Code.

(f) Information Regarding Participant Basis Required. A rollover of an Eligible Rollover Distribution that includes after-tax employee contributions or Roth Elective Deferrals will only be accepted if the Administrator obtains information regarding the Participant's tax basis under section 72 of the Code in the amount rolled over.

8.02 **Plan-to-Plan Transfers to the Plan**: If elected in the Adoption Agreement, plan-to-plan transfers for a Participant shall be permitted as provided in this section.

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(a) At the direction of the Employer, for a class of Employees who are Participants or Beneficiaries in another plan under section 403(b) of the Code, the Administrator may permit a transfer of part or all of the assets to the Plan as provided in this Section 8.02. Such a transfer is permitted only if the other plan provides for the direct transfer of each person's interest therein (entire or partial interest) to the Plan and the participant is an employee or former employee of the Employer. The Administrator and any Vendor accepting such transferred amounts may require that the transfer be in cash or other property acceptable to it. The Administrator or any Vendor accepting such transferred amounts may require such documentation from the other plan as it deems necessary to effectuate the transfer in accordance with §1.403(b)-10(b)(3) of the Income Tax Regulations and to confirm that the other plan is a plan that satisfies section 403(b) of the Code.

(b) The amount so transferred shall be credited to the Participant's Account Balance, so that the Participant or Beneficiary whose assets are being transferred has an accumulated benefit immediately after the transfer at least equal to the accumulated benefit with respect to that Participant or Beneficiary immediately before the transfer.

(c) To the extent provided in the Individual Agreements holding such transferred amounts, the amount transferred shall be held, accounted for, administered and otherwise treated in the same manner as an Elective Deferral by the Participant under the Plan, except that (1) the Individual Agreement which holds any amount transferred to the Plan must provide that, to the extent any amount transferred is subject to any distribution restrictions required under section 403(b) of the Code, the Individual Agreement must impose restrictions on distributions to the Participant or Beneficiary whose assets are being transferred that are not less stringent than those imposed on the transferor plan and (2) the transferred amount shall not be considered an Elective Deferral under the Plan in determining the maximum deferral under Article IV. The Employer reserves the right to establish procedures with respect to former employees.

(d) Plan-to-Plan transfer may not be made between this Plan and a qualified plan or a 457(b) Plan. Notwithstanding the previous sentence if the Plan Sponsor is a church, or church related organization transfers and mergers may be made between a qualified plan and a 403(b) or vice versa.

8.03 **Plan-to-Plan Transfers from the Plan:** If elected in the Adoption Agreement, plan-to-plan transfers for a Participant shall be permitted as provided in this section.

(a) At the direction of the Employer, the Administrator may permit a class of Participants and Beneficiaries to elect to have all or any portion of their Account Balance transferred to another plan that satisfies section 403(b) of the Code in accordance with §1.403(b)-10(b)(3) of the Income Tax Regulations. A transfer is permitted under this Section 8.03(a) only if the Participants or Beneficiaries are employees or former employees of the employer (or the business of the employer) under the receiving plan and the other plan provides for the acceptance of plan-to-plan transfers with respect to the Participants and Beneficiaries and for each Participant and Beneficiary to have an amount under the other plan immediately after the transfer at least equal to the amount transferred.

(b) The other plan must provide that, to the extent any amount transferred is subject to any distribution restrictions required under section 403(b) of the Code, the other plan shall impose restrictions on distributions to the Participant or Beneficiary whose assets are transferred that are not less stringent than those imposed under the Plan. In addition, if the transfer does not constitute a complete transfer of the Participant's or Beneficiary's interest in the Plan, the other plan shall treat the amount transferred as a continuation of a pro rata portion of the Participant's or Beneficiary's interest in the transferor plan (e.g., a pro rata portion of the Participant's or Beneficiary's interest in any after-tax employee contributions).

(c) Upon the transfer of assets under this Section 8.03, the Plan's liability to pay benefits to the Participant or Beneficiary under this Plan shall be discharged to the extent of the amount so transferred for the Participant or Beneficiary. The Administrator may require such documentation from the receiving plan as it deems appropriate or necessary to comply with this Section 8.03 (for example, to confirm that the receiving plan satisfies section 403(b) of the Code and to assure that the transfer is permitted under the receiving plan) or to effectuate the transfer pursuant to § 1.403(b)-10(b)(3) of the Income Tax Regulations.

8.04 **Contract and Custodial Account Exchanges:**

(a) A Participant or Beneficiary is permitted to change the investment of his or her Account Balance among the Vendors under the Plan, subject to the terms of the Individual Agreements. However, an investment change that includes an investment with a Vendor that is not eligible to receive contributions under Article III (referred to below as an exchange) is not permitted unless the conditions in paragraphs (b) through (d) of this Section 8.04 are satisfied.

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(b) The Participant or Beneficiary must have an Account Balance immediately after the exchange that is at least equal to the Account Balance of that Participant or Beneficiary immediately before the exchange (taking into account the Account Balance of that Participant or Beneficiary under both section 403(b) contracts and custodial accounts immediately before the exchange).

(c) The Individual Agreement with the receiving Vendor has distribution restrictions with respect to the Participant that are not less stringent than those imposed on the investment being exchanged.

(d) The Employer or the Administrator enters into an agreement with the receiving Vendor for the other contract or custodial account under which the Employer and the Vendor will from time to time in the future provide each other with the following information:

(1) Information necessary for the resulting contract or custodial account, or any other contract or custodial accounts to which contributions have been made by the Employer, to satisfy section 403(b) of the Code, including the following: (1) the Employer providing information as to whether the Participant's employment with the Employer is continuing, and notifying the Vendor when the Participant has had a Severance from Employment (for purposes of the distribution restrictions in Section 7.01); (2) the Vendor notifying the Employer of any hardship withdrawal under Section 7.05 if the withdrawal results in a 6-month suspension of the Participant's right to make Elective Deferrals under the Plan; and (3) the Vendor providing information to the Employer or other Vendors concerning the Participant's or Beneficiary's section 403(b) contracts or custodial accounts or qualified employer plan benefits (to enable a Vendor to determine the amount of any plan loans and any rollover accounts that are available to the Participant under the Plan in order to satisfy the financial need under the hardship withdrawal rules of Section 7.05); and

(2) Information necessary in order for the resulting contract or custodial account and any other contract or custodial account to which contributions have been made for the Participant by the Employer to satisfy other tax requirements, including the following: (1) the amount of any plan loan that is outstanding to the Participant in order for a Vendor to determine whether an additional plan loan satisfies the loan limitations of Section 603, so that any such additional loan is not a deemed distribution under section 72(p)(1); and (2) information concerning the Participant's or Beneficiary's after-tax employee contributions in order for a Vendor to determine the extent to which a distribution is includible in gross income.

(e) If any Vendor ceases to be eligible to receive Elective Deferrals under the Plan, the Employer or the Administrator will enter into an information sharing agreement as described in Section 8.04(d) to the extent the Employer's contract with the Vendor does not provide for the exchange of information described in Section 8.04(d)(1) and (2).

(f) Notwithstanding anything to the contrary in this section, if the Employer does not permit Exchanges under this Plan, an invalid exchange (an exchange that occurs after September 24, 2007) shall be permitted to be re-exchanged into an approved Vendor under this Plan.

8.05 **Permissive Service Credit Transfers:**

(a) If a Participant is also a participant in a tax-qualified defined benefit governmental plan (as defined in section 414(d) of the Code) that provides for the acceptance of plan-to-plan transfers with respect to the Participant, then the Participant may elect to have any portion of the Participant's Account Balance transferred to the defined benefit governmental plan. A transfer under this Section 8.05(a) may be made before the Participant has had a Severance from Employment.

(b) A transfer may be made under Section 8.05(a) only if the transfer is either for the purchase of permissive service credit (as defined in section 415(n)(3)(A) of the Code) under the receiving defined benefit governmental plan or a repayment to which section 415 of the Code does not apply by reason of section 415(k)(3) of the Code.

(c) In addition, if a plan-to-plan transfer does not constitute a complete transfer of the Participant's or Beneficiary's interest in the transferor plan, the Plan shall treat the amount transferred as a continuation of a pro rata portion of the Participant's or Beneficiary's interest in the transferor plan (e.g., a pro rata portion of the Participant's or Beneficiary's interest in any after-tax employee contributions).

8.06 **Transfer by Employer.** To the extent permitted by applicable law and the underlying Individual Agreements, and subject to rules and procedures established by the Administrator, an Employer may request a transfer of all Accounts maintained under its Plan to another section 403(b) plan that it has established.

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9.01 **Manner of Investment**: All Elective Deferrals or other amounts contributed to the Plan, all property and rights purchased with such amounts under the Funding Vehicles, and all income attributable to such amounts, property, or rights shall be held and invested in one or more Annuity Contracts or Custodial Accounts. Each Custodial Account shall provide for it to be impossible, prior to the satisfaction of all liabilities with respect to Participants and their Beneficiaries, for any part of the assets and income of the Custodial Account to be used for, or diverted to, purposes other than for the exclusive benefit of Participants and their Beneficiaries.

9.02 **Investment of Contributions:** Each Participant or Beneficiary shall direct the investment of his or her Account among the investment options available under the Annuity Contract or Custodial Account in accordance with the terms of the Individual Agreements. Transfers and Exchanges among Annuity Contracts and Custodial Accounts may be made to the extent provided in the Individual Agreements, the Plan and permitted under applicable Income Tax Regulations.

9.03 **Current and Former Vendors**: The Administrator shall maintain a list of all Vendors under the Plan. Each Vendor and the Administrator shall exchange such information as may be necessary to satisfy section 403(b) of the Code or other requirements of applicable law. In the case of a Vendor which is not eligible to receive Elective Deferrals under the Plan (including a Vendor which has ceased to be a Vendor eligible to receive Elective Deferrals under the Plan and a Vendor holding assets under the Plan in accordance with Plan Vendor Attachment which is incorporated in the Administrative Appendix), the Employer shall keep the Vendor informed of the name and contact information of the Administrator in order to coordinate information necessary to satisfy section 403(b) of the Code or other requirements of applicable law.

Article X - Amendment and Plan Termination

10.01 **Termination of Contributions**: The Employer has adopted the Plan with the intention and expectation that contributions will be continued indefinitely. However, the Employer has no obligation or liability whatsoever to maintain the Plan for any length of time and may discontinue contributions under the Plan at any time without any liability hereunder for any such discontinuance.

10.02 **Amendment and Termination By Employer:** The Employer reserves the authority to amend or terminate this Plan at any time. An Employer that amends the Plan, other than to change the choice of options or procedures in the Adoption Agreement or to add certain sample or model amendments published by the Internal Revenue Service which specifically provide that their adoption will not cause the Plan to be treated as individually designed, will no longer participate in this section 403(b) volume submitter plan and will be considered to have an individually designed 403(b) plan.

10.03 **Distribution upon Termination of the Plan**: The Employer may provide that, in connection with a termination of the Plan and subject to any restrictions contained in the Individual Agreements, all Accounts will be distributed, provided that the Employer and any Related Employer on the date of termination do not make contributions to an alternative section 403(b) contract that is not part of the Plan during the period beginning on the date of plan termination and ending 12 months after the distribution of all assets from the Plan, except as permitted by the Income Tax Regulations. Upon Termination of the Plan all nonvested amounts under the Plan shall become fully vested. In addition, all accumulated benefits for a Participant must be distributed to Participants and Beneficiaries as soon as administratively feasible as described in section 1.403(b)-10(b)(1)(i) of the Treasury regulations.

10.04 **Amendment by Sponsor of Volume Submitter**:

(a) The Sponsor reserves the right to amend the Plan from time to time on behalf of all adopting employers, including those Employers who have adopted the Plan prior to this amendment, for changes in the Code, regulations, revenue rulings, other statements published by the Internal Revenue Service, including model, sample or other required good faith amendments, but only if their adoption will not cause such Plan to be individually designed, and for corrections of prior approved plans. These amendments will be applied to all Employers who have adopted the plan and such amendments will comply with section 12.03 of Revenue Procedure 2013-22. The Mass Submitter, as agent for the Sponsor, shall have the right to unilaterally amend the Plan on behalf of the Sponsors of the Volume Submitter for purposes of any amendments mandated for changes in the Code, regulations, or other guidance issued from the IRS, Department of Labor or other government entity, as it may deem appropriate.

Notwithstanding the paragraph above, if the amendment that is being made requires an election by the Employer, then the Sponsor will maintain, or have maintained on its behalf, a record of the Employers that have adopted the Plan, and the Sponsor will make reasonable and diligent efforts to ensure that adopting Employers have actually received and are aware of all Plan amendments and that such Employers adopt new documents when necessary. This amendment supersedes other provisions of the Plan to the extent those other provisions are inconsistent with this amendment.

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(b) The Sponsor may preselect options on the Adoption Agreements where necessary, from time to time. The Sponsor also reserves the right to amend the "Defaults" that are in the Adoption Agreements to reflect the administration of the plans, or to only permit certain options to be available to adopting Employers. The "Defaults" that may appear on the Adoption Agreements below certain items are not to be considered a part of the Plan and may be amended or removed at the discretion of the Employer, Sponsor, or Administrator.

10.05 **Amendment of Vesting Schedule**: If the Plan's vesting schedule is amended, or the Plan is amended in any way that directly or indirectly affects the computation of a Participant's nonforfeitable percentage, each Participant with at least 3 years of service with the Employer may elect, within a reasonable period after the adoption of the amendment or change, to have the nonforfeitable percentage computed under the Plan without regard to such amendment or change. For Participants who do not have at least 1 Hour of Service in any Plan Year beginning after December 31, 1988, the preceding sentence shall be applied by substituting "5 Years of Service" for "3 Years of Service" where such language appears.

The period during which the election may be made shall commence with the date the amendment is adopted or deemed to be made and shall end on the latest of:

(a) 60 days after the amendment is adopted;

(b) 60 days after the amendment becomes effective; or

(c) 60 days after the Participant is issued written notice of the amendment by the Employer or Administrator.

Article XI – Miscellaneous and Administration of the Plan

11.01 **Non-Assignability:** Except as provided in Section 10.02 and 10.03, the interests of each Participant or Beneficiary under the Plan are not subject to the claims of the Participant's or Beneficiary's creditors; and neither the Participant nor any Beneficiary shall have any right to sell, assign, transfer, or otherwise convey the right to receive any payments hereunder or any interest under the Plan, which payments and interest are expressly declared to be nonassignable and nontransferable.

11.02 **Domestic Relation Orders**: Notwithstanding Section 10.01, if a judgment, decree or order (including approval of a property settlement agreement) that relates to the provision of child support, alimony payments, or the marital property rights of a spouse or former spouse, child, or other dependent of a Participant is made pursuant to the domestic relations law of any State ("domestic relations order"), then the amount of the Participant's Account Balance shall be paid in the manner and to the person or persons so directed in the domestic relations order. Such payment shall be made without regard to whether the Participant is eligible for a distribution of benefits under the Plan. The Administrator shall establish reasonable procedures for determining the status of any such decree or order and for effectuating distribution pursuant to the domestic relations order.

11.03 **IRS Levy:** Notwithstanding Section 10.01, the payor or the Administrator, as applicable may pay from a Participant's or Beneficiary's Account Balance the amount that the Administrator finds is lawfully demanded under a levy issued by the Internal Revenue Service with respect to that Participant or Beneficiary or is sought to be collected by the United States Government under a judgment resulting from an unpaid tax assessment against the Participant or Beneficiary.

11.04 **Tax Withholding:** Contributions to the Plan are subject to applicable employment taxes (including, if applicable, Federal Insurance Contributions Act (FICA) taxes with respect to Elective Deferrals, which constitute wages under section 3121 of the Code). Any benefit payment made under the Plan is subject to applicable income tax withholding requirements (including section 3405 of the Code and the Employment Tax Regulations thereunder). A payee shall provide such information as the payor or the Administrator, if applicable may need to satisfy income tax withholding obligations, and any other information that may be required by guidance issued under the Code.

11.05 **Payments to Minors and Incompetents**: Subject to any State law requirements, if a Participant or Beneficiary entitled to receive any benefits hereunder is a minor or is adjudged to be legally incapable of giving valid receipt and discharge for such benefits, or is deemed so by the payor or the Administrator, if applicable, benefits will be paid to such person as the payor or the Administrator may designate for the benefit of such Participant or Beneficiary. Such payments shall be considered a payment to such Participant or Beneficiary and shall, to the extent made, be deemed a complete discharge of any liability for such payments under the Plan.

11.06 **Mistaken Contributions:** If any contribution (or any portion of a contribution) is made to the Plan by a good faith mistake of fact, then within one year after the payment of the contribution, and upon receipt in good order of a proper request approved by the Administrator, the amount of the mistaken contribution (not adjusted for any income but adjusted for loss in value, if any, allocable thereto) shall be returned directly to the Employer.

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11.07 **Procedure When Distributee Cannot Be Located:** The Administrator shall make all reasonable attempts to determine the identity and address of a Participant or a Participant's Beneficiary entitled to benefits under the Plan. For this purpose, a reasonable attempt means (a) the mailing by certified mail of a notice to the last known address shown on the Employer's or the Administrator's records, (b) notification sent to the Internal Revenue Service, the Social Security Administration or the Pension Benefit Guaranty Corporation (under their respective programs to identify payees under retirement plans), and (c) the payee has not responded within 6 months. If the Administrator is unable to locate such a person entitled to benefits hereunder, or if there has been no claim made for such benefits, the funding vehicle shall continue to hold the benefits due such person.

11.08 **Plan Administration**: The Plan shall be administered, and the provisions of the various documents comprising the Plan shall be coordinated, in accordance with the terms of the Plan and the requirements of section 403(b) of the Code. These provisions and requirements (as outlined in the Administrative Appendix) include but are not limited to:

(a) Determining whether an employee is eligible to participate in the Plan

(b) Determining whether contributions comply with the applicable limitations

(c) Determining whether hardship withdrawals and loans comply with applicable requirements and limitations

(d) Determining that any transfers, rollovers, or purchases of service credit comply with applicable requirements and limitations

(e) Determining that the requirements of the Plan and section 403(b) of the Code are properly applied, including whether the Employer is a member of a controlled group

(f) Determining the status of domestic relations orders or qualified domestic relations orders

Administrative functions, including functions to comply with section 403(b) of the Code and other tax requirements may be allocated among various persons pursuant to service agreements or other written documents, including the Administrative Appendix. However, in no case shall administrative functions be allocated to Participants (other than permitting Participants to make investment elections for self-directed accounts). Any administrative functions not allocated to other persons are reserved to the Employer.

In the event there is a conflict between the provisions of this Plan (including the Adoption Agreement) and the underlying Custodial Accounts and/or the Annuity Contracts, the provisions of this Plan shall govern.

11.09 **Responsibilities of Employer**: The Employer shall have the following responsibilities with respect to administration of the Plan:

(a) The Employer shall make any Employer Contributions required under the Plan.

(b) The Employer shall serve as Administrator of the Plan, unless the Employer designates in writing another person to administer the Plan on behalf of the Employer. The Employer may remove and reappoint a Plan Administrator from time to time in the Employer's discretion.

(c) The Employer shall supply the Administrator in a timely manner with all information necessary for the Administrator to fulfill its responsibilities under the Plan, including Compensation of Participants and other pertinent facts.

11.10 **Responsibilities of Administrator**: The Administrator shall administer the Plan according to its terms for the exclusive benefit of Participants, former Participants, and their Beneficiaries in accordance with the following provisions:

(a) The Administrator's responsibilities shall include, but shall not be limited to, the following:

(1) To determine all questions relating to the eligibility of Employees to participate or remain Participants hereunder.
(2) To maintain all records necessary for administration of the Plan.
(3) To interpret the provisions of the Plan and prepare and publish rules and regulations for the Plan.
(4) To comply with all reporting, disclosure, and notice requirements of the Code.

(b) In order to fulfill its responsibilities, the Plan Administrator shall have all powers necessary or appropriate to accomplish its duties under the Plan, including the power to determine all questions arising in connection with

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the administration, interpretation, and application of the Plan. Any such determination shall be conclusive and binding upon all persons. However, all discretionary acts, interpretations, and constructions shall be done in a nondiscriminatory manner based upon uniform principles consistently applied.

(c) In order to fulfill its responsibilities hereunder, the Administrator shall be specifically authorized to employ such agents, or attorneys, or contract for such assistance, as the Plan Administrator may from time to time deem necessary or advisable in connection with its responsibilities hereunder and to pay the fees, commission, or salaries incurred on account thereof as an expense of administration of the Plan. The Administrator is authorized to delegate administrative duties to the Custodian when not inconsistent with the terms of this Plan.

(d) The Administrator shall serve as the designated agent for legal purposes under the Plan.

11.11 **Resignation and Removal of Administrator**: The Administrator may resign at any time by giving the Employer thirty (30) days prior written notice. The Employer may waive such notice. The Employer may remove the Administrator from office at any time by giving written notice to the Administrator, which removal shall be effective as of the date specified in the notice.

11.12 **Expenses of Administration**: All costs and expenses of administering this Plan shall be paid pursuant to the service agreement(s) entered into by the Employer. Expenses shall be paid: directly by the Employer; or where applicable, shall be paid pro rata or per capita from each Participant's Account; or where applicable shall be paid by the Vendors. Payment of such expenses shall not be considered to be Employer Contributions.

11.13 **Incorporation of Individual Agreements:** The Plan, together with the Individual Agreements, is intended to satisfy the requirements of section 403(b) of the Code and the Income Tax Regulations thereunder. Terms and conditions of the Individual Agreements are hereby incorporated by reference into the Plan, excluding those terms that are inconsistent with the Plan or section 403(b) of the Code.

11.14 **Governing Law**: The Plan will be construed, administered and enforced according to the Code and the laws of the State in which the Employer has its principal place of business.

11.15 **Headings**: Headings of the Plan have been inserted for convenience of reference only and are to be ignored in any construction of the provisions hereof.

11.16 **Gender:** Pronouns used in the Plan in the masculine or feminine gender include both genders unless the context clearly indicates otherwise.

11.17 **This Plan Is Not An Employment Contract**: Neither the adoption of the Plan by the Employer, nor any action of the Employer or the Administrator under this Plan, nor the establishment of any custodial account, nor the payment of any benefits, shall be construed to confer upon any person any legal right to be continued as an Employee of the Employer or any affiliated or related employer. All Employees shall be subject to discharge to the same extent as they would have been had this Plan never have been adopted.

11.18 **USERRA - Military Service Credit:** Notwithstanding any provision of this Plan to the contrary, contributions, benefits and service credit with respect to qualified military service will be provided in accordance with section 414(u) of the Internal Revenue Code. In addition, the survivors of any Participant who dies on or after January 1, 2007, while performing qualified military service, are entitled to any additional benefits (other than benefit accruals relating to the period of qualified military service) that would have been provided under the Plan had the Participant resumed employment and then terminated employment on account of death.

Article XII – Employer Contributions

12.01 **Employer Contributions:** If the Adoption Agreement provides that this Plan shall accept Employer Contributions, then the following rules shall apply.

(a) Unless otherwise elected by the Employer in the Adoption Agreement, Employer Contributions shall be an amount, if any, determined annually in the sole discretion of the Employer.

(b) Post-Employment Employer Contributions shall follow the rules of Section 12.03.

(c) Optional Retirement Plan (ORP) Provisions:

(1) General Application. This Section 12.01(c) shall apply only if the Employer has indicated that it offers an Optional Retirement Program (ORP) on the Adoption Agreement and only if permitted under the Adoption Agreement being completed. Not all Adoption Agreements that accompany this Plan will permit this selection.

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(2) Incorporation of ORP. The ORP is established and governed by separate plan documentation which may include a plan document, statutory language and/or regulatory guidance. The terms and conditions of the ORP are incorporated herein by reference. If there is a conflict between the Plan and the requirements of the ORP, the ORP shall govern with respect to those provisions that are exclusive to the ORP. The Plan shall govern in all other circumstances.

(3) ORP Contributions. Employer shall make contributions under the ORP to the Accounts of Participants that are also participating in the ORP in accordance with the terms of the ORP and/or as authorized by the Employer on the Adoption Agreement. Unless otherwise provided by the ORP, such contributions shall be treated as Employer Contributions and are therefore subject to the requirements and limitations imposed by section 415(c) of the Code.

(4) Separate Accounting Requirements. ORP contributions and withdrawals, including any earnings or losses thereon, shall be credited and debited to each participating Participant's Account and shall be separately accounted for under each Employee's Account.

(5) Deposit Requirements. ORP contributions shall be deposited with the applicable Funding Vehicles as soon as practicable in conformity with any requirements established in the ORP, or if applicable by the State law.

(d) Supplemental 403(b) Contributions:

(1) General Application. This Section 12.01(d) shall apply only if the Employer has indicated that it offers a Supplemental 403(b) Program on the Adoption Agreement and only if permitted under the Adoption Agreement being completed. Not all Adoption Agreements will permit this optional provision.

(2) Incorporation of Supplemental 403(b) Program. The Supplemental 403(b) Program is established and governed by a separate plan document. The Plan includes the Adoption Agreement and the document establishing the Supplemental 403(b) Program, as identified on the Adoption Agreement. If there is a conflict between the Plan and the Supplemental 403(b) Program document, the Supplemental 403(b) Program shall govern with respect to those provisions that are exclusive to the Supplemental Program. The Plan shall govern in all other circumstances.

(3) Supplemental 403(b) Contributions. Employer shall make contributions as required under the Supplemental 403(b) Contributions to the Accounts of Participants that are participating in the Supplemental 403(b) Program in accordance with the terms of the Supplemental 403(b) Program. Such contributions shall be subject to the appropriate annual contribution limitations based on the type of contribution required under the Supplemental 403(b) Program.

(4) Separate Accounting Requirements. Supplemental 403(b) Program contributions and withdrawals, including any earnings or losses thereon, shall be credited and debited to each participating Participant's Account and shall be separately accounted for under each Employee's Account.

(5) Deposit Requirements. Supplemental 403(b) Program Contributions shall be deposited with the applicable Funding Vehicles as soon as practicable in conformity with the Supplemental 403(b) Program document, or if applicable State law.

(e) The Employer has evidenced its intent to adopt this Plan by executing the Adoption Agreement which is a part of this 403(b) Plan document. This Plan document, the Adoption Agreement, documents governing ORPs and Supplemental 403(b) Programs, as applicable, and any underlying Annuity Contracts and Custodial Accounts provided by the Vendors authorized by the Employer, as well as necessary forms and administrative policies and procedures incorporated by the Employer, an Administrator or any Funding Vehicle shall constitute the entire Plan.

12.02 **Correction of Allocations:**

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(a) In the event that the Administrator learns that Employer allocations have not been made on behalf of an Employee for whom an allocation should have been made pursuant to the terms of this Plan, the Participant's account for such Employee shall be restored to its proper balance as soon as is reasonably possible.

(b) In the event that the Administrator learns that contributions or allocations have been made on behalf of an Employee for whom allocations should not have been made pursuant to the terms of the Plan; and if such contributions were made pursuant to a mistake of fact, such contributions shall be returned to the Employer within one year of the contributions. Earnings attributable to the mistaken contribution shall not be returned to the Employer, but losses attributable to the mistaken contribution shall reduce the amount to be returned to the Employer.

12.03 **Employer Contributions for former Employees:**

(a) Includible compensation deemed to continue for post-employment Employer Contributions - For purposes of applying paragraph (b) of this section, a former Employee is deemed to have monthly includible compensation for the period through the end of the taxable year of the Employee in which he or she ceases to be an Employee and through the end of each of the next five taxable years. The amount of the monthly Includible Compensation is equal to one twelfth of the former Employee's Includible Compensation during the former Employee's most recent year of service. Accordingly, post-employment Employer Contributions for a former Employee must not exceed the limitation of section 415(c)(1) up to the lesser of the dollar amount in section 415(c)(1)(A) or the former Employee's annual Includible Compensation based on the former Employee's average monthly compensation during his or her most recent year of service.

(b) If a Participant who is a former Employee dies during the first 5 calendar years following the date on which the Participant ceases to be an Employee, and Employer contributions are being made pursuant to this Section 12.03, then any additional contributions made after the death of the Participant or former Employee may not exceed the lesser of –

(1) The excess of the former Employee's Includible Compensation for the year of death over the contributions previously made for the former Employee for that year; or

(2) The total contributions that would have been made on the former Employee's behalf thereafter if he or she had survived to the end of the 5-year period.

12.04 **Service:** Service will be computed on the basis designated by the Employer in the Adoption Agreement. Except where specifically excluded under this section, all of an Employee's Years of Service will be taken into account for purposes of eligibility, including:

(a) Years of Service for employment with an employer required to be aggregated with the Employer under section 414(b), (c), (m), or (o) of the Code;

(b) Years of Service for an employee required under section 414(n) or 414(o) of the Code to be considered an employee of any employer aggregated with the Employer under section 414(b), (c), or (m) of the Code;

(c) Years of Service with the predecessor Employer, if the Adoption Agreement allows and the Employer so specifies; and

(d) Years of Service with the predecessor employer during the time a qualified plan was maintained, if the Adoption Agreement allows and the Employer so specifies. If the Employer maintains the Plan of a predecessor Employer, Service with such Employer will be treated as Service for the Employer.

12.05 **Eligibility Computation Periods**:

(a) Hours of Service Method - If the Employer has specified in the Adoption Agreement that service will be credited on the basis of hours, days, weeks, semi-monthly payroll periods, or months, the initial eligibility computation period is the 12-consecutive month period beginning on the date the Employee first performs an Hour of Service for the Employer ("employment commencement date"). Pursuant to the Employer's election in the Adoption Agreement, the succeeding 12-consecutive month periods shall commence with either:

(1) the first anniversary of the Employee's employment commencement date; or
(2) the first Plan Year which commences prior to the first anniversary of the Employee's employment commencement date regardless of whether the Employee is entitled to be credited with 1,000 Hours of Service (or any lesser number specified by the Employer in the Adoption Agreement) during the initial eligibility computation period. An employee who is credited with 1,000 Hours of Service (or such lesser number specified by the Employer in the Adoption Agreement) in both the initial eligibility computation

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period and the first Plan Year which commences prior to the first anniversary of the Employee's initial eligibility computation period will be credited with two Years of Service for purposes of eligibility to participate.

(b) Elapsed Time Method - If the Employer has specified in the Adoption Agreement (or if the Adoption Agreement default is) that service will be credited under the elapsed time method, an Employee will receive credit for the aggregate of all time periods commencing with the Employee's first day of employment or reemployment and ending on the date a Break in Service begins. The first day of employment or reemployment is the first day an Employee performs an Hour of Service. An Employee shall also receive credit for any Period of Severance of less than twelve consecutive months. Fractional periods of a year will be expressed in terms of days. For purposes of this paragraph, Hour of Service shall mean each hour for which an Employee is paid or entitled to payment for the performance of duties for the Employer.

12.06 **Use of Computation Periods**: Years of Service and Breaks in Service shall be measured on the same eligibility computation period.

12.07 **Eligibility Break in Service**: In the case of any Participant who has a 1-year Break in Service, years of eligibility service before such break will not be taken into account until the Employee has completed a Year of Service after returning to employment. Pursuant to the Employer's election in the Adoption Agreement, such Year of Service will be measured by the 12-consecutive month period beginning on an Employee's reemployment commencement date and, if necessary, either:

(a) subsequent 12-consecutive month periods beginning on anniversaries of the reemployment commencement date; or

(b) Plan Years beginning with the Plan Year which includes the first anniversary of the reemployment commencement date. The reemployment commencement date is the first day on which the Employee is credited with an Hour of Service for the performance of duties after the first eligibility computation period in which the Employee incurs a one year Break in Service.

If a Participant completes a Year of Service in accordance with this provision, his or her participation will be reinstated as of the reemployment commencement date.

12.08 **Entry into Plan**: Each Employee who is a member of an eligible class of employees specified in the Adoption Agreement will participate on the Entry Date selected by the Employer in the Adoption Agreement after such Employee has met the minimum age and service requirements, if any, in the Adoption Agreement.

12.09 **Participation upon Return to Eligible Class**: In the event a Participant is no longer a member of an eligible class of employees and becomes ineligible to participate but has not incurred a Break in Service, such Employee will participate immediately upon returning to an eligible class of employees. If such Participant incurs a Break in Service, eligibility will be determined under the Break in Service rules of the Plan.

In the event an Employee who is not a member of an eligible class of employees becomes a member of an eligible class, such Employee will participate immediately if such Employee has satisfied the minimum age and service requirements and would have otherwise previously become a Participant.

12.10 **Participation during an Authorized Leave of Absence**: All contributions on behalf of the Participant shall be suspended, but membership in the Plan shall be deemed to be continuous, unless otherwise terminated, for the period of any Authorized Leave of Absence, provided that the Employee returns to work for the Employer upon completion of such Authorized Leave of Absence.

12.11 **Eligibility upon Reemployment**:

(a) A former Participant will become a Participant immediately upon returning to the employ of the Employer if such former Participant had a nonforfeitable right to all or a portion of his accrued benefit attributable to Employer Contributions at the time of termination from service.

(b) For a former Participant who did not have a nonforfeitable right to any portion of his accrued benefit attributable to Employer Contributions or for a former Employee (other than an Employee required to complete more than one Year of Service in order to become eligible to participate in the Plan) who had not yet become a Participant at the time of termination from service, the Participant's Years of Service prior to the Break(s) in Service will be disregarded if the number of consecutive 1-year Breaks in Service equal or exceed the greater of five (5) or the aggregate number of Years of Service before such Breaks in Service.

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(c) If an Employee is required to complete more than one Year of Service for in order to become eligible to participate in the Plan, and such an Employee incurs a 1-year Break in Service before satisfying the Plan's eligibility requirements, service prior to such 1-year Break in Service shall not be taken into account in the determination of the Employee's eligibility to participate in the Plan upon reemployment.

(d) A former Participant who's Years of Service before termination from service cannot be disregarded pursuant to Section 12.11(b) shall participate immediately upon reemployment.

(e) A former Employee who had met the eligibility requirements specified in the Adoption Agreement before termination from service but who had not become a Participant and who's Years of Service before termination from service cannot be disregarded pursuant to Section 12.11(b) will become a Participant as of the later of:

(1) his date of reemployment; or
(2) the Entry Date next following his date of termination from service.

(f) A former Employee (including a former Participant) who's Years of Service before termination from service can be disregarded pursuant to Section 12.11(b) will be treated as a new Employee for eligibility purposes and will be eligible to participate once he has met the requirements under the Plan following his most recent date of employment.

12.12 **Vesting and Forfeitures**

(a) Each type of contribution made by the Employer on behalf of a Participant that is subject to a different vesting schedule will be credited to a separate bookkeeping account. Any portion of such account in which the participant is not vested shall be accounted for separately and treated as a contract to which section 403(c) (or another applicable provision under the Internal Revenue Code) applies.

(b) Employee Contribution Accounts: A Participant's Elective Deferral Account, After-Tax Employee Contribution Account and Rollover/Transfer Account, and all earnings, appreciations, and additions thereto, less any losses, depreciation, and distributions allocable thereto, shall be fully vested and nonforfeitable at all times.

(c) Employer Contribution Account: A Participant's Vested Percentage in his Employer Contribution Account shall be determined as follows:

(1) Death or Disability: A Participant's interest in his Employer Contribution Account shall become fully vested upon his death or Disability prior to Retirement Age.
(2) Termination of Employment: A Participant's Vested Percentage in his Employer Contribution Account shall be determined according to the vesting formula specified in the Adoption Agreement when the Participant terminates his employment.
(3) Plan Termination: A Participant's interest in his Employer Contribution Account shall become fully vested in the event of termination or partial termination (but only if the partial termination applies to the Participant) of this Plan.

12.13 **Vesting at Termination**: When a Participant's employment is terminated on account of retirement, death, disability, or otherwise, the Vested Percentage of his Employer Contribution Account (after all required adjustments thereto) shall be determined in accordance with this Article and the vesting formula specified in the Adoption Agreement as of termination of employment. The difference between the balance of the Participant's Employer Contribution Account and the Participant's Vested Percentage shall be forfeiture and shall be allocated pursuant to Section 12.15 below.

12.14 **Computation of Vested Account Balance:**

(a) Service will be computed on the basis designated by the Employer in the Adoption Agreement. Except where specifically excluded under this Article XII, all of the Employee's Years of Service will be taken into account for purposes of vesting, including:

(1) Years of service for employment with an employer required to be aggregated with the Employer under section 414(b), (c), (m), or (o) of the Code;
(2) Years of Service for an employee required under section 414(n) or 414(o) of the Code to be considered any employee of any employer aggregated with the Employer under section 414(b), (c), or (m) of the Code;
(3) Years of Service with the predecessor Employer, if the Adoption Agreement allows and the Employer so specifies; and

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(4) Years of Service with the predecessor employer during the time a qualified plan was maintained, if the Adoption Agreement allows and the Employer so specifies.

(b) The Employer shall designate in the Adoption Agreement the period described in either (1) or (2) below as the Vesting Computation Period:

(1) For purposes of computing the Employee's nonforfeitable right to the account balance derived from Employer Contributions, Years of Service and Breaks in Service will be measured by the Plan Year.
(2) For purposes of determining Years of Service and Breaks in Service for purposes of computing an Employee's nonforfeitable right to the account balance derived from Employer Contributions, the 12-consecutive month period will commence on the date the Employee first performs an Hour of Service and each subsequent 12-consecutive month period will commence on the anniversary of such date.

(c) In the case of a Participant who has incurred a 1-year Break in Service, Years of Service before such break will not be taken into account until the Participant has completed a Year of Service after such Break in Service.

12.15 **Forfeitures**: Notwithstanding the Employer's election in the Adoption Agreement, Forfeitures may be allocated as follows:

(a) to restore Participant's Employer Contribution Accounts pursuant to the buy-back provisions of Section 12.18;

(b) used to pay any expenses of administration of the Plan; and/or

(c) used to make or reduce Employer Contributions required under the terms of the Plan.

12.16 **Forfeitures - Withdrawal of Employee Contributions**: No Forfeitures will occur solely as a result of an Employee's withdrawal of Employee Contributions.

12.17 **Vesting for Pre-Break and Post-Break Account:** In the case of a Participant who has 5 or more consecutive 1-year Breaks in Service, all service after such Breaks in Service will be disregarded for the purpose of vesting the employer-derived account balance that accrued before such Breaks in Service. Such Participant's pre-break service will count in vesting the post-break employer-derived account balance only if either:
(a) such Participant has any nonforfeitable interest in the account balance attributable to Employer Contributions at the time of separation from service; or

(b) upon returning to service, the number of consecutive 1-year Breaks in Service is less than the number of Years of Service.

Separate accounts will be maintained for the Participant's pre-break and post-break employer derived account balance. Both accounts will share in the earnings and losses of the fund..

12.18 **Buy-back**: If a former Participant is reemployed by the Employer before the former Participant incurs five consecutive 1-year Breaks in Service, and such former Participant has received a distribution of the entire Vested Percentage of his Employer Contribution Account prior to his reemployment, any forfeited amounts shall be reinstated only if he repays the full amount of his Employer Contribution Account distributed to him before he incurs five consecutive 1-year Breaks in Service after the date of the distribution. In the event the former Participant does repay the full amount distributed to him, his Employer Contribution Account balance will be restored to the amount on the date of distribution.

12.19 **Missing Participants**: If a benefit is forfeited because the Participant or Beneficiary cannot be found, such benefit will be reinstated if a claim is made by the Participant or Beneficiary.

12.20 **Definitions**: Refer to Article II, Section 2.45 for definitions related to Employer Contributions.

Article XIII - Deemed IRAs

13.01 **Applicability and Effective Date:** This section shall apply if elected by the Employer in the Adoption Agreement and shall be effective for Plan Years beginning after the date specified in the Adoption Agreement.

13.02 **Definitions**

(a) **Deemed IRAs:** Each Participant may make voluntary employee contributions to the Participant's "traditional" or "Roth" IRA under the Plan, as elected by the Employer in the Adoption Agreement. The Plan shall establish a separate account or annuity for the designated IRA contributions of each Participant and any earnings properly allocable to the contributions, and maintain separate recordkeeping with respect to each such IRA.

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(b) **Deemed IRA contributions**: For purposes of this section, Deemed IRA contributions means any contribution (other than a mandatory contribution within the meaning of section 411(c)(2) of the Code) that is made by the Participant and which the Participant has designated, at or prior to the time of making the contribution, as a contribution to which this section applies.

(c) **Deemed IRA Participant:** Any Participant or Employee or group of Employees eligible to make Deemed IRA Contributions to the Plan.

(d) **IRA Trustee (or Custodian or Issuer):** The entity that provides the separate trust agreement, custodial agreement or annuity contract which the Participant executes to establish the IRA account. Throughout this document where IRA Trustee is mentioned, it shall also include an IRA Custodian; or if applicable an Issuer of the IRA Annuity Contract.

13.03 **Separate Accounting**

(a) IRAs established pursuant to this Article XIII shall be held in a trust, custodial account or an annuity (as evidenced by the separate trust, custodial agreement or annuity contract established by the Participant and shall be separate from the Trust established under this Plan to hold contributions other than deemed IRA contributions and shall satisfy the applicable requirements of sections 408 and 408A of the Code, which requirements are set forth in sections 13.04 through 13.16 below.

(b) Separate records will be maintained for the interest of each Participant or Beneficiary.

13.04 **Individual's Interest is Nonforfeitable:** The interest of an individual in the balance in his or her Deemed IRA account is nonforfeitable at all times.

13.05 **Prohibited Investments:**

(a) If the trust acquires collectibles within the meaning of Code § 408(m) after December 31, 1981, trust assets will be treated as a distribution in an amount equal to the cost of such collectibles.

(b) No part of the trust funds will be invested in life insurance contracts.

13.06 **Reporting Duties**:

(a) The Trustee, Custodian or Issuer of the Deemed IRA shall be subject to the reporting requirements of section 408(i) of the Internal Revenue Code with respect to all Deemed IRAs that are established and maintained under the plan.

(b) The Trustee, Custodian or Issuer of a Deemed IRA shall furnish annual calendar-year reports concerning the status of the account and such information concerning required minimum distributions as is prescribed by the Commissioner of Internal Revenue.

13.07 **Non-Bank Trustee or Custodian**: If the Deemed IRA is held by a non-bank Trustee or Custodian, the non-bank Trustee or Custodian shall substitute another trustee or custodian if the non-bank Trustee or Custodian receives notice from the Commissioner of Internal Revenue that such substitution is required because it has failed to comply with the requirements of § 1.408-2(e) of the Income Tax Regulations.

13.08 **Traditional IRA Maximum Permissible Annual Contributions:**

(a) Except in the case of a rollover contribution (as permitted by Internal Revenue Code §§ 402(c), 402(e)(6), 403(a)(4), 403(b)(8), 403(b)(10), 408(d)(3) and 457(e)(16)) or a contribution made in accordance with the terms of a Simplified Employee Pension (SEP) as described in § 408(k), no contributions will be accepted unless they are in cash, and the total of such contributions shall not exceed $5,000 for any taxable year beginning in 2008 and years thereafter. After 2008, the limit will be adjusted by the Secretary of the Treasury for cost-of-living increases under Code § 219(b)(5)(D). Such adjustments will be in multiples of $500.

(b) In the case of an individual who is 50 or older, the annual cash contribution limit is increased by $1,000 for any taxable year beginning in 2006 and years thereafter.

(c) In addition to the amounts described in paragraphs (a) and (b) above, an individual may make additional contributions specifically authorized by statute – such as repayments of qualified reservist distributions,

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repayments of certain plan distributions made on account of federally declared disasters and certain amounts received in connection with the Exxon Valdez litigation.

(d) No contributions will be accepted under a SIMPLE IRA plan established by any employer pursuant to § 408(p). Also, no transfer or rollover of funds attributable to contributions made by a particular employer under its SIMPLE IRA plan will be accepted from a SIMPLE IRA, that is, an IRA used in conjunction with a SIMPLE IRA plan, prior to the expiration of the 2-year period beginning on the date the individual first participated in that employer's SIMPLE IRA plan.

(e) If this is an inherited IRA within the meaning of § 408(d)(3)(C), no contributions will be accepted.

13.09 **Roth IRA Maximum Permissible Annual Contributions:**

(a) Except in the case of a qualified rollover contribution (as defined in (g) below) or a recharacterization (as defined in (f) below), no contribution will be accepted unless it is in cash and the total of such contributions to all the individual's Roth IRAs for a taxable year does not exceed the applicable amount (as defined in (b) below), or the individual's compensation (as defined in (h) below), if less, for that taxable year. The contribution described in the previous sentence that may not exceed the lesser of the applicable amount or the individual's compensation is referred to as a "regular contribution." However, notwithstanding the preceding limits on contributions, an individual may make additional contributions specifically authorized by statute – such as repayments of qualified reservist distributions, repayments of certain plan distributions made on account of a federally declared disaster and certain amounts received in connection with the Exxon Valdez litigation. Contributions may be limited under (c) through (e) below.

(b) Applicable Amount: The applicable amount is determined below:

(1) If the individual is under age 50, the applicable amount is $5,000 for any taxable year beginning in 2008 and years thereafter. After 2008, the $5,000 amount will be adjusted by the Secretary of the Treasury for cost-of-living increases under Code §219(b)(5)(D). Such adjustments will be in multiples of $500.
(2) If the individual is 50 or older, the applicable amount under paragraph (1) above is increased by $1,000 for any taxable year beginning in 2006 and years thereafter.

(c) Regular Contribution Limit. The maximum regular contribution that can be made to all the individual's Roth IRAs for a taxable year is the smaller amount determined under (1) or (2) below.

(1) The maximum regular contribution is phased out ratably between certain levels of modified adjusted gross income in accordance with the following table:

Filing Status	Full Contribution	Phase-out Range	No Contribution
Single or Head of Household	$95,000 or less	Between $95,000-$110,000	$110,000 or more
Joint Return or Qualifying Widow(er)	$150,000 or less	Between $150,000-$160,000	$160,000 or more
Married- Separate Return	$0	Between $0-$10,000	$10,000 or more

An individual's modified adjusted gross income ("modified AGI") for a taxable year is defined in Code § 408A(c)(3) and does not include any amount included in adjusted gross income as a result of a qualified rollover contribution. If the individual's modified AGI for a taxable year is in the phase-out range, the maximum regular contribution determined under this table for that taxable year is rounded up to the next multiple of $10 and is not reduced below $200. After 2006, the dollar amounts above will be adjusted by the Secretary of the Treasury for cost-of-living increases under Code § 408A(c)(3). Such adjustments will be in multiples of $1,000.
(2) If the individual makes regular contributions to both Roth and non-Roth IRAs for a taxable year, the maximum regular contribution that can be made to all of the individual's Roth IRAs for that taxable year is reduced by the regular contributions made to the individual's non-Roth IRAs for the taxable year.

(d) SIMPLE IRA Limits: No contributions will be accepted under a SIMPLE IRA plan established by any employer pursuant to §408(p). Also, no transfer or rollover of funds attributable to contributions made by a particular employer under its SIMPLE IRA plan will be accepted from a SIMPLE IRA, that is, an IRA used in conjunction

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with a SIMPLE IRA plan, prior to the expiration of the 2-year period beginning on the date the individual first participated in that employer's SIMPLE IRA plan.

(e) Inherited Roth IRA. If this is an inherited Roth IRA within the meaning of § 408(d)(3)(C), no contributions will be accepted.

(f) Recharacterization. A regular contribution to a non-Roth IRA may be recharacterized pursuant to the rules in § 1.408A-5 of the regulations as a regular contribution to this Roth IRA, subject to the limits in (c) above.

(g) Qualified Rollover Contribution. A "qualified rollover contribution" is a rollover contribution of a distribution from an eligible retirement plan described in § 402(c)(8)(B). If the distribution is from an IRA, the rollover must meet the requirements of Code § 408(d)(3), except the one-rollover-per-year rule of § 408(d)(3)(B) does not apply if the distribution is from a non-Roth IRA. If the distribution is from an eligible retirement plan other than an IRA, the rollover must meet the requirements of Code § 402(c), 402(e)(6), 403(a)(4), 403(b)(8), 403(b)(10), 408(d)(3) or 457(e)(16), as applicable. A qualified rollover contribution also includes (1) and (2) below.

(1) All or part of a military death gratuity or service members' group life insurance ("SGLI") payment may be contributed if the contribution is made within 1 year of receiving the gratuity or payment. Such contributions are disregarded for purposes of the one-rollover-per-year rule under § 408(d)(3)(B).
(2) All or part of an airline payment (as defined in § 125 of the Worker, Retiree, and Employer Recovery Act of 2008 ("WRERA"), Pub. L. 110-458) received by certain airline employees may be contributed if the contribution is made within 180 days of receiving the payment, or such other dates as provided by the Treasury Department.

(h) Compensation. For purposes of (a) above, compensation is defined as wages, salaries, professional fees, or other amounts derived from or received for personal services actually rendered (including, but not limited to commissions paid salesmen, compensation for services on the basis of a percentage of profits, commissions on insurance premiums, tips, and bonuses) and includes earned income, as defined in Code §401(c)(2) (reduced by the deduction the self-employed individual takes for contributions made to a self-employed retirement plan). For purposes of this definition, §401(c)(2) shall be applied as if the term trade or business for purposes of §1402 included service described in subsection (c)(6). Compensation does not include amounts derived from or received as earnings or profits from property (including but not limited to interest and dividends) or amounts not includible in gross income (determined without regard to §112). Compensation also does not include any amount received as a pension or annuity or as deferred compensation. The term "compensation" shall include any amount includible in the individual's gross income under §71 with respect to a divorce or separation instrument described in subparagraph (A) of §71(b)(2). In the case of a married individual filing a joint return, the greater compensation of his or her spouse is treated as his or her own compensation, but only to the extent that such spouse's compensation is not being used for purposes of the spouse making an IRA contribution. The term "compensation" also includes any differential wage payments as defined in §3401(h)(2).

13.10 **Deemed IRA Annuity Contract Requirements for Roth and Traditional IRAs:**

(a) This contract is nontransferable by the individual.

(b) Any refund of premiums (other than those attributable to excess contributions) will be applied, before the close of the calendar year following the year of the refund, toward the payment of future premiums or the purchase of additional benefits.

(c) If the premium payments are interrupted, the contract will be reinstated at any date prior to maturity upon payment of a premium to the Company, and the minimum premium amount for reinstatement shall be determined by the underlying Individual Agreement of the Annuity Contract; however, the Issuer may at its option either accept additional future payments or terminate the contract by payment in cash of the then present value of the paid up benefit if no premiums have been received for two full consecutive policy years and the paid up annuity benefit at maturity would be less than $20 per month.

13.11 **Required Minimum Distributions from a Traditional IRA:**

(a) Notwithstanding any provision of this IRA to the contrary,

(1) The distribution of the individual's interest in the Deemed IRA Custodial Account shall be made in accordance with the requirements of Code §408(a)(6) and the regulations thereunder, the provisions of

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which are herein incorporated by reference. If distributions are made from an annuity contract purchased from an insurance company, distributions thereunder must satisfy the requirements of Q&A-4 of § 1.401(a)(9)-6 of the Income Tax Regulations, rather than paragraphs (b), (c) and (d) below and section 13.12. The required minimum distributions calculated for this IRA may be withdrawn from another IRA of the individual in accordance with Q&A-9 of § 1.408-8 of the Income Tax Regulations.

(2) The distribution of the individual's interest in the Deemed IRA Annuity Contract shall be made in accordance with the requirements of Code § 408(b)(3) and the regulations thereunder, the provisions of which are herein incorporated by reference. If distributions are not made in the form of an annuity on an irrevocable basis (except for acceleration), then distribution of the interest in the IRA (as determined under section 13.13(c) must satisfy the requirements of Code §408(a)(6) and the regulations thereunder, rather than paragraphs (b), (c) and (d) below and section 13.13.

(b) The entire value or interest of the Deemed IRA Account of the individual for whose benefit the account is maintained will commence to be distributed no later than:

(1) In the case of a Trust or Custodial Account, the first day of April following the calendar year in which such individual attains age 70½ (the "required beginning date") over the life of such individual or the lives of such individual and his or her designated beneficiary.

(2) In the case of an Annuity Contract, the first day of April following the calendar year in which such individual attains age 70½ (the "required beginning date") over (A) the life of such individual or the lives of such individual and his or her designated beneficiary or (B) a period certain not extending beyond the life expectancy of such individual or the joint and last survivor expectancy of such individual and his or her designated beneficiary. Payments must be made in periodic payments at intervals of no longer than 1 year and must be either nonincreasing or they may increase only as provided in Q&As-1 and -4 of §1.401(a)(9)-6 of the Income Tax Regulations. In addition, any distribution must satisfy the incidental benefit requirements specified in Q&A-2 of §1.401(a)(9)-6. If this is an inherited IRA within the meaning of §408(d)(3)(C), this paragraph and paragraphs (c) & (d) below do not apply.

(c) The amount to be distributed each year, beginning with the calendar year in which the individual attains age 70½ and continuing through the year of death, shall not be less than the quotient obtained by dividing the value of the IRA (as determined under section 13.12(c) as of the end of the preceding year by the distribution period in the Uniform Lifetime Table in Q&A-2 of §1.401(a)(9)-9 of the Income Tax Regulations, using the individual's age as of his or her birthday in the year. However, if the individual's sole designated beneficiary is his or her surviving spouse and such spouse is more than 10 years younger than the individual, then the distribution period is determined under the Joint and Last Survivor Table in Q&A-3 of § 1.401(a)(9)-9, using the ages as of the individual's and spouse's birthdays in the year.

(d) The required minimum distribution for the year the individual attains age 70½ can be made as late as April 1 of the following year.

(1) For distributions from a Custodial Account, the required minimum distribution for any other year must be made by the end of such year

(2) For distributions from an Annuity Contract, the first required payment can be made as late as April 1 of the year following the year the individual attains age 70½ and must be the payment that is required for one payment interval. The second payment need not be made until the end of the next payment interval.

(3) In the case of an Annuity Contract, the distribution periods described in paragraph (b) above cannot exceed the periods specified in § 1.401(a)(9)-6 of the Income Tax Regulations.

13.12 **Distributions Due to Death from a Traditional Deemed IRA Custodial Account:**

(a) Death On or After Required Beginning Date: If the individual dies on or after the required beginning date, the remaining portion of his or her interest will be distributed at least as rapidly as follows:

(1) If the designated beneficiary is someone other than the individual's surviving spouse, the remaining interest will be distributed over the remaining life expectancy of the designated beneficiary, with such life expectancy determined using the beneficiary's age as of his or her birthday in the year following the year of the individual's death, or over the period described in paragraph (a)(3) below if longer.

(2) If the individual's sole designated beneficiary is the individual's surviving spouse, the remaining interest will be distributed over such spouse's life expectancy or over the period described in paragraph (a)(3) below if longer. Any interest remaining after such spouse's death will be distributed over such spouse's remaining life expectancy determined using the spouse's age as of his or her birthday in the year of the

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spouse's death, or, if the distributions are being made over the period described in paragraph (a)(3) below, over such period.

(3) If there is no designated beneficiary, or if applicable by operation of paragraph (a)(1) or (a)(2) above, the remaining interest will be distributed over the individual's remaining life expectancy determined in the year of the individual's death.

(4) The amount to be distributed each year under paragraph (a)(1), (2) or (3), beginning with the calendar year following the calendar year of the individual's death, is the quotient obtained by dividing the value of the IRA as of the end of the preceding year by the remaining life expectancy specified in such paragraph. Life expectancy is determined using the Single Life Table in Q&A-1 of § 1.401(a)(9)-9 of the Income Tax Regulations. If distributions are being made to a surviving spouse as the sole designated beneficiary, such spouse's remaining life expectancy for a year is the number in the Single Life Table corresponding to such spouse's age in the year. In all other cases, remaining life expectancy for a year is the number in the Single Life Table corresponding to the beneficiary's or individual's age in the year specified in paragraph (a)(1), (2) or (3) and reduced by 1 for each subsequent year.

(b) Death Before Required Beginning Date: If the individual dies before the required beginning date, his or her entire interest will be distributed at least as rapidly as follows:

(1) If the designated beneficiary is someone other than the individual's surviving spouse, the entire interest will be distributed, starting by the end of the calendar year following the calendar year of the individual's death, over the remaining life expectancy of the designated beneficiary, with such life expectancy determined using the age of the beneficiary as of his or her birthday in the year following the year of the individual's death, or, if elected, in accordance with paragraph (b)(3) below. If this is an inherited IRA within the meaning of Code § 408(d)(3)(C) established for the benefit of a nonspouse designated beneficiary by a direct trustee-to-trustee transfer from a retirement plan of a deceased individual under §402(c)(11), then, notwithstanding any election made by the deceased individual pursuant to the preceding sentence, the nonspouse designated beneficiary may elect to have distributions made under this paragraph (b)(1) if the transfer is made no later than the end of the year following the year of death.

(2) If the individual's sole designated beneficiary is the individual's surviving spouse, the entire interest will be distributed, starting by the end of the calendar year following the calendar year of the individual's death (or by the end of the calendar year in which the individual would have attained age 70½, if later), over such spouse's life expectancy, or, if elected, in accordance with paragraph (b)(3) below. If the surviving spouse dies before distributions are required to begin, the remaining interest will be distributed, starting by the end of the calendar year following the calendar year of the spouse's death, over the spouse's designated beneficiary's remaining life expectancy determined using such beneficiary's age as of his or her birthday in the year following the death of the spouse, or, if elected, will be distributed in accordance with paragraph (b)(3) below. If the surviving spouse dies after distributions are required to begin, any remaining interest will be distributed over the spouse's remaining life expectancy determined using the spouse's age as of his or her birthday in the year of the spouse's death.

(3) If there is no designated beneficiary, or if applicable by operation of paragraph (b)(1) or (b)(2) above, the entire interest will be distributed by the end of the calendar year containing the fifth anniversary of the individual's death (or of the spouse's death in the case of the surviving spouse's death before distributions are required to begin under paragraph (b)(2) above).

(4) The amount to be distributed each year under paragraph (b)(1) or (2) is the quotient obtained by dividing the value of the IRA as of the end of the preceding year by the remaining life expectancy specified in such paragraph. Life expectancy is determined using the Single Life Table in Q&A-1 of § 1.401(a)(9)-9 of the Income Tax Regulations. If distributions are being made to a surviving spouse as the sole designated beneficiary, such spouse's remaining life expectancy for a year is the number in the Single Life Table corresponding to such spouse's age in the year. In all other cases, remaining life expectancy for a year is the number in the Single Life Table corresponding to the beneficiary's age in the year specified in paragraph (b)(1) or (2) and reduced by 1 for each subsequent year.

(c) IRA Value: The "value" of the IRA includes the amount of any outstanding rollover, transfer and recharacterization under Q&As-7 and -8 of § 1.408-8 of the Income Tax Regulations.

(d) Spouse as Sole Beneficiary: If the sole designated beneficiary is the individual's surviving spouse, the spouse may elect to treat the IRA as his or her own IRA. This election will be deemed to have been made if such surviving spouse makes a contribution to the IRA or fails to take required distributions as a beneficiary.

(e) Distribution may be met in another IRA: The required minimum distributions payable to a designated beneficiary from this IRA may be withdrawn from another IRA the beneficiary holds from the same decedent in accordance with Q&A-9 of §1.408-8 of the Income Tax Regulations.

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13.13 **Distributions Due to Death from a Traditional Deemed IRA Annuity Contract:**

(a) Death On or After Required Distributions Commence. If the individual dies on or after required distributions commence, the remaining portion of his or her interest will continue to be distributed under the contract option chosen.

(b) Death Before Required Distributions Commence. If the individual dies before required distributions commence, his or her entire interest will be distributed at least as rapidly as follows:

(1) If the designated beneficiary is someone other than the individual's surviving spouse, the entire interest will be distributed, starting by the end of the calendar year following the calendar year of the individual's death, over the remaining life expectancy of the designated beneficiary, with such life expectancy determined using the age of the beneficiary as of his or her birthday in the year following the year of the individual's death, or, if elected, in accordance with paragraph (b)(3) below. If this is an inherited IRA within the meaning of Code § 408(d)(3)(C) established for the benefit of a nonspouse designated beneficiary by a direct trustee-to-trustee transfer from a retirement plan of a deceased individual under § 402(c)(11), then, notwithstanding any election made by the deceased individual pursuant to the preceding sentence, the nonspouse designated beneficiary may elect to have distributions made under this paragraph (b)(1) if the transfer is made no later than the end of the year following the year of death.

(2) If the individual's sole designated beneficiary is the individual's surviving spouse, the entire interest will be distributed, starting by the end of the calendar year following the calendar year of the individual's death (or by the end of the calendar year in which the individual would have attained age 70½, if later), over such spouse's life expectancy, or, if elected, in accordance with paragraph (b)(3) below. If the surviving spouse dies before required distributions commence to him or her, the remaining interest will be distributed, starting by the end of the calendar year following the calendar year of the spouse's death, over the spouse's designated beneficiary's remaining life expectancy determined using such beneficiary's age as of his or her birthday in the year following the death of the spouse, or, if elected, will be distributed in accordance with paragraph (b)(3) below. If the surviving spouse dies after required distributions commence to him or her, any remaining interest will continue to be distributed under the contract option chosen.

(3) If there is no designated beneficiary, or if applicable by operation of paragraph (b)(1) or (b)(2) above, the entire interest will be distributed by the end of the calendar year containing the fifth anniversary of the individual's death (or of the spouse's death in the case of the surviving spouse's death before distributions are required to begin under paragraph (b)(2) above).

(4) Life expectancy is determined using the Single Life Table in Q&A-1 of § 1.401(a)(9)-9 of the Income Tax Regulations. If distributions are being made to a surviving spouse as the sole designated beneficiary, such spouse's remaining life expectancy for a year is the number in the Single Life Table corresponding to such spouse's age in the year. In all other cases, remaining life expectancy for a year is the number in the Single Life Table corresponding to the beneficiary's age in the year specified in paragraph (b)(1) or (2) and reduced by 1 for each subsequent year.

(c) The "interest" in the IRA includes the amount of any outstanding rollover, transfer and recharacterization under Q&As-7 and -8 of § 1.408-8 of the Income Tax Regulations and the actuarial value of any other benefits provided under the IRA, such as guaranteed death benefits.

(d) For purposes of paragraphs (a) and (b) above, required distributions are considered to commence on the individual's required beginning date or, if applicable, on the date distributions are required to begin to the surviving spouse under paragraph (b)(2) above. However, if distributions start prior to the applicable date in the preceding sentence, on an irrevocable basis (except for acceleration) under an annuity contract meeting the requirements of § 1.401(a)(9)-6 of the Income Tax Regulations, then required distributions are considered to commence on the annuity starting date.

(e) If the sole designated beneficiary is the individual's surviving spouse, the spouse may elect to treat the IRA as his or her own IRA. This election will be deemed to have been made if such surviving spouse makes a contribution to the IRA or fails to take required distributions as a beneficiary.

(f) The required minimum distributions payable to a designated beneficiary from this IRA may be withdrawn from another IRA the beneficiary holds from the same decedent in accordance with Q&A-9 of § 1.408-8 of the Income Tax Regulations.

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13.14 **No Required Minimum Distribution from Roth Deemed IRA Account:** No amount is required to be distributed prior to the death of the individual for whose benefit the account was originally established. If this is an inherited IRA within the meaning of Code § 408(d)(3)(C), this paragraph does not apply.

13.15 **Distributions Due to Death from a Roth Deemed IRA Custodial Account:**

(a) Notwithstanding any provision of this IRA to the contrary, the distribution of the individual's interest in the account shall be made in accordance with the requirements of Code § 408(a)(6), as modified by § 408A(c)(5), and the regulations thereunder, the provisions of which are herein incorporated by reference. If distributions are made from an annuity contract purchased from an insurance company, distributions thereunder must satisfy the requirements of § 1.401(a)(9)-6 of the Income Tax Regulations (taking into account Code § 408A(c)(5)), rather than the distribution rules in paragraphs (b), (c) and (d) below.

(b) Upon the death of the individual, his or her entire interest will be distributed at least as rapidly as follows:

(1) If the designated beneficiary is someone other than the individual's surviving spouse, the entire interest will be distributed, starting by the end of the calendar year following the calendar year of the individual's death, over the remaining life expectancy of the designated beneficiary, with such life expectancy determined using the age of the beneficiary as of his or her birthday in the year following the year of the individual's death, or, if elected, in accordance with paragraph (b)(3) below. If this is an inherited IRA within the meaning of Code § 408(d)(3)(C) established for the benefit of a nonspouse designated beneficiary by a direct trustee-to-trustee transfer from a retirement plan of a deceased individual under § 402(c)(11), then, notwithstanding any election made by the deceased individual pursuant to the preceding sentence, the nonspouse designated beneficiary may elect to have distributions made under this paragraph (b)(1) if the transfer is made no later than the end of the year following the year of death.

(2) If the individual's sole designated beneficiary is the individual's surviving spouse, the entire interest will be distributed, starting by the end of the calendar year following the calendar year of the individual's death (or by the end of the calendar year in which the individual would have attained age 70½, if later), over such spouse's life expectancy, or, if elected, in accordance with paragraph (b)(3) below. If the surviving spouse dies before distributions are required to begin, the remaining interest will be distributed, starting by the end of the calendar year following the calendar year of the spouse's death, over the spouse's designated beneficiary's remaining life expectancy determined using such beneficiary's age as of his or her birthday in the year following the death of the spouse, or, if elected, will be distributed in accordance with paragraph (b)(3) below. If the surviving spouse dies after distributions are required to begin, any remaining interest will be distributed over the spouse's remaining life expectancy determined using the spouse's age as of his or her birthday in the year of the spouse's death.

(3) If there is no designated beneficiary, or if applicable by operation of paragraph (b)(1) or (b)(2) above, the entire interest will be distributed by the end of the calendar year containing the fifth anniversary of the individual's death (or of the spouse's death in the case of the surviving spouse's death before distributions are required to begin under paragraph (b)(2) above).

(4) The amount to be distributed each year under paragraph (b)(1) or (2) is the quotient obtained by dividing the value of the IRA as of the end of the preceding year by the remaining life expectancy specified in such paragraph. Life expectancy is determined using the Single Life Table in Q&A-1 of § 1.401(a)(9)-9 of the Income Tax Regulations. If distributions are being made to a surviving spouse as the sole designated beneficiary, such spouse's remaining life expectancy for a year is the number in the Single Life Table corresponding to such spouse's age in the year. In all other cases, remaining life expectancy for a year is the number in the Single Life Table corresponding to the beneficiary's age in the year specified in paragraph (b)(1) or (2) and reduced by 1 for each subsequent year.

(c) The "value" of the IRA includes the amount of any outstanding rollover, transfer and recharacterization under Q&As-7 and -8 of § 1.408-8 of the Income Tax Regulations.

(d) If the sole designated beneficiary is the individual's surviving spouse, the spouse may elect to treat the IRA as his or her own IRA. This election will be deemed to have been made if such surviving spouse makes a contribution to the IRA or fails to take required distributions as a beneficiary.

(e) The required minimum distributions payable to a designated beneficiary from this IRA may be withdrawn from another IRA the beneficiary holds from the same decedent in accordance with Q&A-9 of § 1.408-8 of the Income Tax Regulations.

13.16 **Distributions Due to Death from a Roth Deemed IRA Annuity Contract:**

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(a) Notwithstanding any provision of this IRA to the contrary, the distribution of the individual's interest in the IRA shall be made in accordance with the requirements of Code § 408(b)(3), as modified by § 408A(c)(5), and the regulations thereunder, the provisions of which are herein incorporated by reference. If distributions are not made in the form of an annuity on an irrevocable basis (except for acceleration), then distribution of the interest in the IRA (as determined under section 13.16(c) must satisfy the requirements of Code § 408(a)(6), as modified by § 408A(c)(5), and the regulations thereunder, rather than the distribution rules in paragraphs (b), (c), (d) and (e) below.

(b) Upon the death of the individual, his or her entire interest will be distributed at least as rapidly as follows:

(1) If the designated beneficiary is someone other than the individual's surviving spouse, the entire interest will be distributed, starting by the end of the calendar year following the calendar year of the individual's death, over the remaining life expectancy of the designated beneficiary, with such life expectancy determined using the age of the beneficiary as of his or her birthday in the year following the year of the individual's death, or, if elected, in accordance with paragraph (b)(3) below. If this is an inherited IRA within the meaning of Code § 408(d)(3)(C) established for the benefit of a nonspouse designated beneficiary by a direct trustee-to-trustee transfer from a retirement plan of a deceased individual under § 402(c)(11), then, notwithstanding any election made by the deceased individual pursuant to the preceding sentence, the nonspouse designated beneficiary may elect to have distributions made under this paragraph (b)(1) if the transfer is made no later than the end of the year following the year of death.

(2) If the individual's sole designated beneficiary is the individual's surviving spouse, the entire interest will be distributed, starting by the end of the calendar year following the calendar year of the individual's death (or by the end of the calendar year in which the individual would have attained age 70½, if later), over such spouse's life expectancy, or, if elected, in accordance with paragraph (b)(3) below. If the surviving spouse dies before required distributions commence to him or her, the remaining interest will be distributed, starting by the end of the calendar year following the calendar year of the spouse's death, over the spouse's designated beneficiary's remaining life expectancy determined using such beneficiary's age as of his or her birthday in the year following the death of the spouse, or, if elected, will be distributed in accordance with paragraph (b)(3) below. If the surviving spouse dies after required distributions commence to him or her, any remaining interest will continue to be distributed under the contract option chosen.

(3) If there is no designated beneficiary, or if applicable by operation of paragraph (b)(1) or (b)(2) above, the entire interest will be distributed by the end of the calendar year containing the fifth anniversary of the individual's death (or of the spouse's death in the case of the surviving spouse's death before distributions are required to begin under paragraph (b)(2) above).

(4) Life expectancy is determined using the Single Life Table in Q&A-1 of § 1.401(a)(9)-9 of the Income Tax Regulations. If distributions are being made to a surviving spouse as the sole designated beneficiary, such spouse's remaining life expectancy for a year is the number in the Single Life Table corresponding to such spouse's age in the year. In all other cases, remaining life expectancy for a year is the number in the Single Life Table corresponding to the beneficiary's age in the year specified in paragraph (b)(1) or (2) and reduced by 1 for each subsequent year.

(c) The "interest" in the IRA includes the amount of any outstanding rollover, transfer and recharacterization under Q&As-7 and -8 of § 1.408-8 of the Income Tax Regulations and the actuarial value of any other benefits provided under the IRA, such as guaranteed death benefits.

(d) For purposes of paragraph (b)(2) above, required distributions are considered to commence on the date distributions are required to begin to the surviving spouse under such paragraph. However, if distributions start prior to the applicable date in the preceding sentence, on an irrevocable basis (except for acceleration) under an annuity contract meeting the requirements of § 1.401(a)(9)-6 of the Income Tax Regulations, then required distributions are considered to commence on the annuity starting date.

(e) If the sole designated beneficiary is the individual's surviving spouse, the spouse may elect to treat the IRA as his or her own IRA. This election will be deemed to have been made if such surviving spouse makes a contribution to the IRA or fails to take required distributions as a beneficiary

(f) The required minimum distributions payable to a designated beneficiary from this IRA may be withdrawn from another IRA the beneficiary holds from the same decedent in accordance with Q&A-9 of § 1.408-8 of the Income Tax Regulations.

Article XIV - Multiple Employer Plans

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14.01 **Multiple Employer Plans**: If elected by the Employer in the Adoption Agreement, the Plan may also be adopted, by other employers that are not aggregated with the Employer under §414(b), (c), (m), or (o) of the Code. Such employers shall adopt the Plan by executing a separate Participation Agreement. In this case, the adopting Employer and each Participating Employer acknowledge that the Plan is a multiple employer plan subject to the rules of §413(c) and the regulations thereunder which are herein incorporated by reference, specific annual reporting requirements, and different procedures for obtaining determination letters from the Internal Revenue Service regarding the qualified status of the plan.

14.02 **Plan Participation and Vesting:** For purposes of plan participation and vesting, the adopting Employer and all Participating Employers shall be considered a single employer. An Employee's service includes all service with the adopting Employer or any Participating Employer (or with any employer aggregated with the adopting or Participating Employer under §414(b), (c), (m), or (o)). An Employee who discontinues service with a Participating Employer but then resumes service with another Participating Employer shall not be considered to have severed employment.

14.03 **Separate Elections:** Except to the extent that the Participation Agreement allows, and the Participating Employer makes, separate elections with respect to its employees, the Participating Employer shall be bound by the terms of the Plan and Trust, including amendments thereto and any elections made by the adopting Employer.

14.04 **Plan Limitations:** The limitation under the Plan relating to the requirements of §§415, 402(g) and 414(v) of the Code shall be applied to the plan as a whole. The requirements of §§410(b), 401(a)(4), 401(m)(2)(A), and 414(q), where applicable shall be applied separately to each Participating Employer.

14.05 **Forfeitures:** If elected by the Adopting Employer in the Adoption Agreement, Forfeitures shall be applied to the Participating Employer who incurred the Forfeiture.

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Frequently Asked Questions

403(b) Plan Document

In Section 8, why is the Initial Effective Date January 1, 2009, and the Amendment/Restatement Effective Date January 1, 2010?

The Initial Effective Date is the date when most employers adopted a 403(b) plan document for the first time. Regarding the Amendment/Restatement Effective Date, the date selected is being used to take advantage of an IRS Remedial Amendment Period, which extends back to January 1, 2010. The benefit of utilizing the Remedial Amendment Period is that it allows an employer to retroactively correct any "form defects" in its previous 403(b) plan document(s). Although confident that our current plan document satisfies IRS requirements, we recommend taking advantage of this opportunity regardless of the plan document you have been using.

Is there a deadline to take advantage of the restatement period?

Yes, the deadline is March 31, 2020; however, we recommend you execute the new adoption agreement as soon as administratively possible.

Most of our employees who work less than 20 hours weekly/1000 hours annually do not participate in our Plan. In Section 13, is there any reason why we wouldn't simply exclude them from participation?

We recommend not using this exclusion. If this exclusion is used, the plan sponsor is then responsible for individually tracking each employee to determine if any work more than 1000 hours. The challenge for most employers is that the tracking may not always occur on a calendar year basis, and it must be done on a rolling 12 month basis from the date of employment/service. Furthermore, you are not permitted to exclude a classification of employees from participating without being able to supply the accurate tracking of every employee in this group's hours each year to determine if they have exceeded 1000 hours. Allowing all employees to participate is the safest method of determining eligibility.

Our Plan does not permit Roth contributions Why are Roth contributions permitted in Section 16?

It is the standard practice of our firm to indicate Roth contributions are allowed in the Plan even if we know the provision is not currently being used. Doing so provides protection to the employer/plan in the event Roth contributions start being made in the Plan without the knowledge of our firm. If Roth contributions were being made and the plan document did not permit them, it would then constitute a plan failure in the eyes of the IRS. While the Plan permits Roth 403(b) contributions, it does not require that you offer them. Further, should you decide to offer Roth in the future, no action will be required with regard to the plan document.

Our Plan does not permit Employer contributions. Why are Employer contributions permitted in Section 26?

Similar to Roth contributions, we always indicate Employer contributions are permitted yet not required. While many employers do not currently make employer contributions, structuring the document in this manner is done to protect the employer. Employer contributions must be made in accordance with one of the following: bargaining agreements, contracts, or from time to time at the discretion of the employer. In the absence of a policy or documentation to support contributions of this type, there is no requirement to make them. If employer contributions are made and the Plan does not permit them, that activity could also lead to a plan failure.

There are a number of sections in which nothing was checked. Should each section have an option selected?

Any section left blank is not relevant to your Plan or its daily operation.

Investment Provider Agreements

An Investment Provider Service Agreement was included in my packet. Why am I being asked to execute this agreement?

Envoy is updating the investment provider information sharing agreements used in conjunction with the services we provide. You are receiving the agreement if you have not previously executed this version. The Investment Provider Agreement Service is the agreement we will use going forward with providers in your plan authorized to offer new investments. Having an updated agreement will allow us to 1) quickly respond to client requests to add new providers and 2) respond to investment providers who ask for a current information sharing agreement.

A Simplified Information Sharing Agreement was included in my packet. Why am I being asked to execute this agreement?

Envoy is updating the investment provider information sharing agreements used in conjunction with the services we provide. You are receiving the agreement if you have not previously executed this version. The Simplified Information Sharing Agreement is the agreement we will use going forward with providers in your plan who, while not authorized to offer new investments, still hold assets belonging to your plan. Having an updated agreement will allow us to quickly respond to investment providers who ask for a current information sharing agreement.

Envoy Plan Services, Inc.
Simplified Information Sharing Agreement

This Simplified Information Sharing Agreement ("Agreement") between Williams Unified School District (the "Plan Sponsor") and _____ (the "Vendor") establishes the agreement between Vendor and Plan Sponsor to share information necessary for compliance with 403(b) and/or 457(b) regulations and applicable IRS guidance.

Plan Sponsor represents:

1. That it has adopted or will adopt a written 403(b) and/or 457(b) plan document under which Vendor will not be an authorized investment provider and which may include the cessation of additional contributions for participants in the Plan Sponsor's 403(b) and/or 457(b) plan.

2. Plan Sponsor has contracted with Envoy Plan Services, Inc., ("TPA") the designated plan administrative service provider of the 403(b) and/or 457(b) plan and to coordinate information relating to Plan Sponsor's 403(b) and/or 457(b) plan between the Plan Sponsor and product providers, including the Vendor.

Vendor and Plan Sponsor agree:

3. Each party shall timely exchange information necessary for compliance with the requirements applicable to the Plan Sponsor's 403(b) and/or 457(b) plan, including, but not limited to information on employment status, account balances and transactions on distributions, loans, contract exchanges, and any other information necessary to facilitate activities permitted under the terms of the Plan Sponsor's 403(b) and/or 457(b) plan for proper compliance and reporting requirements. In the event that the Vendor is capable of transmitting data electronically in a file format equal or similar to the standard SPARK file format, Envoy/TSACG will accept data weekly, monthly or any other frequency determined by the Vendor.

4. Unless otherwise directed in writing, information shall be forwarded to Administrator at:

Envoy Plan Services, Inc. c/o TSA Consulting Group, Inc.
Attention: Program Services
15 Yacht Club Drive NE
Ft. Walton Beach, FL 32548
Phone: 800-248-8858 ext. 5404 Fax: 877-513-2272
E-mail: envoy.programservices@tsacg.com

5. This information is confidential and will only be used as needed to satisfy applicable compliance requirements.

6. Any revocation or termination of this Agreement will not affect either party's responsibility to share and exchange information necessary for the Plan Sponsor's 403(b) and/or 457(b) plan to comply with applicable 403(b) and/or 457(b) requirements.

PLAN SPONSOR Williams Unified School District Address 260 11th Street Williams, CA 95987	VENDOR: Address:
By: _____	By: _____
Printed Name: _____	Printed Name: _____
Title: _____	Title: _____
Dated: _____	Dated: _____

Vendor: Please return a signed copy of this agreement to the following address:
Envoy Plan Services, Inc. c/o TSACG, Attn: Program Services, 15 Yacht Club Drive NE, Ft Walton Beach, FL 32548
Email: envoy.programservices@tsacg.com

Envoy Plan Services, Inc.
403(b)/457(b) Investment Provider Service Agreement

WHEREAS Williams Unified School District (the "Plan Sponsor") maintains the following retirement plan(s) ☒ 403(b) ☐ 457(b) (the "Plan") and wishes to offer multiple investment products and services to participants in the Plan and,

WHEREAS the insurance company, mutual fund provider or the mutual fund provider's custodian or agent (together with its affiliates, the "Provider") designated on the signature page of this Agreement ("Agreement") has offered to provide annuities and/or custodial accounts ("Accounts") that qualify under IRC Sections 403(b) and/or 457(b) to participants under the Plan; and

WHEREAS the Plan Sponsor has named or will name the Provider as an authorized product provider under the Plan's document.

The parties agree to the following:

PROVIDER DUTIES AND RESPONSIBILITIES. The Provider shall:

1. Accounts: Be responsible, with respect to Provider Accounts, for:
   a. Conforming to the terms of the Plan to the extent the Plan does not enlarge the Provider's obligations under its contracts (provided, however, that the Provider shall only be responsible for conforming to such terms as have been provided in writing, either by provision of a copy of the most recent Plan Document, or by provision of written explanation or interpretation of Plan terms by an authorized Plan representative), and executing all transactions related to Plan Accounts under applicable regulations established by the Internal Revenue Service (IRS) including, but not limited to, all contributions, distributions, transfers, QDROs, exchanges and rollovers allowable under the Plan and subject to the prior approval of the Plan Sponsor or Envoy Plan Services, Inc., the designated plan administrative service provider ("TPA"); It is understood and acknowledged that Administrator uses a third-party contractor TSA Consulting Group, Inc. (TSACG) to perform some of the administration and compliance services for the Plan; and references to Administrator/TPA in this Agreement shall be considered to represent Envoy and TSACG.
   b. Reporting applicable state and federal income tax for all distributions from Plan Accounts;
   c. Notifying all participants of required minimum distributions under IRS regulations;
   d. Providing required notices of rollover options to Participants upon a request for an eligible rollover distribution.
   e. Processing corrective distributions of excess deferral contributions and properly track, report and/or distribute excess 415(c) contributions in accordance with applicable IRS regulations where such excess distributions have been identified by the Plan Sponsor or the TPA;
   f. Providing all participant account information relevant to the Plan to the Plan Sponsor or the TPA electronically at least every 30 days, or at a frequency agreed to by both parties, and in the event of a federal or state income tax audit.
   g. 403(b) Roth. If the Plan includes the ability to make Roth elective contributions, the Provider certifies that for products offered which include the Roth features, the Provider agrees to bear the responsibility for:
      a. Segregating and separately tracking after-tax contributions to the Roth 403(b), if applicable; and
      b. Tracking the commencement of the five year holding period.
   h. Trust: If applicable, Provider agrees to hold all of the Plan assets in trust or in such similar annuity contract and/or custodial arrangement that complies with Section 401(f) of the Code.
   i. Providing a copy of the prospectus to the Participant, if applicable.

2. Forms: Accept and utilize the standardized Salary Reduction Agreement (SRA) and any other supporting enrollment documents provided by the Plan Sponsor. Provider acknowledges that the Employer or TPA may terminate the Salary Reduction Agreement between the Employer and a Participant for whom contributions are made to Participant's account subject to and in accordance with the terms of the Plan and applicable law.
3. Investment Products: As applicable the Provider shall provide for purchase by Employer for its employees only custodial accounts as described in Section 403(b)(7) of the Code, or annuities as described in Section 403(b)(1) of the Code (with no life insurance component), and annuities and/or custodial accounts described in Section 457(b) of the Code, that comply with the provisions of the Code and applicable State Law.
4. Solicitation: Comply with all written directives regarding the solicitation of employees of the Plan Sponsor.
    a. Appropriate State and /or Federal licensure for insurance and/or securities products,
    b. State permits or registration as required for visitation at public school locations,
    c. Business Errors and Omissions coverage of $1,000,000 minimum.
    d. Provider, its agents and/or employees shall comply with all pertinent written directives from Employer or Administrator, regarding the solicitation of employees of the Employer for the purchase of investment options which will be provided separately. The Solicitation Rules implemented by the Plan Sponsor are attached as a part of this Agreement. Provider acknowledges that repeated violation of the solicitation rules may result in suspension or termination of Provider's status as a Provider in the Plan approved to enroll Employer's employees in its investment options, and to accept retirement plan contribution remittances under the Employer's Plans. Such suspension or termination shall in no manner affect any liability incurred prior to such suspension or termination.

5. Plan Administration Fees: Remit Plan Provider fees, if any, on a timely basis as assessed by the Plan Sponsor and/or TPA. Applicable Administration Fees are set forth on the Exhibit C that forms a part of the Third Party Administration Services Agreement between Plan Sponsor and TPA. Exhibit C is annexed to this Agreement. For purposes of clarification, fees payable by Provider pursuant to Exhibit C shall be assessed solely with respect to participants who have accounts with Provider. Changes to such fees shall not be binding on Provider without Provider's advance written consent in the form of a written amendment to this Agreement. Plan Sponsor acknowledges that the sole purpose of annexing Exhibit C as part of its Third Party Administration Services Agreement with TPA hereto is to recite fees, if any, that Provider hereby agrees to pay and that Provider shall not in any way be responsible for the content of that agreement, become a party to such agreement, or owe any additional responsibility or otherwise be liable to Plan Sponsor or TPA as a result of that Exhibit C of the agreement being annexed hereto. Payments not received within thirty (30) days following the date of the invoice and corresponding detail shall be deemed late, and may result in the termination of the agreement and the removal of Provider as approved in the Employer's Plan. Administration Fees will be invoiced by Envoy, made payable to Envoy and forwarded to TSACG for handling.
6. Indemnification: Indemnify and hold harmless the Plan Sponsor, including any individual member of the governing board, and Employees acting in their official capacity from every claim, demand or suit which may arise out of, or be made by reason of the failure of the Provider to meet the requirements of this Agreement only to the extent such losses are the result of the Provider's intentional wrong doing or its negligent actions or omissions. Notwithstanding the preceding sentence, this indemnification shall not cover any claim, demand or suit based on erroneous information provided by the Plan Sponsor, its affiliates or designated representatives or Employees or their willful misconduct or negligence. Provider, at its own expense and risk, and at its option, may assume the defense of and/or settle any court proceeding that may be brought against the Plan Sponsor, including members of the governing board, and Employees acting in their official capacity, on any claim, demand or suits covered by this indemnification, and shall satisfy any judgment that may be rendered against any of them with respect to any such claim or demand, provided that Plan Sponsor notifies Provider, in writing, within twenty (20) business days of receipt

of such claim or demand. Provider's liability hereunder shall be limited to actual damages and reasonable out-of-pocket legal fees and expenses only.

7. Privacy. Provide to the Plan Sponsor participants documentation of Provider's privacy policies, as required by and in accordance with applicable law, and otherwise upon request.

PLAN SPONSOR DUTIES AND RESPONSIBILITIES. The Plan Sponsor shall:

1. Plan Document: Certify that it is eligible to offer programs under IRC Section 403(b) and/or 457(b) and maintain a written plan in accordance with applicable Internal Revenue Service (IRS) regulations and that among other provisions will name the Provider as an authorized vendor of products for participants, subject to Provider's execution of and compliance with this Agreement.
2. Investment Providers: Identify and make available to all employees and providers a current list of authorized vendors of product available under the Plan.
3. Contributions: Transmit all contributions to Provider in a manner designed to ensure accurate crediting to participant Accounts on a timely basis and consistent with applicable IRS regulations;
4. Plan Sponsor Contributions: Transmit and provide a listing of any participants for which the Plan Sponsor makes non-elective employer contributions and the amounts allocated to each participant with each remittance.
5. TPA: TPA provides administration and compliance services to Employer in the administration of the Plan and will facilitate the sharing and coordination of information provided by the Provider and the Employer. Employer authorizes the Provider to share necessary plan information with TPA in a manner consistent with applicable IRS regulations and requirements under this Agreement and to follow instructions provided to Provider by TPA as a representative of the Plan Sponsor. Provider and Employer each agrees that Envoy may rely on the information provided to it and shall have no responsibility to verify the accuracy or completeness of any of such information.

BOTH PARTIES AGREE that the following terms and conditions are included as part of this Agreement:

1. Information Sharing: That each party, or their authorized representatives, shall exchange information necessary for compliance with the requirements of IRC Section 403(b) and/or 457(b) and any other applicable laws and regulations. Information includes, but is not limited to information on employment status, contributions and transactions made to or from other contracts/accounts under the Plan, information on other exchanges, loans and hardship withdrawals (as permitted under the 403(b) Plan) or unforeseen financial emergency withdrawals (as permitted under the 457(b) Plan), qualified domestic relations orders, transfers and any other information necessary to facilitate activities permitted under the terms of the 403(b) and/or 457(b) Plan or tax compliance and reporting.
2. Exclusive Services. Except as otherwise agreed to in writing between the parties, this Agreement and the underlying agreements establishing the Accounts are the exclusive arrangement between the parties for services under the Plan and the terms of this Agreement do not extend beyond this Agreement. Neither party shall have any other obligations or liabilities not specified herein unless otherwise agreed to in writing.
3. Confidentiality: Each party shall maintain the confidentiality and/or privacy of all information about participants or employees provided by the Plan Sponsor, TPA or Provider. All information shared or exchanged between Plan Sponsor, TPA and/or Provider relating to activities required under this Agreement shall only be communicated to the Provider, Plan Sponsor or TPA unless otherwise required by law, valid court order or as may be required as part of an inquiry or audit by a governmental regulatory agency.
4. Not Legal Advice. The parties agree that no service provided by the terms of this Agreement or under the Plan is to be construed as individual legal or tax advice to participants, nor to either party.
5. Term of the Agreement. This Agreement shall continue from year to year unless terminated by either party, in writing, by no less than sixty (60) days written notice.
6. Applicable Law. This Agreement shall be construed under the laws of the state where Plan Sponsor's principle office resides, unless pre-empted by federal law. Any litigation with respect

to the terms or conditions of the Agreement will be conducted under such state's jurisdiction and the parties agree that venue lies therein.

7. Severability. Each party agrees that it will perform its obligations hereunder in accordance with all applicable laws, rules, and regulations now or hereafter in effect. If any term or provision of this Agreement shall be found to be illegal or unenforceable then, notwithstanding, the remainder of this Agreement shall remain in full force and effect and such term or provision shall be deemed stricken.

By executing this Agreement, each party acknowledges that it has read this Agreement, agrees to its terms, and agrees that this Agreement shall be effective as of the last date executed by both parties.

AGREED TO:

Plan Sponsor: Williams Unified School District	Service Provider:
Address: 260 11th Street Williams, CA 95987	Address:
By: _____ Authorized Representative	By: _____ Authorized Representative
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

DEPARTMENT OF THE TREASURY
INTERNAL REVENUE SERVICE
WASHINGTON, D.C. 20224

TAX EXEMPT AND
GOVERNMENT ENTITIES
DIVISION

Plan Description: Volume Submitter 403(b) Plan
FFN: 315D988AQ04-002 Case: 201500123 EIN: 59-3451677
Letter Serial No: J500460a
Date of Submission: 12/30/2014

TSA CONSULTING GROUP INC
15 YACHT CLUB DRIVE, NE
FORT WALTON BEACH, FL 32548

Contact Person:
Janell Hayes
Telephone Number:
513-263-3602
In Reference To: TEGE:EP:7521
Date: 03/31/2017

Dear Applicant:

In our opinion, the form of the plan identified above is acceptable under section 403(b) of the Internal Revenue Code for use by eligible employers for the benefit of their employees. This opinion relates only to the acceptability of the form of the plan under the Internal Revenue Code. It is not an opinion of the effect of other Federal or local statutes.

You must furnish a copy of this letter, a copy of the approved plan, and copies of any subsequent amendments to each eligible employer who adopts this plan.

This letter considers the changes contained in the final regulations under Code section 403(b) (sections 1.403(b)-1 through 1.403(b)-11) that were published on July 26, 2007 (72 FR 41128) and the applicable requirements of the 2012 Cumulative List of Changes in Plan Qualification Requirements contained in Notice 2012-76, 2012-62 I.R.B. 775.

Our opinion on the acceptability of the form of the plan is not a ruling or determination as to whether an eligible employer's plan satisfies Code section 403(b). However, an eligible employer that adopts this plan may rely on this letter with respect to the satisfaction of its plan under Code section 403(b), as provided for in Rev. Proc. 2013-22, 2013-18 I.R.B. 985, and outlined below. An eligible employer that adopts this Code section 403(b) volume submitter plan may rely upon an advisory letter issued for the plan that the form of the adopting eligible employer's plan satisfies the requirements of Code section 403(b) except (i) to the extent that the employer modifies the terms of the approved specimen plan (other than by selecting options that are permitted under the terms of the approved specimen plan) and (ii) if the plan is not a Code section 414(d) governmental plan or a plan of a Church or Qualified Church Controlled Organization (QCCO) as defined in Rev. Proc. 2013-22 with respect to whether nonelective contributions under the plan satisfy the requirements of Code sections 401(a)(4) and 410(b). The terms of the plan must be followed in operation.

This is not a ruling or determination with respect to any language in the plan that reflects Section 3 of the Defense of Marriage Act, Pub. L. 104-199, 110 Stat. 2419 (DOMA) or U.S. v. Windsor, 570 U.S. 12 (2013), which invalidated that section, except to the extent that the definition of spouse is relevant for purposes of required minimum distributions under Code section 401(a)(9) and spousal rollover rights under Code section 402(c)(9).

In general our opinion may not be relied on with respect to the requirements of Code section 415 if the adopting eligible employer or any of its related employers maintains another Code section 403(b) plan covering any of the same participants as this Code section 403(b) plan. For this purpose, the term "related employers" means all employers that are aggregated with the adopting eligible employer under Code sections

414(b) and (c) (each as modified by IRC 415(h)), (m), and (o), including Regulation 1.414(c)-5. See Regulations 1.415(c)-1(d) and 1.415(f)-1(f) for special rules applicable to Code section 403(b) plans.

This letter may not be relied upon with respect to issues of an inherently factual nature.

This letter does not rule on whether this plan meets any requirements of a multiple employer plan.

This letter does not express an opinion with respect to the terms of any investment arrangements under the plan of any adopting eligible employer or any other documents that may be incorporated by reference into an adopting eligible employer's plan. In the event of any conflict between the terms of the plan and the terms of investment arrangements under the plan (or any other documents incorporated by reference into the plan) the terms of the plan shall govern.

This letter does not express an opinion, and may not be relied upon, with respect to whether any plan is subject to the requirements of Title I of ERISA or whether a plan satisfies any of those requirements.

Our opinion does not constitute a determination that the plan is a Code section 414(d) governmental plan or that the adopting employer is a Church or QCCO.

If you, the volume submitter practitioner, have any questions concerning the IRS processing of this case, please call the above telephone number. This number is only for use of the practitioner. Individual participants and/or adopting eligible employers with questions concerning the plan should contact the volume submitter practitioner. The plan's adoption agreement, if applicable, must include the practitioner's address and telephone number for inquiries by adopting employers.

If you write to the IRS regarding this plan, please provide your telephone number and the most convenient time for us to call in case we need more information. Whether you call or write, please refer to the Letter Serial Number and File Folder Number shown in the heading of this letter.

You should keep this letter as a permanent record. Please notify us if you modify or discontinue sponsorship of this plan.

Sincerely Yours,

Karen D. Truss

Karen D. Truss
Director, Employee Plans Rulings and Agreements

Volume Submitter 403(b) Adoption Agreement #04002

Williams Unified School District, CA

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Non-ERISA VOLUME SUBMITTER 403(b) PLAN DOCUMENT FOR PUBLIC SCHOOLS, ADOPTION AGREEMENT #04002

The undersigned Employer hereby adopts a section 403(b) plan in the form a Volume Submitter 403(b) plan attached hereto, and agrees that the following terms, definitions, and elections shall be part of such 403(b) Plan. Where applicable, certain Items have a Default Provision indicated below the Item number that will apply if no election is made by the Employer.

EMPLOYER INFORMATION

1. Employer Name: Williams Unified School District

Address: 260 11th Street

City: Williams	State: California	Zip Code: 95987	Phone: _____

2. Contact Person: Mechele Coombs	Phone: 530-473-2550	Email: mcoombs@williams.k12.ca.us

3. Employer Identification Number: 58-2192182

4. The Administrator shall be (entity that administers the Plan):

☒ (a)	The Employer	☐ (b)	The Employer Jointly with the Vendors
☐ (c)	A designated Administrator (specify):		

PLAN INFORMATION

5. Sponsor of the 403(b) Volume Submitter Plan: TSA Consulting Group, Inc.

Address: 15 Yacht Club Dr NE, Fort Walton Beach FL 32548

Phone: 888-777-5827	E-mail: programservices@tsacg.com

6. (a) Name of Plan: Williams Unified School District 403(b)
(b) This Plan is a Multiple Employer Plan ☐ Yes; ☒ No. If Yes, name of Plan Sponsor: _____

7. (a) Plan Year:
- ☒ (1) The calendar year;
- ☐ (2) The 12-consecutive month period beginning on _____; or
- ☐ (3) An initial short Plan Year beginning on _____ and ending on _____ and thereafter the 12-consecutive month period beginning on _____ and ending on _____
- ☐ (4) A short Plan Year beginning on _____ and ending on _____

(b) Limitation Year:
- ☐ (1) The Plan Year
- ☒ (2) The calendar year
- ☐ (3) The 12-consecutive month period beginning on _____
- ☐ (4) An initial short Plan Year beginning on _____ and ending on _____ and thereafter the 12-consecutive month period beginning on _____ and ending on _____
- ☐ (5) A short Plan Year beginning on _____ and ending on _____

8. Effective Date: The Employer has completed and signed this Adoption Agreement in order to:

		Initial Effective Date	Amendment/Restatement Effective Date
☐ (a)	Establish a new 403(b) plan (not earlier than the 1st day of current Plan Year)		N/A
☒ (b)	Restate a 403(b) plan previously adopted by the Employer (restatement date cannot be earlier than 1-01-2009, but not later than 1-01-2010 unless the initial effective date is after 1-01-2010)	01/01/2009	01/01/2010
☐ (c)	Amend a 403(b) plan previously adopted by the Employer (Amendments made, if applicable: _____)		_____

9. The Plan shall accept the following contribution types (check all that apply and complete the corresponding section(s) of the Adoption Agreement, if applicable):

☒ (a)	Pre-Tax Elective Deferrals	☒ (j)	Rollovers
☒ (b)	Post-Tax Roth Elective Deferrals	☒ (k)	Plan–to-Plan Transfers
☒ (c)	Age 50 Catch-up Contributions	☒ (l)	Exchanges (as outlined in the Administrative Appendix)

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☐ (d)	Special Catch-up after 15 years of service	☐ (m)	PTO – Sick Leave
☐ (e)	Nondeductible Employee (After-Tax) Contributions	☐ (n)	PTO – Vacation
☐ (f)	Mandatory Employee Contribution	☐ (o)	Social Security Replacement
☒ (g)	Employer Nonelective Contributions pursuant to the Collective Bargaining Agreement and/or the employment contract	☐ (p)	ORP Contributions subject to Article XII of the Plan
☐ (h)	Employer Matching Contributions pursuant to the Collective Bargaining Agreement and/or the employment contract	☐ (q)	Supplemental 403(b) Contributions (subject to Article XII of the Plan)
☒ (i)	Post-Employment Employer Contributions	☐ (r)	Deemed IRA

10. In computing a Participant's Compensation (as defined under Section 2.14 of the Plan, the following shall be excluded:

		All Contributions	Elective Deferrals	Mandatory Contributions	Employer Contributions
☒ (a)	No exclusions. All compensation will be included.	☒	☐	☐	☐
☐ (b)	Overtime	☐	☐	☐	☐
☐ (c)	Bonuses	☐	☐	☐	☐
☐ (d)	Other (describe another exclusion, for example, stipends):	☐	☐	☐	☐

11. (a) Compensation shall be determined over the following Determination period: ☐ (1) the Plan Year; or ☒ (2) a consecutive 12-month period ending with or within the Plan Year. Enter the day and the month this period begins: 01 (day) 01 (month). For Employees whose date of hire is less than 12 months before the end of the 12-month period designated, compensation will be determined over the Plan Year.

(b) For purposes of allocating Employer Contributions, Compensation ☒ (1) shall ☐ (2) shall not include amounts paid prior to a Participant's Entry Date.

12. Allocation Periods for Contributions (This will determine if additional contributions need to be made for a given year:

		All Contributions	Matching	Nonelective
☐ (a)	Weekly	☐	☐	☐
☐ (b)	Bi-Weekly	☐	☐	☐
☐ (c)	Quarterly	☐	☐	☐
☐ (d)	Annual	☐	☐	☐
☒ (e)	Per Pay	☒	☐	☐
☐ (f)	Other (specify): _____	☐	☐	☐

ELIGIBILITY AND PARTICIPATION – ELECTIVE DEFERRALS

13. The following Employees shall be eligible under the Plan to make Elective Deferrals (Check (a) or (b)):

☐ (a) All Employees of the Employer.

☒ (b) All Employees of the Employer except the following category(ies):

☐ (1) Nonresident aliens described in section 410(b)(3)(C) of the Code, who receive no earned income from the Employer which constitutes income from sources within the U.S.

☐ (2) Employees who normally work less than 20 hours per week. An Employee normally works fewer than 20 hours per week if, for the 12-month period beginning on the date the Employee's employment commenced, the Employer reasonably expects the Employee to work fewer than 1,000 hours of service (as defined under section 410(a)(3)(C) of the Internal Revenue Code) in such period, and, for each Plan Year ending after the close of that 12-month period, the Employee has worked fewer than 1,000 hours of service in the preceding 12- month period. Under this provision, an Employee who works 1,000 or more hours of service in the 12-month period beginning on the date the Employee's employment commenced or in a Plan Year ending after the close of that 12- month period shall then be eligible to participate in the

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Plan. Once an Employee becomes eligible to have Elective Deferrals made on his or her behalf under the Plan under this standard, the Employee cannot be excluded from eligibility to have Elective Deferrals made on his or her behalf in any later year under this standard.

☐ (3) Employees who are eligible to make Elective Deferrals under another plan, including an IRC section 457(b) eligible governmental plan; a 401(k) qualified cash or deferred arrangement of the Employer or another section 403(b) Plan of the Employer

☒ (4) Employees who are students performing services described in section 3121(b)(10) of the Code.

(c) If 13(b)(2) is elected above, then the following rule will apply for subsequent years in determining whether the Employee is eligible for the Plan. The initial computation period shall begin on the date of hire and end on the anniversary thereof. Subsequent eligibility computation periods shall commence with:

☐ (1) the anniversary of the Employee's employment commencement date; or
☐ (2) the Plan Year which commences prior to the Employee's first anniversary of his employment commencement date.

(d) ☐ (1) The Employer elects to reduce the required Hours of Service per year in 13(b)(2) to _____ (not to exceed 1000) Hours; or
☐ (2) N/A.

14. The Entry Date of a Participant with respect to Elective Deferrals shall be:

☐ (a) On the first day of the month following date of employment;
☐ (b) After the completion of _____days (may be 30 or 60 days, if Employee receives information on the Plan within the first 30 days of employment)
☒ (c) Entry Date shall mean the Employee's employment commencement date and deferrals elections shall be effective in the next pay period.
☐ (d) Other (Specify. May not exceed 60 days from satisfaction of eligibility requirements): _____

15. Employees are permitted to make Pre-Tax Elective Deferrals to the Plan as follows:

☒ (a) Elective Deferrals of up to the maximum amount permitted under sections 403(b) and 415 of the Code are permitted.
☐ (b) Elective Deferrals of up to _____ % (not to exceed 100%) of a Participant's Compensation are permitted.

16. If Roth 403(b) Elective Deferrals are permitted under the Plan then Excess Deferrals will first be corrected from the:

☒ (a) regular Pre-tax Elective Deferral Account; or
☐ (b) Roth Elective Account
☐ (c) N/A.

AUTOMATIC ENROLLMENT

In consideration of the following provisions, an Employer should determine whether automatic enrollment is permitted under the applicable State law prior to adopting this provision.

17. The Eligible Automatic Contribution Arrangement (EACA) provisions of Article 3.03 of the Plan:
☒ (a) shall not apply
☐ (b) shall apply and the Default Percentage indicated below shall be automatically withheld and contributed to the Plan as a Pre-Tax Elective Deferral.

18. (a) Covered Employee for Purposes of Eligible Automatic Contribution Arrangement (EACA):
Employees covered under the EACA are (Check one of the options below.):

☐ (1) All Participants
☐ (2) All Participants who do not have an affirmative election in effect regarding Elective Deferrals
☐ (3) All Participants who become Participants on or after the effective date of the EACA and who do not have an affirmative election in effect regarding Elective Deferrals

(b) Default Percentage (Check one of the options below and insert a percentage or percentages and, if applicable, a date.):

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☐ (1) The Default Percentage is _____% (a uniform percentage of each Covered Employee's Compensation for the applicable pay period)

☐ (2) The initial Default Percentage is _____% (a uniform percentage of each Covered Employee's Compensation for the applicable pay period) and will increase by one percentage point as described in Section 3.03 of Article III of the Plan until the Default Percentage is _____%. (Insert the highest default percentage that will apply) Each increase will be effective with the first pay period of the Plan Year or the first pay period after the date inserted here: _____.

ROLLOVER/TRANSFER AND OTHER EMPLOYEE CONTRIBUTION PROVISIONS

19. (a) Direct Rollovers: The Plan will accept a Direct Rollover of an Eligible Rollover Distribution from (check each that applies or N/A):

☐ (1) N/A. The Plan will not accept Direct Rollovers from any plan.
☒ (2) a qualified plan described in section 401(a) or 403(a) of the Code, excluding After-Tax employee contributions.
☐ (3) an annuity contract described in section 403(b) of the Code, including After-Tax employee contributions.
☒ (4) an annuity contract described in section 403(b) of the Code, excluding After-Tax employee contributions.
☒ (5) an eligible plan under section 457(b) of the Code which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state.

(b) The Plan ☒ (1) will ☐ (2) will not accept Designated Roth accounts from any of the plans selected in 19(a)

20. Participant Rollover Contributions

(a) Participant Rollover Contributions from Other Employer Plans: The Plan will accept a Participant contribution of an Eligible Rollover Distribution from (check each that applies or N/A):

☐ (1) N/A. The Plan will not accept Rollover Contributions from any employer plan.
☒ (2) a qualified plan described in section 401(a) or 403(a) of the Code, excluding after-tax employee contributions.
☒ (3) an annuity contract described in section 403(b) of the Code, excluding after-tax employee contributions.
☒ (4) an eligible plan under section 457(b) of the Code which is maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state.

(b) The Plan ☒ (1) will ☐ (2) will not accept Designated Roth accounts from any of the plans selected in 20(a)

(c) Participant Rollover Contributions from IRAs: The Plan (choose one):

(1) ☒ will (2) ☐ will not accept a Participant Rollover Contribution of the portion of a distribution from an individual retirement account or annuity described in section 408(a) or 408(b) of the Code that is eligible to be rolled over and would otherwise be includible in gross income.

21. In-Plan Roth Rollovers:

(a) The Plan ☒ (1) will ☐ (2) will not permit In-Plan Roth Rollovers of distributable amounts.

(b) The Plan ☒ (1) will ☐ (2) will not permit In-Plan Roth Rollovers of otherwise non-distributable amounts.

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22. Deemed IRA Contributions. A Participant may make Deemed IRA contributions to the following type(s) of IRA Accounts established in accordance with Article XIII of the Plan:

☐ (a) Traditional
☐ (b) Roth
☐ (c) Either (a) or (b) above as designated by the Participant at the time the contribution is made

23. Mandatory Employee Contributions shall be required to be made by the following Employees:

☐ (a) _____% of each eligible Employee's Compensation if such Employee was hired after: _____; and if applicable
☐ (b) _____% of each eligible Employee's Compensation if such Employee was hired after _____, and was a participant in _____ (e.g. state retirement plan) but after receiving a choice has elected to participate in this Plan.

DISTRIBUTION PROVISIONS

24. Pursuant to the underlying Individual Agreements, the following transactions are permitted:

(a) Select all that apply and specify the corresponding sources from which the withdrawal can be made:

		All Contributions	Elective Deferrals	Mandatory Contributions	Employer Contributions
☒ (1)	Financial Hardship Distributions	☒	☐	☐	☐
☒ (2)	Loans	☒	☐	☐	☐
☒ (3)	Distributions at age 59 ½	☒	☐	☐	☐

(b) The following transactions are permitted:

☒ (1)	Plan-to-Plan transfers to another Employer Plan
☒ (2)	Transfers to a State Retirement Plan to purchase service credits
☒ (3)	Distribution of Rollover Contributions at any time

(c) The following distributions are permitted from Employer Contributions under Annuity Contracts only:

☒ (1)	Attained Age of 59 1/2
☐ (2)	After _____ Years of Service

25. If permitted by the underlying Individual Agreements, the Plan (a) ☐ will, (b) ☒ will not permit the distribution of Small Account Balances from the Plan.

EMPLOYER CONTRIBUTIONS

26. Employer Contributions

☐ (a) Employer Contributions shall not be made.

☒ (b) Employer Contributions shall be made as follows (check all types that apply):

☒ (1) Employer Contributions shall be made in accordance with any applicable collective bargaining agreements or employment contracts as shall be determined from time to time by the Employer.
☐ (2) Discretionary Contribution Formula: Nonelective Employer contributions will be allocated to each Participant in the ratio that such Participant's Compensation bears to the compensation of all Participants to whom Nonelective Employer contributions are allocated determined annually by the Employer.
☐ (3) Definite Contribution Formula: For each Plan Year, the Employer will contribute for each eligible Participant an amount equal to _____% or $_____ of such Participant's Compensation.
☒ (4) Employer Post-Employment Contributions shall be made.
☐ (5) Employer Matching Contributions shall be made under the following formula:
  ☐ (A) _____ percent of the Participant's Elective Deferrals
  ☐ (B) _____ percent of the Participant's Employee Contributions
  ☐ (C) The Employer shall not match amounts provided in excess of $_____, or in excess of _____ percent, of the Participant's Compensation
  ☐ (D) An amount, if any, determined by the Employer
☐ (6) ORP Contributions under the State of _____ made pursuant to the applicable laws of the ORP.

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☐ (7) Employees hired after _____ where such Employees are making a Mandatory Employee Contribution of _____%, shall receive an Employer Nonelective Contribution of _____% of Compensation.

ELIGIBILITY AND PARTICIPATION – EMPLOYER CONTRIBUTIONS

27. All Employees of the Employer (including employers required to be aggregated under sections 414(b), (c), (m), or (o) of the Code) will be eligible to participate in this Plan except the following:

		Nonelective	Matching
☒ (a)	N/A. There is no age or service requirement.	☐	☐
☐ (b)	Employees who have not attained age _____ (cannot exceed age 21)	☐	☐
☐ (c)	Employees who have not completed _____Year(s) of Service; or _____ Month(s) of Service; or _____ Day(s) of Service. (Cannot exceed 1 year unless the Plan provides a nonforfeitable right to 100% of the Participant's account balance derived from Employer contributions after not more than 2 years of service in which case up to 2 years is permissible. If the Year(s) of Service selected is or includes a fractional year, an employee will not be required to complete any specified number of Hours of Service to receive credit for such fractional year.)	☐	☐

28. All Employees who are members of eligible classes of employees shall be eligible to participate in the Plan except:

		Nonelective	Matching
☒ (a)	N/A. There are no exclusions	☐	☐
☐ (b)	Nonresident Aliens (see Section 2.28 of the Plan)	☐	☐
☐ (c)	Employees who become Employees as the result of a "section 410(b)(6)(C) transaction"	☐	☐
☐ (d)	Employees of the following employer(s) aggregated with the Employer under section 414(b), (c), (m), or (o) of the Code: _____	☐	☐
☐ (e)	Hourly Rated Employees	☐	☐
☐ (f)	Other (specify): _____ *(Note: Insert an exclusion category, e.g. Division A Employees.)*	☐	☐
☐ (g)	Nonresident Aliens (see Section 2.28 of the Plan)	☐	☐

29. (a) Eligibility under the Plan will be extended to all Employees who satisfied the eligibility requirements of this Plan with the following prior unrelated employer(s): ☐ (1) _____; ☒ (2) N/A

(b) The eligibility and service requirements in Item #27 above ☐ (1) are ☐ (2) are not waived with respect to Employees employed on the Effective Date of this Plan. If these requirements are waived, such Employees shall become Participants in the Plan as of the Effective Date of the Plan.

30. Service for eligibility and vesting will be determined on the basis of the method selected below. Only one method may be selected and such method will be applied to all Employees covered under the Plan.

☐ (a) On the basis of actual hours for which an Employee is paid or entitled to payment
☐ (b) On the basis of days worked. An Employee will be credited with ten (10) hours of service if under Section 2.25 of the Plan such Employee would be credited with at least one (1) Hour of Service during the day
☐ (c) On the basis of weeks worked. An Employee will be credited with forty-five (45) Hours of Service if under Section 2.25 of the Plan such Employee would be credited with at least one (1) Hour of Service during the week
☐ (d) On the basis of semi-monthly payroll periods. An Employee will be credited with ninety-five (95) Hours of Service if under Section 2.25 of the Plan such Employee would be credited with at least one (1) Hour of Service during the semi-monthly payroll period
☐ (e) On the basis of months worked. An Employee will be credited with one hundred ninety (190) Hours of Service if under Section 2.25 of the Plan such Employee would be credited with at least one (1) Hour of Service during the month
☐ (f) On the basis of Elapsed Time, as provided for in Section 2.43(b)(2) of the Plan

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31. (a) Subsequent Eligibility Computation Periods shall commence with:
☐ (1) the anniversary of the Employee's employment commencement date; or
☐ (2) the Plan Year which commences prior to the Employee's first anniversary of his employment commencement date.

(b) Subsequent Vesting Computation Periods shall commence with:
☐ (1) the anniversary of the Employee's employment commencement date; or
☐ (2) the Plan Year which commences prior to the Employee's first anniversary of his employment commencement date.

32. An Employee who has completed the eligibility requirements shall enter the Plan on the following Entry Date:

		Nonelective	Matching
☐ (a)	There are no age and service requirements. Entry Date shall mean the Employee's employment commencement date.	☐	☐
☒ (b)	The day on which the Employee satisfies the eligibility requirements	☒	☐
☐ (c)	The first day of the Plan Year in which the Employee satisfies the eligibility requirements	☐	☐
☐ (d)	The first day of the first month or the first day of the 7th month of the Plan Year coinciding with or next following the satisfaction of the Plan's eligibility requirements	☐	☐
☐ (e)	The first day of the month in which the Participant satisfies the eligibility requirements	☐	☐
☐ (f)	The first day of the following months after the Employee satisfies the eligibility requirements _____	☐	☐

33. All of an Employee's Years of Service with the Employer are counted to determine the Vested Percentage in the Participant's Employer Contribution except:
☐ (a) N/A. All Years of Service will count toward Vesting
☐ (b) Years of Service before age 18
☐ (c) Years of Service before the Employer maintained this Plan or a predecessor plan

34. Each Participant's Vested Percentage in his Employer Contribution Account shall be determined as follows:

	Nonelective	Matching
☐ (a) Vesting Formula #1 - 100% vested at all times	☐	☐
☐ (b) Vesting Formula #2 - 100% vested after _____ (not to exceed three) Years of Service	☐	☐
☐ (c) Vesting Formula #3: Years of Service — Vested Percentage Less than 1 — _____ 1 — _____ 2 — _____ (not less than 20%) 3 — _____ (not less than 40%) 4 — _____ (not less than 60%) 5 — _____ (not less than 80%) 6 or more — 100%	☐	☐
☐ (d) Notwithstanding the Vesting Formula selected above, all Participants as of _____ will be 100% vested.		

35. Forfeitures not used to restore Participant's Accounts or pay expenses will be (choose one):

	Nonelective	Matching
☐ (a) allocated in addition to the Employer Contributions	☐	☐
☐ (b) used to reduce any required Employer contributions	☐	☐
☐ (c) used to reduce Employer Matching Contributions and any remainder allocated in addition to the Employer Contribution	☐	☐

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☐ (d) used to reduce Employer Contributions in the following order and manner: ☐ (1) for the current Plan Year ☐ (2) for the subsequent Plan Year ☐ (3) Other (describe; must be determined on a nondiscriminatory basis): _____	☐	☐

☒ (e) N/A. 100% vesting has been elected and there are no forfeitures under the Plan.

36. Forfeitures arising on account of termination of employment shall be allocated as of the last day of the Plan Year which is concurrent with or next follows:

☐ (a)	Employee's termination of employment
☐ (b)	Employee having incurred a 1-year Break in Service
☐ (c)	Employee having incurred 2 consecutive 1-year Breaks in Service
☐ (d)	Employee having incurred 5 consecutive 1-year Breaks in Service
☐ (e)	The later of the payment of the vested benefit or the Employee having incurred 5consecutive 1-year Breaks in Service
☒ (f)	N/A. 100% vesting has been elected and there are no forfeitures under the Plan.

OVERRIDING LANGUAGE FOR MULTIPLE PLANS

37. If the Participant is covered under another Section 403(b) plan of the Employer, other than a Section 403(b) Volume submitter or prototype plan, the provisions of Section 5.01 of Article V will apply as if the other plan were a Section 403(b) volume submitter or prototype 403(b) plan.

RELIANCE ON ADVISORY LETTER AND ACKNOWLEDGEMENTS

38. Reliance and Acknowledgements:

- This Adoption Agreement may be used only in conjunction with basic Plan Document #04.
- The Sponsor will inform the adopting Employer of any amendments it makes to the Plan or of its discontinuance or abandonment of the Plan.
- The Employer must complete a new signature page if it modifies any prior elections or makes new elections in its Adoption Agreement.
- Failure to properly complete this Adoption Agreement may result in loss of favorable tax treatment for the Plan. The Employer's tax advisor should review the Plan and this Adoption Agreement prior to the Employer adopting such plan.
- The Employer may rely on the Advisory Letter issued for the approved specimen plan, except to the extent that the Employer's Plan is not identical to the approved specimen plan, disregarding any differences attributable solely to the Employer's choices of options provided under the specimen plan.

AUTHORIZED SIGNATURE AND CERTIFICATION

39. The undersigned Employer acknowledges receipt of a copy of the Plan, Administrative Appendix and this Adoption Agreement on the date indicated below. The adopting Employer by signing below certifies that:

- The Employer is an educational organization described in section 170(b)(1)(A)(ii); and
- For purposes of the nondiscrimination requirements of section 403(b)(12) the Plan is a Governmental Plan within the meaning of section 414(d) of the Code of a Public School; or a Governmental Plan of an organization described in section 501(c)(3) of the Code.

Name of Employer: Williams Unified School District	
Signature of Employer:	Date:
Name of Signer: _____	Title: _____

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ADMINISTRATIVE APPENDIX

EMPLOYER NAME: Williams Unified School District

PART A: RESPONSIBILITIES

The following checklist outlines responsibilities associated with the Plan and the entity obligated to each item. If there is an item without an assignment of responsibility, such item becomes the duty of the Employer as the sponsor of the plan.

		TPA	Vendor(s)	Employer	Other (specify)	N/A
I. PLAN FINANCIAL REPORTING						
1.	Review and verify accuracy of Spark File or other Data Sharing Information and notify Vendor of errors. (This includes an annual audit to make sure that all amounts and sourcing did get credited to the proper participant in the Plan.)	☒	☐	☐		☐
II. ENROLLMENT OF PARTICIPANTS						
2.	If applicable, provide Employee census information prior to each entry date to determine eligibility	☐	☐	☐		☒
3.	Evaluate eligibility to determine who enters the plan on each entry date	☐	☐	☐		☒
4.	Provide enrollment forms to eligible employee (for deferral elections, investment elections, and beneficiary designations)	☒	☒	☒		☐
5.	Provide mandatory eligibility notices for Universal Availability	☒	☐	☒		☐
6.	Provide other required notices at enrollment, such as "deemed" control group (owning outside business)	☐	☐	☐		☒
7.	Verify deferral percentage for new participants	☐	☐	☐		☒
8.	Analyze eligibility service and vesting service to be credited to rehired employees	☐	☐	☐		☒
9.	If Plan does not provide for full and immediate vesting, determine forfeitures that must be restored for rehired participants	☐	☐	☐		☒
10.	If certain types of compensation is excluded, evaluate compensation types for participant and ensure that deferrals are being removed from all relevant compensation types (check exclusions, e.g., stipends, coaching bonuses, club sponsorships)	☐	☐	☒		☐
11.	Confirm that proposed deferrals do not exceed plan defined limits or legal maximums	☒	☐	☒		☐

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ADMINISTRATIVE APPENDIX

		TPA	Vendor(s)	Employer	Other (specify)	N/A
12.	Verify entry and commencement of deferrals for new participants	☒	☐	☒		☐
13.	Provide completed enrollment forms to Vendor (Agent)	☐	☒	☐		☐
14.	Maintain copies of deferral and investment elections and all changes made	☐	☒	☒		☐
15.	Collect and maintain copies of beneficiary designations and changes to same	☐	☒	☐		☐
16.	If Plan does not provide for full and immediate vesting, determine initial vesting computation period	☐	☐	☐		☒
	III. CONTRIBUTION DETERMINATION					
17.	Identify census parameters	☐	☐	☐		☒
18.	Provide census information to determine contribution limits, vesting	☐	☐	☒		☐
19.	If Employees are not immediately eligible, determine employees eligible to participate in each type of contribution allocation	☐	☐	☐		☒
20.	Verify type of contributions made (pre-tax deferral, Roth, employer, rollovers, etc.)	☒	☒	☒		☐
21.	If compensation is excluded, determine includible compensation for participant for each type of contribution, if different	☐	☐	☐		☒
22.	Determine amount of each type of employer contribution for each participant	☒	☐	☒		☐
23.	If Plan accepts Employer contributions, determine amount of true-up matching contribution at year end (if any)	☒	☐	☒		☐
24.	If Plan accepts Employer contributions, verify that matching contributions do not exceed plan defined limits	☒	☐	☒		☐
25.	If Plan accepts Employer contributions, determine maximum contribution under IRC §415 and verify that contributions do not exceed that limit	☒	☐	☒		☐
26.	Determine and maintain records of separate accounting for all types of contributions	☒	☒	☒		☐

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ADMINISTRATIVE APPENDIX

		TPA	Vendor(s)	Employer	Other (specify)	N/A
IV. VESTING AND FORFEITURES						
27.	Determine and maintain records of vesting service	☐	☐	☐		☒
28.	Determine and maintain records of vested percent	☐	☐	☐		☒
29.	Determine timing of forfeiture from a participant's account	☐	☐	☐		☒
30.	Determine use of forfeiture	☐	☐	☐		☒
31.	Determine amount to be contributed based on use of forfeitures to reduce employer contribution (if applicable)	☐	☐	☐		☒
V. OTHER ALLOCATIONS						
32.	Allocate investment gains/losses	☐	☒	☐		☐
33.	Allocate contribution	☐	☒	☐		☐
VI. ANNUAL COMPLIANCELIMITATIONS						
34.	Prepare annual Universal Availability Notice	☒	☐	☐		☐
35.	Deliver annual Universal Availability Notice	☐	☐	☒		☐
36.	Monitor statutory limits – Annual 415 limit, Compensation §401(a)(17), Elective Deferrals §402(g), Age 50 Catch-up §414(v), 15 year Catch-up	☒	☐	☐		☐
37.	Determine if additional plans must be aggregated with this Plan for overall limits	☒	☐	☐		☐
VII. ELECTIVE DEFERRALS						
38.	Process and verify deferral elections each payroll period to ensure proper deferral by participant, including deferral changes	☒	☐	☒		☐
39.	Reconcile deferral changes made between payrolls	☒	☐	☒		☐
40.	Provide annual mandatory notices (Universal Availability, Automatic Enrollment, Other _____) (if applicable)	☒	☐	☒		☐
41.	If Universal Availability failed, determine amount to be contributed with lost earnings. Amounts are contributed as earmarked as a QNEC (employer contribution). Amend plan to accept QNECs if necessary	☐	☐	☐		☒

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ADMINISTRATIVE APPENDIX

		TPA	Vendor(s)	Employer	Other (specify)	N/A
42.	Ensure deposits of salary deferrals are made to Vendor within required timeframe	☒	☐	☒		☐
	VIII. DISTRIBUTIONS OF BENEFITS					
43.	Prepare and maintain distribution notices and elections	☐	☒	☐		☐
44.	Provide distribution forms to participant, including 402(f) notice for rollover information	☐	☒	☐		☐
45.	Review distribution forms to see if fully completed and signed by appropriate parties	☒	☒	☐		☐
46.	Evaluate eligibility to receive a distribution	☒	☐	☐		☐
47.	Authorize distributions and other transactions	☒	☐	☐		☐
48.	Confirm vested interest on termination of employment	☐	☐	☐		☒
49.	Determine amount to be distributed	☒	☒	☐		☐
50.	If Plan permits Roth Deferrals, determine basis in Roth Distributions	☐	☒	☐		☐
51.	If Plan permits Roth Deferrals, determine and maintain beginning date for Roth qualification period	☐	☒	☐		☐
52.	If Plan permits Roth Deferrals, determine whether Roth distribution is qualified	☒	☐	☐		☐
53.	Proper Income tax withholding deposit made and IRS reporting on Form 945	☐	☒	☐		☐
54.	Form 1099-R provided to participant and IRS	☐	☒	☐		☐
55.	Determine cash-out amounts for the year (e.g., accounts for terminated participants with less than $1,000 value). Only available for Group Annuities or Group Custodial Agreements	☐	☐	☐		☒
56.	If elected under the Plan, determine amounts to be moved to an automatic IRA rollover (e.g., amounts for terminated participants with $1,000 to $5,000 in value)	☐	☐	☐		☒
57.	If permitted under the Plan, evaluate eligibility for hardship distribution	☒	☐	☐		☐
58.	If permitted under the Plan, notify of ceasing deferrals for 6 months, confirm that deferrals have ceased, solicit new deferral form after 6 months	☒	☒	☒		☐

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ADMINISTRATIVE APPENDIX

		TPA	Vendor(s)	Employer	Other (specify)	N/A
59.	Evaluate proposed QDRO to determine if it qualifies as such	☒	☐	☐		☐
60.	Communicate to participant/former spouse regarding QDRO receipt (and provide copy of QDRO Policy) and QDRO determination	☒	☐	☐	Legal Counsel	☐
61.	Segregate account and initiate distribution to Alternate Payee	☐	☒	☐		☐
62.	Authorize and verify requirements for Exchanges, 403(b) Transfers and Transfers to State DB Plan	☒	☐	☐		☐
	IX. PARTICIPANT LOAN, IF AVAILABLE					
63.	Provide copy of loan procedure/policies to participants	☐	☒	☐		☐
64.	Prepare and retain loan documents (e.g., promissory note, etc.) for each participant loan	☐	☒	☐		☐
65.	Determine maximum amount that may be borrowed	☒	☒	☐		☐
66.	Provide Loan Request Forms to participants	☐	☒	☐		☐
67.	Confirm proper completion of loan application	☐	☒	☐		☐
68.	Approve loan	☒	☐	☐		☐
69.	Verify that proper loan payment procedures are in place	☐	☒	☐		☐
70.	Determine defaulted and offset loans	☐	☒	☐		☐
71.	Prepare Form 1099-R on defaulted loan	☐	☒	☐		☐
	X. MISCELLANEOUS					
72.	Identify participants required to take a Required Minimum Distribution (RMD), including terminated employees, beneficiaries	☐	☒	☐		☐
73.	Provide timely notice of RMD requirement	☐	☒	☐		☐
74.	Determine minimum distribution amount	☐	☒	☐		☐
75.	Annually review of all Vendor documents including distribution forms, custodial agreements, annuity contracts, withholding notices and elections, etc.	☒	☐	☒		☐

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ADMINISTRATIVE APPENDIX

		TPA	Vendor(s)	Employer	Other (specify)	N/A
XI. PLAN QUALIFICATION						
76.	Prepare Plan document	☒	☐	☐		☐
77.	Prepare Amendments, Required and optional	☒	☐	☐		☐
78.	Prepare written procedures/policies, where applicable	☒	☐	☐		☐

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PART B: PLAN VENDOR SCHEDULE

This Schedule may be amended from time to time and must be completed and executed by the Employer. Complete multiple pages if necessary.

Please note the following procedures for Transfer/Exchanges:

- The minimum amount for Transfers/Exchanges shall be $0.00.
- Exchanges will be permitted between all Vendors in sections I and II unless otherwise restricted. Please specify any restrictions here: The participant must have a pre-existing account with the section II vendor.
- Transfers are permitted at any time unless restricted as follows:-N/A

I. LIST OF APPROVED VENDORS

These Vendors are authorized to establish new participant accounts, receive ongoing contributions and incoming Transfers and Exchanges (unless restricted above) from Approved Vendors and Grandfathered Vendors.

Name of Vendor	Funding Vehicle	
	Custodial Agreement	Annuity Contract
AIG Retirement Services (VALIC)	☒	☒
American Fidelity Assurance Co.	☒	☒
American Funds	☒	☐
Ameriprise Financial	☒	☒
Annuity Investors Life Insurance Co.	☒	☒
AXA Equitable Life Insurance Company	☒	☒
Franklin Templeton Mutual Funds	☒	☐
FTJ Fund Choice, LLC	☒	☐
Great American-Annuity Investors Life	☒	☒
Horace Mann Insurance Company	☒	☒
Invesco OppenheimerFunds	☒	☐
Jackson National Life Insurance Co	☒	☒
Metropolitan Life Insurance Company	☒	☒
Midland National Life	☒	☒
National Life Group	☒	☒
Pacific Life	☒	☒
PFS Investments (Primerica)	☒	☒
PlanMember Services	☒	☒
Security Benefit Group	☒	☒
Vanguard Investments	☒	☐
VOYA Financial	☒	☒
Waddell & Reed, Inc.	☒	☐

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II. LIST OF GRANDFATHERED VENDORS

These Vendors are authorized to receive ongoing contributions and incoming Transfers and Exchanges (unless restricted above) from Approved Vendors and Deselected Vendors. Assets are not available for Participant Loans and Hardship Distributions unless other procedures apply; specify: The consistent receipt of electronic plan level information is required.

Name of Vendor	Funding Vehicle	
	Custodial Agreement	Annuity Contract
	☐	☐
	☐	☐

Employer Name: **Williams Unified School District**

Effective Date of Plan Vendor Schedule: ☐ Immediate; or ☒ on November 1, 2019.

Note: The Plan Vendor Schedule is no longer a part of the 403(b) Plan document. Employers may therefore change the investment providers without completing a new Adoption Agreement.

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AGREEMENT FOR PROFESSIONAL SERVICES

WILLIAMS UNIFIED SCHOOL DISTRICT

This Agreement is made and entered into on November 21, 2019, by and between Williams Unified School District, hereinafter referred to as "District," and Dannis Woliver Kelley, a professional corporation, hereinafter referred to as "Attorney."

WHEREAS, District desires to retain Attorney to provide legal services associated with considering and calling a bond election in 2020 to benefit the District's schools and the issuance and sale of general obligation bonds thereafter.

In consideration of the promises and the mutual agreements hereinafter contained, District and Attorney agree as follows:

A. SCOPE OF WORK AND PAYMENT

District appoints Attorney to represent, advise, and counsel it from November 1, 2019, and continuing thereafter in connection with the District's 2020 general obligation bond election and bond issuances ("Bond Services") as more specifically described in ***Attachment A*** hereto, and incorporated herein by reference. Attorney may represent District in other legal matters and provide other services as desired pursuant to a separate Professional Services Agreement. Bond Services shall be compensated in the manner described in ***Attachment A***.

The performance of Bond Services rendered prior to the date of this Agreement is hereby ratified and approved.

B. TERM AND TERMINATION

1. Term. The term of this Agreement shall commence as of its date of execution and shall expire on the earlier of: the final sale of general obligation bonds ("Bonds") from the 2020 authorization or five years after commencement of the Agreement, whichever occurs first. If at the time of expiration there remains additional general obligation bond issuance authority, this Agreement may be renewed for additional terms, subject to District's termination rights described below.

2. Termination of Attorney. District may terminate DWK without cause upon 30 days' written notice to Attorney; provided, however, that if District terminates these services after Attorney has rendered Bond Services, then District shall pay Attorney for services rendered, at the rate of $310 per hour for attorneys and $125 per hour for paralegals, plus DWK's out-of-pocket expenses.

C. OTHER PROVISIONS

1. Malpractice Coverage. Attorney agrees to prepare periodic reviews of relevant court decisions, legislation, and other legal issues. Attorney agrees to keep current and in force at all times a policy covering incidents of legal malpractice.

2. Performance of Obligations. District shall be truthful with Attorney, cooperate with Attorney, keep Attorney informed of developments, perform the obligations it has agreed to perform under this Agreement.

3. Food/Meals. Occasionally Attorney may provide District officials and/or employees with working lunches or meals when working with District officials and/or employees. Attorney may provide such food or meals without additional charge in exchange for the consideration provided by the District under this Agreement.

4. Independent Contractor. It is expressly understood and agreed to by both parties that Attorney, while carrying out and complying with any of the terms and conditions of this Agreement, is an independent contractor and is not an employee of the District.

5. Use of Subconsultants/SubContractors. Attorney uses the services of legal sub-consultants and independent contractors from time to time on finance transactions, including federal taxation specialists, which costs are paid in full by Attorney without additional expense to District. District consents to the use of such sub-consultants or independent contractors at Attorney's discretion.

6. Conflicts of Interest. Because Attorney represents many school and community college districts, county offices of education, joint powers authorities, SELPAs, other educational entities, and bond underwriters on an occasional basis, conflicts of interest may arise in the course of Attorney's representation. If Attorney becomes aware of any potential or actual conflicts of interest, Attorney will inform the District of the conflict and comply with the legal and ethical requirements to fulfill its duties of loyalty and confidentiality to District. If District has any question about whether Attorney has a conflict of interest in its representation of District in any matter, it may contact Attorney or other legal counsel for clarification.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement for Professional Services.

WILLIAMS UNIFIED SCHOOL DISTRICT

_____ _____

Dr. Edgar Lampkin
Superintendent

Date

DANNIS WOLIVER KELLEY

M. Johnson

_____ 11/7/19

Meredith Johnson
Attorney at Law

Date

ATTACHMENT "A" –SCOPE OF WORK AND FEES

Williams Unified SCHOOL DISTRICT

I. SCOPE OF WORK

Attorney shall provide the following Bond Services to District with regard to a 2020 general obligation bond election.

A. Pre-Election Services

Pre-Election Services shall begin upon engagement of Attorney and shall conclude on the date that the District submits its measure(s) to the Registrar of Voters. Pre-Election Services provided by Attorney shall include the following:

- Assistance with voter polling and election planning and research in advance of calling an election;
- Preparation of a timetable setting forth the actions required to accomplish the election, and coordination with the County election officials to ensure that the necessary legal requirements are satisfied;
- Coordination with finance team and preparation of Governing Board resolutions required to call the election, including assistance with the drafting of the ballot proposition and ancillary materials;
- Attend administrative meetings at which the election and financing proceedings are to be discussed, when requested to attend or when attendance is deemed necessary for the proper planning or conduct of the financing and election proceedings, including meetings of District committees as requested;
- Assistance with the preparation of the tax rate statement and the County Counsel's independent analysis required for distribution to voters;
- Preparation of the notices, affidavits and certificates required by law for conducting the election.

B. Election Support Services

During the period between the call of the election and the certification of a successful election, Attorney shall additionally provide the following services on request:

- Review of the ballot arguments to be prepared by or on behalf of the District;
- Consultation with the District and its staff, the County and its staff, and the District's financial consultant(s) concerning campaign law restrictions and requirements, including review of all District communications, flyers, mailers, postings and planned activities for compliance with legal requirements;
- Assistance in replying to legal questions from school sites, community members, committees, municipalities and similar organizations regarding the ballot measure and legality of District activities during the election period (excluding however, any legal assistance or representation of a campaign committee or other advocacy organization);
- Advice regarding the initial formation and creation of a Bond Oversight Committee and assistance in establishing policies to recruit, form and manage the committee (but excluding any ongoing management or assistance with the committee).

C. Bond Issuance Services

Bond Issuance Services shall commence after, and only in the event of, a successful bond election within the District. Bond Issuance Services have two service components: Bond Counsel Services and Disclosure Counsel Services.

1. Bond Counsel Services. Services to issue bonds ("Bonds") after a successful election ("Bond Counsel Services") will include the following:

   - Advice regarding the initial formation and creation of a Bond Oversight Committee and assistance in establishing policies to manage the committee, including providing sample policies, bylaws and forms for consideration;
   - Consultation with the District and its staff, the County, and the District's municipal advisor concerning the Bonds and the timing, terms and structure of the offering(s);
   - Preparation of the proceedings to authorize the Bonds, including the resolutions of the District Governing Board requesting that the County Board of Supervisors issue the Bonds in the name of the District (if necessary); the resolution of the County Board of Supervisors setting forth the terms and conditions of the Bonds and their form, date, denominations and maturity (if necessary); and preparation of the proceedings for the sale of the bonds by competitive or negotiated sale;
   - Attendance at up to two (2) in-person meetings of the District Governing Board and with the District's municipal advisor and other consultants regarding the issuance and sale of the Bonds, as needed or requested; Coordination of the full finance team as necessary for the review of documents and finance plans;
   - Examination of the proofs of the Bonds, preparation of the final closing papers, organization and conduct of the Bond closing, and the rendering of a final legal opinion at the time of delivery of and receipt of payment for the bonds; Review of post-closing legal compliance requirements with the District.

2. Disclosure Counsel Services. Services to assure compliance of the Bonds with federal securities laws ("Disclosure Counsel Services") will include the following:

   - Preparation of the Preliminary Official Statement, the final Official Statement, and continuing disclosure certificate which accompanies the latter, for use in marketing and sale of the bonds;
   - Delivery of a disclosure counsel opinion at closing; and
   - Review of Continuing Disclosure filing status pursuant to MSRB Rule 15c2-12.

II. FEES

A. Pre-Election and Election Support Services

Fees for Pre-Election Services and Election Support Services will be charged on an hourly basis at the rate of $225 per hour for associates, $245 per hour for special counsel and Of Counsel attorneys, and $275 per hour for shareholders. Fees shall be due and owing regardless of the outcome of the bond elections.

District further agrees to reimburse Attorney for actual and necessary expenses ("Expenses") and costs with respect to providing the above services, including travel costs, support services such as copying costs, express postage, and facsimile transmittals, up to a maximum of $1,500. District agrees that such actual and necessary expenses may vary according to special circumstances necessitated by request of District or emergency conditions which occasionally arise.

Substantive communications advice (telephone, voice-mail, e-mail) is billed in a minimum increment of one-tenth (.1) of an hour, except for the first such advice in any business day, which is charged in a minimum of three-tenths (.3) of an hour. In the course of travel it may be necessary for Attorney to work for and bill other clients while in transit.

Attorney shall send District a statement for fees and costs monthly, unless District requests an alternate arrangement. Attorney's statements shall clearly state the basis thereof, including the amount, rate and basis for calculations or other methods of determination of Attorney's fees. District shall pay Attorney's statements within thirty (30) days after each statement's date. Upon District office's request for additional statement information, Attorney shall provide a bill to District no later than ten (10) days following the request. District is entitled to make subsequent requests for bills at intervals of no less than thirty (30) days following the initial request.

B. Bond and Disclosure Counsel Services

For each separate series of bonds issued during the term of this Agreement, Bond and Disclosure Counsel Services shall be compensated a set fee of $42,000 per transaction. Fees shall not be due and owing unless and until Bonds are issued, and shall be paid or reimbursed from Bond proceeds.

III. ADDITIONAL SERVICES

All services not described above under Bond Counsel Services may be provided on an hourly basis as requested by the District. Examples of such services include, without limitation:

- Bond Oversight Committee ongoing advice and counsel;
- Post-closing legal advice requiring significant legal research;
- Capital project planning, implementation, construction, and litigation;
- Applications for Private Letter Rulings from the IRS;
- Negotiation of investment contracts;
- In-person participation in Finance Team or Governing Board meetings exceeding two during a transaction; and
- In-person participation in rating agency meetings or bond insurance agencies outside California.

Hourly rates for Additional Services are:

Shareholders, Special Counsel, Of Counsel	$245 - $360 per hour
Associates	$195 - $260 per hour
Paralegals	$130 - $180 per hour

In no event will Attorney provide campaign-related legal services to the District or any campaign committee formed to support a bond measure campaign of the District under this Agreement or any other Agreement.

WILLIAMS UNIFIED SCHOOL DISTRICT
Colusa County, State of California

2019-20

RESOLUTION NO. 12-112119

RESOLUTION CALLING FOR AN ELECTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION BONDS OF THE DISTRICT AT AN ELECTION TO BE HELD MARCH 3, 2020

WHEREAS, the Board of Trustees (the "Board") of the Williams Unified School District (the "District"), within the County of Colusa, California (the "County"), is authorized to order elections within the District for the purpose of considering, *inter alia*, bond measures to meet the ongoing capital improvement needs of the District, pursuant to the Constitution of the State of California (the "State") and the Education Code of the State (the "Education Code"); and

WHEREAS, Section 18 of Article XVI and Section 1 of Article XIII A of the Constitution of the State and Section 15266 *et seq.* of the Education Code (collectively, "Prop 39") provide for a methodology by which the District may call for an election and, upon approval by 55% or more of the qualified voters voting on the bond measure, issue its general obligation bonds and cause the County to levy an *ad valorem* property tax to pay debt service on said bonds; and

WHEREAS, this Board has determined it to be in the best interests of the District to call such an election under Prop 39, as further described herein; and

WHEREAS, March 3, 2020 (the "Election Date") meets the consolidation requirements of the Education Code and any County or local measure or election may be consolidated with the Statewide primary election then pending; and

WHEREAS, the Board wishes to specify the manner in which the District shall call a bond election on the Election Date and to demonstrate compliance with related requirements of the Constitution, the Education Code and the Elections Code of the State;

NOW, THEREFORE, be it hereby resolved, determined and ordered by the Board of Trustees of the Williams Unified School District as follows:

Section 1. Recitals. All of the foregoing recitals are true.

Section 2. Determination to Proceed under Prop 39. The provisions of Prop 39 shall control the administration of the election to consider the bond proposition of the District (the "Bond Proposition"), such that a favorable vote of no less than 55% of the qualified voters voting at the election shall constitute approval thereof, and the Board of Trustees of the District (the "Board") hereby declares its intention to meet the pertinent requirements of Prop 39.

Section 3. Bond Proposition. This Board does hereby order and request that the Colusa County Clerk-Recorder Registrar of Voters (herein called the "Registrar") call an election (in the performance of her duties and in the exercise of her power, alone, or with the assistance of such other officers of the County as she may request) to consider the proposition attached hereto as **Exhibit A** on March 3, 2020 (the "Bond Measure"), which

constitutes the election order prescribed under California Education Code Section 15122 and Elections Code 13247.

The Registrar is hereby requested to reprint **Exhibit A** in its entirety in the voter information pamphlet to be distributed to voters pursuant to Section 13307 of the Elections Code. As required under Elections Code Section 13247, the abbreviated form of the Bond Measure to appear on the ballot is attached hereto as **Exhibit B**. Pursuant to Section 18, Article XVI and Section 1, Article XIII A of the Constitution of the State, the foregoing Bond Measure shall become effective upon the favorable vote of no less than 55% of those qualified voters voting on the proposition.

Section 4. Consolidation of Bond Election; Services of County. Pursuant to Section 1258 of the Education Code, the Superintendent of the District is hereby authorized to contract with the Registrar, who is hereby requested and authorized to perform such duties as may be required by law, necessary or useful, or customary and appropriate in the conduct of said Bond Election, including the consolidation of the Bond Election with the general election within the territory of the District being conducted on the Election Date.

The precincts, polling places for said precincts in the County, and persons appointed and designated to serve as election officers for said Bond Election will be those determined, designated, and appointed pursuant to State law by the Registrar. The County is hereby requested to tally and canvass the returns of the election, in accordance with Section 10411 of the Elections Code. The District agrees to reimburse the County for all services related to the Bond Election, such services to include the publication of the Formal Notice and a Tax Rate Statement (described in Section 9401 of the Elections Code) pursuant to the terms of 5363 of the Education Code and Section 12112 of the Elections Code.

Section 5. Approval of Project List; Accountability Safeguards. The District has developed a list of certain capital projects which are a priority in order to meet the obligations of the District to provide education to the children of its residents, as more particularly identified on **Exhibit A** hereto, which is incorporated herein by this reference. **Exhibit A** is hereby certified by this Board as the Project List (the "Project List") for funding, either in whole or in part, with the proceeds of the Bonds. This certification of the Project List shall not be interpreted by and does not constitute an official approval of any listed project for the California Environmental Quality Act ("CEQA") or other purposes, but only as a statement of present intention of this Board. Furthermore, the listing of a capital improvement on the Project List does not imply any particular prioritization among such improvements, which remains the province of the Board by subsequent action. Notwithstanding the foregoing, only those acquisitions and other capital improvements included on the Project List may be funded, in whole or in part, with the proceeds of the Bonds. Additional moneys may be obtained for listed projects, in supplementation of the Bond proceeds, from any lawful source of moneys.

The Board hereby confirms that it has, in the development of the Project List appended hereto, evaluated and taken into consideration safety, class size reduction and information technology needs.

Section 6. Citizens' Oversight Committee. Pursuant to Section 15278 *et seq.* of the Education Code, within 60 days following the certification by this Board of the official results of the Bond Election by the County, this Board is required to appoint a Citizens Oversight Committee (the "Committee") to insure the District's compliance with the foregoing restrictions and to perform the duties established under the Education Code for such committees. To assist the Committee in its statutory obligations, the District shall cause to be conducted an annual independent performance audit and an annual

independent financial audit on the expenditure of Bond proceeds; the audits shall be performed under contract with appropriate persons or firms as shall be subsequently brought for approval before this Board. The financial audit may be consolidated with the annual audit of the District's financial statement and may be performed by the same accounting firm, without further approval by this Board.

The results of the annual audits performed hereunder shall be reported to the Board and to the Committee at least annually, and more often, if the Board shall so direct.

Section 7. No Administrators' or Teachers' Salaries to Be Paid from Bond Proceeds. In accordance with Prop 39, the Board hereby confirms that no administrators' or teachers' salaries shall be paid or reimbursed, in whole or in part, from Bond proceeds, nor shall such proceeds be used to pay any other operating expenses of the District. Notwithstanding the foregoing, costs of administering the Bond Election and costs of issuance of the Bonds shall be lawful charges against Bond proceeds.

Section 8. Other Terms of the Bonds. The maturity of any bonds issued pursuant to the Bond Measure and under Chapter 1.5, Part 10, Division 1, Title 1 of the Education Code (commencing with Section 15264), as amended, and Article XIIIA of the California Constitution ("Article XIIIA") shall not exceed twenty-five (25) years as to maturity and shall bear interest at a rate not to exceed the maximum legal interest rate per annum. The maturity of any bonds issued pursuant to the Bond Measure and under Article 4.5 of Chapter 3 of Part 1 of Division 2 of Title 5 of the California Government Code, as amended, applicable provisions of the Education Code and Article XIIIA shall not exceed the applicable legal limits as to maturity, or, in the case of bonds the interest on which is compounded, the maturity shall not exceed twenty-five (25) years, and shall bear or accrete interest at a rate not to exceed the maximum legal interest rate.

Section 9. Approval of Election Consolidation; Delivery of Order of Election. The Clerk of the Board is hereby directed to deliver, no later than December 6, 2019, one certified copy of this Resolution to the Board of Supervisors of the County with a copy to the Registrar, together with the Tax Rate Statement attached as **Exhibit C** and executed by the Superintendent of the District.

Section 10. Ballot Arguments. The members of the Board, or any one member or group thereof, are hereby authorized, but not directed, to file a formal Argument in Favor of the Bond Measure given above, with the Registrar within the time limits established for such arguments by the Registrar.

Section 11. Retention of Consultants. The District hereby confirms the hiring of consultants to provide for special services in connection with the proposed issue(s) of Bonds which may be authorized at the Election, to wit, (i) the law firm of Dannis Woliver Kelley as Bond Counsel to the District ("Bond Counsel") and (ii) the financial advisory firm of Isom Advisors A Division of Urban Futures, Inc., as Financial Advisor to the District (the "Financial Advisor"), upon conditions as may be set forth in the respective fee agreements to be or heretofore negotiated and executed on behalf of the District by the Superintendent.

Section 12. Reimbursement of Qualified Project Expenditures. The Board presently intends and reasonably expects to have tax-exempt obligations (the "Obligations") issued on its behalf within 18 months of the date of the expenditure of moneys on the Projects outlined in the foregoing Project List or the date upon which a Project is placed in service or abandoned, whichever is later (but in no event more than 3 years after the date the original expenditure of such moneys is paid), and to allocate an amount not to exceed 10% of the proceeds thereof to the reimbursable expenditures in connection with the Project, as may

be qualified under the provisions of Section 1.150-2 of the Treasury Regulations of the Internal Revenue Service (the "Reimbursable Expenditures"). All of the Reimbursable Expenditures covered by this Resolution were paid not earlier than 60 days prior to the date of this Resolution. The Board intends to allocate within 30 days after the date of issue of the Obligations the proceeds there from to reimburse the District for the Reimbursable Expenditures. With respect to the proceeds of the Obligations allocated to reimburse the District for prior expenditures, the Board hereby covenants not to employ an abusive device under Treasury Regulation Section 1.148-10, including using within one year of the reimbursement allocation, the funds corresponding to the proceeds of the Obligations in a manner that results in the creation of replacement proceeds, as defined in Treasury Regulation Section 1.148-1, of the Obligations or another issuer of tax-exempt obligations.

The above provision is made solely for the purpose of establishing compliance with the requirements of said Section 1.150-2 of the Treasury Regulations. This provision does not bind the District or the Board to make any expenditure, incur any indebtedness, or proceed with the financing, acquisition or construction of the Project.

Section 13. Ratification. All actions heretofore taken by the officers, or their respective designees, employees and agents of the Board and the District in connection with the financing of the facilities on the Project List are hereby ratified and confirmed. The officers and their designees, the employees and agents of the Board and the District are hereby authorized to take any and all actions in connection with the financing of said facilities and as may be necessary and consistent with the purposes of this Resolution.

Section 14. Further Authorization. The members of this Board and the Superintendent (each, a "District Representative") are hereby authorized and directed, individually and collectively, to do any and all things that they deem necessary or advisable in order to effectuate the purposes of this Resolution, including revisions to the Project List, modification of the Full Ballot Text, the Ballot Label, and Tax Rate Statement if he or she determines such modifications are necessary and in the District's best interests. This Resolution and all of its Exhibits that are filed with the Registrar by a District Representative shall constitute the final, binding ballot measure of the District and such submitted measure shall be deemed ratified and approved by the Board.

Section 15. Effective Date. This Resolution shall take effect immediately upon its adoption by the Board.

PASSED AND ADOPTED this 21st day of November, 2019, by the Board of Trustees of Williams Unified School District, at Williams, California, by the following vote:

AYES: Members:

NOES: Members:

ABSENT: Members:

ABSTAIN: Members:

By:_____
President, Board of Trustees

EXHIBIT "A"

FULL TEXT BALLOT PROPOSITION OF THE WILLIAMS UNIFIED SCHOOL DISTRICT BOND ELECTION FOR MARCH 3, 2020

ACCOUNTABILITY SAFEGUARDS

The provisions in this section are specifically included in this proposition in order that the Williams Unified School District's voters and taxpayers may be assured that their money will be spent wisely to address specific facilities needs of the Williams Unified School District, all in compliance with the requirements of Article XIII A, Section 1(b)(3) of the State Constitution, and the Strict Accountability in Local School Construction Bonds Act of 2000 (codified at Education Code Sections 15264 and following).

Evaluation of Needs. The Board of Trustees has prepared an updated facilities plan in order to evaluate and address all of the facilities needs of the Williams Unified School District, and to determine which projects to finance from a local bond at this time. The Board of Trustees hereby certifies that it has evaluated safety, class size reduction and information technology needs in developing the Project List.

Limitation on Use of Bond Proceeds. The State of California does not have the power to take locally approved school district bond funds for any State purposes. Proceeds from the sale of bonds authorized by this proposition shall be used only for the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities, and not for any other purpose, including teacher and administrator salaries and other school operating expenses. Proceeds of the bonds may be used to pay or reimburse the District for the cost of District staff when performing work on or necessary and incidental to the bond projects.

Independent Citizens' Oversight Committee. The Board of Trustees shall establish an independent Citizens' Oversight Committee (pursuant to Education Code Section 15278 and following), to ensure bond proceeds are spent only for the school facilities projects listed in the Bond Project List. The committee shall be established within 60 days of the date when the results of the election appear in the minutes of the Board of Trustees.

Annual Performance Audits. The Board of Trustees shall conduct an annual, independent performance audit to ensure that the bond proceeds have been expended only on the school facilities projects listed in the Project List.

Annual Financial Audits. The Board of Trustees shall conduct an annual, independent financial audit of the bond proceeds until all of those proceeds have been spent for the school facilities projects listed in the Project List.

Special Bond Proceeds Account; Annual Report to Board. Upon approval of this proposition and the sale of any bonds approved, the Board of Trustees shall take actions necessary pursuant to Government Code Section 53410 and following to establish an account in which proceeds of the sale of bonds will be deposited. As long as any proceeds of the bonds remain unexpended, the Superintendent of the District shall cause a report to be filed with the Board no later than December 31 of each year, commencing December 31, 2021, stating (1) the amount of bond proceeds received and expended in that year, and (2) the status of any project funded or to be funded from bond proceeds. The report may relate to the calendar year, fiscal year, or other appropriate annual period

as the Superintendent shall determine, and may be incorporated into the annual budget, audit, or other appropriate routine report to the Board.

PROJECT LIST

This Bond Project List, which is an integral part of this proposition, describes the specific projects that the District proposes to finance with proceeds of the bonds. The District does not expect to complete all of the listed projects but will prioritize among the projects to the extent funds are available.

Proceeds from the sale of bonds authorized by this measure shall be used only for the construction, reconstruction, rehabilitation, or replacement of school facilities on the Bond Project List, including the furnishing and equipping of said school facilities, or the acquisition or lease of real property for said school facilities, and not for any other purpose, including teacher and administrator salaries and other school operating expenses.

In order to meet all identified facility needs, the District intends to complete projects using a combination of funding sources. These sources may include joint-use funds, development impact fees, state funds (if available) and other available funds. The District will pursue state matching funds if and when they become available, and if received, they will be used for and mainly applied to projects on the Bond Project List or other high priority capital outlay expenditures as permitted in Education Code section 17070.63(c).

Bond proceeds will be expended to modernize, replace, renovate, construct, acquire, equip, furnish and otherwise improve the school facilities of the District, including the District office and other support facilities.

Specific projects to be funded by the bond measure include, without limitation, the following:

- **High School Classroom Building**
  Construction of a classroom building with 21st century learning environments, academic support spaces, staff and student break out areas and associated site work. The goal of this project is to create permanent learning spaces for all classrooms and to eliminate aging portable classroom buildings.

- **High School North Wing Modernization**
  Upgrade, repair and modernization of the North Wing of Williams Jr. Senior High School and the relocation and upgrading, repairing and modernization of the Science Relocatable Building. Modernizations will include new Science Classrooms, Chemical Storage, and Prep Rooms, a Welding Shop Classroom with modern equipment and new walkways and shade structures.

- **High School South Wing Modernization**
  Upgrade, repair and modernization of the South Wing of Williams Jr. Senior High School including 21st century learning environments, new classrooms, a new roof for the entire building and student and staff break out spaces.

- **Elementary School Classroom Building**
  Construction of a classroom building with 21st century learning environments, staff and student break out areas, and associated site work. The goal of this project is to create permanent learning spaces for all classrooms and to eliminate the aging portable classroom buildings.

- **Campus Infrastructure Improvements**
  Utility improvements, upgrades, replacement and repairs to the domestic and fire water systems, sanitary sewer systems, storm drain systems, electrical systems, and natural gas systems.

- **Gymnasium Project**
  Repair, replace, upgrade and modernize sports flooring and bleachers, restrooms, entrances, exits and throughways to gym facilities, drinking fountains, and physical education facilities.

School Renovation, Repair and Upgrade Projects

- Repair/replace existing plumbing systems, including drainage.
- Renovate, repair, expand and/or upgrade the interior, exterior and/or infrastructure of existing classrooms and school facilities.
- Replace existing wiring systems to meet current electrical and accessibility codes and increased capacity.
- Upgrade, acquire, expand, repair and/or equip science labs, multi-purpose rooms, food service facilities, auditoriums, libraries, and other school facilities.
- Construct and acquire new classrooms and school facilities.
- Furnish and equip new and renovated classrooms, science labs, libraries and other school facilities.
- Renovate and repair restrooms
- Replace existing window systems with energy efficient systems.
- Repair or replace outdated temporary portable classrooms or replace with permanent classrooms.

School Site Health, Safety and Security Projects

- Upgrade or replace buildings that do not meet current minimum building code standards.
- Remove all dry rot and repair damage caused by dry rot.
- Replace/upgrade existing signage, bells, clocks and fire protection systems.
- Install, repair, upgrade, or replace safety and security systems for students and staff.
- Install energy efficient systems including "green" building projects and sustainable building practices to promote energy-efficiency.
- Upgrade and repair play areas, hard courts and play fields.
- Upgrade, repair, or expand school site parking, driveways, walkways, ground, and utilities.
- Abate and remove hazardous materials identified prior or during construction.
- Repair, replace and/or upgrade paved surfaces, turf, landscaping and other grounds to eliminate safety hazards and improve outside instructional areas.

District-Wide Wiring and Technology for Instructional Support and Effective Learning Environment Projects

- Replace, upgrade and expand campus wide-intercom and wireless systems, and telecommunications, internet, and network connections, infrastructure and equipment.
- Upgrade media, audio/visual equipment, and other technology for effective learning environments, including smart boards and "distance learning".
- Upgrade and replace classroom equipment and instructional technology.
- Provide enhanced computer labs.

- Update technology and technology infrastructure to improve student access to computers and modern technology.

The listed projects will be completed as needed. Each project is assumed to include its share of furniture, equipment, architectural, engineering, and similar planning costs, program/project management, staff training expenses and a customary contingency for unforeseen design and construction costs. In addition to the listed projects stated above, the list also includes the acquisition of a variety of instructional, maintenance and operational equipment, retirement of outstanding certificates of participations, leases or interim funding incurred to advance fund projects from the list; installation of signage and fencing; improvements required to comply with existing building codes, including the Field Act; access requirements of the Americans with Disabilities Act; payment of the costs of preparation of all facility planning, facility studies, assessment reviews, facility master plan preparation and updates, environmental studies (including environmental investigation, remediation and monitoring), design and construction documentation, storage and temporary housing of dislocated District activities caused by construction projects.

Demolition of existing facilities and reconstruction of facilities scheduled for repair and upgrade may occur, if the Board determines that such an approach would be more cost-effective in creating more enhanced and operationally efficient campuses. Necessary site preparation/restoration may occur in connection with new construction, renovation or remodeling, or installation or removal of relocatable classrooms, including ingress and egress, removing, replacing, or installing irrigation, utility lines, trees and landscaping, relocating fire access roads, and acquiring any necessary easements, licenses, or rights of way to the property. Proceeds of the bonds may be used to pay or reimburse the District for the cost of District staff when performing work on or necessary and incidental to bond projects. Bond proceeds shall only be expended for the specific purposes identified herein. The District shall create an account into which proceeds of the bonds shall be deposited and comply with the reporting requirements of Government Code § 53410. The order in which projects are listed in the foregoing Bond Project List does not suggest an order of priority. Project prioritization is vested in and will be determined by the District Board of Trustees.

EXHIBIT B

BOND MEASURE

(Abbreviated Form)

"To improve the quality of local schools; upgrade inadequate electrical systems; modernize/construct classrooms, restrooms and school facilities; and repair/replace deteriorating plumbing and sewer systems; shall Williams Unified School District issue $19,000,000 of bonds at legal interest rates, generating on average $1,000,000 annually as long as bonds are outstanding at a rate of approximately 6 cents per $100 assessed value, with annual audits, independent citizens' oversight committee, NO money for salaries and all money staying local?"	Bonds- YES Bonds- NO

EXHIBIT "C"

TAX RATE STATEMENT

An election will be held within the boundaries of Williams Unified School District ("District") on March 3, 2020 to authorize the sale of up to $19.0 in bonds of the District to finance improvements to educational facilities as described in the measure. If such bonds are approved, authorized and sold, the principal and interest on the bonds will be payable only from the proceeds of *ad valorem* tax levies made upon the taxable property in the District. The following information is provided in compliance with Sections 9400 to 9404, inclusive, of the California Elections Code. Such information is based upon the best estimates and projections presently available from official sources, upon experience within the District and other demonstrable factors.

1. The best estimate from official sources of the average annual tax rate that would be required to be levied to fund this bond issue over the entire duration of the bond debt service, based on a projection of assessed valuations available at the time of filing of this statement, is 5.7 cents per $100 of assessed valuation ($57.00 per $100,000 of assessed valuation). The final fiscal year in which it is anticipated that the tax will be collected is 2055-56.

2. The best estimate from official sources of the highest tax rate that would be required to be levied to fund this bond issue, based on a projection of assessed valuations available at the time of filing this statement is 6 cents per $100 of assessed valuation ($60.00 per $100,000 of assessed valuation). It is estimated that such rate would be levied in fiscal year 2020-21.

3. The best estimate from official sources of the total debt service, including the principal and interest that would be required to be repaid if all the bonds are issued and sold, is approximately $38.6 million.

Voters should note that the estimated tax rate is based on the assessed value (not market value) of taxable property on the Colusa County official tax rolls. In accordance with Education Code Section 15100, subparagraph (c), the Board has obtained reasonable and informed projections of assessed property valuations that take into consideration projections (if any) of assessed property valuations made by the County Assessor. In addition, taxpayers eligible for a property tax exemption, such as the homeowner's exemption, will be taxed at a lower effective tax rate than described above. Property owners should consult their own property tax bills and tax advisors to determine their property's assessed value and any applicable tax exemptions.

The attention of all voters is directed to the fact that the foregoing information is based upon projections and estimates only, which are not binding upon the District. The actual tax rates and the years in which they will apply may vary from those presently estimated, due to variations from these estimates in the timing of bond sales, the amount of bonds sold and market interest rates at the time of each sale, and actual assessed valuations over the term of repayment of the bonds. The dates of sale and the amount of bonds sold at any given time will be determined by the District based on need for construction funds and other factors. The actual interest rates at which the bonds will be sold will depend on the bond market at the time of each sale. Actual future assessed valuation will depend upon the amount and value of taxable property within the District as determined by the County Assessor in the annual assessment and the equalization process. Accordingly, the actual tax rate and the years in which such rates are applicable may vary from those presently estimated as above stated.

Signed: _____
Dr. Edgar Lampkin, Superintendent

Dated: _____, 2019

MEMORANDUM of UNDERSTANDING

ACADEMIC AND BEHAVIOR COACHING[tm] PROGRAM
WILLIAMS USD STUDENTS- 2019-2020 school year

Williams Unified School District agrees to contract Cheryl Von Flue, M.A. Ed., a minimum of twelve days to provide educational services ("Learning Clinics") and training to students, staff, and parents to support lifelong social emotional growth for students' academic and behavior successes.

ABC Program's goals are to:
Increase individual student resiliency, social/emotional stability, improve academic performance and behavior with Williams USD students.

Train and support educational staff and parents to have the education, tools, and skills to continue to decrease the reoccurring negative student attitudes and behaviors, and to build positive personal assets within the student.

Provide a minimum of three individual coaching sessions for 25-35 students and to possibly provide small group follow-up sessions to monitor and extend the number of the students which can be served under this contract.

Provide a minimum of 9 hours of Staff Training and Parent In-service specifically designed to support further development of the targeted students while enhancing best practices to provide support in the classroom and all children within each family's household.

Contract costs:
$10,800 Three four-day Academic and Behavior Coaching Clinics (including Saturday as one of the days)

4 days x 7 hours= 28 hours per clinic x 3= 84 hours
- Minimum 9 hours total staff and parent training
- 25 hours per clinic (one-on-one student coaching sessions)

Additional coaching services to this contract may be established for Saturdays via Skype for $400/4hour blocks, serving approx. 8 students. This is a highly recommended in order to provide more services in-person yet providing the necessary support to students already participating in the ABC Program.

Contracted cost: $10,800 billed in three phases $4,500, $3,200 and $3,200. All travel and personal expenses will be incurred by consultant Cheryl Von Flue, M.A. Ed.

Clinic Dates:
November 22, 23, 25, 26
Available dates for other clinics: January 16-21; February 12-19; March open, April 3-8

Add-on: *Summer week long Learning Clinic June 22-26, 2020 $3800*

MEMORANDUM of UNDERSTANDING

ACADEMIC AND BEHAVIOR COACHING[tm] PROGRAM
WILLIAMS USD STUDENTS- 2019-2020 school year

CONSULTANT:
Cheryl Von Flue, M.A. Ed.
The Learning Place- El Centro
2511 W. Hamilton Ave., El Centro, CA 92243
760-353-9932 858-518-1917cell

WILLIAMS UNIFIED SCHOOL DISTRICT, WILLIAMS, CA
The undersigned has agreed to the conditions of this contract or has submitted in writing amendments accordingly.

District/School Williams Unified School District
Address City, State, Zip 499 Marguerite Street, Williams, CA 95987
Mailing Address City, State, Zip P.O. Box 7, Williams, CA 95987
Telephone (530) 473-2550 Fax (530) 473-5894
Approving Representative, Title (print) Dr. Edgar Lampkin, Superintendent
Approving Representative, Signature_____
Date_____

If sites to be served is different than above please indicate below:
School Williams Elementary School
Contact Person/Title Amanda Zimmerman, Principal (Contact: Antonieta Marquez Diaz)
Address City, State, Zip 1404 E Street, Williams, CA 95987Mailing Address City, State, Zip P.O. Box 7, Williams, CA 95987
Telephone (530) 473-2885 Fax (530) 473-3780

School Williams Upper Elementary School
Contact Person/Title Hector Gonzalez, Principal (Contact: Francisca Duenas)
Address City, State, Zip 300 11th Street, Williams, CA 95987
Mailing Address City, State, Zip P.O. Box 7, Williams, CA 95987
Telephone (530) 473-5304 Fax (530) 473-5928

School Williams Jr/Sr High School
Contact Person/Title Dr. Mary Ponce, Principal (Contact: Francisca Duenas)
Address City, State, Zip 260 11th Street, Williams, CA 95987
Mailing Address City, State, Zip P.O. Box 7, Williams, CA 95987
Telephone (530) 473-5369 Fax (530) 473-5540

ACADEMIC & BEHAVIOR COACHING PROGRAM[tm]

The **ABC PROGRAM[tm]** via "Learning Clinics" allow students to progress rapidly from undesirable behaviors or academic failure to that of self control, positive self-esteem and success in the academic setting and beyond. There are three components in ACB Program[tm]

1) A short series of results oriented individual coaching sessions for students with behavior and/or academic problems (with school input and parent participation).
2) Training of teaching and other staff members (after-school programs, tutors and paraprofessionals) in brain compatible theory, emotional coaching and other supportive strategies to decrease problem behaviors amongst students.
3) Training parents and community members in emotional coaching and supportive strategies for students.

Target Population may be designed by looking at any or all categories suggested below or even other criteria:

- Students exhibiting or having negative emotions and/or behaviors that are affecting themselves and others.
- Students having emotions such as anger, fear, worry, sadness (depression), symptoms of anxiety.
- Students with academic failure do to lack of attention, A.D.D./A.D.H.D symptoms, and negative behaviors and attitudes.
- Students with behavioral issues such as striking out at others (hitting and yelling, impulsivity, loss hope or direction, lack of motivation).
- Students whom are having problems in school (office referrals, discipline problems, self esteem issues, and low academic performance).
- Student's where their parents have asked for special assistance to help their child.
- Any student referred to the Student Study Team process.
- Students at a specific percentile rank (as deemed the focus group for this program).
- Students in special programs such as special education, alternative classes, in school suspension or home study.
- Students may be selected by being one of the most disruptive students in their class.
- Students with attendance and/or truancy problems (parents must attend training and sessions).

Trainings- Staff and Parents

In order to support the successful change in the students in this ABC[tm] Program 9 hours of staff and parent training has been included. Staff Training- Use of specific brain compatible strategies and tools, emotional coaching and techniques for supporting students' growth. Parent Training- Emotional Coaching.

REGARDING COACHING SESSIONS:

CONSULTANT WORK DAY: 7 hours, between 7:30-4:30 with a minimum of one-half hour duty free lunch. These hours are flexible and negotiable between the consultant and school based on space and parent availability. Staff and parent training to be arranged on mutually acceptable dates and times (preferred times/dates would be the same day/evening of contracted student coaching sessions.

STUDENT REFERRALS: The district/school will determine which students will need these services.
BACKGROUND INFORMATION: The classroom teacher and parent are asked to fill out a background questionnaire prior to the first appointment. Students, 6th grade and older will be asked to complete their own questionnaire, independently for their first session.

FOLLOWUP: The classroom teacher and parent may be asked to provide further information for each subsequent coaching session.
PARENT RESPONSIBILITY: Parents are expected to attend the first session and be may asked to attend others.
CONSENT: Each student must have a consent form signed by parent/guardian prior to the first session each year.
CALENDARING: Clinic/consultant dates must agreed upon and set 21 days in advance without penalty to the district/school for travel expenses.*
SETTING & ACCOMMODATIONS: Please provide an office location in which is convenient for participants and the parents to access. The room's temperature must be reasonably comfortable throughout the day for participants and the consultant. Please provide four comfortable chairs and a desk and/or table. Access to the school secretary or other school liaison during the visit days is recommended (for phone reminders, last minute transportation arrangements, etc. A phone for easy access for the consultant to call participants and to connect with project liaison.

AGREEMENTS between school/district and Consultant.
REFERRALS & DOCUMENTATION: This process will be determined by the district. It is best the district select and record the criteria at which students are selected and document the progress in relationship to behavior and academic success.
REFERRAL AND INTAKE INFORMATION FOR SERVICES: The school/district will disseminate all forms to the teacher, student (as needed) and parent prior to each student's first meeting. The school will calendar the first meeting for 1 hour and it shall include the parent. In extreme circumstances when parents refuse to show up, the student could still be worked with, with the input (physical presence in the meeting) of school personnel, preferably the teacher.
FOLLOWUP CONSULTANT DIALOGUE: It is understood that the school/district will stay in contact with the consultant, as deemed necessary to ensure the selected students are being served to the best of the program's ability.

FEES:
TRANSPORTATION COSTS: Will not be charged when visits are calendared in advance (21 day min.). If special travel is needed to serve this contract it would be charged at actual costs of up to $450 per trip to Imperial Valley.
PROGRAM SERVICES COSTS unless stated differently in the contract. $900/day (min. two days)
STAFF, PARTICIPANT and PARENT TRAINING/INSERVICE: $250/hour (this may be negotiable beyond original contract)
STAFF COACHING: (in classroom, small group or one-on-one) $200/hr. plus travel time at $75/hr before and after the appointment begins (possibly negotiable)

OTHER:

CONFIDENTIALITY: In keeping in alignment with other similar professional services, the records and content of the ABC[tm] Program sessions are strictly confidential and are protected by client privileges except in cases where the client may harm himself or others. At this juncture the consultant will inform the district and/or appropriate agencies as mandated by law and moral obligation.

RESULTS & EFFECTIVENESS OF PROGRAM: Results with ABC[tm] Program are measured through written input, subjective and objective analysis, and most of all by behavior change which leads to a more successful and productive lifestyle where health and happiness is recognizable. By engaging in this contract the school/district is aware that the individual information and results, as well as school/district demographics may be compiled and utilized (without identifying students or families specifically by name) to further develop and implement Academic and Behavior Coaching[tm] Program in other schools and academic settings.

DIRECT CONTACT/COACHING WITH REFERRING PROGRAM STAFF: Participants, staff and parents that are directly related to individuals being served will be consulted on a need be basis as part of the contract at no charge. This time is limited to time Practitioner is on campus and to limited telephone conversations; however this support is sometimes necessary and a free benefit of this contract.

EMERGENCY FOLLOWUP SESSIONS: Sometimes special circumstances warrant a follow-up sooner than the contracted date and this can be negotiated with the Practitioner. Telephone follow-up is free up to 10 minutes per student/client (with the prior approval from the school/district's contract liaison), otherwise the time will be subtracted off the contract. Likewise a site visit and special appointment would have to be arranged to fit the schedules of those involved, this would also be charged against the contract total.

Career Technical Education Facilities Program Application

Form A - Cover Page (Revised 3/18)

Section 1: California Department of Education Use Only

Application Log Number: _____

Reviewer Number: _____

Received Date: _____

Original Application and Three Copies: ☐ USB Flash Drive Included: ☐

Section 2: Local Educational Agency Contact Infomation

Local Educational Agency (LEA) :
Williiams Unified School District

CDS Code:
06 61622 0000000

Printed Name and Title of Contact:
Edgar Lampkin, Ed.D., Superintendent

Address:
499 Marguerite Street, Ste. C

City:
Williams

Zip Code:
95987

County:
Colusa

Telephone Number:
(530) 473-2550

Fax Number:
(530) 473-5894

Email Address:
elampkin@williams.12.ca.us

Section 3: Project Information

Type of Project:

New Construction (including equipment): ☐

Modernization/Reconfiguration (including equipment): ☑

Equipment Only: ☐

School Name:
Williams Junior/Senior High School

Name of Career Technical Education Industry Sector (Note: Only one industry sector per application will be accepted):
Agriculture and Natural Resources

Career Technical Education Pathway(s):
Agricultural Mechanics / Agriscience

Proposed Schematic Drawing Attached?: Yes ☑ No ☐

School Site Plan Drawing Attached: Yes ☑ No ☐

Estimated Total Cost of Project (See Form B): $3,303,287

Total Amount of State Funds Requested (See Form B): $1,500,000

Number of students occupying teaching stations or using equipment (per class period): 60

Number of Classrooms in Project: 3

Annual Number of Students Served: 233-254

Square Footage of Project: 7,460

Section 4: Approval

Date Governing Board Approved CTE Application (Board must approve project no later than October 19, 2018): October 18, 2018

Section 5: Certification

The local educational agency (LEA) certifies that the Advisory Committee pursuant to Education Code Section 8070 has met and approved the CTE Plan, and the other requirements contained in Education Code Section 17078.72, including sections (i) (1 thru 7) have been accomplished, and minutes and other supporting documentation are on file at the LEA's Office. Further, the LEA certifies that the project is on a comprehensive high school site that meets the requirements of Education Code sections 51224, 51225.3, and 51228.

Authorized LEA Representative to initial each Education Code Section.

E.C. 8070 EL

The governing board of each school district participating in a career technical education program shall appoint a career technical education advisory committee to develop recommendations on the program and to provide liaison between the district and potential employers.

The committee shall consist of one or more representatives of the general public knowledgeable about the disadvantaged, students, teachers, business, industry, school administration, and the field office of the Department of Employment Development.

E.C. 17078.72 EL

(a) The Career Technical Education Facilities Program is hereby established to provide funding to qualifying local educational agencies for the purpose of constructing new facilities or reconfiguring existing facilities, including, but not limited to, purchasing equipment with an average useful life expectancy of at least 10 years, to enhance educational opportunities for pupils in existing high schools in order to provide them with the skills and knowledge necessary for the high-demand technical careers of today and tomorrow.

(b) The State Department of Education, in cooperation with the Chancellor's Office of the California Community Colleges, the Labor and Workforce Development Agency, and industry groups, shall develop criteria and pupil outcome measures to evaluate the program. The criteria shall ensure equity, program relevance to industry needs, and articulation with more advanced coursework at the partnering community colleges or private institutions.

(c) The program shall be based on grant applications administered by the board.

(d) Grants shall be allocated on a per-square-foot basis for the applicable type of construction proposed or deemed necessary by the board consistent with the approved application for the project.

(e) New construction grants shall not exceed three million dollars ($3,000,000) per project per schoolsite, inclusive of equipment, and shall only be allocated to comprehensive high schools that have an active Career Technical Advisory Committee pursuant to Section 8070, in either of the following methods:

(1) For a stand-alone project on a per-square-foot basis for the applicable type of construction proposed, based on the criteria established pursuant to subdivision (b), consistent with the approved application for the project.

(2) For new school projects, as a supplement to the per pupil allocation pursuant to Section 17072.10. The supplement is intended to cover excess costs uniquely related to the facilities required to provide the career technical education program or programs.

(f) Modernization grants shall not exceed one million five hundred thousand dollars ($1,500,000) per project per schoolsite, inclusive of equipment and may be awarded to comprehensive high schools or joint power authorities currently operating career technical education programs that have an active Career Technical Advisory Committee pursuant to Section 8070 for the purpose of reconfiguration. For comprehensive high schools, the grant shall be supplemental to the per pupil allocation pursuant to Section 17074.10. The supplement is intended to cover excess costs uniquely related to the facilities required to provide the career technical education program or programs.

(g)(1) A school district shall contribute from local resources a dollar amount that is equal to the amount of the grant of state funds awarded under subdivisions (d), (e), and (f). The required local contribution may be provided by private industry groups, the school district, or a joint powers authority.

(2) A school district shall not be required to demonstrate that it has unhoused pupils or that a permanent school building is more than 25 years old in order to receive a grant under the program.

(h) The program shall allow the required local contribution to be paid over time if sufficient local funds are not immediately available. The board may provide for a repayment schedule consistent with subparagraphs (C) and (D) of paragraph (1) of subdivision (a) of Section 17078.57. The board shall not waive the required local contribution on the basis of financial hardship or on any other basis.

(i) Applications shall meet the criteria developed under subdivision (b) and shall require all of the following:

(1) A clear and comprehensive career technical education plan for each course of study applicable to the instructional space.

(2) Projections of pupil enrollment.

(3) Identification of feeder schools, industry partners, and community colleges or other postsecondary schools participating in the development, articulation, and review of the educational program.

(4) Evidence of approval of the plan by the entities listed in paragraph (3).

(5) The method by which accountability for pupil enrollments and outcomes will be maintained. Outcomes shall include, but are not limited to, certificate completion, the successful entry of pupil to employment in the applicable industry, and successful transition to post-secondary institutions for work in the applicable industry or other areas of study.

6) Evidence of coordination with all feeder schools, middle schools, and high schools within the area to ensure that the project and programs complement career technical education offerings in the area.

(7) Evidence that upon completion of the project the local educational agency will meet all of its obligations under Section 51228 relating to career technical education.

(j) Applications shall give weight to the number of pupils expected to attend, the cost per pupil, financial participation by industry partners in the construction and equipping of the facility, commitment to accountability for outcomes and participation, the strength and relevance of the educational plans to the needs of industry for qualified technical employees applicable to the economic development needs of the region in which the project will be located, and coordination and articulation with feeder schools, other high schools, and community colleges.

(k)The Office of Public School Construction shall develop and the board shall approve regulations to implement this article on or before April 19, 2007, and the board may promulgate those regulations first on an emergency basis, which shall be effective for no more than 12 months, after which any permanent regulations shall be promulgated in accordance with the Administrative Procedure Act (Chapter 3.5 (commencing with Section 11340) of Part 1 of Division 3 of Title 2 of the Government Code).

(l) Notwithstanding paragraphs (e) and (f), a project approved pursuant to this section is also eligible for an incentive grant from the funds specified in paragraph (8) of subdivision (a) of Section 101012 if the project meets the criteria prescribed in that section.

E.C. 51224 EL

The governing board of any school district maintaining a high school shall prescribe courses of study designed to provide the skills and knowledge required for adult life for pupils attending the schools within its school district. The governing board shall prescribe separate courses of study, including, but not limited to, a course of study designed to prepare prospective pupils for admission to state colleges and universities and a course of study for career technical training.

E.C. 51225.3 EL

(a) A pupil shall complete all of the following while in grades 9 to 12, inclusive, in order to receive a diploma of graduation from high school:

(1) At least the following numbers of courses in the subjects specified, each course having a duration of one year, unless otherwise specified:

(A) Three courses in English.

(B) Two courses in mathematics. If the governing board of a school district requires more than two courses in mathematics for graduation, the governing board of the school district may award a pupil up to one mathematics course credit pursuant to Section 51225.35.

(C) Two courses in science, including biological and physical sciences.

(D) Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics.

(E) One course in visual or performing arts or foreign language. For purposes of satisfying the requirement specified in this subparagraph, a course in American Sign Language shall be deemed a course in foreign language.

(F) Two courses in physical education, unless the pupil has been exempted pursuant to the provisions of this code.

(2) Other coursework requirements adopted by the governing board of the school district.

(b) The governing board, with the active involvement of parents, administrators, teachers, and pupils, shall adopt alternative means for pupils to complete the prescribed course of study that may include practical demonstration of skills and competencies, supervised work experience or other outside school experience, career technical education classes offered in high schools, courses offered by regional occupational centers or programs, interdisciplinary study, independent study, and credit earned at a postsecondary educational institution. Requirements for graduation and specified alternative modes for completing the prescribed course of study shall be made available to pupils, parents, and the public.

(c) If a pupil completed a career technical education course that met the requirements of subparagraph (E) of paragraph (1) of subdivision (a) of Section 51225.3, as amended by the act adding this section, before the inoperative date of that section, that course shall be deemed to fulfill the requirements of subparagraph (E) of paragraph (1) of subdivision (a) of this section.

(d) This section shall become operative upon the date that Section 51225.3, as amended by the act adding this section, becomes inoperative.

E.C. 51228 EL

(a) Each school district maintaining any of grades 7 to 12, inclusive, shall offer to all otherwise qualified pupils in those grades a course of study fulfilling the requirements and prerequisites for admission to the California public institutions of postsecondary education and shall provide a timely opportunity to each of those pupils to enroll within a four-year period in each course necessary to fulfill those requirements and prerequisites prior to graduation from high school.

b) Each school district maintaining any of grades 7 to 12, inclusive, shall offer to all otherwise qualified pupils in those grades a course of study that provides an opportunity for those pupils to attain entry-level employment skills in business or industry upon graduation from high school. Districts are encouraged to provide all pupils with a rigorous academic curriculum that integrates academic and career skills, incorporates applied learning in all disciplines, and prepares all pupils for high school graduation and career entry.

(c) A school district that adopts a required curriculum that meets or exceeds the model standards developed and adopted by the state board pursuant to Section 51226 shall be deemed to have fulfilled its responsibilities pursuant to subdivision (b).

d) A school district that adopts a required curriculum pursuant to subdivision (c) that meets or exceeds the model standards developed by the state board pursuant to Section 51226, or that adopts alternative means for pupils to complete the prescribed course of study pursuant to subdivision (b) of Section 51225.3, may substitute pupil demonstration of competence in the prescribed subjects through a practical demonstration of these skills in a regional occupational center or program, work experience, interdisciplinary study, independent study, credit earned at a postsecondary institution, or other outside school experience, as prescribed by Section 51225.3.

Print Name of Authorized L E A Representative: Dr. Edgar Lampkin

Signature of Authorized L E A Representative: Edgar Lampkin

Initials of Authorized L E A Representative: EL

Title: Superintendent

Phone Number: (530) 473-2550

Date: October 18, 2018

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ABSTRACT

Williams Junior/Senior High School in Williams Unified School District is a comprehensive high school in Williams, CA enrolling 594 students in grades seven through twelve. The school offers several instructional pathways for students. One of those is a Career Technical Education Agriculture program in the Agriculture and Natural Resources industry sector that includes two CTE pathways – Agriculture Mechanics and Agriscience. There are currently 180 students in grades 9-12 enrolled in the Ag program.

The Ag program in Williams began in 1930 in response to the needs of our rural community. The 1,800 square foot Ag Mechanics shop that students use today was built in 1966. The size of the shop limits both class size (and, as a result, program size) and the size and type of projects that students can complete. The structure and age of the building limit the type of equipment that can be used. All but three of the nine welders in the shop are old and outdated.

Agriscience courses (Ag Biology and Ag Chemistry) are taught in the best space currently available – a regular science room, rather than a more appropriate lab setting with water, gas, and industry standard chemical storage.

In conjunction with the WUSD Facility Master Planning (FMP) process, the CTE Facilities committee has worked with the community and local industry to redesign the facilities for the Ag pathways at the high school. The renovated facilities available for Ag program use will include: 1) 3,440 SF of welding space with an adjacent 4,158 sf enclosed exterior yard for additional project space; 2) a modernized 1,288 square foot wet science lab/classroom, and 3) a modernized 965 square foot dry science classroom with a 200 square foot breakout space for shared collaboration between classrooms. Support spaces include a 160 sq. ft. chemical storage for use by all ag science classroom lab/classrooms, and an 110 sq. ft. storage closet. The plan also calls for the purchase of industry standard equipment for the shop to expand both the types of activities students can do and the number of students who can participate in hands-on activities at the same time.

This project represents a significant effort to improve the high school's Ag program in both size and quality. The larger facilities and more equipment will facilitate the expansion of the Ag Mechanics and Agriscience Pathways from 180 students in 2018-19 to 254 students in 2023-24, representing over 70% of the overall student body. In terms of quality, planned improvements will allow more students to participate in and complete much larger, more complex projects requiring newer, industry standard equipment in the Ag Mechanics pathway. In the Agriscience courses, students will be able to conduct more complex experiments and activities that are more aligned with industry labs. They will be more prepared for both work and college lab science courses.

The Ag Mechanics and Agrisciences courses of study have been designed to be A-G compliant so students who complete them have the options of college *and* career, rather than college *or* career. They are taught by certified teachers who are also members of the local agricultural community; they are both teachers and practitioners, enabling them to better connect students with local ag businesses and the real life applications of their instruction.

PART 1: CAREER TECHNICAL EDUCATION PLAN

A. DESCRIBE THE PROPOSED CTE PLAN

Williams Unified School District (WUSD) is located in Williams, CA, a rural community in Colusa County approximately 50 miles north of Sacramento. Serving 1,342 students in grades pre-K through 12, WUSD has three schools - Williams Primary Elementary School (pre-K-3), Williams Upper Elementary School (4-6), and Williams Junior/Senior High School (7-12; a comprehensive high school). Currently, WUSD's CTE Ag program serves 203 students at the high school level in grades 9-12.

Surrounded by farmland, Williams has a long and rich history in agriculture. The town was founded by W.H. Williams, a local farmer and rancher, in 1876. While it has grown over the years (current population - 5,500), it remains small and largely agricultural. Over a third of Williams residents are employed in agriculture and the high school has offered an agriculture program since 1930.

The Ag program at the high school (gr. 7-12 total school enrollment – 594; gr. 9-12 enrollment - 365) is now a Career Technical Education (CTE) program focusing on the Agriculture and Natural Resources industry sector with two pathways: Agricultural Mechanics and Agriscience. Taken together, these two pathways are referred to in WUSD as the "Ag Pathway" or "Ag Program," one of three distinct pathways at the high school. The current CTE Ag program serves students in grades 9-12, and the facilities described in this proposal will be used for those students.

The program has options for Ag Bio and Ag Chemistry for 9th and 10th graders followed by Ag Mechanics and dual enrollment courses (capstone) courses offered in collaboration with Woodland Community College (Please refer to Appendix A). Students in Agriscience take Ag Biology and Ag Chemistry (both A-G courses), followed by the capstone course of Plant Science, offered as a dual enrollment course in collaboration with Woodland Community College (WCC). Students in the Ag Mechanics pathway are encouraged to take Ag Bio and Ag Chemistry, but they can also take traditional Biology and Chemistry if they prefer. The Ag Mechanics pathway begins with Ag Mechanics I, followed by Ag Mechanics 2 and the capstone course, Ag Construction/Fabrication (dual enrollment course with WCC).

All courses are taught by teachers with valid CTE credentials and agriculture experience. Both of the two current Ag teachers have single subject credentials (one in Agriculture; the other in both Biology and Agriculture). One holds a B.S. degree in Animal Science and a Masters degree in Education. The other holds a B.S. degree in Agricultural Education. Both were active in FFA in high school and grew up around agriculture and farm machinery, holding agriculture-related jobs prior to teaching and are also currently farmers/ranchers. WUSD's commitment to providing faculty with both the certification and experience to provide exemplary instruction is strong. Holding a current CTE credential is the *minimum* requirement for employment in WUSD's agriculture program. Candidates without the appropriate credential are not considered for positions. WUSD fills teaching positions through EDJOIN. When CTE credentials are required, the District also attends CTE conferenced to search for candidates, as needed.

Machine mechanics are paid well above the median of salaries in the rural counties of northern California. Providing our students with the skills they need to compete successfully for these jobs will give them access to meaningful work at a living

wage. The unemployment rate in Colusa County is 18.9% (Bureau of Labor Statistics, March 2018), significantly higher than any of the other surrounding rural counties (the closest is Plumas County at 11.4%).

One-third of jobs in Colusa County are in agriculture (EDD, 2016), and agriculture related positions make up the top 2 categories of occupations with the most openings projected through 2024. Industrial Machinery Mechanics (including agricultural mechanics) is the 4th fastest growing occupation in Colusa, Glenn and Tehama counties (EDD, 2017), expected to grow by 30% by 2024 over 2014 levels.

In terms of local demand, a survey and interviews of regional agriculture employers (Colusa, Sutter, and Yuba counties) conducted by Tri-County ROP (one of our key project partners and planning committee members) found that employers are hiring out-of-county and out-of-region because there are not enough qualified Ag Mechanics and Agriscience workers locally. The employers worked with Tri-County ROP to specifically define the skills needed by prospective employees. These include "soft skills" (work ethic, social/interpersonal, career readiness, oral and written communication, math literacy, and "STREAM" literacy skills), safety training, and "hard skills." For example, in the Ag Mechanics area, these hard skills include flux core welding, 2D and 3D Solid Works CAD training, plasma table training, American Welding Society (AWS) testing integrated into programs (determined by employers as more important and useful than NOCTI testing). Tri-County ROP has developed two certificate programs (please see below) and an AWS-aligned testing protocol (and a full complement of corresponding professional development) to address these needs.

Some of these needs are being addressed through program (see below, professional development and certification), but many of the hard skills require larger and more appropriate facilities and updated equipment. The current Ag Mechanics shop is approximately 1,800 square feet and houses 4 arc welders, 4 mig welders, and 4 gas welders. All but three of those are outdated and need to be replaced. The shop was built in 1966 and while it is safe for students (DSA approved), it is ill-suited for instruction. There is no insulation and a large bay door prevents heat and air conditioning from working effectively, making the building very cold in the winter and very hot in the warmer months.

The classroom for Ag Biology and Ag Chemistry (Agriscience Pathway) is a regular science classroom with no formal laboratory facilities (no water or gas access, etc.). As a result, the students are very limited on how in-depth their lab-based activities can be. The teacher does the best she can and all material is covered, but the space is not optimal, and it is definitely below industry standards in the Agrisciences.

The Ag programs at WJSHS are overseen by a CTE Ag Advisory Committee made up of local, Colusa County industry representatives (MJB Welding, Morning Star, Holt of California), Woodland Community College, CTE Ag teachers (two current and one retired), school administrators and support staff (Principal, Assistant Principal, Counselor, SpEd), two students, and two parents. The Advisory Committee also benefits from information provided by Tri-County ROP on employer needs in Colusa and the surrounding counties which also provide employment opportunities for students. The CTE Ag Advisory Committee has met three times so far in 2018-19 to contribute to this plan, and several meetings are planned throughout the rest of the year.

As the district conducted an assessment of facilities needs for renovations and

expansion to be supported by bond funding, the need for renovation and updating of the Ag Mechanics and Agriscience facilities was clear. Parents, students, teachers, and industry partners have been expressing their concerns for years. The planning process began with a district-wide facilities committee and has continued for the Ag program with the work of a committee devoted specifically to planning for CTE facilities and equipment at the high school. Appendix B identifies the stakeholders and CTE Facilities committee members who worked on specifically on this project. Letters from stakeholders are attached.

The CTE Facilities Committee met formally five times, with subgroups of members meeting separately and by phone between committee meetings to ensure that all planning was completed in time for proposal submittal. Four members of the CTE Facilities Committee are also on the WUSD Facility Master Planning which has met numerous times and has also focused on CTE facilities issues as part of the collaboration with the CTE Facilities Committee, which also includes members of the CTE Ag Advisory Committee. Overlapping committee membership was designed to ensure that CTE Facilities Committee plans would be consistent with overall district facilities planning and the CTE program as a whole.

B. DESCRIBE THE ACCESSIBILITY TO THE CTE PROGRAM FOR ALL

The table below illustrates the number and percentages of students in various subgroups at the high school - overall and in the CTE program. The first two rows show enrollment for Williams Junior/Senior High School overall, including 7th and 8th graders. The next two rows show enrollment for only grades 9-12, the grades which include the CTE program. The final rows show the statistics for the CTE Ag program.

Demographic Make-up of Students at Williams Jr/Sr High School	Total	Male	Female	EL	SpEd	Hispanic[1]
Schoolwide (7-12) number	594	306	288	133	61	552
Schoolwide (7-12) percentage	--	52%	48%	22%	10%	93%
Schoolwide (9-12) number	375	190	185	71	36	343
Schoolwide (9-12) percentage		51%	49%	19%	10%	991%
Ag Program number	180	105	75	25	12	190
Ag program percentage	--	53%	47%	12%	6%	93%

[1]The vast majority of students at Williams Junior Senior High School are Hispanic. The numbers of others in individual ethnic groups are too small for individual reporting.

In most ways, the population of the Ag program mirrors that of the high school. More recruiting is being done to include more English Learners and special needs students. The hands-on nature of Ag Mechanics makes it accessible for English Learners and students with special needs, but the current lack of space and equipment prevents the addition of more students. Further, specific course sequences are being used to leverage the high interest many EL and special needs students might have to be career and college ready. Greater capacity in facilities will equate to greater access

for our special populations.

C. IDENTIFY HOW THE CTE PROJECT ADDRESSES THE FOLLOWING

Professional Development - A significant amount of professional development is available for teachers, designed to improve their skills to help students be employment-ready upon graduation. Tri-County ROP offers training and materials for teachers to enable students to become OSHA 10 certified (see below). ROP also offers training for teachers in flux core welding and plasma table use (both requested by employers). Plans are in place to provide 2D and 3D Solid Works CAD training in the future (also requested by employers) and AWS-aligned testing competencies (many of which are already aligned with CTE standards, and for which professional development is currently available). In addition to the ROP training to give teachers the skills they need to use the new equipment, the provider of the new equipment, MJB Welding Supply, will provide training and orientation to the equipment for the Ag Mechanics instructor, as needed.

The availability of professional development is substantial but receiving the training without having the equipment to use in the classroom does not improve instruction. This CTE Facilities project will provide the additional equipment that, along with the locally available training, will lead to improvements in instruction. Release time for training is funded by the District (LCAP) and through FFA fundraising.

Current Ag teachers are members of the California Agricultural Teachers' Association and the National Association of Agriculture Educators and they attend professional development offered through those organizations. The Ag Mechanics teacher also participates in 2-day Weld Camps organized by Shasta, Yuba, and Butte community colleges. These camps are designed to give students exposure to more advanced training, and they also help the instructor stay abreast of new developments and equipment in the field.

CTE Model Curriculum Standards - The courses included in the WUSD Ag program have been designed to address the CTE Model Curriculum Standards for the Agriculture and Natural Resources Industry Sector and include both Knowledge and Performance Anchor Standards and specific Pathway Standards. Compliance is reviewed annually by the principal and program staff. The new facilities improvements will make it possible for more students to better demonstrate the use of appropriate tools and technology (Knowledge and Performance Anchor Standards 4.7, 10.8, 11.1), construct welding projects (Ag Mechanics Pathway standards B5.5, B7.5, B9.7), and complete Agriscience activities requiring lab work (Agriscience Pathway standards C3.0; C13.0), as well as demonstrate all of the skills necessary to complete these activities (all standards). More space and appropriate tools mean more students will have access to the pathways (see student projections, below); newer tools and appropriate environment mean that student learning will be more aligned with current equipment and conditions in industry.

Industry Recognized Certifications - For students who successfully complete the courses of the Agricultural Mechanics and Agriscience pathways, an industry-based certificate is offered through collaboration between WUSD and Tri-County ROP that identifies the CTE Knowledge and Performance Anchor Standards and the pathway standards mastered by the student. These certificates are accepted by local employers.

As a result of the employer survey and interviews mentioned early, an industry-

recognized safety certificate is now available through Tri-County ROP. The SB 2, OSHA 10 aligned certificate covers all required safety skills. *Many regional Ag employers committed to guaranteeing an interview to any student with OSHA 10 certification.* To recognize the need for soft skills, a three-level certification process was developed with the participation of local employers. Several local employers have made completion of Levels I and II requirements for their Ag internships. Both of these certifications are available to WUSD Ag students beginning in 2018-19).

Currently the facilities are not sufficient to offer a certified welder certificate. With the enlarged and technologically advanced shop proposed here, the welding certification will be offered to students. Specifically, plans are in place to offer Two-Tier Certifications in Ag Mechanics, Power Mechanics and Welding (offered in collaboration with Tri-Counties ROP and aligned with CTE standards) once the equipment and facilities are appropriate. Plans for the future also include articulating the mechanics courses with Woodland, Butte, Yuba, and Shasta Community Colleges.

D. DESCRIBE THE HISTORY OF THE PROPOSED CTE PROGRAM

The Ag program at Williams Junior/Senior High School began in 1930. Ag Mechanics was added in 1966 when the shop was built. The large barn was built in the early 1980's with Ag Incentive money, a district contribution, and community and industry donations. The facilities for Agriscience and Ag Mechanics are the same now as they were in the 1960's, when the total enrollment at the school was about 100 students, smaller than the Ag program alone is today.

The core of the program (teacher salaries, textbook, equipment maintenance, etc.) is funded by the district, and the program is supported through the district's LCAP. Additional equipment and supplies are provided through industry and community donations, fundraisers and state sources such as Carl D. Perkins, the Ag Incentive Grant, and CTEIG. The program has received funding through the Ag Incentive grant program since the early 1980's. Ag Incentive funds were used to pay for materials, travel, barn improvements, and some equipment. The other mentioned funding sources have also funded materials and supplies, a trailer and more. The program began through local support long before outside funding was available, and it will continue through local support in the future.

E. PROVIDE EVIDENCE OF HOW THE PROPOSED PROJECT WILL BE SUPPORTED AND SUSTAINED THROUGH YOUR DISTRICT'S LCAP.

The primary district LCAP goal supporting the CTE program (and all academic programs) is "All students will graduate with necessary knowledge and skills to enter college and/or career." A specific goal (Goal 2) has been established to complete CTEP course sequences, including those in Ag, and to extend the number of students participating to well over 50% of the school population. This goals also includes funding allocations for this purpose. Also included are funds to hire an Internship Coordinator to support students in the CTE program with accessing jobs, apprenticeships, and internships. Other items that support the Ag program include monies for dual enrollment courses (including textbooks), prep period buyouts (should an additional section need to be added without an available period), professional development for teachers, a summer academy with at least one dual enrollment course for each pathway, and a Job and Internship Coordinator (starting in 2020 after internship program curriculum design). Currently (and in the future) WJSHS students can participate in mini-internship and

internship programs offered through Tri-County ROP. This position will help connect students with jobs, apprenticeships, and internships.

The LCAP summary includes information about CTE pathways, and information about the impact of pathway needs on facilities improvements. To be clear - The Ag pathway at Williams High was established decades ago and is a key component of the academic program. The district is commitment to its continuous improvement.

PART 2: PROJECTIONS OF STUDENT ENROLLMENT

A. PROVIDE THE PROJECTED NUMBER OF STUDENTS SERVED

There are currently 180 students participating in the Ag program (enrolled in courses identified in Appendix A) in grades 9-12. The addition of the new shop and related classroom space will allow for the addition of 74 new students in Ag courses. In addition to current students who will have access to courses because of the additional space and equipment, the district new Introduction to Agriculture course for 7th and 8th grade students will create a pipeline of students to ensure a higher rate of enrollment. The following numbers for student enrollment have been estimated based on past student interest in the Ag Mechanics and Agriscience pathways and the corresponding percentage of additional students expected to join from the junior high Intro to Agriculture courses.

2018-2023 Ag Program Enrollment Projections	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Number of students	180	181	233	238	254	254

This projection was made using the maximum capacity of the courses and the average enrollment in the higher attended courses. The maximum is 25 for Ag Mechanics classes and 32 students for Agriscience, and the average is about 21 students per class right now. With the increase in space, we expect an increase in students just by capacity. Secondly, the junior high Ag science class will start to increase the number of students who start high school seeking the Ag courses. The projection is greater than the current average broken out of 11 sections of Ag which is currently being taught using an average of about 24 per class.

It should also be known that the high school is in the process of developing an Animal Science pathway, building on the current Animal Science course and interest in the new pathway. Once the new pathway is fully built out between 2021-22 and 2022-23, it is likely that Animal Science will also use the lab space in this building. Because that pathway does not yet exist, the projections in this proposal include only the Ag Mechanics and Agriscience pathways.

B. DESCRIBE THE ENROLLMENT PROCEDURES FOR THE PROPOSED PROJECT

Beginning in 2020-21, we are adding an Introduction to Ag Science class for 8th graders that will add 30-32 students directly to the Ag pipeline. There are also current exploratory activities (career days, speakers, Ag Day Open House, etc.) for upper elementary students and junior high students to help them consider and choose Pathways for high school. These are being expanded in 2018-19 to include resources provided by Tri County ROP, including virtual tools to help students experience Ag Mechanics principles and practice (a virtual welder, etc.). A career exploration survey is administered to all 6th grade students to help us focus recruiting efforts by pathway.

High school counselors play an important role in the enrollment process. In addition to pathway teachers visiting junior high classrooms to talk about the Ag pathway, counselors visit the classrooms, too, to speak with students about their high school pathway options and answer questions about enrollment. Attention is drawn to the results of the career exploration survey and student interests, as well as they advantages of each pathway. The counselors meet individually with students to answer any questions. It should be noted that the Ag Pathway is the oldest and most popular in the school. Recruitment is not a problem.

PART 3: IDENTIFICATION OF FEEDER SCHOOLS AND PARTNERS

A. IDENTIFY FEEDER SCHOOLS AND PARTNERS FOR THE PROPOSED PROJECT

The nearest Agricultural Mechanics and Agriscience programs are located in Maxwell, Colusa, and Arbuckle (9 miles, 10 miles, and 11 miles from Williams, respectively). Because of their distance from Williams, they are not accessible to our students. There are no CTE Agricultural Mechanics or Agriscience programs in the immediate area other than those at Williams Junior/Senior High School. However, upgrading the program through the availability of more appropriate facilities and equipment will complement and enhance all CTE programs in the region by ensuring consistency between programs, outcomes, and employability skills, allowing employers to further depend on the quality of all regional CTE Ag graduates.

Please refer to Appendix B for list of stakeholders. Letters are attached.

PART 4: THE ACCOUNTABILITY PLAN

A. DESCRIBE THE SCHOOL'S ACCOUNTABILITY PLAN FOR ENROLLMENT AND EXPECTED OUTCOME(S)

Of the graduates of our Ag program, over half (53%) are continuing to pursue agricultural study and employment. Another fourteen (41%) are enrolled in postsecondary education in a non-agriculture course of study. Some of these are still interested in pursuing a career in the agricultural field, but they are currently taking general education requirements and their majors are undecided at this time.

The table shows projections for each of the next five years, based on the program's past performance and the program's enrollment projections given the new facilities and equipment for each of those years (please refer to page 8).

Certificates, Employment, and Future Study for Ag Program Graduates	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Industry-based certificate	34	46	50	75	75	75
Ag-related employment/apprenticeships	9	20	16	30	35	80
Military	1	1	1	1	1	1
Post-secondary for Ag-related study	27	62	50	65	75	75

Each year, information on post-graduation employment and education is collected by the Ag teachers and entered online through California Ag Ed Online. As

part of the accountability plan for this project, these data will be reviewed by the advisory committee, school administrators, and the Ag teachers and analyzed to determine if changes or improvements need to be made in the program to increase the numbers of students pursuing ag-related employment or ag-related postsecondary study. The results of this analysis will be presented to the WUSD Board and disseminated to the school and community through the school's website and at Back-to-School and Open House presentations of the Ag program.

B. DESCRIBE HOW THE PROJECT WILL ENHANCE OR EXPAND THE SCHOOL'S EFFORTS RE: EC SECTION 51228

The WUSD core educational and CTE pathways programs have recently been upgraded to ensure that all students prepared for both career and post-secondary opportunities. The CTE project will lead to an increase in both the number of students enrolled in the district Agricultural CTE program and the quality of the program those students receive. The projected enrollment increases are outlined on page 8 and the outcome projections are provided above. The program's core science courses (Ag Biology and Ag Chemistry) are A-G compliant, and the capstone courses for both the Ag Mechanics and Agriscience pathways are dual enrollment courses offered in collaboration with Woodland Community College. This not only ensures that all students are eligible for college admission (within the UC and CSU systems), but that all who complete the Ag program have also participated in an introduction to postsecondary study through their capstone courses and have received college credit, giving them a solid start for college if they choose to pursue it.

As for preparation for employment, the program follows the CTE Model Curriculum Standards to ensure that students are prepared with the skills they need to secure employment in the field. Industry partners work with students as they complete projects and these partners offer jobs to many students upon graduation because they know they are well-qualified for positions. The district's new Job and Internship Coordinator will assist students with making the connections they need to transfer their classroom and shop skills to the real world through jobs and internships.

PART 5: ED. SPECIFICATIONS AND EQUIP./SPACE REQUIREMENTS

A. PROJECT DESCRIPTION

WUSD has gone through a facility master planning process in 2017 which outlined the need to modernize existing permanent High School building and replace portables with permanent buildings. The availability of an approved local bond, and opportunities such as the CTE grant and/or state modernization make this project appealing and feasible. This project consists of modernizing and remodeling of the science wing of the high school Main Building which includes both Ag Mechanics and Agriscience classrooms, labs, and the Ag Mechanics shop. The building was constructed in 1955 and the current classroom spaces range from 600 to 700 square feet with the exception of a former makerspace Classroom which is 900 SF with a 500 SF kitchen area, which is now used as a science classroom.

The District has chosen to modernize the facilities to upgrade the Ag Mechanics and Agriscience programs. Specifically, an old woodshop/art space will be modernized and outfitted to serve as the Ag Mechanics shop, providing additional welding booths space, project layout space and state-of-the-art equipment. The new shop (3,440 sq ft)

will be 1,640 sq feet larger than the current one and will have the use of an adjacent 4,200 sq ft enclosed yard. The exterior yard will allow for storage of materials and larger builds to take place. The Ag Mechanics shop and Science Wing will be interconnected to Ag Science classrooms, other science classrooms and break-out spaces so students and teach can move easily and quickly from classroom to shop space, as needed. This will create opportunities for collaboration between students, teachers and curriculum. The existing Ag Science classrooms will be transitioned to wet lab spaces, making them suitable for a full range of ag science instruction and experiments.

Because the entire Main Building Science wing needs renovation, plans for the entire wing are attached and construction for the entire wing, including the CTE components will take place as one project. The entire wing to be renovated includes a footprint of 9,633 square feet. The CTE component of that (the Ag Mechanics shop and connecting classroom, one wet lab for Ag Bio and Ag Chemistry, an office, and storage space) covers 7,460 square feet, representing 77% of the overall project. While it is expected that program expansion will require the use of at least one of the other science classrooms in the wing in the future, only the spaces outlined here are included in the amount requested in this CTE proposal.

Please refer to the attachments for schematics. The portion of the building identified for CTE Facilities funding support is outlined in yellow.

B. SCHOOL SITE PLAN

Attached.

C. SCHEMATIC DRAWING

Attached.

D. SPACE REQUIREMENTS

Instructional spaces included in this proposal are 1) A modernized ag mechanic shop with 3,440 SF of welding space an adjacent 4,158 sf enclosed exterior yard for additional project space. 2) relocating an existing 965 SF portable classroom for colocation of ag science classrooms; 3) a modernized & expanded 1,393 sq ft ag science lab/classroom; 4) a modernized 1,288 sf wet science lab/classroom, and a modernized 965 sq ft dry science classroom with a 200 SF breakout space for shared collaboration between classrooms. Support spaces include an 160 SF chemical storage for use by all ag science classroom lab/classrooms, and an 110 SF storage closet.

All equipment in this proposal is for the Ag Mechanics pathway and will be located in the shop area (see attached schematics). The space is much larger than the previous Ag Mechanics space and includes space for both equipment and instruction.

E. FACILITIES/EQUIPMENT PLANNING PROCESS

The WUSD Facility Master Planning (FMP) process began in early 2017. Discussion surrounding the programming of the Ag Science wing took place throughout the FMP process during "visioning" exercises used to determine future planning of the Williams High School. Parallel to the process, a CTE Facilities Planning Committee was convened. The planning committee includes 20 members, including representatives from WUSD, WJSHS, industry (MJB Welding Supply, Morning Star Packing Company), architecture/construction, Tri-County ROP, Colusa County Office of Education, City of Williams, and Woodland Community College. Students and parents were also included. The committee met several times (please see section 1A) during the FMP process to

finalize the programming for Williams JSHS; individual members of the team met and communicated with other members as needed to complete specific tasks. Planning committee members toured existing sites, reviewed information provided by team members toured similar facilities in other districts, researched equipment needs, developed and reviewed schematics, reviewed the Ag Mechanics and Agriscience pathway course offerings, discussed the facilities and equipment needs within the context of Ag program needs, discussed the program and gathered feedback from other stakeholders, used that feedback to modify plans, gathered letters of support from stakeholders and necessary data for the CTE Facilities proposal, prepared and reviewed the facilities budget and equipment proposal, and prepared the final CTE facilities proposal.

MJB Welding Supply, the school's closest partner for the Ag Mechanics pathway and the largest welding materials supplier in the area, toured the site. Very familiar with the constraints of the old shop and its equipment, MJB made recommendations for equipment and shop specifications based on the requirements of Ag mechanics coursework, model standards, and standards for equipment in the industry. Representatives from Woodland Community College also toured the site and provided input on facilities and equipment needs for the capstone dual enrollment course. Tri-County ROP, with experience working with industry employers throughout the tri-county area, also participated in the walkthroughs and provided input on employer needs.

There are many opportunities and activities that have not been available to our students because of the lack of appropriate facilities and equipment. These include fabrication of large scale projects (trailers, scrapers, etc.) for use at home or farm, large scale mechanics projects that can be exhibited and sold at the county fair, routine maintenance on farm and shop equipment, other curriculum-related projects that require access to larger spaces, such as pipe welding and fitting, etc., and basic forklift operations and certification. As a result of this project, students will now have access to and experience with technology used in the manufacturing industry (CNC, plasma table) that employers emphasize students need for employment.

Our Ag Biology and Ag Chemistry students currently do not have a facility appropriate to conduct laboratory activities such as soils testing and analysis, acid/base labs, anatomy dissections, or any experiments needing gas and/or water. The current facility also does not have the necessary safety features for chemical experiments (fume hoods, eye washes, showers in case of chemical spills, etc.). There is not enough room to perform dissection labs (with materials for each student) for Ag Biololgy. With the new facility, they will have access to these laboratory conditions and resources that are now considered basic for the both traditional and agricultural sciences.

F. PROGRAM AND SPACE JUSTIFICATION

The shop will support Ag Mechanics 1, Ag Mechanics 2, and Ag Construction/Fabrication. The lab will support Ag Chemistry, Ag Biology, and Plant Science (dual enrollment). Ag Construction/ Fabrication and Plant Science are capstone, dual enrollment courses. It should also be noted that not all students who take Plant Science are enrolled in the Ag Pathways. Other students with interest in dual enrollment courses are also admitted, but, preference is given to Ag pathway students.

The table below illustrates the number of students currently enrolled in these courses and the projections for the next 5years.

Ag Course Enrollment	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24
Ag Mechanics 1 (section 1)	26	24	26	26	26	26
Ag Mechanics 1 (section 2)	20	24	26	26	26	26
Ag Mechanics 2	11	24	26	26	26	26
Ag Construction/Fabrication	0	10	15	20	26	26
Ag Biology (section 1)	30	28	30	30	30	30
Ag Biology (section 2)	28	28	30	30	30	30
Ag and Soil Chemistry	17	25	30	30	30	30
Plant Science (section 1)[1]	21	0[2]	25	25	30	30
Plant Science (section 2)[1]	27	0[2]	25	25	30	30
Total Taking Pathway Courses	**180**	**181**	**233**	**238**	**254**	**254**

[1]Dual enrollment courses offered in collaboration with Woodland Community College
[2]Currently, Plant Science is offered every other year, as a dual enrollment course, alternating with Environmental Horticulture (not part of the Agriscience Pathway) because of lack of space. All students in the Agriscience Pathway are still able to take Plant Science before graduating. With the new facility, it can be offered every year.

PART 6: BUDGET JUSTIFICATION/DETAIL SHEET (FORM B)

A. PROVIDE THE ESTIMATED ANNUAL CAPITAL COST PER STUDENT AND THE RATIONALE/METHOD USED FOR CALCULATING THIS COST

The $3 million project, $1.5M from the district's local bond and $1.5M from modernization grant and/or CTE grant would cost $739 per student annually. This estimate is derived from the amortized $3M over 25 years at a 4% interest rate, ($192,035), divided by 260 students which is a conservative projection of students as shown above.

B. DESCRIBE THE FINANCIAL PARTICIPATION AND THE ONGOING SUPPORT PLAN OF ALL BUSINESS AND INDUSTRY PARTNERS

MJB Welding Supply is our supplier of materials for our welders, including rod, gas and wire, and MJB has provided an estimate for the equipment to be purchased as part of this project. They routinely give WUSD an educational discount of approximately 20% off retail pricing. This contribution has not been counted as matching funds because it is not a direct cash contribution to the project; however, it certainly supports the project by saving us over $60,000 in equipment costs.

Tri-County ROP is a significant partner providing training in the areas that employers say they need and want.

C. EQUIPMENT LIST CORRELATED WITH CTE COUSEWORK; BUSINESS AND INDUSTRY INPUT AND COLLABORATION

All requested equipment will be used for all three Ag Mechanics courses (Ag Mech 1, Ag Mech 2, and Ag Construction/Fabrication). Students are introduced to

equipment in the first course, with more advanced uses included in the other courses.

Industry input in to the program is provided by industry members of the CTE Ag Advisory Committee (Colusa County employers) and the employer survey, interview and outreach services provided by Tri-County ROP (regional employers, Sutter, Yuba, and Colusa counties). Specific employer input into the type of equipment needs corresponds with they need described in section 1A. Locally, MJB Welding Supply has been particularly helpful in assisting the committee with matching equipment needs to equipment being used in the industry locally. In addition, both of the Ag Department instructors are in the agriculture industry themselves and they participate in ongoing education to keep abreast of innovations in the field.

D. PROCESS TO ENSURE THAT ALL EXPENDITURES ARE COMPLETED VIA THE "BEST VALUE"

The process used to ensure that equipment expenditures are completed via the "best value" method comes from decades of experience. MJB Welding Supply is a state leader in providing high quality machinery with long (10+ years) life expectancy and reliable product warranties. MJB emphasizes safety and maintaining equipment through appropriate maintenance and upkeep, and they help clients practice these principles as well. WUSD has worked with MJB for over 30 years. School districts throughout the north state all use MJB for the same reasons.

Should the CTE grant be awarded to WUSD this project would be fast tracked for construction and highly likely delivered via Lease Lease-Back delivery method. The project developer will be awarded based upon Best Value with criteria such as experience building similar projects and proposed fee tie into the consideration.

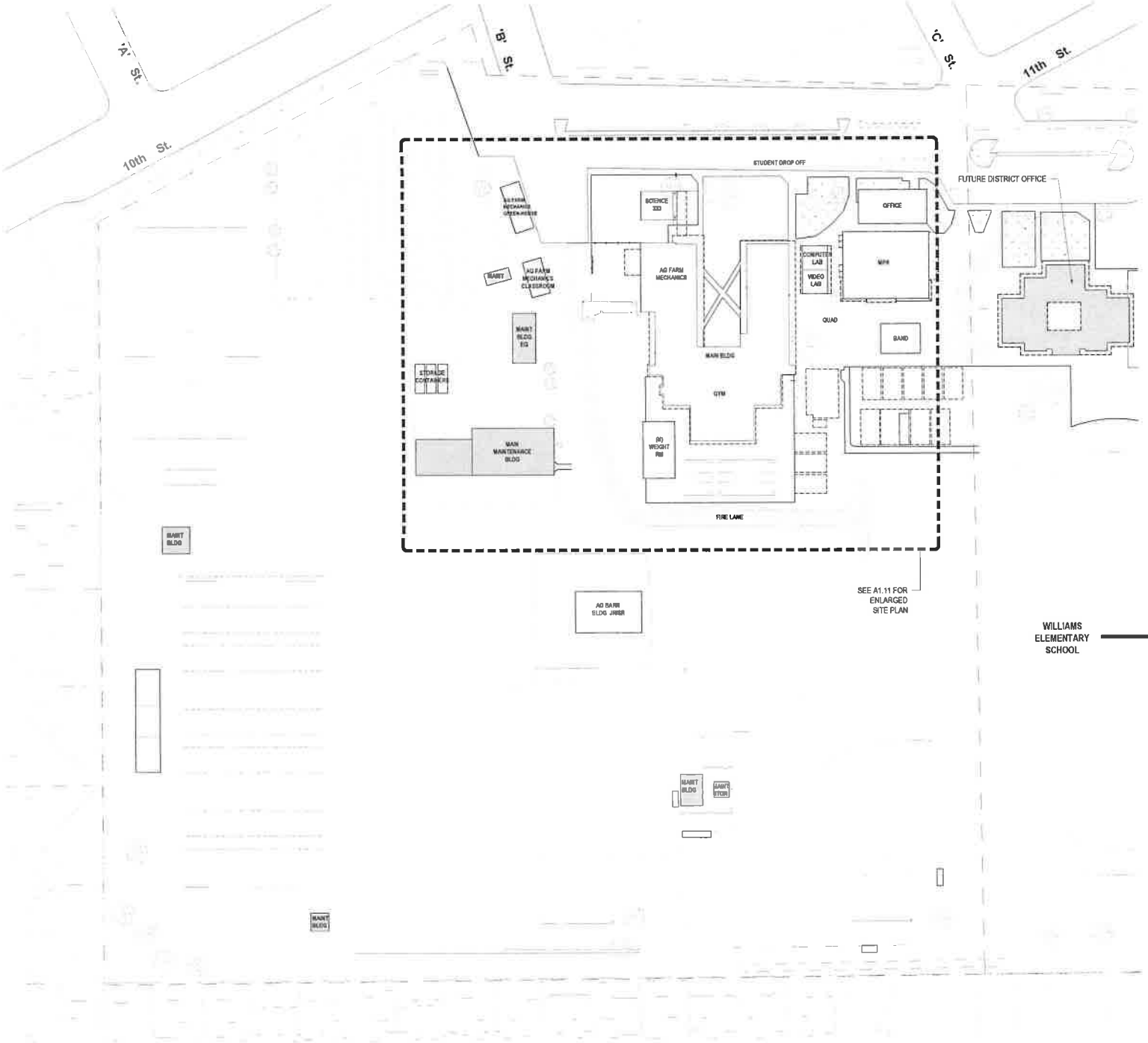
E. ONGOING COSTS OF MAINTENANCE WILL BE SUSTAINED AFTER THE GRANT FUNDING

Past and current costs of maintenance of equipment and facilities have been covered predominantly by the district and through some Ag Incentive funds. The District will continue to cover the costs of building maintenance through its maintenance budget. The first line for equipment repair and maintenance is the students as Ag Mechanics teaches students to repair the equipment they use. When repairs and/or maintenance cannot or should not be handled by students with the supervision of their instructor, the District works with MJB Welding Supply to (using district maintenance funds). The district will continue this commitment into the future as it has for the past 87 years.

PART 7: UNIQUE CONDITIONS

Williams is a rural community with limited resources. Over 85% of the students enrolled in the schools live in poverty and many are migrant families. Many of our students are the first in their families to graduate from high school and the first to go to college. There is a significant farm labor market locally, and a demand for workers with skills needed on 21st Century farms, including technical skills.

The Williams High School Main Building is considered a legacy building by the Williams' community and it was deemed crucial during the Facility Master Planning (FMP) process to find a way to reuse the building continue to garner community support. During the FMP process it was determined that the Main building would need to be renovated extensively to bring it up to 21st Century Learning criteria standards. Re-using the original Wood Shop and converting it into an expanded Ag Mechanics Shop, would support students in CTE focused learning and train them transition into the local Ag Industry as well as find a use the community could support.



WILLIAMS UNIFIED SCHOOL DISTRICT

WILLIAMS JR/SR HIGH SCHOOL
260 11th STREET
WILLIAMS, CA 95987

PROPOSED AG FARM MECHANICS PATHWAY OVERALL SITE PLAN

SITE PLAN COLOR LEGEND

- WILLIAMS JR/SR HIGH SCHOOL BUILDINGS
- WILLIAMS JR/SR SCHOOL PORTABLE BLDGS. - TO BE REMOVED
- MAINTENANCE/ STORAGE FIELD BLDGS

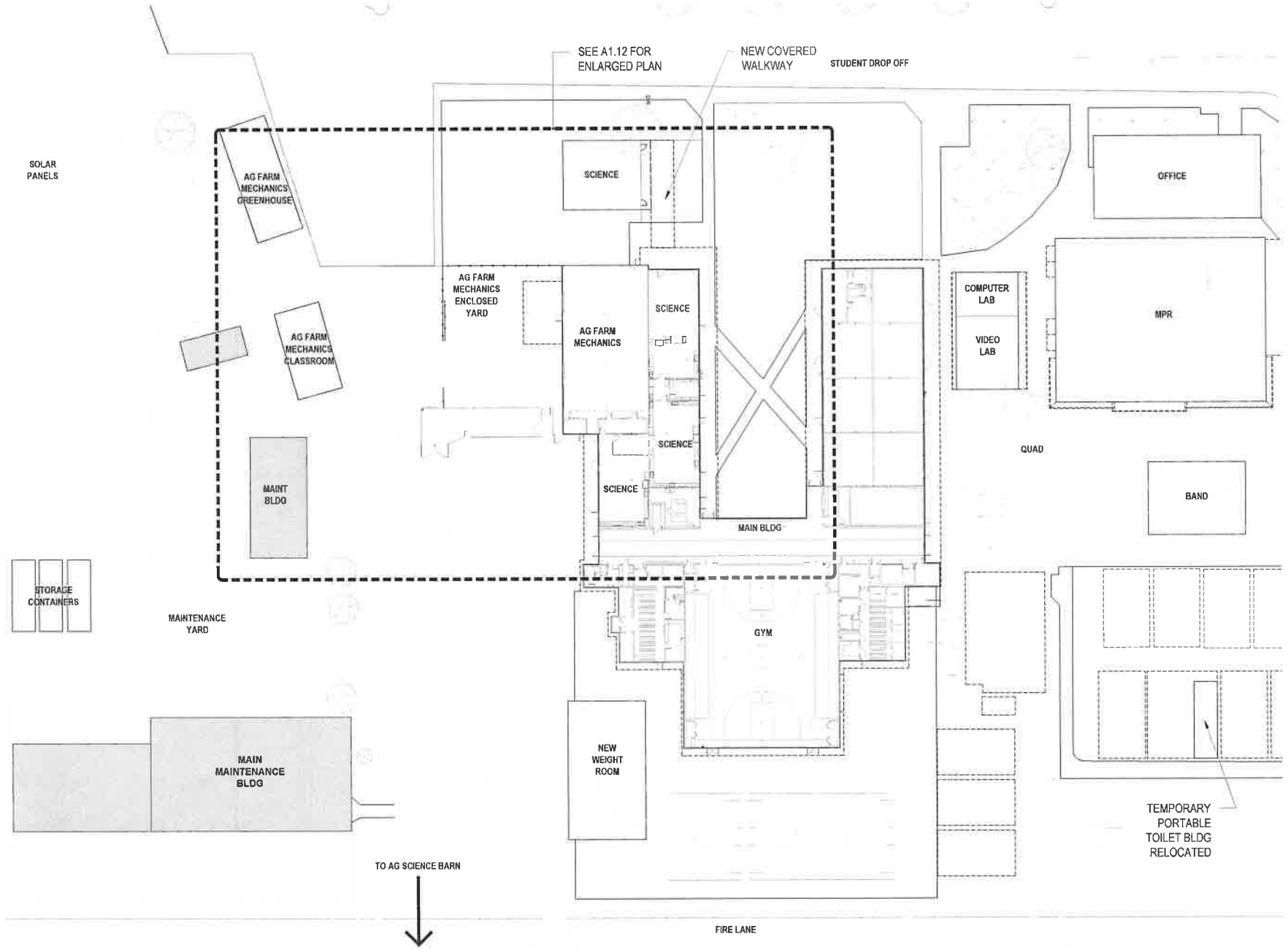
DERIVI CASTELLANOS ARCHITECTS

Central Valley
924 N Yosemite Rd
Stockton, CA 95203
(209) 462 2373

Silicon Valley
95 S Market St, Suite 480
San Jose, CA 95113
(408) 620-6871

10/04/18 WUSD HIGH SCHOOL

A1.01



WILLIAMS UNIFIED SCHOOL DISTRICT

WILLIAMS JR/SR HIGH SCHOOL
260 11th STREET
WILLIAMS, CA 95987

PROPOSED AG FARM MECHANICS PATHWAY ENLARGED SITE PLAN

LEGEND

SITE PLAN COLOR LEGEND

- WILLIAMS JR/SR HIGH SCHOOL BUILDINGS
- WILLIAMS JR/SR SCHOOL PORTABLE BLDGS - TO BE REMOVED AS PART OF MASTER PLAN
- MAINTENANCE/ STORAGE FIELD BLDGS

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Central Valley
924 N. Yosemite St
Stockton, CA 95203
(209) 462-2870

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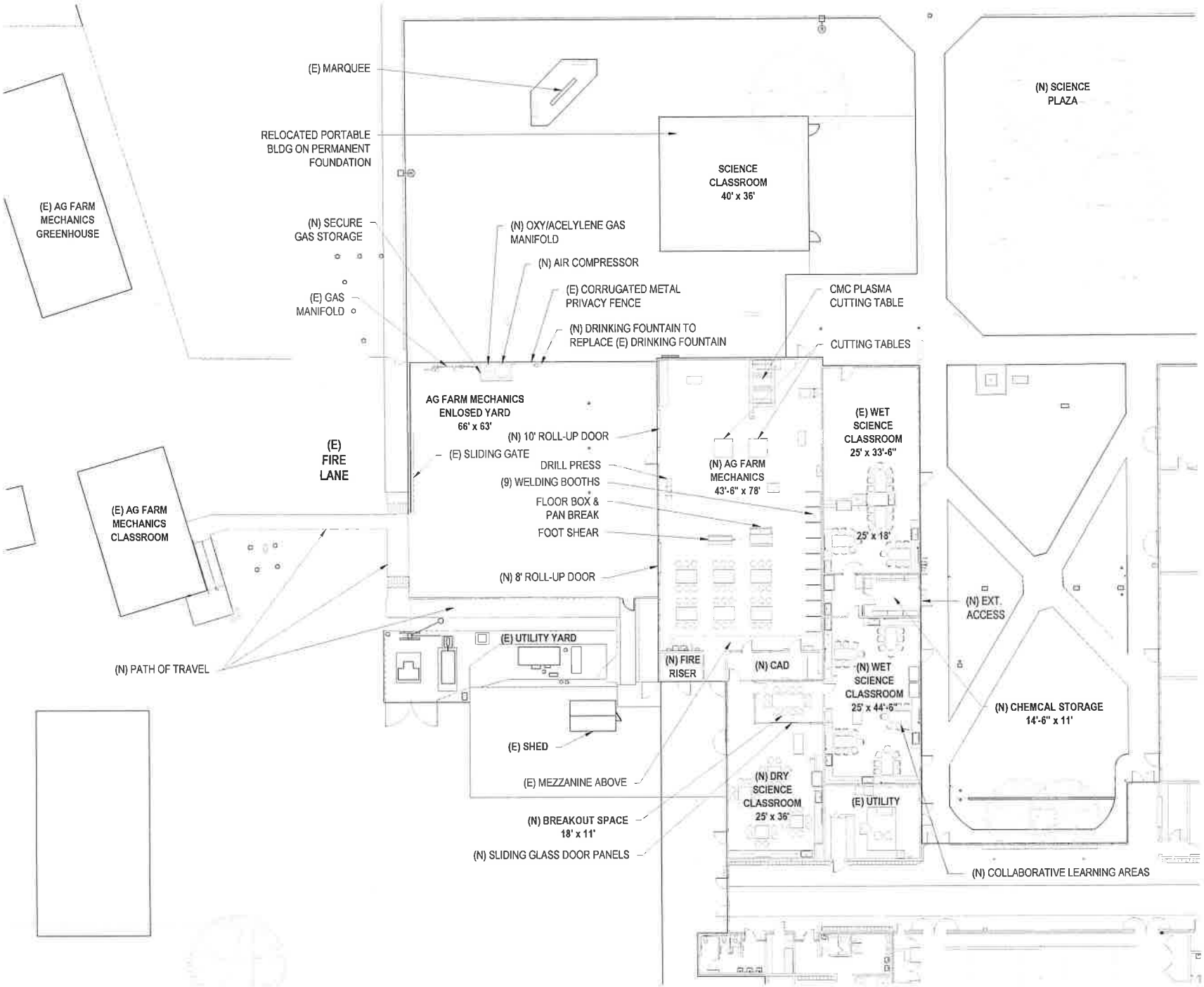
95 S Market St, Suite 480
San Jose, CA 95113
(408) 213-4875

10/04/18 WJSD HIGH SCHOOL

A1.11



WILLIAMS UNIFIED SCHOOL DISTRICT

WILLIAMS JR/SR HIGH SCHOOL
260 11th STREET
WILLIAMS, CA 95987

PROPOSED AG FARM MECHANICS PATHWAY WILIAMS HIGH SCHOOL MAIN BLDG ENLARGED FLOOR PLAN

EQ NOTES

1. CMC PLASMA CUTTING TABLE: KOIKE MONOGRAPH EXTREME 5'x10' w/ HYPERTHERM POWERMAX 65 HYPERTHERM EDGE PRO TI CONTROLLER AND EDUCATIONAL HYPERTHERM PRONEST SOFTWARE
2. WELDING BOOTHS (4x4): WITH ACCESS TO MILLER 907614 MILLERMATIC 211 WELDERS MIG & MILLER 907710/00 MAXSTAR 161 WELDERS TIG/STICK OR MILLER 907685 DYNASTY 210 WELDERS w/ MILLER301311 CONTRACTOR KITS FOR DYNASTY 210 FILTAIR SYSTEM WITH SPARK ARRESTOR AND WATER CONNECT FOR SUPPRESSION AND DUCTING CONNECTING ACCESSORIES FOR BOOTH INCLUDE (POSITION ARM, WELDER SHELVES FOR 27" LED LIGHTING, CURTAINS, CURTAIN BRACKET, 2 X 3 BOTTLE DUPLEX MANIFOLD, PLUMBED FOR ARGON/CO2 AND STRAIGHT ARGON WITH VICTOR REGULATORS, 1 MAIN PANEL WITH BREAKERS FOR EACH BOOTH. TYPICAL OF (9)
3. FLOOR BOX & PAN BRAKE: MANUAL BRAKE JET BP-1272 12GA x 72"
4. FOOT SHEAR: SHEAR JET FS-16533, 52" x 16GA
5. GAS MANIFOLD: ARGON/CO2
6. CUTTING TABLE: 4 PEOPLE OAY FUEL CUTTING TABLE w/ MANIFOLD AND CUTTING TORCHES SETS TYPICAL 2

DERIVI CASTELLANOS ARCHITECTS

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3251 W March Ln, Suite 334
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Silicon Valley
555 Market St, Suite 480
San Jose, CA 95113
(408) 530-4975

10/04/18 WUSD HIGH SCHOOL

A1.12

CAREER TECHNICAL EDUCATION FACILITIES PROGRAM APPLICATION

FORM B – BUDGET JUSTIFICATION/DETAIL SHEET (Rev. 3/18)

Local Education Agency: Williams Unified School District

Name of Industry Sector: Agriculture and Natural Resources

Name of Pathway(s): Agricultural Mechanics / Agriscience

Provide sufficient detail to justify the budget. The budget justification page(s) must provide all required information even if the items have already been identified and discussed in another section. For each expenditure type, list the associated costs. The scope and budget in this application must be consistent with the funding application submitted to Office of Public School Construction. Equipment without a 10 year life span are not eligible.

Expenditure Type	Cost
Construction Cost Estimate:	$2,863,403
Equipment Total Cost** (list expenditures on a separate spreadsheet. See below)	$232,532
Site Development Cost Estimate:	$207,352
Estimated Total Cost of Project	$ 3,303,287.00

****For Equipment Expenditures:** On a separate piece of 8/12 by 11 paper, list each equipment item using the following format:

Equipment Description	Make	Model	Quantity	Price	Subtotal
See Attached					

Equipment Total Cost: $ 232,532.00

State Funding Guidelines: Under Education Code Section 17078.72, the state grant maximum is $3 million for new construction and $1.5 million for modernization career technical education projects regardless of the total cost of the project.

Loan From the State: Under State Allocation Board Regulations Section 15859.194, LEAs may request a loan for their CTE projects from the Office of Public School Construction (OPSC). The loan repayment term will be ten years with interest. For more information, visit the OPSC website at http://www.dgs.ca.gov/opsc/Programs/careertechnicaleducationfacilitiesprogram.aspx

CAREER TECHNICAL EDUCATION FACILITIES
PROGRAM APPLICATION
Form B – Budget Justification/Detail Sheet (continued, page 1 of 2)

Equipment Description	Make	Model	Quantity	Price	Subtotal
Millermatic 211	Miller	907614	9	$1,279	$11,511
Maxstar 161	Miller	907711001	6	$2,305	$13,830
Dynasty 210	Miller	907685	3	$4,045	$12,135
Dynasty 210 Kits	Miller	301311	3	$1,400	$4,200
Plasma Table	Koike	1650	1	$15,000	$15,000
Drill Press	Ellis	9400	1	$3,285	$3,285
Air Compressor/Dryer	Ingersoll Rand	2545E10	1	$3,129	$3,129
Foot Shear	Jet	FS-1652J	1	$3,000	$3,000
Manual Brake	Jet	BP-1272	1	$3,239	$3,239
Bandsaw	Ellis	1800	1	$3,595	$3,595
Oxy/Act Carts	Airgas	Vic-1424	8	$750	$6,000
CNC Router Table	Laguna	Swift-0233	1	$12,595	$12,595
Welding Booths (see detail below)	Constructed by MJB Welding		9	-	$141,013

Equipment Total Cost $232,532

The equipment budget includes 9 – 4'x4' welding booths to be constructed/assembled. Each booth will include the following:

- Forward facing capture area Overhead capture area
- 2-220v outlets(wired to jbox on top of booths)
- 1-11Ov duplex receptacle(wired to jbox on top of booths) 2-gas outlet(argon, argon/co2)
- Powder coated in school color
- ¾"worktop
- Welding tree
- 2-shelves for mig and tig welders
- Made from 12 gauge mild steel
- Preset gascontrol adapter
- Inert gas hose and fittings

Form B - Budget Justification/Detail Sheet
(continued, p. 2 of 2)

Facilities Description and Cost

The CTE Facilities project targets modernization and remodeling of the Williams Jur/Senior High School Main Building into a Science wing of the high school, which includes both Ag Mechanics and Agriscience classrooms, labs, and the Ag Mechanics shop. Altogether, the new project will include a new shop, four science (two of which are part of this CTE project) classrooms, two labs (one of which is funded through this project), and an Ag Science lecture classroom. Specifically, an old woodshop/art space will be modernized and outfitted to serve as the Ag Mechanics shop, providing additional welding booths space, project layout space and state-of- the-art equipment. The new shop (3,440 sq ft) will be 1,270 sq feet larger than the current one and will have the use of an adjacent 4,158 sq ft enclosed yard. The exterior yard will allow for storage of materials and larger builds to take place. The Ag Mechanics shop and Science Wing will be interconnected to Ag Science classrooms, other science classrooms and break-out spaces so students and teach can move easily and quickly from classroom to shop space, as needed. This will create opportunities for collaboration between students, teachers and curriculum. The existing Ag Science classrooms will be transitioned to wet lab spaces, making them suitable for a full range of ag science instruction and experiments. This is particularly important for Ag Chemistry.

Because the entire Main Building Science wing needs renovation, plans for the entire wing are attached and construction for the entire wing, including the CTE components will take place as one project. The entire wing to be renovated includes a footprint of 9,833 square feet. The CTE component of that (the Ag Mechanics shop and connecting classroom, one wet lab for Ag Bio and Ag Chemistry, an office, and storage space) covers 7,496 square feet, representing 76% of the overall project. While it is expected that program expansion will require the use of at least one of the other science classrooms in the wing in the future, only the spaces outlined here are included in the amount requested in this CTE proposal.

The total cost of the CTE portion of the modernization is $3,303,287. WUSD is requesting $1,500,000 through this CTE Facilities proposal and the district will contribute the remaining $1,803,287 as a cash match, available through secured bond funding. Of course, WUSD is also funding the remaining cost to complete the science wing.

A detailed cost estimate provided by Landmark Construction is attached.

LANDMARK CONSTRUCTION

Project: WUSD CTE Grant Concept Budget
Owner: Williams USD
Representative:
Architect: DCA
Representative:
Delivery Method: TBD

DIVISION	DESCRIPTION	NOTES	Subcontractor	Labor	Materials	Equipment	Total	Site Development Breakout	Bldg Construction Breakout
							$ -	$ -	$ -
DIVISION 1	GENERAL REQUIREMENTS						$ -	$ -	$ -
01400	**Testing Labotatory Services**		$ 75,000.00				$ 75,000.00	$ 5,137.50	$ 69,862.50
01500	**Construction Facilities and Temporary Controls**						$ -	$ -	$ -
	Construction Facilities and Temporary Controls						$ -	$ -	$ -
	LMC Trailer					$ 4,200.00	$ 4,200.00	$ 287.70	$ 3,912.30
	Fuel, Phones, Fuel, Water etc.					$ 2,500.00	$ 2,500.00	$ 171.25	$ 2,328.75
	Power to Trailer					$ 1,500.00	$ 1,500.00	$ 102.75	$ 1,397.25
	Temporary Toilets					$ 4,200.00	$ 4,200.00	$ 287.70	$ 3,912.30
	Temp Power					$ 2,500.00	$ 2,500.00	$ 171.25	$ 2,328.75
	Storage Containers	2 each				$ 2,500.00	$ 2,500.00	$ 171.25	$ 2,328.75
	Temp Fence	1200LF				$ 2,500.00	$ 2,500.00	$ 171.25	$ 2,328.75
	Temp Drinking Water					$ 500.00	$ 500.00	$ 34.25	$ 465.75
01700	**Contract Close Out**							$ -	$ -
	Plans & Specification Reproduction					$ 500.00	$ 500.00	$ 34.25	$ 465.75
	Project Supervision	Super 7 Mos Full		$ 117,040.00			$ 117,040.00	$ 8,017.24	$ 109,022.76
	Project Foreman	4 Mos		$ 74,800.00			$ 74,800.00	$ 5,123.80	$ 69,676.20
	Project Management	PM 7 Mos 1/2 Time		$ 58,520.00			$ 58,520.00	$ 4,008.62	$ 54,511.38
	Project Director			$ 2,000.00			$ 2,000.00	$ 137.00	$ 1,863.00
	Project Administration	PE 7 Mos 1/2 Time		$ 33,880.00			$ 33,880.00	$ 2,320.78	$ 31,559.22
	Safety Manager					$ 1,000.00	$ 1,000.00	$ 68.50	$ 931.50
01720	Project Record Documents							$ -	$ -
	Preconstruction / Construction Cordination			$ 25,000.00			$ 25,000.00	$ 1,712.50	$ 23,287.50
								$ -	$ -

DIVISION	DESCRIPTION	NOTES	Subcontractor	Labor	Materials	Equipment	Total	Site Development Breakout	Bldg Construction Breakout
DIVISION 2	**Existing Conditions**								
	Survey		$ 2,500.00				$ 2,500.00	$ 2,500.00	
	Tree Protection		$ 5,000.00				$ 5,000.00	$ 5,000.00	
	Equipment Rental/Material Handling					$ 4,000.00	$ 4,000.00	$ 274.00	$ 3,726.00
	Final Cleaning		$ 4,000.00				$ 4,000.00	$ 274.00	$ 3,726.00
	Progess Cleaning & Dumpsters			$ 8,580.00		$ 4,500.00	$ 13,080.00	$ 895.98	$ 12,184.02
	Relocate One(1) portable to concrete foundations		$ 90,000.00				$ 90,000.00		$ 90,000.00

DIVISION	DESCRIPTION	NOTES	Subcontractor	Labor	Materials	Equipment	Total	Site Development Breakout	Bldg Construction Breakout
DIVISION 3	CONCRETE								
03100	Concrete Formwork		incl				$ -		
03200	Concrete Reinforcement		$ 5,000.00				$ 5,000.00	$ 5,000.00	
03300	Cast-in-place Concrete Footing for columns		$ 45,000.00				$ 45,000.00	$ 3,082.50	$ 41,917.50
034500	Precast Concrete						$ -		
	Anchor Bolts				$ 2,500.00		$ 2,500.00		$ 2,500.00
	Concrete Grout at Pump Building	TBD		$ 2,040.00	$ 500.00	$ 500.00	$ 3,040.00		$ 3,040.00
DIVISION 4	MASONRY								
	Not Used								
DIVISION 5	METALS								
051200	Structural Steel Framing						$ -		
053000	Metal Decking		incl				$ -		
055000	Metal Fabrications		incl				$ -		
055213	Pipe and Railings						$ -		
	Downspouts						$ -		
	Install Decorative Plates - 10 Each					$ 500.00	$ 500.00		$ 500.00
	Grouting Base Plates			$ 6,300.00			$ 6,300.00		$ 6,300.00
	Roof Deck Openings						$ -		
DIVISION 6	CARPENTRY								
061000	Rough Carpentry		$ 250,000.00				$ 250,000.00		$ 250,000.00
061733	Wood I-Joists		incl				$ -		
061800	Glue Laminated Construction		incl				$ -		
064023	Interior Architectural Woodwork		$ -				$ -		
	Window Sills								
066400	Plastic Paneling						$ -		
	Misc Blocking and Backing			$ 3,400.00	$ 400.00	$ 500.00	$ 4,300.00		$ 4,300.00
DIVISION 7	THERMAL AND MOISTURE PROTECTION								
072100	Thermal Insulation		$ 20,000.00				$ 20,000.00		$ 20,000.00
072713	Modified Bituminous Sheet Barriers		incl				$ -		
074100	remove and install new Comp. Roof		$ 175,000.00				$ 175,000.00		$ 175,000.00
074213	Metal Wall Panels		incl				$ -		

DIVISION	DESCRIPTION	NOTES	Subcontractor	Labor	Materials	Equipment	Total	Site Development Breakout	Bldg Construction Breakout
075400	Thermoplastic Membrane Roofing - PVC						$ -		
076200	Sheet Metal Flashing and Trim		incl				$ -		
077200	Roof Accessories						$ -		
079200	Joint Sealants		$ 10,000.00				$ 10,000.00	$ 685.00	$ 9,315.00
DIVISION 8	**DOORS AND WINDOWS**								
081113	Metal Doors & Frames		$ 80,000.00				$ 80,000.00		$ 80,000.00
081113	Install Doors, Frames and Hardware		$ 20,000.00				$ 20,000.00		$ 20,000.00
083113	Access Doors and Frames		$ 250.00				$ 250.00		$ 250.00
083323	Overhead Coing Doors		$ 32,000.00				$ 32,000.00		$ 32,000.00
084113	Aluminum-Framed Entrances and Strorefronts		$ 20,000.00				$ 20,000.00		$ 20,000.00
	Power Actuators		incl				$ -		
	Install Power Actuators		incl				$ -		
087100	Door Hardware		incl				$ -		
088000	Glazing		incl				$ -		
088000	Window install		$ 14,035.00				$ 14,035.00		$ 14,035.00
089000	Louvers and Vents		$ 1,000.00				$ 1,000.00		$ 1,000.00
DIVISION 9	**FINISHES**								
092900	Gypsum Wallboard		$ 23,500.00				$ 23,500.00		$ 23,500.00
	Blocking ect...		$ 5,800.00				$ 5,800.00		$ 5,800.00
095113	Acoustical Panel Ceilings		$ 12,000.00				$ 12,000.00		$ 12,000.00
096500	Seal Concrete Floor + Prep & Carpet		$ 10,000.00				$ 10,000.00		$ 10,000.00
099113	Painting		$ 80,000.00				$ 80,000.00		$ 80,000.00
	Patch back, finish and Trim @ Openings		$ 25,000.00				$ 25,000.00		$ 25,000.00

DIVISION	DESCRIPTION	NOTES	Subcontractor	Labor	Materials	Equipment	Total	Site Development Breakout	Bldg Construction Breakout
DIVISION 10	**SPECIALTIES**								
101100	Visual Display Units	NIC	$ -				$ -		
101400	Signage	Ellis & Ellis - 45 Ea	$ 2,904.00	$ 1,360.00			$ 4,264.00		$ 4,264.00
102113	Toilet Compartments	NIC	$ -				$ -		
102601	Wall and Corner Guards	ppp	$ -				$ -		
102800	Toilet and Bath Accessories	G.W. Associates	incl				$ -		
104413	Fire Extinguishers Cabinets	BL Wilcox	$ 550.00	$ 340.00			$ 890.00		$ 890.00
104416	Fire Extinguishers	BL Wilcox	incl				$ -		
DIVISION 11	**EQUIPMENT**								
115300	Laboratory Equipment	in Plumbing	incl						
DIVISION 12	**FURNISHINGS**								
122400	Window Shades	NIC							
DIVISION 13	**SPECIAL CONSTRUCTION**								
	Not Used								
DIVISION 14	**CONVEYING SYSTEMS**								
	Not Used								
DIVISION 21	**FIRE SUPPRESSION**	TBD							
211300	Sprinkler		$ 304,850.00				$ 304,850.00		$ 304,850.00
211300	Tank and Pump System		incl				$ -		
211300	ATS		$ 14,000.00				$ 14,000.00		$ 14,000.00
DIVISION 22	**PLUMBING**						$ -		
220130							$ -		
	Gas Rack & Specialties		$ 5,000.00				$ 5,000.00		$ 5,000.00
	Gas Pipiing	$40/FT	$ 18,000.00				$ 18,000.00		$ 18,000.00
	Eyewash		$ 20,000.00				$ 20,000.00		$ 20,000.00
DIVISION 23	**HVAC**								
	HVAC MLTP for Welding stations only		$ 315,000.00				$ 315,000.00		$ 315,000.00
	Comfort Cooling								
DIVISION 25	**INTERGRATED AUTOMATION**								
	Not Used								

DIVISION	DESCRIPTION	NOTES	Subcontractor	Labor	Materials	Equipment	Total	Site Development Breakout	Bldg Construction Breakout
DIVISION 26	**ELECTRICAL**								
260500	Common Work Results for Electrical		$ 550,000.00				$ 550,000.00		$ 550,000.00
263213	Deisel Particulate Filter		$ 31,750.00				$ 31,750.00		$ 31,750.00
	Electrical Starters at Welding Exhaust Fans		$ 16,000.00				$ 16,000.00		$ 16,000.00
DIVISION 27	**COMMUNICATION**								
	Not Used								
DIVISION 28	**ELECTRONIC SAFETY AND SECURITY**								
283100	Fire Detection and Alarm	In Div 26	incl						
DIVISION 31	**EARTHWORK**								

DIVISION	DESCRIPTION	NOTES	Subcontractor	Labor	Materials	Equipment	Total	Site Development Breakout	Bldg Construction Breakout
DIVISION 32	EXTERIOR IMPROVEMENTS								
	CLF Enclosure in Bldg A		$ 6,000.00				$ 6,000.00		$ 6,000.00
	Site Signage		$ 280.00				$ 280.00	$ 280.00	
	Bollards (from LB)	8 Ea	$ 7,000.00				$ 7,000.00	$ 7,000.00	
DIVISION 33	UTILITIES								
330513	Manholes and Structures		$ 136,200.00				$ 136,200.00	$ 136,200.00	
	Cost Subtotals		$ 2,432,619.00	$ 333,260.00	$ 3,400.00	$ 31,900.00	$ 2,801,179.00	$ 189,149.07	$ 2,612,029.93
	Bonds - 0.019	0.95%					$ 26,611.20	$ 1,796.92	$ 24,814.28
	Insurance -Risl	0.50%					**$ 14,005.90**	**$ 945.75**	**$ 13,060.15**
	Insurance - Lia	0.50%					**$ 14,005.90**	**$ 945.75**	**$ 13,060.15**
	OH & Profit	7.00%					$ 214,952.84	$ 14,514.65	$ 200,438.19
	Concept Total						$ 3,070,754.83	$ 207,352.13	$ 2,863,402.70
	Owner Controlled Contingency and Allowances								
	Contingency - 20%						**$ 614,150.97**	**$ 41,470.43**	**$ 572,680.54**
	Total Contingencies and Allowances						$ 614,150.97	$ 41,470.43	$ 572,680.54
	Budget w/ Contingency						$ 3,684,905.79	$ 248,822.55	$ 3,436,083.24
								6.75%	**93.25%**

Appendix A

Identify the industry sector, pathway, sequence of courses being considered and the CALPADS numbering

Industry Sector: Agriculture and Natural Resources

Pathway 1: Agricultural Mechanics

Sequence of Courses

Introductory:	Intro to Ag Bio	CALPADS #:	7100
Concentrator 1:	Practical Ag Mech	CALPADS #:	7121
Concentrator 2:		CALPADS #:	
Capstone:	Advanced Ag Mech	CALPADS #:	7122

Pathway 2: Agriscience

Sequence of Courses

Introductory:	Introduction to Ag Biology	CALPADS #:	7100
Concentrator 1:	Ag and Soil Chemistry	CALPADS #:	7131
Concentrator 2:		CALPADS #:	
Capstone:	Plant Science 20L-WCC	CALPADS #:	7132

Pathway 3: _____

Sequence of Courses

Introductory: _____ CALPADS #: _____

Concentrator 1: _____ CALPADS #: _____

Concentrator 2: _____ CALPADS #: _____

Capstone: _____ CALPADS #: _____

Williams Unified School District

2019-2020 **Daily Enrollment by School - 11/12/2019**

Report Totals

SCHOOL NAME	Transitional Kindergarten	Kindergarten	First Grade	Second Grade	Third Grade	TK-3	Fourth Grade	Fifth Grade	Sixth Grade	4-6	Seventh Grade	Eighth Grade	7-8	Ninth Grade	Tenth Grade	Eleventh Grade	Twelfth Grade	9-12	Total
Mid Valley Alter. High School						**0**				**0**			**0**		5	3	6	**14**	14
Williams Elementary School	18	98	97	88	96	**397**				**0**			**0**					**0**	397
Williams Independent Study						**0**				**0**			**0**	1		3	4	**8**	8
Williams Junior Senior High Schoo						**0**				**0**	105	107	**212**	115	92	92	82	**381**	593
Williams Upper Elementary						**0**	96	104	110	**310**			**0**					**0**	310
Total:	18	98	97	88	96	**397**	96	104	110	**310**	105	107	**212**	116	97	98	92	**403**	1322

Williams Elementary School

11/12/2019

2019-2020 **Discipline Distribution Report from 10/1/2019 to 10/31/2019** Page 1

Code # and Name	Total	Grade TK	K	1	2	3	Gender F	M	OGN	User3 Codes F	H
32 Absences, Excessive	4	-	-	2	-	2	-	4	0	-	-
WA 48900 (a)(1) Caused, Attempte	1	1	-	-	-	-	-	1	0	-	-
WL 48900 (k) Disruption, Defiance	2	2	-	-	-	-	-	2	0	-	-
Totals:	7	3	-	2	-	2	-	7	-	-	-

Williams Upper Elementary

11/12/2019

2019-2020 **Discipline Distribution Report from 10/1/2019 to 10/31/2019** Page 1

Code # and Name	Total	Grade 4	5	6	Gender F	M	OGN	User3 Codes F	H
WA 48900 (a)(1) Caused, Attempte	2	-	1	1	-	2	0	-	-
WH 48900 (g) Property Theft	1	-	1	-	-	1	0	-	-
WJ 48900 (i) Obscene Acts, Profar	2	1	1	-	-	2	0	-	-
WL 48900 (k) Disruption, Defiance	14	1	11	2	-	14	0	-	-
Totals:	19	2	14	3	-	19	-	-	-

Williams Junior Senior High School

11/12/2019

2019-2020 **Discipline Distribution Report from 10/1/2019 to 10/31/2019** Page 1

Code # and Name		Total	Grade						Gender			User3 Codes	
			7	8	9	10	11	12	F	M	OGN	F	H
33	Academic Code Violation (Che:	2	-	-	-	-	1	1	-	2	0	-	-
63	Information	1	1	-	-	-	-	-	-	1	0	-	-
76	School Rules, Violation of	21	5	9	5	1	1	-	5	16	0	-	1
80	Tardy	251	50	32	52	43	44	30	87	164	0	-	17
95	Other	5	-	2	-	-	2	1	3	2	0	-	-
WA	48900 (a)(1) Caused, Attempte	6	1	1	1	1	1	1	2	4	0	-	-
WB	48900 (a)(2) Used Force or Vio	2	1	-	-	-	-	1	1	1	0	-	2
WJ	48900 (i) Obscene Acts, Profar	7	5	2	-	-	-	-	-	7	0	-	2
WL	48900 (k) Disruption, Defiance	73	11	13	7	18	17	7	32	41	0	1	5
WS	48900 (q) Hazing	3	-	-	1	2	-	-	-	3	0	-	-
WV	48900.2 Sexual Harassment	2	-	2	-	-	-	-	-	2	0	-	1
	Totals:	373	74	61	66	65	66	41	130	243	-	1	28

Mid Valley Alter. High School

11/12/2019

2019-2020 **Discipline Distribution Report from 10/1/2019 to 10/31/2019** Page 1

Code # and Name		Total	Grade			Gender			User3 Codes	
			10	11	12	F	M	OGN	F	H
80	Tardy	3	-	3	-	-	3	0	-	-
WL	48900 (k) Disruption, Defiance	3	3	-	-	-	3	0	-	-
	Totals:	6	3	3	-	-	6	-	-	-

CALIFORNIA DEPARTMENT OF EDUCATION

14.1

TONY THURMOND
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

1430 N STREET, SACRAMENTO, CA 95814-5901 • 916-319-0800 • WWW.CDE.CA.GOV

RECEIVED
OCT 21 2019
WILLIAMS UNIFIED SCHOOL DISTRICT

October 16, 2019

Dr. Edgar R. Lampkin
499 Marguerite Street, Suite C
Williams, CA 95987

SUBJECT: AERONAUTICS REVIEW FOR PROPOSED SCHOOL SITE

Dear Dr. Lampkin:

In accordance with Education Code Section 17215, The California Department of Transportation, Division of Aeronautics has investigated potential sites for a school. The proposed sites are located to the west of 1500 E Street, in Williams CA and to the east of 1500 E Street, in Williams CA.

According to the Department of Transportation letter dated October 16, 2019, regarding the site west of 1500 E Street: "based upon our evaluation of existing conditions and planned development, Caltrans has no objection to the establishment of the proposed school site."

According to the Department of Transportation letter dated October 16, 2019, regarding the site east of 1500 E Street: "based upon our evaluation of existing conditions and planned development, Caltrans has no objection to the establishment of the proposed school site."

Please see attached letter for more information.

If you have further questions, please contact me at (916) 445-4889 or by email at bboyd@cde.ca.gov

Sincerely,

Bryan D. Boyd , Ed.D.

attachments

DEPARTMENT OF TRANSPORTATION
DIVISION OF AERONAUTICS – M.S.#40
1120 N STREET
P. O. BOX 942874
SACRAMENTO, CA 94274-0001
PHONE (916) 654-4959
FAX (916) 653-9531
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Making Conservation a California Way of Life.

October 16, 2019

Mr. Brian Boyd, Field Consultant
School Facilities and Transportation Services Division
California Department of Education
1430 N Street
Sacramento, CA 95814-5901

Dear Mr. Boyd:

In response to your request received September 4, 2019, and Section 17215 of the California Education Code (EC), the California Department of Transportation (Caltrans), Division of Aeronautics, has evaluated the proposed Kindergarten through grade-five elementary school site located "east of 1404 E Street," in Williams, approximately 8,365 feet northeast of the nearest point of Runway 16/34 at Williams Gliderport (CN12) and 2,764 feet from the nearest point of Runway 16/34 at the Caldwell Flying Service Airstrip (Airstrip).

Pursuant to EC section 17215, our analysis was conducted in accordance with Title 21, California Code of Regulations (CCR), section 3570. Caltrans also considered the California Airport Land Use Planning Handbook (Handbook), our files, and other publications relating to aircraft operations at the airport. The County of Colusa Airport Land Use Commission (ALUC)and the airport owner were given an opportunity to comment. The ALUC's and the airport owner's comments were considered and incorporated into this review.

CN12 is permitted as a Special-Use airport, with one runway (16/34) 2,500 feet in length, and no published instrument approaches. As a private Special-Use airport, CN12 is not open to the public, thus limiting aircraft operations to those aircraft based on the field or allowed by the owner. With seven single engine aircraft, two multi-engine aircraft, and over 50 gliders, weekends at CN12 can get busy, however, the majority of traffic consists of low volume glider traffic. The airport traffic patterns are standard left traffic for Runway 16 and non-standard right traffic for Runway 34 at 800 feet above ground level. Takeoffs are only made to the north (Runway 34). All traffic departs to the north, but landing traffic may be to the north or to the south.

The Airstrip is an exempt agricultural airport, with one runway (16/34) 2,200 feet in length. As an exempt agricultural airport, the Airstrip is not open to the public, limiting aircraft operations to those agricultural aircraft based on the field. Agricultural aircraft operate on a seasonal basis with the number of operations varying widely thoughout the year. The airport traffic pattern for Runway 16 is non-standard right traffic with standard left hand traffic to Runway 34, keeping aircraft to the west and from overflying the City of Williams.

Using criteria in the CCR for runways shorter than 6,000 feet, the proposed site would lie within the Airstrip's Safety Zone 6, the Traffic Pattern Zone (TPZ), but is not within any safety zones for

CN12. The proposed school site should not be subjected to many over-flights as the traffic patterns for both airports are on the opposite side of the runway from the proposed site. Our evaluation revealed no condition that would create an undue hazard.

According to the Handbook Figure 4G, children's schools should be limited in the TPZ. The Handbook's description of the term "limit" is a use that may be acceptable with limitations on density or intensity. If the school site is acquired, this figure indicates that the maximum persons per acre to occupy the sites are 300, but large stadiums and similar uses should be avoided.

No Community Noise Equivalent Level 65 decibel (dB) noise contour evaluations have been recorded for either CN12 or the Airstrip. With noise abatement procedures in effect at both airports diverting traffic away from the proposed site aircraft noise should be minimized. While not subject to high cumulative levels of noise, the proposed school site may be subject to occasional individual noise events. Nonetheless, aircraft noise should not be a significant problem at this proposed school site. The Handbook (Chapter 4, Subsection 4.1, page 4-1 through 4-12) provides guidance to counties, local agencies, and public and private schools for developing noise compatibility policies. Children's schools are especially sensitive to noise, and the Handbook encourages developers of schools to remain within 45 dB for interior noise.

Furthermore, the California Public Utilities Code (PUC) sections 21658 and 21659 prohibit the construction of any structure that could constitute a hazard to air navigation, per Federal Aviation Regulation (FAR) Part 77. To provide an ample margin of safety for normal aircraft operations, the FAR limits the height of structures and objects including but not limited to: buildings, antennas, objects like trees, cell towers, and construction cranes proposed for use on either a temporary or permanent basis. If the Williams Unified School District proposes the use of any object or structure exceeding the FAR Part 77, 50:1 height limitation, they will be required to file a Form 7460-1 – *Notice of Proposed Construction or Alteration*, with the FAA.

While there is generally a low risk of an accident occurring at the proposed school site, the potential consequences of any accident could be severe. Caltrans cannot guarantee the safety of this or any site. However, based upon our evaluation of existing conditions and planned development, Caltrans has no objection to the establishment of the proposed school site.

This Caltrans recommendation is furnished pursuant to EC section 17215. This recommendation does not relieve the sponsor of compliance responsibilities relating to any law, ordinance, or regulation of any federal, State, or local government body, nor does it constitute Caltrans approval relative to the PUC, the CCR, and other State statutory or regulatory codes.

Additionally, PUC sections 21670 through 21679.5 establish a mandated process to implement airport land use laws throughout the State. Pertinent portions of PUC section 21670(a) state that it is "in the public interest to provide for the orderly development of each public use airport in this state and . . . to prevent the creation of new noise and safety problems." These sections require the creation of ALUCs within the counties, set forth the commissions' powers and duties, and call for the adoption of land use measures around the vicinity of public-use airports. Section 21670(f) specifically states that school districts are included among the local

agencies that are subject to airport land use laws and other requirements of the PUC. School site acquisitions pursuant to EC section 17215 must comply with the above PUC sections.

If the proposed site is approved, it must be acquired by October 16, 2024, or another site evaluation by Caltrans will be required prior to acquisition of the proposed school site. If you have questions or require further assistance, please contact me at (916) 654-5450 or via email at christopher.brooks@dot.ca.gov.

Sincerely,

CHRISTOPHER BROOKS
Aviation Safety Officer

DEPARTMENT OF TRANSPORTATION
DIVISION OF AERONAUTICS – M.S.#40
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Making Conservation a California Way of Life.

October 16, 2019

Mr. Brian Boyd, Field Consultant
School Facilities and Transportation Services Division
California Department of Education
1430 N Street
Sacramento, CA 95814-5901

Dear Mr. Boyd:

In response to your request received September 4, 2019, and Section 17215 of the California Education Code (EC), the California Department of Transportation (Caltrans), Division of Aeronautics, has evaluated the proposed Kindergarten through grade-five elementary, grade six though eight, or grade nine through twelve school site located west of 1500 E Street, in Williams, approximately 8,615 feet northeast of the nearest point of Runway 16/34 at Williams Gliderport (CN12) and 2,205 feet from the nearest point of Runway 16/34 at the Caldwell Flying Service Airstrip (Airstrip).

Pursuant to EC section 17215, our analysis was conducted in accordance with Title 21, California Code of Regulations (CCR), section 3570. Caltrans also considered the California Airport Land Use Planning Handbook (Handbook), our files, and other publications relating to aircraft operations at the airport. The County of Colusa Airport Land Use Commission (ALUC)and the airport owner were given an opportunity to comment. The ALUC's and the airport owner's comments were considered and incorporated into this review.

CN12 is permitted as a Special-Use airport, with one runway (16/34) 2,500 feet in length, and no published instrument approaches. As a private Special-Use airport, CN12 is not open to the public, thus limiting aircraft operations to those aircraft based on the field or allowed by the owner. With seven single engine aircraft, two multi-engine aircraft, and over 50 gliders, weekends at CN12 can get busy, however, the majority of traffic consists of low volume glider traffic. The airport traffic patterns are standard left traffic for Runway 16 and non-standard right traffic for Runway 34 at 800 feet above ground level. Takeoffs are only made to the north (Runway 34). All traffic departs to the north, but landing traffic may be to the north or to the south.

The Airstrip is an exempt agricultural airport, with one runway (16/34) 2,200 feet in length. As an exempt agricultural airport, the Airstrip is not open to the public limiting aircraft operations to those agricultural aircraft based on the field. Agricultural aircraft operate on a seasonal basis with the number of operations varying widely thoughout the year. The airport traffic pattern for runway 16 is non-standard right traffic with standard left hand traffic to Runway 34, keeping aircraft to the west and from overflying the City of Williams.

Using criteria in the CCR for runways shorter than 6,000 feet, the proposed site would lie within the Airstrip's Safety Zone 6, the Traffic Pattern Zone (TPZ), but is not within any safety zones for CN12. The proposed school site should not be subjected to many over-flights as the traffic patterns for both airports are on the opposite side of the runway from the proposed site. Our evaluation revealed no condition that would create an undue hazard.

According to the Handbook Figure 4G, children's schools should be limited in the TPZ. The Handbook's description of the term "limit" is a use that may be acceptable with limitations on density or intensity. If the proposed school site is acquired, this figure indicates that the maximum persons per acre to occupy the sites is 300, but large stadiums and similar uses should be avoided.

No Community Noise Equivalent Level 65 decibel (dB) noise contour evaluations have been recorded for either CN12 or the Airstrip. With noise abatement procedures in effect at both airports diverting traffic away from the proposed site, aircraft noise should be minimized. While not subject to high cumulative levels of noise, the proposed school site may be subject to occasional individual noise events. Nonetheless, aircraft noise should not be a significant problem at this proposed school site. The Handbook (Chapter 4, Subsection 4.1, page 4-1 through 4-12) provides guidance to counties, local agencies, and public and private schools for developing noise compatibility policies. Children's schools are especially sensitive to noise, and the Handbook encourages developers of schools to remain within 45 dB for interior noise.

Furthermore, the California Public Utilities Code (PUC) sections 21658 and 21659 prohibit the construction of any structure that could constitute a hazard to air navigation, per Federal Aviation Regulation (FAR) Part 77. To provide an ample margin of safety for normal aircraft operations, the FAR limits the height of structures and objects including but not limited to: buildings, antennas, objects like trees, cell towers, and construction cranes proposed for use on either a temporary or permanent basis. If the Williams Unified School District proposes the use of any object or structure exceeding the FAR Part 77, 50:1 height limitation, it will be required to file a Form 7460-1 – *Notice of Proposed Construction or Alteration*, with the FAA.

While there is generally a low risk of an accident occurring at the proposed school site, the potential consequences of any accident could be severe. Caltrans cannot guarantee the safety of this or any site. However, based upon our evaluation of existing conditions and planned development, Caltrans has no objection to the establishment of the proposed school site.

This Caltrans recommendation is furnished pursuant to EC section 17215. This recommendation does not relieve the sponsor of compliance responsibilities relating to any law, ordinance, or regulation of any federal, State, or local government body, nor does it constitute Caltrans approval relative to the PUC, the CCR, and other State statutory or regulatory codes.

Additionally, PUC sections 21670 through 21679.5 establish a mandated process to implement airport land use laws throughout the State. Pertinent portions of PUC section 21670(a) state that it is "in the public interest to provide for the orderly development of each public use airport in this state and . . . to prevent the creation of new noise and safety problems." These sections require the creation of ALUCs within the counties, set forth the commissions' powers

and duties, and call for the adoption of land use measures around the vicinity of public-use airports. Section 21670(f) specifically states that school districts are included among the local agencies that are subject to airport land use laws and other requirements of the PUC. School site acquisitions pursuant to EC section 17215 must comply with the above PUC sections.

If the proposed site is approved, it must be acquired by October 16, 2024, or another site evaluation by Caltrans will be required prior to acquisition of the proposed school site. If you have questions or require further assistance, please contact me at (916) 654-5450 or via email at christopher.brooks@dot.ca.gov.

Sincerely,

CHRISTOPHER BROOKS
Aviation Safety Officer