



Santa Cruz County Board of Education • 400 Encinal Street, Santa Cruz, CA 95060 • Tel (831) 466-5900 • [www.santacruzcoe.org](http://www.santacruzcoe.org)  
Ms. Jane Royer Barr • Ms. Rose Filicetti • Ms. Sandra Nichols • Ms. Sue Roth • Mr. Dana Sales  
Mr. Abel Sanchez • Mr. Bruce Van Allen

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**Santa Cruz County Board of Education  
Regular Board Meeting  
Thursday May 16, 2019  
4:00 p.m.  
Board Room**

**AGENDA**

**1. CALL TO ORDER, ROLL CALL AND ESTABLISHMENT OF QUORUM**

Dana Sales (President), Jane Royer Barr, Rose Filicetti, Sandra Nichols, Sue Roth, Abel Sanchez,  
Bruce Van Allen  
Faris Sabbah, Secretary

**2. PLEDGE OF ALLEGIANCE**

Superintendent Sabbah (Secretary) will lead the Pledge of Allegiance.

**3. APPROVAL OF AGENDA**

Agenda deletions and/or changes of sequence will be approved or the agenda will be approved as submitted.

**4. PUBLIC COMMENT**

This is an opportunity for the public to address the Board regarding items not on the agenda. The Board President will recognize any member of the audience not previously placed on the agenda who wishes to speak on a matter directly related to school business. Each speaker, on any specific topic, may speak up **three (3) minutes** unless otherwise limited or extended by the President. The President may allot time to those wishing to speak but no action will be taken on matters presented (EDC § 35145.5). If appropriate, the President, or any Member of the Board, may direct that a matter be referred to the Superintendent's Office for placement on a future agenda. Please refer to item, Please Note, on the last item of this agenda.

**5. CONSENT AGENDA**

All items appearing on consent agenda are recommended actions which are considered to be routine in nature and will be acted upon as one motion. Specific items may be removed for separate consideration. Item(s) removed will be considered immediately following the consent agenda motion as Deferred Consent Items.

- 5.0.1 Minutes of the Regular Board Meeting held on April 18, 2019
- 5.0.2 Routine Budget Revisions
- 5.0.3 Donations
- 5.0.4 Treasurer's Quarterly Report
- 5.0.5 Surplus Items

**5.1. DEFERRED CONSENT ITEMS (if required)**

This item is placed on the agenda to address any items that might be pulled from Agenda Item 5.0 for further discussion/consideration if so determined.

**6. CORRESPONDENCE**

Correspondence will be available for review at the meeting location.

**7. REPORTS, DISCUSSIONS, AND PRESENTATIONS**

**7.1 Oasis High School Distinguished Students Recognition**

Students from Oasis High School will be recognized for their outstanding performance throughout the 2018-2019 school year.

Presenters: Jeanne Milnes, Oasis High School  
John Rice, Director, Alternative Education Programs

**7.2 Outstanding Educator Recognition Awards**

Each year, the Santa Cruz County Board of Education celebrates the accomplishments of teachers, classified employees, and administrators. Award recipients are nominated by their peers, and will be awarded a plaque of outstanding achievement by Superintendent Faris Sabbah.

Award Recipients: Ulli Kummerow, Principal, Radcliff Elementary, PVUSD  
Ethan Ducker, Teacher, Santa Cruz Gardens Elementary, SUESD  
Sheryl Andersen, Classified Employee, Shoreline Middle School, LOSD  
Amanda Reilly, Counselor, Harbor High School, SCCS

Presenters: Jivan Dhaliwal, Associate Superintendent, Educational Services  
Dr. Faris Sabbah, County Superintendent of Schools

**7.3 Plan to Upgrade Audio/Visual Equipment in Large COE Conference Rooms**

Jason Borgen will give a brief presentation on creating model learning environments at the Santa Cruz County Office of Education by upgrading the technology equipment of large COE conference rooms.

Presenter: Jason Borgen, Chief Technology Officer, COE

**7.4 Outreach Plan for Cypress Charter**

In accordance with the Board's request, the Board will receive a report on Santa Cruz County Cypress Charter High School's outreach plan to increase enrollment for the 2019-2020 school year.

Presenters: Dr. Faris Sabbah, Superintendent of Schools  
Megan Tresham, Principal, Santa Cruz County Cypress Charter High School

**8. PUBLIC HEARINGS, NEW BUSINESS, AND ACTION ITEMS**

**8.1 Approve Santa Cruz County Office of Education 2019-2020 Calendar**

The Board will be asked to approve the Santa Cruz County Office of Education Calendar for the 2019-2020 school year.

Presenter: Jivan Dhaliwal, Associate Superintendent, Educational Services

Call for Motion: Dana Sales (President)

**8.2 Approve Alternative Education 2019-2020 Calendar**

The Board will be asked to approve the Alternative Education Calendar for the 2019-2020 school year.

Presenter: John Rice, Director, Alternative Education Programs

Call for Motion: Dana Sales (President)

**8.3 Approve Work Experience Education (WEE) Program**

Per EDC § 51775, the Secondary District Plan and Application for the Work Experience Education (WEE) Program must be reviewed every three years. The Board will be asked to approve this program.

Presenters: Leta Vandenheuvel, Work Experience Coordinator, COE  
John Rice, Director, Alternative Education Programs

Call for Motion: Dana Sales (President)

**Santa Cruz County Board of Education**

Regular Meeting

May 16, 2019

**9. SUPERINTENDENT'S REPORT**

County Superintendent of Schools, Dr. Faris M. Sabbah, will provide an update on activities and matters of interest.

**10. TRUSTEE REPORTS (3 minutes each)**

Trustees will report on matters, events, and activities as related to Board goals of: Advocating for students, maintaining community relations, and promoting student achievement.

**11. AD HOC COMMITTEE REPORTS/ACTIONS (if any)**

**12. ADDITIONS, IF ANY, TO FUTURE BOARD AGENDA ITEMS**

**13. SCHEDULE OF MEETINGS AND COMING EVENTS**

Santa Cruz County Math Contest  
Aptos High School  
Saturday May 11, 2019  
8:45 a.m. - 11:00 a.m.

Queer Youth Leadership Awards  
San Lorenzo Valley High School  
7105 Hwy 9, Felton, CA 95018  
Saturday May 11, 2019  
5:30 p.m. - 8:30 p.m.

Santa Cruz County Math Contest Awards Ceremony  
Santa Cruz County Office of Education, Tech Center  
May 14, 2019  
5:00 p.m. - 6:30 p.m.

Career Advancement Charter Graduation  
Sequoia Academy  
319 La Fonda Avenue, Santa Cruz CA 95062  
May 29, 2019  
5:00 p.m.

Graduations  
Portuguese Hall, 216 Evergreen St, Santa Cruz, CA 95060  
June 4, 2019  
10:00 a.m. - 4:00 p.m.

Graduations  
Portuguese Hall, 216 Evergreen St, Santa Cruz, CA 95060  
June 5, 2019  
9:00 a.m. - 3:00 p.m.

Graduations  
Sequoia Academy, 319 La Fonda Avenue, Santa Cruz CA 95062  
June 6, 2019  
9:00 a.m. - 3:00 p.m.

**Santa Cruz County Board of Education**

Regular Meeting

May 16, 2019

2019 Foster & Homeless Education Summit  
Monterey Peninsula College, Lecture Forum 103  
980 Fremont St., Monterey CA 93940  
June 12, 2019  
8:30 a.m. - 4:00 p.m

Regular Meeting of the Santa Cruz County Board of Education  
400 Encinal Street, Santa Cruz, CA 95060  
June 20, 2019  
4:00 p.m.

**14. ADJOURNMENT**

The Board President will adjourn the meeting.

**Santa Cruz County Board of Education**

Regular Meeting

May 16, 2019

**PLEASE NOTE:**

**Public Participation:**

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**Backup Documentation:**

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**ADA Compliance:**

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## SANTA CRUZ COUNTY BOARD OF EDUCATION

### AGENDA ITEM

**Board Meeting Date:** May 16, 2019

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**Action**

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**Information**

**TO:** Dr. Faris Sabbah, County Superintendent of Schools

**FROM:** Administrative Department

**SUBJECT:** Regular Board Meeting Minutes of April 18, 2019

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#### BACKGROUND

Consent Agenda items are recommended for approval as actions routine in nature and acted upon as one motion. Specific items may be removed for specific consideration.

#### SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:

Board approval of April 18, 2019 Minutes.

#### FUNDING IMPLICATIONS

None.



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Mr. Abel Sanchez • Mr. Bruce Van Allen

**Santa Cruz County Board of Education**  
**Regular Board Meeting**  
**Thursday April 18, 2019**  
**4:00 p.m.**  
**Board Room**

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**UNAPPROVED MINUTES**

**1. CALL TO ORDER, ROLL CALL AND ESTABLISHMENT OF QUORUM**

Board Present

Rose Filicetti  
Sandra Nichols  
Sue Roth  
Dana Sales  
Abel Sanchez  
Bruce Van Allen  
Faris Sabbah (Secretary)

Staff Present

Jivan Dhaliwal  
Mary Hart  
Sage Leibenson

Absent

Jane Royer Barr

**2. PLEDGE OF ALLEGIANCE**

Superintendent Sabbah led the Pledge of Allegiance.



## **Santa Cruz County Board of Education**

Minutes, Regular Meeting

April 18, 2019

### **3. APPROVAL OF AGENDA**

Agenda deletions and/or changes of sequence will be approved or the agenda will be approved as submitted.

It was M.S.C. (Roth/Van Allen) to approve the agenda.

Ayes:	Nichols, Roth, Sales, Van Allen
Nays:	None
Abstain:	None
Absent:	Barr, Filicetti, Sanchez

### **4. PUBLIC COMMENT**

Rocco Cappalla expressed his concern about transitions in staff at the Santa Cruz County Office of Education and emphasized the importance in maintaining momentum in the County science initiative.

### **5. CONSENT AGENDA**

- 5.0.1. Minutes of the Regular Board Meeting held on March 21, 2019
- 5.0.2. Routine Budget Revisions
- 5.0.3. Donations
- 5.0.4. Surplus Items

It was M.S.C. (Van Allen/Nichols) to approve the consent agenda.

Ayes:	Nichols, Roth, Sales, Van Allen
Nays:	None
Abstain:	None
Absent:	Barr, Filicetti, Sanchez

Trustee Sanchez arrived at 4:10 p.m.

#### **5.1. DEFERRED CONSENT ITEMS (if required)**

None.

### **6. CORRESPONDENCE**

None.

### **7. PUBLIC HEARINGS, NEW BUSINESS, AND ACTION ITEMS**

#### **7.1 New Business**

Rory Bruce, President of CSEA Chapter #484, "sunshined" proposed language to update Article 7 regarding Organizational Security, Article 15 regarding Assignments & Transfers, and Article 21 regarding Professional Growth for the 2019-2020 Classified Employee Unit Agreement to the Santa Cruz County Superintendent of Schools.

**Santa Cruz County Board of Education**

Minutes, Regular Meeting

April 18, 2019

**7.2 Adopt Resolution #19-03, Day of the Teacher**

Education Code, Section 372229(a), specifies the Second Wednesday in May as the Day of the Teacher, a day having special significance. All public schools and educational institutions are encouraged to observe those days, and, specifically on the Day of the Teacher, conduct exercises commemorating and directing attention to the teachers and the teaching profession.

It was M.S.C. (Van Allen/Roth) to approve Resolution #19-03, Day of the Teacher.

Ayes:	Nichols, Roth, Sales, Sanchez, Van Allen
Nays:	None
Abstain:	None
Absent:	Barr, Filicetti

**7.3 Adopt Resolution #19-04, Classified Employees Week**

California Senate Bill 1552, passed in 1984, decreed the third full week in May as California School Employees' Week in official recognition of the services and dedication of classified school employees.

It was M.S.C. (Nichols/Sanchez) to approve Resolution #19-04, Classified Employees Week.

Ayes:	Nichols, Roth, Sales, Sanchez, Van Allen
Nays:	None
Abstain:	None
Absent:	Barr, Filicetti

Trustee Filicetti arrived at 4:27 p.m.

**7.4 Adopt Resolution #19-05, Prop 58 and English Learner Roadmap**

The Board is encouraged by the California Department of Education to Recognize April as National Bilingual/Multilingual Learner Advocacy Month (California House Resolution 690), and will be asked to consider adopting a Resolution in Support of CA Proposition 58 and the English Learner Roadmap.

It was M.S.C. (Nichols/Sanchez) to approve Resolution #19-05, Prop 58 and EL Roadmap.

Ayes:	Filicetti, Nichols, Roth, Sales, Sanchez, Van Allen
Nays:	None
Abstain:	None
Absent:	Barr

## **Santa Cruz County Board of Education**

Minutes, Regular Meeting

April 18, 2019

### **7.5 Adopt Resolution #19-06, 2020 Census**

Joseph Watkins of Community Action Board gave a brief presentation on the Community Action Board of Santa Cruz County's recent initiatives regarding the 2020 Census Count and asked the Board to adopt a resolution (Resolution 19-06) in support of this initiative.

It was M.S.C. (Nichols/Filicetti) to approve Resolution #19-06, 2020 Census.

Ayes:	Filicetti, Nichols, Roth, Sales, Sanchez, Van Allen
Nays:	None
Abstain:	None
Absent:	Barr

### **7.6 Santa Cruz County Cypress Charter High School (Resolution #19-07)**

The Santa Cruz County Board of Education was asked to either approve (Resolution #19-07) or deny the creation of a charter school in Live Oak (Santa Cruz County Cypress Charter High School).

Associate Superintendent of Educational Services, Jivan Dhaliwal, explained the process of the Santa Cruz County Office of Education followed in reviewing the Charter Petition, provided the legal context of charter petition review, and revealed the recommendations from staff.

Subsequently, the Charter Petitioners had three (3) minutes to make a presentation on the charter petition. Following the Petitioner's comments, the Board announced that they would allow anyone in the audience to make a public comment, but there were none.

The Board then had an opportunity to ask questions of the Petitioners. Trustee Sanchez, Chair of the County Charter Subcommittee, shared that the Committee was in unanimous agreement to recommend Resolution #19-07 be approved, authorizing the creation of the charter.

The Board requested that the following language within Resolution #19-07 be deleted because COE Staff did not locate any deficiencies within the petition and there is no Operational MOU required for the approval of the petition:

***"WHEREAS, Notwithstanding the deficiencies set forth in the Staff Report, it is the determination of the County Board that such deficiencies can be addressed with the Charter School through an operational memorandum of understanding ("Operational MOU") setting forth obligations of the Charter School to address and remedy the identified deficiencies."***

It was M.S.C. (Filicetti/Van Allen) to approve Resolution #19-07 as amended, authorizing Santa Cruz County Cypress Charter High School.

Ayes:	Filicetti, Nichols, Roth, Sales, Sanchez, Van Allen
Nays:	None
Abstain:	None
Absent:	Barr

## **Santa Cruz County Board of Education**

Minutes, Regular Meeting

April 18, 2019

### **7.7     Expulsion Appeal**

The Santa Cruz County Board of Education conducted a closed hearing regarding Scotts Valley Unified School District's (SVUSD) decision to expel a student (Pupil Appeal #19-01). The Board was asked to either approve or deny the appeal of SVUSD's decision. The motion was called for in closed session.

In open session, President Sales reported out that it was M.S.C. (Roth/Filicetti) to affirm the Governing Board's decision to expel a student (Pupil Appeal #19-01).

Ayes:	Filicetti, Nichols, Roth, Sales, Van Allen
Nays:	Sanchez
Abstain:	None
Absent:	Barr

### **8.     SUPERINTENDENT'S REPORT**

County Superintendent of Schools, Faris Sabbah, provided an update on activities and matters of interest that have occurred since March 21, 2019.

### **9.     TRUSTEE REPORTS (3 minutes each)**

Trustee Filicetti attended the a Chamber of Commerce Luncheon which featured a speech by Jimmy Panetta. She also attended and event from the Panetta Lecture Series and met with Brandon Napoli, the new Director of the Small Business Development Center at Cabrillo College.

Trustee Roth attended the April SCCOE Board Agenda committee meeting. She also attended the Annual Meeting of Girl Scouts of California's Central Coast and was re-elected as VP. She also attended the SCCOE Board Charter subcommittee meeting concerning Santa Cruz County Cypress Charter High School.

Trustee Nichols attended an informational fundraiser for "Girls Inc." at Chaminade Resort, a supportive program for girls in middle and high schools, dedicated to mentoring these young women into beliefs that they can go to college and do public speaking with self-confidence. She also attended a meeting of a group of community members and 2 city council members that addressed issues of parking, transportation, and housing.

### **10.    AD HOC COMMITTEE REPORTS/ACTIONS (if any)**

None.

### **11.    ADDITIONS, IF ANY, TO FUTURE BOARD AGENDA ITEMS**

None.

### **12.    SCHEDULE OF MEETINGS AND COMING EVENTS**

Student Author's Fair  
Capitola Mall  
1855 41st Avenue, Capitola, CA 95010  
May 4, 2019  
10:00 a.m. - 3:00 p.m.

## **Santa Cruz County Board of Education**

Minutes, Regular Meeting

April 18, 2019

Santa Cruz County Math Contest  
Aptos High School  
Saturday May 11, 2019  
8:45 a.m. - 11:00 a.m.

Queer Youth Leadership Awards  
San Lorenzo Valley High School  
7105 Hwy 9, Felton, CA 95018  
Saturday May 11, 2019  
5:30 p.m. - 8:30 p.m.

Regular Meeting of the Santa Cruz County Board of Education  
400 Encinal Street, Santa Cruz, CA 95060  
May 16, 2019  
4:00 p.m.

### **13. ADJOURNMENT**

President Sales adjourned the meeting at 6:54 p.m.

## **Santa Cruz County Board of Education**

Minutes, Regular Meeting

April 18, 2019

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## SANTA CRUZ COUNTY BOARD OF EDUCATION

### AGENDA ITEM

**Board Meeting Date:** May 16, 2019

☒ **Action**

☐ **Information**

**TO:** Dr. Faris Sabbah, County Superintendent of Schools

**FROM:** Business/Administration Departments

**SUBJECT:** Routine Budget Revisions

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#### **BACKGROUND**

Detailed revisions and narrative follow this page.

#### **SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:**

Board approval of routine budget revisions.

#### **FUNDING IMPLICATIONS**

Adjusts 2018-2019 Spending Plan.




BOARD OF EDUCATION  
Ms. Jane Royer Barr  
Ms. Rose Filicetti  
Ms. Sandra Nichols  
Ms. Sue Roth  
Mr. Dana M. Sales  
Mr. Abel Sanchez  
Mr. Bruce Van Allen

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## MEMO

DATE: May 16, 2019

TO: Santa Cruz County Board of Education  
Dr. Faris Sabbah, County Superintendent of Schools

FROM: Mary Hart   
Deputy Superintendent, Business Services  
Jean Gardner  
Senior Director of Fiscal Services

RE: March Budget Revisions

Budget revisions in March reflected an increase in projected revenues in the amount of **\$34,712** and an increase in expenditures in the amount of **\$88,809**, resulting in a net decrease to fund balance of **\$54,097**

There were adjustments made to revenue, salaries, benefits, services and supplies necessary to more closely match projected estimates for the year, which were the result of communications with departments and fiscal analysis. The majority of the increases in revenue and expense were from increases to the School-Based Medical Administrative Activities pass-thru budget, a deferral of the Career Technical Education Incentive Grant to an amount we expect to spend this fiscal year, an adjustment to the source of Special Education revenue from State to Property Taxes and an increase in Capital Outlay for new technology equipment for the conference rooms.

Should you have any questions, please feel free to contact us.

MH:rao  
4 attachments

CC: Rebecca Olker



Santa Cruz County Office of Education  
Budget Variance Summary for April, 2019  
May 16, 2019 Board Meeting

	2018-2019	2018-19	APRIL		2018-19
Description	Adopted Budget	Board Meeting 04/18/2019	Unrestricted	Restricted	Board Meeting 05/16/2019
<b>REVENUE</b>					
Local Control Funding Formula	27,242,923.00	27,490,928.93	-	408,891.07	27,899,820.00
Federal Revenues	7,405,876.00	8,028,290.09	1,376,603.57	17,535.00	9,422,428.66
State Revenues	7,932,026.13	8,361,142.96	-	(2,148,318.07)	6,212,824.89
Local Revenues	11,747,300.77	13,064,928.17	-	380,000.00	13,444,928.17
<b>TOTAL REVENUE</b>	<b>54,328,125.90</b>	<b>56,945,290.15</b>	<b>1,376,603.57</b>	<b>(1,341,892.00)</b>	<b>56,980,001.72</b>
<b>EXPENDITURES</b>					
Certificated Salaries	10,967,873.70	11,203,677.43	(21,936.32)	37,664.85	11,219,405.96
Classified Salaries	11,221,565.40	11,669,976.23	(32,387.48)	(8,463.35)	11,629,125.40
Employee Benefits	12,229,612.37	12,355,597.13	(40,817.49)	(92,818.37)	12,221,961.27
Books and Supplies	3,356,295.73	4,023,734.42	90,411.83	(1,679,546.64)	2,434,599.61
Services, Other Operating Expenses	9,188,678.00	11,014,839.45	13,405.61	41,822.36	11,070,067.42
Capital Outlay	698,115.00	1,099,772.64	100,735.00	-	1,200,507.64
Other Outgo	6,624,756.00	6,624,756.00	1,300,000.00	380,000.00	8,304,756.00
Interprogram Support	(69,269.00)	(86,682.59)	573.85	165.15	(85,943.59)
<b>TOTAL EXPENDITURES</b>	<b>54,217,627.20</b>	<b>57,905,670.71</b>	<b>1,409,985.00</b>	<b>(1,321,176.00)</b>	<b>57,994,479.71</b>
<b>INTERFUND TRANSFERS</b>					
Transfers In	-	-	-	-	-
Transfers Out	45,000.00	45,000.00	-	-	45,000.00
<b>TOTAL INTERFUND TRANSFERS</b>	<b>45,000.00</b>	<b>45,000.00</b>	<b>-</b>	<b>-</b>	<b>45,000.00</b>
<b>FUND BALANCE</b>					
Beginning Fund Balance	22,520,870.72	24,721,020.22			24,721,020.22
Net Increase/(Decrease)	65,498.70	(1,005,380.56)	(33,381.43)	(20,716.00)	(1,059,477.99)
<b>ENDING FUND BALANCE</b>	<b>22,586,369.42</b>	<b>23,715,639.66</b>	<b>(33,381.43)</b>	<b>(20,716.00)</b>	<b>23,661,642.23</b>

**Pacheco Bill Compliance:**

There were no individual consulting agreements in excess of \$25,000 that required a budget revision during the month of April, 2019.

**Budget Variance Detail for  
April, 2019  
May 16, 2019 Board Meeting**

Description (Object Code Range)	Res	Program	2018-19	2018-19	Variance		2018-19	2018-19
			Adopted Budget	4/18/19	Unrestricted	Restricted	Board Meeting 5/16/19	5/16/19
<b>REVENUE</b>								
Local Control Funding Formula (8010-8099) LCFF CALC FOR ESTIMATED ACTUALS	6500	SPECIAL EDUCATION	27,242,923.00			408,891.07		
<b>Total Local Control Funding Formula</b>			<b>27,242,923.00</b>	<b>27,490,928.93</b>	<b>-</b>	<b>408,891.07</b>	<b>27,899,820.00</b>	<b>27,899,820.00</b>
Federal Revenues (8100-8299) INC BUDGET TO MATCH ACTUALS INC BUDGET TO MATCH ACTUALS REVENUE INCREASED INC BUDGET TO COVER ADD'L ENCOMPASS COSTS	0000 0060 3310 3327	NO REPORTING REQUIREMENTS ADMINISTRATION SP ED-IDEA BAS GRNT ENTL SP ED-IDEA MENTAL HTLH ALLOC	7,405,876.00		76,603.57 1,300,000.00	4,535.00 13,000.00		
<b>Total Federal Revenues</b>			<b>7,405,876.00</b>	<b>8,028,290.09</b>	<b>1,376,603.57</b>	<b>17,535.00</b>	<b>9,422,428.66</b>	<b>9,422,428.66</b>
State Revenues (8300-8599) LCFF CALC FOR ESTIMATED ACTUALS CLEAN UP BUDGET TO MATCH ALLOCATION	6500 6387 6520	SPECIAL EDUCATION CAREER TECHNICAL ED INCENTIVE SP ED-PRJ WORKABILITY I LEA	7,932,026.13			(408,891.07) (1,740,000.00) 573.00		
<b>Total State Revenues</b>			<b>7,932,026.13</b>	<b>8,361,142.96</b>	<b>-</b>	<b>(2,148,318.07)</b>	<b>6,212,824.89</b>	<b>6,212,824.89</b>
Local Revenues (8600-8799) INC BUDGET TO REFLECT INCREASE IN REVENUE	9010	OTHER RESTRICTED LOCAL	11,747,300.77			380,000.00		
<b>Total Local Revenues</b>			<b>11,747,300.77</b>	<b>13,064,928.17</b>	<b>-</b>	<b>380,000.00</b>	<b>13,444,928.17</b>	<b>13,444,928.17</b>
Other Financing Sources (8900-8997)			-					
<b>Total Other Financing Sources</b>			<b>-</b>	<b>0.00</b>	<b>-</b>	<b>-</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL REVENUE</b>			<b>54,328,125.90</b>	<b>56,945,290.15</b>	<b>1,376,603.57</b>	<b>(1,341,892.00)</b>	<b>56,980,001.72</b>	<b>56,980,001.72</b>
BEGINNING FUND BALANCE (8999)			22,520,870.72					
<b>Total Beginning Fund Balance</b>			<b>22,520,870.72</b>	<b>24,721,020.22</b>	<b>-</b>	<b>-</b>	<b>24,721,020.22</b>	<b>24,721,020.22</b>
<b>TOTAL REVENUE PLUS BEGINNING BALANCE</b>			<b>76,848,996.62</b>	<b>81,666,310.37</b>	<b>1,376,603.57</b>	<b>(1,341,892.00)</b>	<b>81,701,021.94</b>	<b>81,701,021.94</b>
<b>EXPENDITURES</b>								
Certificated Salaries (1000-1999) UPDATING SALARIES & BENEFITS UPDATING SALARIES & BENEFITS UPDATING SALARIES & BENEFITS UPDATING SALARIES & BENEFITS UPDATING SALARIES & BENEFITS UPDATING SALARIES & BENEFITS UPDATING SALARIES & BENEFITS UPDATING SALARIES & BENEFITS	0610 0611 0620 0621 0830 6500 6510 9010	JUVENILE COURT SCHOOLS JUVENILE COURT SUPPLEMENTAL COUNTY COMMUNITY SCHOOLS COUNTY COMMUNITY SUPPLEMENTAL ROC/P APPORTIONMENT SPECIAL EDUCATION SP ED-EARLY ED IND W/EXC NEEDS OTHER RESTRICTED LOCAL	10,967,873.70		(13,054.01) (11,066.64) 10,040.24 899.19 (8,555.10)	36,246.58 4,129.43 (2,711.16)		
<b>Total Certificated Salaries</b>			<b>10,967,873.70</b>	<b>11,203,677.43</b>	<b>(21,936.32)</b>	<b>37,664.85</b>	<b>11,219,405.96</b>	<b>11,219,405.96</b>
Classified Salaries (2000-2999) UPDATING SALARIES & BENEFITS UPDATING SALARIES & BENEFITS UPDATING SALARIES & BENEFITS UPDATING SALARIES & BENEFITS UPDATING SALARIES & BENEFITS UPDATING SALARIES & BENEFITS UPDATING SALARIES & BENEFITS UPDATING SALARIES & BENEFITS UPDATING SALARIES & BENEFITS UPDATING SALARIES & BENEFITS UPDATING SALARIES & BENEFITS UPDATING SALARIES & BENEFITS UPDATING SALARIES & BENEFITS UPDATING SALARIES & BENEFITS	0030 0040 0060 0088 0610 0611 0620 0621 0830 3010 3025 3310 4035	EDUCATIONAL SERVICES MAINTENANCE ADMINISTRATION TECHNOLOGY ADMIN JUVENILE COURT SCHOOLS JUVENILE COURT SUPPLEMENTAL COUNTY COMMUNITY SCHOOLS COUNTY COMMUNITY SUPPLEMENTAL ROC/P APPORTIONMENT NCLB:TIT I BAS GRNTS LOW INC NCLB:TIT I LOC DELINQ PRGS SP ED-IDEA BAS GRNT ENTL ESSA: TITLE II, PART A SUP EFFECTIVE	11,221,585.40		(44,313.75) (1,374.16) 17,330.36 (18,037.98) (1,699.55) (3,886.30) (17,899.11) 35,070.22 2,222.77	3,643.61 455.77 (1,788.79) 7,600.00		

Budget Variance Detail for  
April, 2019  
May 16, 2019 Board Meeting

Description (Object Code Range)	Res	Program	2018-19	2018-19	Variance		2018-19	2018-19
			Adopted Budget	4/18/19	Unrestricted	Restricted	Board Meeting 5/16/19	5/16/19
UPDATING SALARIES & BENEFITS	6500	SPECIAL EDUCATION				(36,664.41)		
UPDATING SALARIES & BENEFITS	6510	SP ED-EARLY ED IND W/EXC NEEDS				1,466.09		
UPDATING SALARIES & BENEFITS	6520	SP ED:PRJ WORKABILITY I LEA				752.72		
UPDATING SALARIES & BENEFITS	7135	ENVIRONMENTAL EDUCATION				13,702.88		
UPDATING SALARIES & BENEFITS	8150	RMA-ONGOING MAJOR MAINT				(1,374.16)		
UPDATING SALARIES & BENEFITS	9010	OTHER RESTRICTED LOCAL				907.29		
UPDATING SALARIES & BENEFITS	9135	CREEC BUDGET ACT GRANT				2,911.86		
UPDATING SALARIES & BENEFITS	9411	MIGRANT HEAD START-FED PASS THRU				(96.20)		
UPDATING SALARIES & BENEFITS	9412	YHDP-YOUTH HOMELESS DEM PRJ				19.99		
<b>Total Classified Salaries</b>			<b>11,221,565.40</b>	<b>11,689,976.23</b>	<b>(32,387.48)</b>	<b>(8,463.35)</b>	<b>11,629,125.40</b>	<b>11,629,125.40</b>
<b>Employee Benefits (3000-3999)</b>			<b>12,229,612.37</b>					
UPDATING SALARIES & BENEFITS	0030	EDUCATIONAL SERVICES			(17,958.40)			
UPDATING SALARIES & BENEFITS	0040	MAINTENANCE			(1,412.30)			
UPDATING SALARIES & BENEFITS	0050	OPERATIONS			(192.06)			
UPDATING SALARIES & BENEFITS	0060	ADMINISTRATION			8,511.22			
UPDATING SALARIES & BENEFITS	0086	TECHNOLOGY ADMIN			(9,207.23)			
UPDATING SALARIES & BENEFITS	0090	EDUCATION & ADMIN OPERATIONS			(3,376.14)			
UPDATING SALARIES & BENEFITS	0610	JUVENILE COURT SCHOOLS			(9,235.52)			
UPDATING SALARIES & BENEFITS	0611	JUVENILE COURT SUPPLEMENTAL			(6,493.68)			
UPDATING SALARIES & BENEFITS	0620	COUNTY COMMUNITY SCHOOLS			(20,733.38)			
UPDATING SALARIES & BENEFITS	0621	COUNTY COMMUNITY SUPPLEMENTAL			23,277.28			
UPDATING SALARIES & BENEFITS	0830	ROC/P APPORTIONMENT			(7,531.30)			
UPDATING SALARIES & BENEFITS	1400	EDUCATION PROTECTION ACCOUNT			3,534.02			
UPDATING SALARIES & BENEFITS	3010	NCLB:TIT I BAS GRNTS LOW INC				1,587.15		
UPDATING SALARIES & BENEFITS	3025	NCLB:TIT I LOC DELINQ PRGS				(2,641.78)		
UPDATING SALARIES & BENEFITS	3310	SP ED-IDEA BAS GRNT ENTL				(544.24)		
UPDATING SALARIES & BENEFITS	4035	ESSA: TITLE II, PART A SUP EFFECTIVE				939.85		
UPDATING SALARIES & BENEFITS	4128	ESEA:TITLE IV, PART A STUDENT SUPP				(49,451.69)		
UPDATING SALARIES & BENEFITS	5630	NCLB:TIT X HOMELESS ASST GRNTS				(3.70)		
UPDATING SALARIES & BENEFITS	6500	SPECIAL EDUCATION				(55,904.77)		
UPDATING SALARIES & BENEFITS	6510	SP ED-EARLY ED IND W/EXC NEEDS				11,775.05		
UPDATING SALARIES & BENEFITS	6520	SP ED:PRJ WORKABILITY I LEA				315.78		
UPDATING SALARIES & BENEFITS	7135	ENVIRONMENTAL EDUCATION				7,491.81		
UPDATING SALARIES & BENEFITS	8150	RMA-ONGOING MAJOR MAINT				(1,412.28)		
UPDATING SALARIES & BENEFITS	9010	OTHER RESTRICTED LOCAL				(6,534.75)		
UPDATING SALARIES & BENEFITS	9135	CREEC BUDGET ACT GRANT				1,592.18		
UPDATING SALARIES & BENEFITS	9366	IV-E FOSTER CARE ADMIN ACTIVIT				(3.80)		
UPDATING SALARIES & BENEFITS	9411	MIGRANT HEAD START-FED PASS THRU				(28.27)		
UPDATING SALARIES & BENEFITS	9412	YHDP-YOUTH HOMELESS DEM PRJ				6.09		
<b>Total Employee Benefits</b>			<b>12,229,612.37</b>	<b>12,355,597.13</b>	<b>(40,817.49)</b>	<b>(92,818.37)</b>	<b>12,221,961.27</b>	<b>12,221,961.27</b>
<b>Books and Supplies (4000-4999)</b>			<b>3,356,295.73</b>					
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	0030	EDUCATIONAL SERVICES			62,272.15			
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	0040	MAINTENANCE			2,786.46			
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	0050	OPERATIONS			192.06			
ADJ DIRECT/INDIRECT COSTS TO BALANCE	0060	ADMINISTRATION			(573.85)			
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	0060	ADMINISTRATION			(25,731.04)			
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	0086	TECHNOLOGY ADMIN			16,946.05			
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	0090	EDUCATION & ADMIN OPERATIONS			(7,019.87)			
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	0610	JUVENILE COURT SCHOOLS			23,989.08			
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	0611	JUVENILE COURT SUPPLEMENTAL			21,246.82			
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	0620	COUNTY COMMUNITY SCHOOLS			45,021.25			
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	0621	COUNTY COMMUNITY SUPPLEMENTAL			(59,046.69)			
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	0830	ROC/P APPORTIONMENT			13,863.33			
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	1400	EDUCATION PROTECTION ACCOUNT			(3,534.02)			
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	3010	NCLB:TIT I BAS GRNTS LOW INC				(1,053.28)		
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	3025	NCLB:TIT I LOC DELINQ PRGS				(0.90)		
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	3310	SP ED-IDEA BAS GRNT ENTL				2,333.03		
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	4128	ESEA:TITLE IV, PART A, STUDENT SUPP				50,080.34		
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	5630	NCLB: TIT X HOMELESS ASST GRNTS				3.70		
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	6387	CAREER TECHNICAL ED INCENTIVE				(1,740,000.00)		
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	6500	SPECIAL EDUCATION				58,777.06		
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	6510	SP ED-EARLY ED IND W/EXC NEEDS				(17,370.57)		
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	6520	SP ED:PRJ WORKABILITY I LEA				(657.56)		
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	7135	ENVIRONMENTAL EDUCATION				(21,194.69)		

**Budget Variance Detail for  
April, 2019  
May 16, 2019 Board Meeting**

Description (Object Code Range)	Res	Program	2018-19	2018-19	Variance		2018-19	2018-19
			Adopted Budget	4/18/19	Unrestricted	Restricted	Board Meeting 5/16/19	5/16/19
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	8150	RMA-ONGOING MAJOR MAINT				2,786.44		
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	9010	OTHER RESTRICTED LOCAL				(8,849.38)		
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	9135	CREEC BUDGET ACT GRNT				(4,504.04)		
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	9366	IV-E FOSTER CARE ADMIN ACTIVIT				3.80		
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	9411	MIGRANT HEAD START-FED PASS THRU				125.47		
CLEAN UP BUDGET AFTER UPDATE COMMITMENTS	9412	YHDP-YOUTH HOMELESS DEM PRJ				(28.08)		
<b>Total Books and Supplies</b>			<b>3,358,295.73</b>	<b>4,023,734.42</b>	<b>90,411.83</b>	<b>(1,679,546.64)</b>	<b>2,434,599.61</b>	<b>2,434,599.61</b>
Services, Other Operating Expenses (5000-5999)								
TO COVER CONTRACTS & LEGAL FEES	0080	ADMINISTRATION	9,188,678.00					
TO COVER NEGATIVE BALANCES	0086	TECHNOLOGY ADMIN			(110.54)			
TO COVER SHEER GENIUS CONTRACT, PVUSD MINI CONF & CATAERING	0090	EDUCATION & ADMIN OPERATIONS			10,299.14			
TO COVER CONTRACTS	0090	EDUCATION & ADMIN OPERATIONS			9,250.00			
TO COVER NEGATIVE BALANCES	0620	COUNTY COMMUNITY SCHOOLS			10,396.01			
TO COVER NEGATIVE BALANCES	3010	NCLB: TIT I BAS GRNTS LOC INC				(4,177.50)		
TO FUND ACCOUNT AND CLEAR 4399	3025	NCLB: TIT I BAS GRNTS LOC INC				2,186.91		
TO MATCH REVENUE	3310	SP ED-IDEA BAS GRNT ENTL				4,155.00		
INC FOR ADDITIONAL ENCOMPASS COSTS	3327	SP ED-IDEA MENTAL HTLH ALLOC				13,000.00		
TO COVER NEGATIVE BALANCES	4035	ESSA:TITLE II, PART A, SUPPORTING EFF				(8,325.00)		
CORRECT OBJECT TO SUB-AWARD	4128	ESSA:TITLE IV, PART A, STUDENT SUPP				(628.65)		
TO COVER NEGATIVE BALANCES	6300	LOTTERY: INSTRUCTIONAL MATL				716.00		
TO COVER NEGATIVE BALANCES	6500	SPECIAL EDUCATION				(2,454.46)		
TO COVER NEGATIVE BALANCES	6520	SP ED:PRJ WORKABILITY I LEA				162.06		
TO COVER INCREASE IN CONTRACTS	9010	OTHER RESTRICTED LOCAL				17,188.00		
TO COVER SCHOLARSHIPS	9680	SCHLR-ROP				20,000.00		
<b>Total Services, Other Operating Expenses</b>			<b>9,188,678.00</b>	<b>11,014,839.45</b>	<b>13,405.61</b>	<b>41,822.36</b>	<b>11,070,067.42</b>	<b>11,070,067.42</b>
Capital Outlay (6000-6999)								
TO COVER TECH UPGRADES-EKC ENTERPRISES, INC	0090	EDUCATION & ADMIN OPERATIONS	698,115.00		100,735.00			
<b>Total Capital Outlay</b>			<b>698,115.00</b>	<b>1,089,772.64</b>	<b>100,735.00</b>	<b>-</b>	<b>1,200,507.64</b>	<b>1,200,507.64</b>
Other Outgo (7100-7299, 7400-7499)								
INCREASE BUDGET TO MATCH ACTUALS	0080	ADMINISTRATION	6,624,756.00		1,300,000.00			
INCREASE BUDGET TO MATCH ACTUALS	9010	OTHER RESTRICTED LOCAL				380,000.00		
<b>Total Other Outgo</b>			<b>6,624,756.00</b>	<b>6,624,756.00</b>	<b>1,300,000.00</b>	<b>380,000.00</b>	<b>8,304,756.00</b>	<b>8,304,756.00</b>
Interprogram Support Services (7300-7399)								
ADJ DIRECT/INDIRECT COSTS TO BALANCE	0060	ADMINISTRATION	(69,269.00)		573.85			
REVENUE INCREASED	3310	SP ED-IDEA BAS GRNT ENTL				380.00		
TO COVER NEG BALANCES & CLEAR 4399	4035	ESSA:TITLE II, PART A, SUPPORTING EFF				(214.85)		
<b>Total Interprogram Support</b>			<b>(69,269.00)</b>	<b>(86,682.59)</b>	<b>573.85</b>	<b>165.15</b>	<b>(85,943.59)</b>	<b>(85,943.59)</b>
Interfund Transfers Out (7600-7629)								
			45,000.00					
<b>Total Interfund Transfers Out</b>			<b>45,000.00</b>	<b>45,000.00</b>	<b>-</b>	<b>-</b>	<b>45,000.00</b>	<b>45,000.00</b>
<b>TOTAL EXPENDITURES</b>			<b>54,262,627.20</b>	<b>57,950,670.71</b>	<b>1,409,985.00</b>	<b>(1,321,176.00)</b>	<b>58,039,479.71</b>	<b>58,039,479.71</b>
ENDING FUND BALANCE								
			22,586,369.42	23,715,639.66	(33,381.43)	(20,716.00)	23,661,542.23	23,661,542.23
<b>Total Expenditures plus Ending Fund Balance (7999)</b>			<b>76,848,996.62</b>	<b>81,666,310.37</b>	<b>1,376,603.57</b>	<b>(1,341,892.00)</b>	<b>81,701,021.94</b>	<b>81,701,021.94</b>
Ending Fund Balance Change Detail (7999):								
INC BUDGET TO MATCH ACTUALS	0000	NO REPORTING REQUIREMENTS	22,586,369.42					
TO COVER TECH UPGRADES-EKC ENTERPRISES, INC	0090	EDUCATION & ADMIN OPERATIONS			76,603.57			
TO COVER SHEER GENIUS, INC CONTRACT & PVUSE MINI CONF	0090	EDUCATION & ADMIN OPERATIONS			(100,735.00)			
USE LOTTERY C/O FOR SP ED EXPENDITURES	6300	LOTTERY: INSTRUCTIONAL MATL			(9,250.00)			
TO COVER SCHOLARSHIPS	9680	SCHLR-ROP				(716.00)		
						(20,000.00)		
<b>Net Increase/(Decrease) in Ending Fund Balance</b>			<b>22,586,369.42</b>	<b>23,715,639.66</b>	<b>(33,381.43)</b>	<b>(20,716.00)</b>	<b>23,661,542.23</b>	<b>23,661,542.23</b>



## SANTA CRUZ COUNTY BOARD OF EDUCATION

### AGENDA ITEM

**Board Meeting Date:** May 16, 2019

☒

**Action**

☐

**Information**

**TO:** Dr. Faris Sabbah, County Superintendent of Schools

**FROM:** Business Department

**SUBJECT:** Gifts and Donations

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### BACKGROUND

County Board of Education Policy P-3280 requires that all gifts and donations received by programs conducted by the County Superintendent of Schools be accepted by the County Board of Education.

### SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:

Accept gifts and donations as follows:

<u>Program</u>	<u>Donor</u>	<u>Value</u>
CTEP Rountree Construction	Aura Hardwoods Lumber, Inc.	Various wood (approx. \$125 value)
CTEP Rountree Programs	Keith Lachenmyer	\$500

### FUNDING IMPLICATIONS

Gifts/Donations received will be utilized by the programs to which they are donated.



## SANTA CRUZ COUNTY BOARD OF EDUCATION

### AGENDA ITEM

**Board Meeting Date:** May 16, 2019

☒ **Action**

☐ **Information**

**TO:** Dr. Faris Sabbah, County Superintendent of Schools

**FROM:** Business Department

**SUBJECT:** Treasurer's Quarterly Report, March 31, 2019

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#### BACKGROUND

The Superintendent/designee is required to provide a report of investments on a quarterly basis. Since the SCCOE maintains all of its investments in the County Treasurer's investment pool, the March 31, 2019 quarterly report is provided.

#### SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:

Receive and file report.

#### FUNDING IMPLICATIONS

None.

Santa Cruz County Treasurer's

# Quarterly Investment Report

For the Quarter Ended  
March 31, 2019



**Edith Driscoll**  
**Auditor – Controller – Treasurer - Tax Collector**

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## TREASURY OVERSIGHT COMMISSION

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Chairperson:

Angela Aitken  
Member Representing Special Districts  
Alternate: John Stipes

Current Members:

Chris Schiermeyer  
Member Representing School Districts  
Alternate: Lynette Hamby

Ron Sekkel  
Public Member  
Alternate: Mary Jo Walker

Bruce McPherson  
Member Representing County of Santa Cruz  
Board of Supervisors  
Alternate: Greg Caput

Faris Sabbah  
Superintendent of Schools  
Santa Cruz County Office of Education  
Alternate: Mary Hart

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## AUDIT PROCESS

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The Santa Cruz County Treasurer's Office is audited on an annual basis by an outside auditor selected by the Santa Cruz County's Audit Committee. Additionally, all investments are audited on a regular basis by the County Auditor as well as on a daily basis by an in-house audit process.



# COUNTY OF SANTA CRUZ

EDITH DRISCOLL  
AUDITOR-CONTROLLER-TREASURER-TAX COLLECTOR  
701 OCEAN STREET, SUITE 100, SANTA CRUZ, CA 95060-4073  
(831) 454-2500 FAX (831) 454-2660

April 3, 2019

Board of Supervisors  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

Subject: **CERTIFICATION OF LIQUIDITY**

Dear Members of the Board:

This report shows the investment activity for the quarter ending March 31, 2019 of pooled funds on deposit with the Treasurer and that it is in compliance with California Government Code Sections 27000 et seq., 53600 et seq., and the County's 2019 Investment Policy.

Attached are summaries of the Portfolio Structure, Investment Details, Securities Activity by Brokers, and other information to provide a better understanding of the investment activity that has occurred through March 31, 2019.

Pursuant to Government Code § 53646(b)(3), I certify that because of the liquidity of the pool and the county's issuance of Teeter Notes and TRANs, the county has the ability to meet the pool's expenditure requirements for the next six months.

Respectfully submitted,

EDITH DRISCOLL  
Auditor-Controller-Treasurer-Tax Collector

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## SUMMARY REPORTS

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1. County of Santa Cruz Portfolio Summary including:
  - a) Issuer
  - b) Type of Asset
  - c) Cost at Purchase
  - d) Current Book Value
  - e) Yield
  - f) Par Value
  - g) Market Value
  - h) Percent of Portfolio
  - i) Percent Allowed
  - j) Purchase Date
  - k) Maturity Date
  - l) Credit Rating
  - m) Source of Valuation
2. Portfolio Size and Composition Report
  - a) Portfolio Balance Trend
  - b) Portfolio Composition by Type
3. Portfolio Yield
  - a) Net Yield History / Comparison to LAIF
  - b) Net Yield Trend / Comparison to LAIF
4. County of Santa Cruz Investment Pool Maturity Distribution
5. County of Santa Cruz Investment Pool Credit Quality Distribution
6. County of Santa Cruz Investment Pool Source of Funds

**Santa Cruz County Treasurer's Portfolio  
As of March 31, 2019**

ISSUER	COST	BOOK VALUE	YIELD	PAR VALUE	MARKET VALUE (1)	% of PORTFOLIO	% ALLOWED	PURCHASE DATE	MATURITY DATE	CREDIT RATING (2)
<b>U.S. Treasuries</b>										
US Treasury	19,722,656.25	19,969,868.83	2.15%	20,000,000.00	19,961,600.00	2.37%	100%	04/05/18	05/15/19	AA+ / Aaa
US Treasury	14,771,484.38	14,965,722.66	2.01%	15,000,000.00	14,950,800.00	1.77%	100%	01/31/18	06/15/19	AA+ / Aaa
US Treasury	16,746,328.13	16,972,225.71	1.33%	17,000,000.00	16,914,320.00	2.01%	100%	11/28/16	07/15/19	AA+ / Aaa
US Treasury	11,902,968.75	11,968,182.16	2.44%	12,000,000.00	11,965,320.00	1.42%	100%	07/27/18	07/31/19	AA+ / Aaa
US Treasury	9,855,859.38	9,930,731.01	2.64%	10,000,000.00	9,934,800.00	1.18%	100%	11/05/18	08/15/19	AA+ / Aaa
US Treasury	17,796,093.75	17,898,046.88	2.64%	18,000,000.00	17,907,120.00	2.12%	100%	10/31/18	08/31/19	AA+ / Aaa
US Treasury	19,910,156.25	19,985,559.28	1.04%	20,000,000.00	19,859,400.00	2.37%	100%	11/10/16	09/15/19	AA+ / Aaa
US Treasury	19,637,500.00	19,842,356.51	2.49%	20,000,000.00	19,843,000.00	2.35%	100%	07/19/18	10/15/19	AA+ / Aaa
US Treasury	19,779,687.50	19,880,988.88	2.69%	20,000,000.00	19,905,603.31	2.36%	100%	11/21/18	10/31/19	AA+ / Aaa
US Treasury	19,706,000.00	19,712,533.33	2.45%	20,000,000.00	19,715,800.00	2.34%	100%	03/27/19	11/07/19	AA+ / Aaa
US Treasury	14,735,742.19	14,837,598.97	2.77%	15,000,000.00	14,864,700.00	1.76%	100%	11/09/18	11/15/19	AA+ / Aaa
US Treasury	19,679,687.50	19,772,272.00	2.77%	20,000,000.00	19,829,000.00	2.34%	100%	11/28/18	01/31/20	AA+ / Aaa
US Treasury	19,761,718.75	19,797,207.45	2.55%	20,000,000.00	19,818,000.00	2.35%	100%	02/04/19	02/15/20	AA+ / Aaa
US Treasury	17,890,312.50	17,917,301.07	2.76%	18,000,000.00	17,974,620.00	2.12%	100%	12/13/18	02/29/20	AA+ / Aaa
US Treasury	12,965,468.75	13,037,443.42	2.59%	13,000,000.00	13,061,976.24	1.55%	100%	01/17/19	04/30/20	AA+ / Aaa
<b>Total US Treasuries</b>	<b>254,561,654.08</b>	<b>\$ 256,486,058.16</b>	<b>2.34%</b>	<b>\$ 255,000,000.00</b>	<b>\$ 256,506,059.55</b>	<b>36.40%</b>	<b>100%</b>			
<b>U.S. Government Agencies</b>										
Federal National Mort Association	15,000,000.00	15,000,000.00	1.20%	15,000,000.00	14,972,250.00	1.78%	25%	05/23/16	05/23/19	AA+ / Aaa
Federal Home Loan Bank	14,860,500.00	14,980,220.15	2.22%	15,000,000.00	14,974,800.00	1.78%	25%	04/16/18	05/28/19	AA+ / Aaa
Federal Farm Credit Bank	13,962,900.00	13,997,870.19	1.15%	14,000,000.00	13,968,780.00	1.66%	25%	06/03/16	08/03/19	AA+ / Aaa
Federal Home Loan Bank	17,989,740.00	17,998,907.97	1.43%	18,000,000.00	17,956,260.00	2.13%	25%	03/29/17	06/27/19	AA+ / Aaa
Federal Home Loan Mortg Corp	14,779,050.00	14,911,129.00	2.45%	15,000,000.00	14,908,950.00	1.77%	25%	07/02/18	10/02/19	AA+ / Aaa
Federal Farm Credit Bank	16,000,000.00	16,000,000.00	2.63%	16,000,000.00	16,029,760.00	1.90%	25%	01/03/19	01/03/20	AA+ / Aaa
Federal Home Loan Mortg Corp	14,917,050.00	14,969,662.79	1.76%	15,000,000.00	14,887,350.00	1.77%	25%	11/21/17	01/17/20	AA+ / Aaa
Federal Home Loan Bank	9,989,000.00	9,995,277.01	2.18%	10,000,000.00	9,972,100.00	1.18%	25%	02/09/18	02/11/20	AA+ / Aaa
Federal Home Loan Bank	9,944,000.00	9,953,173.59	2.63%	10,000,000.00	9,968,500.00	1.18%	25%	01/24/19	03/13/20	AA+ / Aaa
Federal Farm Credit Bank	12,992,947.11	12,995,787.86	2.58%	13,000,000.00	13,028,860.00	1.54%	25%	06/11/18	06/11/20	AA+ / Aaa
Federal Home Loan Mortg Corp	19,656,000.00	19,742,834.95	2.88%	20,000,000.00	19,853,000.00	2.34%	25%	10/25/18	07/13/20	AA+ / Aaa
Federal Home Loan Bank	9,900,830.00	9,973,936.03	2.57%	10,000,000.00	9,987,316.67	1.18%	25%	03/15/19	11/05/20	AA+ / Aaa
Federal Farm Credit Bank	12,987,455.00	12,989,034.74	3.08%	13,000,000.00	13,236,990.00	1.54%	25%	11/15/18	11/15/21	AA+ / Aaa
Federal Home Loan Mortg Corp	12,000,000.00	12,000,000.00	3.05%	12,000,000.00	12,053,520.00	1.42%	25%	12/27/18	12/27/21	AA+ / Aaa
Federal Home Loan Mortg Corp	15,000,000.00	15,000,000.00	2.60%	15,000,000.00	15,022,200.00	1.78%	25%	03/25/19	03/25/22	AA+ / Aaa
<b>Total Government Agencies</b>	<b>209,979,472.11</b>	<b>\$ 210,507,834.28</b>	<b>2.27%</b>	<b>\$ 211,000,000.00</b>	<b>\$ 210,820,636.87</b>	<b>24.95%</b>	<b>100%</b>			

**Santa Cruz County Treasurer's Portfolio  
As of March 31, 2019**

ISSUER	COST	BOOK VALUE	YIELD	PAR VALUE	MARKET VALUE (1)	% of PORTFOLIO	% ALLOWED	PURCHASE DATE	MATURITY DATE	CREDIT RATING (2)
<b>Supranationals</b>										
Int Bank of Redevelopment	15,000,000.00	15,000,000.00	1.25%	15,000,000.00	14,986,050.00	1.78%	30%	04/26/16	04/26/19	AAA / Aaa / AAA
Int Bank of Redevelopment	9,853,200.00	9,966,783.51	1.85%	10,000,000.00	9,914,100.00	1.18%	30%	01/04/17	11/27/19	AAA / Aaa / AAA
Inter-American Development Bank	15,850,580.00	15,924,821.62	2.62%	16,000,000.00	15,965,513.33	1.89%	30%	03/05/19	06/18/20	AAA / Aaa / AAA
International Finance Corp.	10,000,000.00	10,000,000.00	2.61%	10,000,000.00	9,969,600.00	1.19%	30%	07/03/18	06/29/20	AAA / Aaa / AAA
Inter-American Development Bank	14,775,000.00	14,790,752.97	2.61%	15,000,000.00	14,858,700.00	1.75%	30%	02/08/19	03/15/21	AAA / Aaa / AAA
<b>Total Supranational</b>	<b>65,478,780.00</b>	<b>\$ 65,682,358.10</b>	<b>2.16%</b>	<b>\$ 66,000,000.00</b>	<b>\$ 65,693,963.33</b>	<b>7.79%</b>	<b>30%</b>			
<b>Medium Term Notes</b>										
National Australia Bank	11,866,800.00	11,957,958.75	2.65%	12,000,000.00	11,957,400.00	1.42%	10%	08/22/18	07/12/19	AA- / Aa3 / AA-
Microsoft Corporation	9,998,500.00	9,999,823.61	1.11%	10,000,000.00	9,948,400.00	1.19%	10%	08/08/18	08/08/19	AAA / Aaa / AA+
Toyota Motor Credit Corp	8,900,100.00	8,956,432.29	2.88%	9,000,000.00	8,967,617.50	1.06%	10%	12/11/18	10/18/19	AA- / Aa3 / A+
US Bank NA	11,915,400.00	11,936,981.63	3.01%	12,000,000.00	11,970,960.00	1.42%	10%	12/21/18	01/23/20	AA- / A1 / AA-
Apple Inc.	11,518,006.50	11,537,700.99	2.03%	11,550,000.00	11,496,061.50	1.37%	10%	11/21/17	02/07/20	AA+ / Aa1 / AA+
Wal-Mart Stores Inc.	10,011,300.00	10,006,975.70	2.79%	10,000,000.00	10,042,400.00	1.19%	10%	06/27/18	06/23/20	AA / Aa2 / AA
Microsoft Corporation	9,719,000.00	9,739,598.47	2.70%	10,000,000.00	9,761,100.00	1.15%	10%	01/24/19	08/08/21	AAA / Aaa / AA+
Johnson & Johnson Corp	14,822,550.00	14,829,984.15	2.66%	15,000,000.00	14,928,450.00	1.76%	10%	02/15/19	03/03/22	AAA / Aaa / AAA
<b>Total Medium Term Notes</b>	<b>\$ 88,751,666.50</b>	<b>\$ 88,966,466.89</b>	<b>2.49%</b>	<b>\$ 89,560,000.00</b>	<b>\$ 89,072,389.00</b>	<b>16.66%</b>	<b>30%</b>			
<b>Negotiable CDs</b>										
Swedbank NY	25,000,000.00	25,000,000.00	2.72%	25,000,000.00	25,005,500.00	2.96%	10%	11/29/18	04/29/19	A1+ / P1 / F1+
Royal Bank of Canada	25,000,000.00	25,000,000.00	2.86%	25,000,000.00	25,009,500.00	2.96%	10%	11/07/18	05/07/19	A1+ / P1 / F1+
Nordea Bank NY	25,000,000.00	25,000,000.00	2.59%	25,000,000.00	25,002,250.00	2.96%	10%	02/27/19	06/27/19	A1+ / P1 / F1+
Standard Chartered Bank	25,000,000.00	25,000,000.00	2.66%	25,000,000.00	25,002,000.00	2.96%	10%	02/21/19	07/22/19	A1 / P1 / F1
MFUG Union Bank NA CD	20,000,000.00	20,000,000.00	2.66%	20,000,000.00	20,000,800.00	2.37%	10%	01/28/19	08/19/19	A1 / P1 / F1
<b>Total Negotiable CDs</b>	<b>120,000,000.00</b>	<b>120,000,000.00</b>	<b>2.70%</b>	<b>120,000,000.00</b>	<b>120,020,050.00</b>	<b>14.22%</b>	<b>30%</b>			
<b>Checking</b>										
Bank of the West Checking	1,759,386.84	1,759,386.84	0.60%	1,759,386.84	1,759,386.84	0.21%	-	NA	NA	NR
US Bank Checking	13,077,935.22	13,077,935.22	1.00%	13,077,935.22	13,077,935.22	1.55%	-	NA	NA	NR
<b>Total Checking</b>	<b>14,837,322.06</b>	<b>\$ 14,837,322.06</b>	<b>0.95%</b>	<b>\$ 14,837,322.06</b>	<b>\$ 14,837,322.06</b>	<b>1.76%</b>	<b>10%</b>			
<b>Money Market Funds (3)</b>										
Bank of the West MMF	500,000.00	500,000.00	2.13%	500,000.00	500,000.00	0.06%	10%	NA	NA	NR
US Bank MMF	2,000,000.00	2,000,000.00	1.75%	2,000,000.00	2,000,000.00	0.24%	10%	NA	NA	NR
CAMP	56,000,000.00	56,000,000.00	2.61%	56,000,000.00	56,000,000.00	6.64%	10%	NA	NA	AAAm
<b>Total Money Market Funds</b>	<b>58,500,000.00</b>	<b>\$ 58,500,000.00</b>	<b>2.68%</b>	<b>\$ 58,500,000.00</b>	<b>\$ 58,500,000.00</b>	<b>6.93%</b>				
<b>Miscellaneous Investments</b>										
LAIF	16,174,804.80	16,174,804.80	2.55%	16,174,804.80	16,174,804.80	1.92%	10%	NA	NA	NR
Lighthouse Bank CD	253,373.91	253,373.91	0.70%	253,373.91	253,373.91	0.03%	10%	04/03/17	04/03/19	FDIC
California GO Municipal Bond	12,191,707.35	12,193,120.47	2.31%	12,195,000.00	12,180,853.80	1.45%	10%	02/15/18	10/01/20	AA- / Aa3 / AA-
<b>Total Misc. Investments</b>	<b>28,619,886.06</b>	<b>28,621,299.18</b>	<b>2.43%</b>	<b>28,623,178.71</b>	<b>28,609,032.51</b>	<b>3.39%</b>				
<b>GRAND TOTAL</b>	<b>841,028,760.81</b>	<b>843,602,307.37</b>	<b>2.37%</b>	<b>846,510,500.77</b>	<b>844,059,453.12</b>	<b>100.00%</b>				

(1) Market Value pricing obtained from Union Bank safekeeper (custodial bank).

(2) Split ratings reflect ratings from S&P and Moodys.

(3) Money Market Mutual Fund balances do not include current month interest.

# County of Santa Cruz Investment Pool

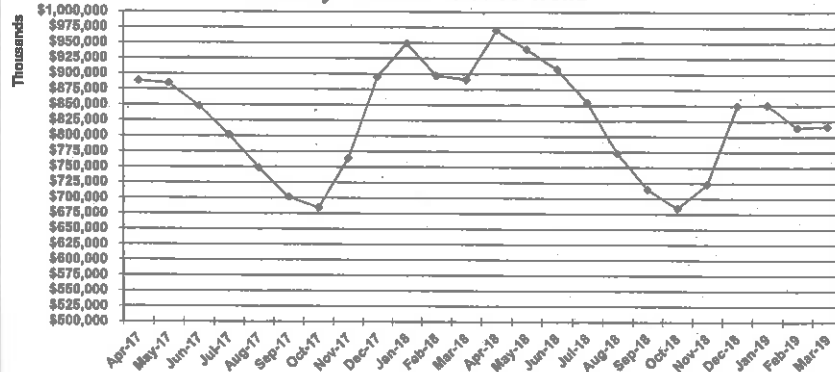
## Portfolio Size and Composition

### As of March 31, 2019

#### Monthly Balance History

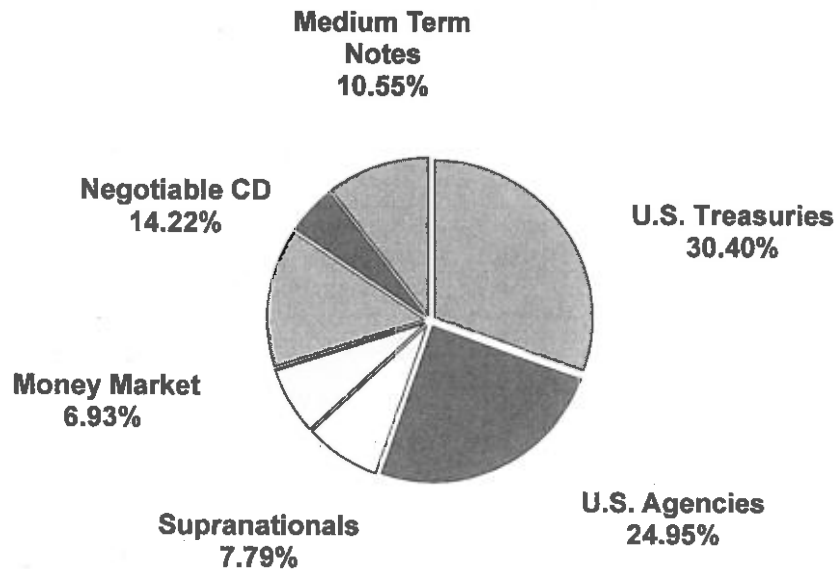
Apr-17	\$ 888,466,368.98
May-17	\$ 884,845,184.36
Jun-17	\$ 848,542,657.86
Jul-17	\$ 802,005,772.16
Aug-17	\$ 748,725,187.72
Sep-17	\$ 701,363,439.49
Oct-17	\$ 684,395,827.43
Nov-17	\$ 763,716,802.73
Dec-17	\$ 895,182,385.06
Jan-18	\$ 848,230,650.05
Feb-18	\$ 697,258,528.52
Mar-18	\$ 691,137,699.56
Apr-18	\$ 959,921,984.10
May-18	\$ 939,860,112.42
Jun-18	\$ 907,918,547.25
Jul-18	\$ 854,704,856.33
Aug-18	\$ 772,963,331.43
Sep-18	\$ 714,830,104.72
Oct-18	\$ 684,095,545.04
Nov-18	\$ 723,337,328.50
Dec-18	\$ 848,852,810.14
Jan-19	\$ 850,631,070.40
Feb-19	\$ 814,920,794.72
Mar-19	\$ 816,455,075.11

Monthly Portfolio Balance Trend



	<u>3/31/2019</u>	<u>12/31/2018</u>	<u>3/31/2018</u>	<u>3/31/2017</u>
U.S. Treasuries	30.40%	28.90%	32.89%	37.48%
U.S. Agencies	24.95%	29.23%	25.09%	32.78%
Supranationals	7.79%	5.69%	4.36%	4.77%
Money Market Fund	6.93%	1.60%	1.42%	0.60%
Commercial Paper	0.00%	0.00%	0.00%	0.00%
Negotiable CD	14.22%	17.09%	20.74%	11.96%
LAIF / BOW / Other	5.15%	7.72%	8.29%	6.73%
Medium Term Note	10.55%	9.36%	7.22%	5.68%
	100%	100%	100%	100%

## Portfolio Composition

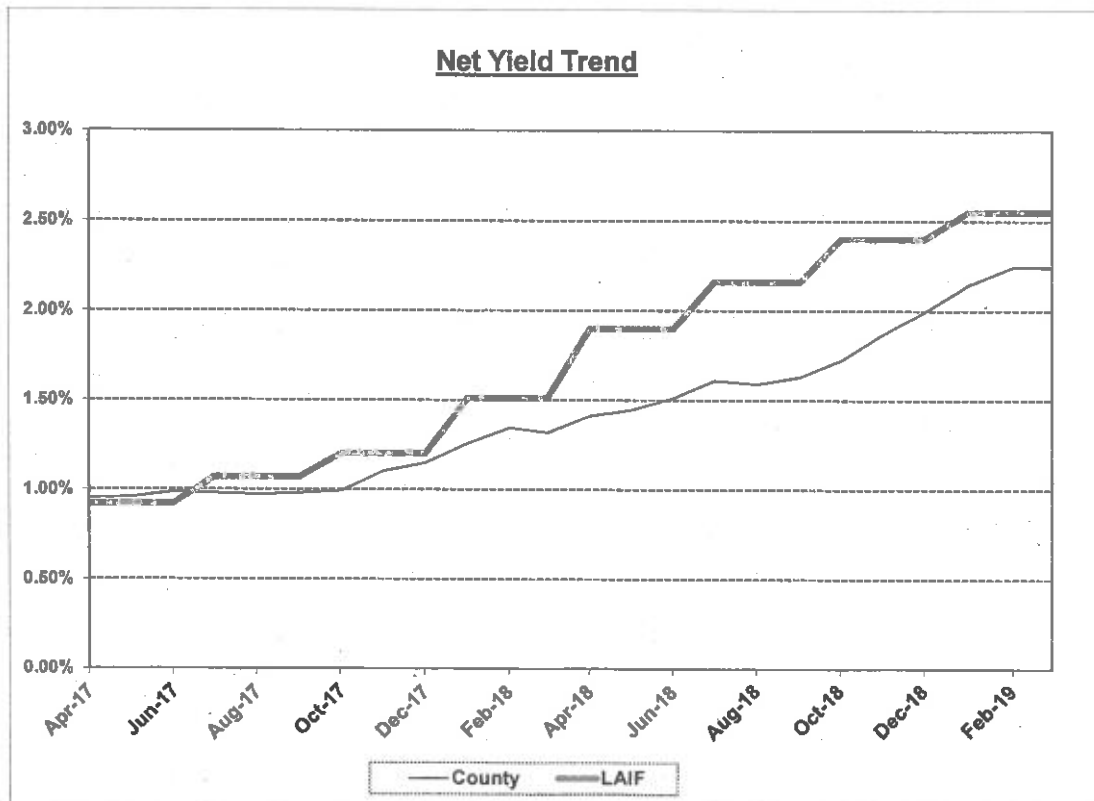


# County of Santa Cruz Investment Pool

## Portfolio Net Yield

As of March 31, 2019

Month	Apportionment Rate		
	County	LAIF	Difference
Apr-17	0.953%	0.920%	0.03%
May-17	0.957%	0.920%	0.04%
Jun-17	0.986%	0.920%	0.07%
Jul-17	0.979%	1.070%	-0.09%
Aug-17	0.971%	1.070%	-0.10%
Sep-17	0.981%	1.070%	-0.09%
Oct-17	0.993%	1.200%	-0.21%
Nov-17	1.103%	1.200%	-0.10%
Dec-17	1.148%	1.200%	-0.05%
Jan-18	1.257%	1.510%	-0.25%
Feb-18	1.346%	1.510%	-0.16%
Mar-18	1.319%	1.510%	-0.19%
Apr-18	1.412%	1.900%	-0.49%
May-18	1.445%	1.900%	-0.46%
Jun-18	1.512%	1.900%	-0.39%
Jul-18	1.610%	2.160%	-0.55%
Aug-18	1.590%	2.160%	-0.57%
Sep-18	1.630%	2.160%	-0.53%
Oct-18	1.725%	2.400%	-0.68%
Nov-18	1.870%	2.400%	-0.53%
Dec-18	1.994%	2.400%	-0.41%
Jan-19	2.145%	2.550%	-0.41%
Feb-19	2.246%	2.550%	-0.30%
Mar-19	2.243%	2.550%	-0.31%





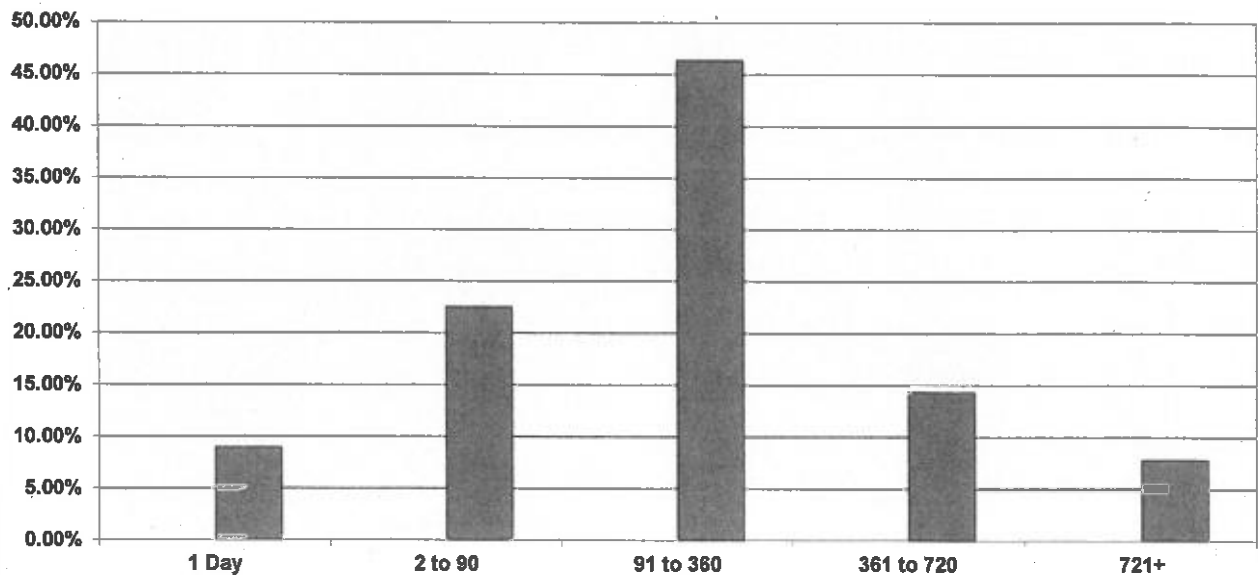
# County of Santa Cruz Investment Pool

## Maturity Distribution

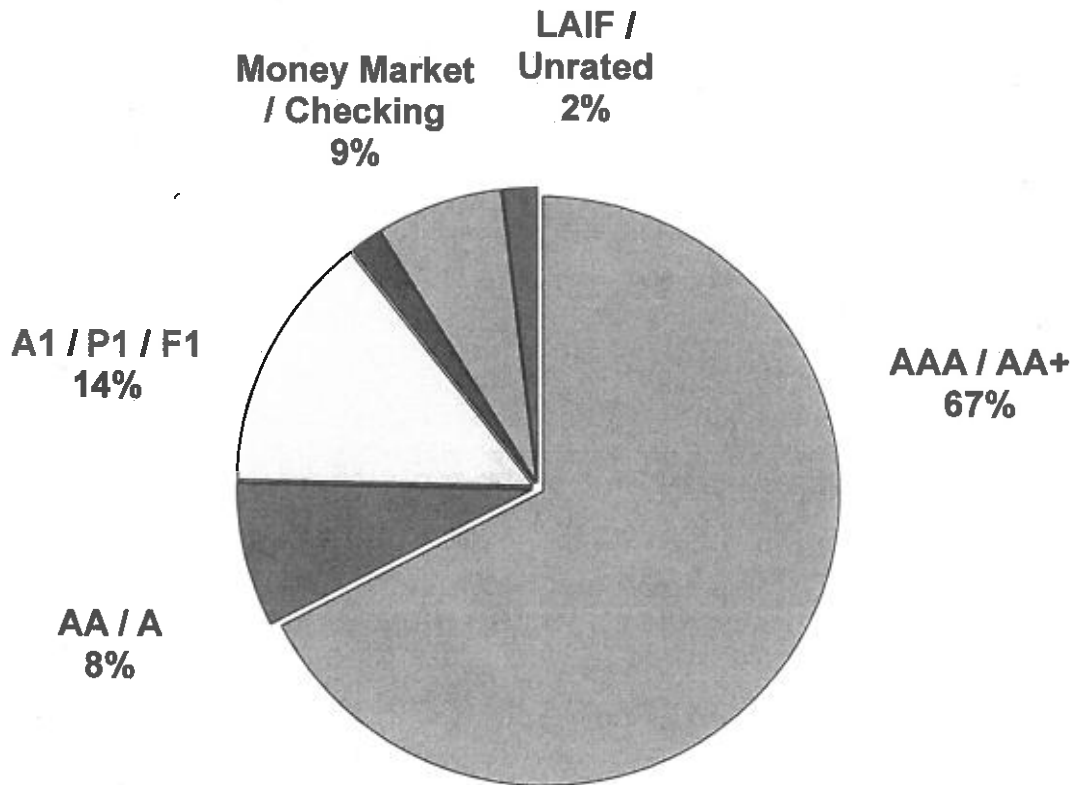
March 31, 2019

Maturing In:	3/31/2019	12/31/2018	3/31/2018	3/31/2017
1 Day	8.96%	7.98%	7.18%	3.73%
2 to 90	22.52%	30.54%	22.09%	6.83%
91 to 360	46.37%	39.95%	50.54%	41.74%
361 to 720	14.33%	17.31%	18.86%	32.92%
721+	7.82%	4.22%	1.35%	14.78%
Total	100%	100%	100%	100%
WAM (days)	259	213	219	392
Duration	0.70	0.57	0.60	1.07

Portfolio Maturity Distribution



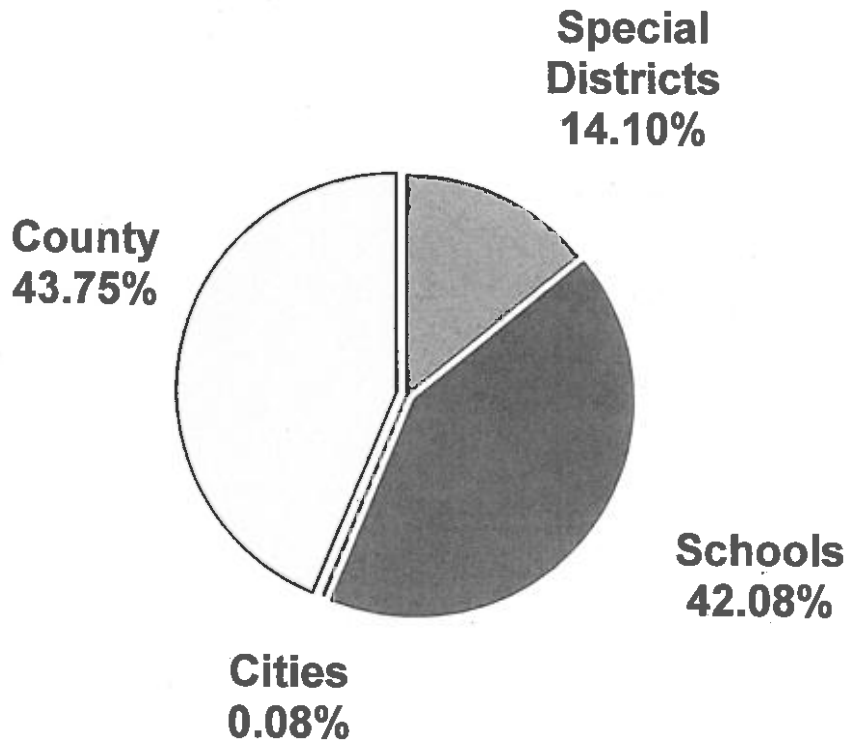
**County of Santa Cruz Investment Pool**  
**Credit Quality Distribution**  
 March 31, 2019



Market Value		3/31/2019	12/31/2018	3/31/2018	3/31/2017
Rating	(\$ ml)				
AAA / AA+ *	\$ 570	67%	67%	67%	79%
AA	\$ 67	8%	8%	4%	2%
A	\$ -	0%	0%	0%	0%
A1 / P1 / F1	\$ 120	14%	17%	21%	12%
Checking	\$ 15	2%	0%	1%	4%
Money Market	\$ 59	7%	2%	1%	1%
LAIF / Unrated	\$ 16	2%	6%	6%	3%
Total Portfolio Value	\$ 846	100%	100%	100%	100%

\* The AAA / AA+ category includes securities rated Aaa / AAA and Aaa / AA+

**County of Santa Cruz Investment Pool**  
**Source of Funds**  
 As of March 31, 2019



	3/31/2019	3/31/2018	3/31/2017
County	43.75%	43.63%	42.48%
Special Districts	14.10%	9.46%	9.10%
Schools	42.08%	46.85%	48.32%
Cities	0.08%	0.06%	0.10%
Total	100%	100%	100%

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## DETAILED LIST OF INVESTMENTS OUTSTANDING

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As of March 31, 2019

### REPORT DESCRIPTION

The **Detailed List of Investments Outstanding** lists active investments in the portfolio on a specific date providing information on the market values, book values, interest rates and yields. It is arranged so that the securities of the same type are grouped together. What follows is a description of the abbreviations used in the report.

**CUSIP** – The CUSIP number is a 9-character alphanumeric code which identifies a North American financial security for the purposes of facilitating clearing and settlement of trades.

**INVESTMENT NUMBER** – This is a unique system-generated number assigned to the security. Assigned by the County for internal identification purposes.

**ISSUER** – The issuer named is the name of the institution which issued the bond.

**PURCHASE DATE** – This is the date on which the security was purchased.

**PAR VALUE** – The nominal or face value of a bond. This is the amount that will be received at maturity with accrued interest. It is also the amount that is used in calculating the interest received on the bond.

**MARKET VALUE** – Market value is the dollar amount the security could have been sold for on the report date. By comparing this number to the book value one is able to determine what, if any, loss or gain we would realize if we were to sell the bond in the open market.

**BOOK VALUE** – The original cost for each investment adjusted for amortization of premiums or accretions of discounts to the date of the report. Amortizations and accretions are calculated on a straight line basis.

**STATED RATE** – In most cases this is the coupon rate (rate of interest) set on a bond at the issue date by the issuer. If the security has no coupon (discount note, UST Bill or CP) then the stated rate is the yield to maturity on the date that the bond is purchased. The stated rate is not intended for comparing yields between different investments because the item may have been purchased at a discount or premium to par.

**YTM** – This is the Yield to Maturity. This is what the yield will be on the bond if it is held to maturity.

**DAYS TO MATURITY** – This is the number of days remaining between the report date and the maturity date.

**MATURITY DATE** – The maturity date is the date when a bond matures. On the maturity date an issuer of a security will pay the holder of the security the par value plus any accrued interest earned on the security from the date of last distribution.



**Quarterly Reports  
Portfolio Management  
Portfolio Summary  
March 31, 2019**

Investments	Par Value	Market Value	Book Value	% of Portfolio	Term	Days to Maturity	YTM 360 Equiv.	YTM 365 Equiv.
U.S. Treasury Notes/ Bonds	238,000,000.00	236,790,259.55	236,775,504.83	28.57	492	201	2.296	2.328
Federal Agency Issues - Coupon	211,000,000.00	210,820,636.67	210,507,834.28	25.40	761	398	2.238	2.269
Medium Term Notes	89,550,000.00	89,072,389.00	88,965,455.59	10.73	725	451	2.455	2.489
Negotiable CDs	120,000,000.00	120,020,050.00	120,000,000.00	14.48	159	78	2.660	2.697
Municipal Bonds	12,195,000.00	12,180,853.80	12,183,120.47	1.47	959	549	2.275	2.307
Local Agency Investment Fund (LAIF)	16,174,804.80	16,174,804.80	16,174,804.80	1.95	1	1	2.515	2.550
Treasury Discounts -Amortizing	20,000,000.00	19,715,800.00	19,712,533.33	2.38	225	220	2.415	2.448
Supranationals	66,000,000.00	65,693,963.33	65,682,358.10	7.93	807	379	2.127	2.156
Money Market Mutual Funds 02	58,500,000.00	58,500,000.00	58,500,000.00	7.06	1	1	2.541	2.576
Rolling Repurchase Agreements - 3	253,373.91	253,373.91	253,373.91	0.03	730	2	0.690	0.700
<b>Investments</b>	<b>831,673,178.71</b>	<b>829,222,131.06</b>	<b>828,764,985.31</b>	<b>100.00%</b>	<b>519</b>	<b>262</b>	<b>2.361</b>	<b>2.394</b>

<b>Total Earnings</b>	<b>March 31 Period Ending</b>
Current Year	4,713,410.13
Average Daily Balance	827,749,475.14
Effective Rate of Return	2.31%

Santa Cruz County Treasurer,

**Quarterly Reports  
Portfolio Management  
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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
<b>U.S. Treasury Notes/ Bonds</b>												
912828R44	22263	US Treasury N/B		04/05/2018	20,000,000.00	19,961,600.00	19,969,868.83	0.875	2.116	2.145	44	05/15/2019
912828R85	22258	US Treasury N/B		01/31/2018	15,000,000.00	14,950,800.00	14,965,722.86	0.875	1.979	2.007	75	06/15/2019
912828S43	22206	US Treasury N/B		11/28/2016	17,000,000.00	16,914,320.00	16,972,225.71	0.750	1.311	1.329	105	07/15/2019
912828WW6	22277	US Treasury N/B		07/27/2018	12,000,000.00	11,965,320.00	11,968,182.16	1.625	2.406	2.439	121	07/31/2019
912828B5	22287	US Treasury N/B		11/05/2018	10,000,000.00	9,934,800.00	9,930,731.01	0.750	2.599	2.635	136	08/15/2019
912828T6	22286	US Treasury N/B		10/31/2018	18,000,000.00	17,907,120.00	17,898,046.88	1.250	2.599	2.635	152	08/31/2019
912828G4	22202	US Treasury N/B		11/10/2016	20,000,000.00	19,859,400.00	19,985,559.28	0.875	1.021	1.036	167	09/15/2019
912828T59	22276	US Treasury N/B		07/19/2018	20,000,000.00	19,843,000.00	19,842,356.51	1.000	2.458	2.492	197	10/15/2019
912828F82	22292	US Treasury N/B		11/21/2018	20,000,000.00	19,905,603.31	19,880,988.88	1.500	2.655	2.692	213	10/31/2019
912828U32	22289	US Treasury N/B		11/09/2018	15,000,000.00	14,864,700.00	14,837,598.97	1.000	2.732	2.770	228	11/15/2019
912828UL2	22294	US Treasury N/B		11/28/2018	20,000,000.00	19,829,000.00	19,772,272.00	1.375	2.732	2.770	305	01/31/2020
912828W22	22307	US Treasury N/B		02/04/2019	20,000,000.00	19,818,000.00	19,797,207.45	1.375	2.519	2.554	320	02/15/2020
912828Y4	22297	US Treasury N/B		12/13/2018	18,000,000.00	17,974,620.00	17,917,301.07	2.250	2.725	2.763	334	02/29/2020
912828J6	22303	US Treasury N/B		01/17/2019	13,000,000.00	13,061,976.24	13,037,443.42	2.375	2.550	2.585	395	04/30/2020
<b>Subtotal and Average</b>			<b>234,346,969.45</b>		<b>238,000,000.00</b>	<b>236,790,259.55</b>	<b>236,775,504.83</b>		<b>2.296</b>	<b>2.328</b>	<b>201</b>	
<b>Federal Agency Issues - Coupon</b>												
3136G3NA9	22196	Federal National Mort. Assoc.		05/23/2016	15,000,000.00	14,972,250.00	15,000,000.00	1.200	1.184	1.200	52	05/23/2019
3130ABF92	22264	Federal Home Loan Bank		04/16/2018	15,000,000.00	14,974,800.00	14,980,220.15	1.375	2.192	2.222	57	05/28/2019
3133EGCA1	22197	Federal Farm Credit Bank		06/03/2016	14,000,000.00	13,968,780.00	13,997,870.19	1.060	1.134	1.150	63	06/03/2019
3130AB2G0	22227	Federal Home Loan Bank		03/29/2017	18,000,000.00	17,956,260.00	17,998,907.97	1.400	1.407	1.426	87	06/27/2019
3137EADM8	22274	Fed. Home Loan Mtg. Corp		07/02/2018	15,000,000.00	14,908,950.00	14,911,129.00	1.250	2.419	2.453	184	10/02/2019
3133EJ4K2	22301	Federal Farm Credit Bank		01/03/2019	16,000,000.00	16,029,760.00	16,000,000.00	2.625	2.589	2.625	277	01/03/2020
3137EAE5	22244	Fed. Home Loan Mtg. Corp		11/15/2017	15,000,000.00	14,887,350.00	14,969,662.79	1.500	1.736	1.760	291	01/17/2020
3130ADN32	22259	Federal Home Loan Bank		02/09/2018	10,000,000.00	9,972,100.00	9,995,277.01	2.125	2.151	2.181	316	02/11/2020
3130A12B3	22305	Federal Home Loan Bank		01/24/2019	10,000,000.00	9,968,500.00	9,953,173.59	2.125	2.591	2.627	347	03/13/2020
3133EJRL5	22270	Federal Farm Credit Bank		06/11/2018	13,000,000.00	13,028,860.00	12,995,787.86	2.550	2.543	2.578	437	06/11/2020
3134GBXV9	22284	Fed. Home Loan Mtg. Corp		10/25/2018	20,000,000.00	19,853,000.00	19,742,834.95	1.850	2.844	2.883	469	07/13/2020
3130ACLP7	22313	Federal Home Loan Bank		03/15/2019	10,000,000.00	9,987,316.67	9,973,936.03	1.950	2.536	2.571	584	11/05/2020
3133EJT74	22290	Federal Farm Credit Bank		11/15/2018	13,000,000.00	13,236,990.00	12,989,034.74	3.050	3.042	3.084	959	11/15/2021
3134GSJ55	22300	Fed. Home Loan Mtg. Corp		12/27/2018	12,000,000.00	12,053,520.00	12,000,000.00	3.050	3.008	3.050	1,001	12/27/2021
3134GS7E9	22314	Fed. Home Loan Mtg. Corp		03/25/2019	15,000,000.00	15,022,200.00	15,000,000.00	2.800	2.564	2.600	1,089	03/25/2022
<b>Subtotal and Average</b>			<b>225,039,404.57</b>		<b>211,000,000.00</b>	<b>210,820,636.67</b>	<b>210,507,834.28</b>		<b>2.238</b>	<b>2.269</b>	<b>398</b>	

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
<b>Medium Term Notes</b>												
63254AAQ1	22280	National Australia Bank		08/22/2018	12,000,000.00	11,957,400.00	11,957,958.75	1.375	2.610	2.646	102	07/12/2019
594918BN3	22200	Microsoft Corp		08/08/2016	10,000,000.00	9,948,400.00	9,999,823.61	1.100	1.090	1.105	129	08/08/2019
89236TDH5	22296	Toyota Motor Credit Corp		12/11/2018	9,000,000.00	8,967,617.50	8,956,432.29	1.550	2.836	2.876	200	10/18/2019
90331HNJ8	22299	US Bank NA		12/21/2018	12,000,000.00	11,970,960.00	11,936,981.63	2.350	2.971	3.012	297	01/23/2020
037833CK4	22248	Apple Inc		11/21/2017	11,550,000.00	11,496,061.50	11,537,700.99	1.900	2.000	2.028	312	02/07/2020
931142EG4	22271	Wal-Mart Stores Inc.		06/27/2018	10,000,000.00	10,042,400.00	10,006,975.70	2.850	2.753	2.791	449	06/23/2020
594918BP8	22304	Microsoft Corp		01/24/2019	10,000,000.00	9,761,100.00	9,739,598.47	1.550	2.665	2.702	860	08/08/2021
478160CD4	22309	Johnson & Johnson Corp		02/15/2019	15,000,000.00	14,928,450.00	14,829,984.15	2.250	2.620	2.656	1,067	03/03/2022
<b>Subtotal and Average</b>			<b>90,707,909.73</b>		<b>89,550,000.00</b>	<b>89,072,389.00</b>	<b>88,965,455.59</b>		<b>2.455</b>	<b>2.489</b>	<b>451</b>	
<b>Negotiable CDs</b>												
87019VTU1	22295	Swedbank NY		11/29/2018	25,000,000.00	25,005,500.00	25,000,000.00	2.680	2.680	2.717	28	04/29/2019
78012UJU0	22288	Royal Bank of Canada		11/07/2018	25,000,000.00	25,009,500.00	25,000,000.00	2.820	2.820	2.859	36	05/07/2019
65558TER2	22311	Nordea Bank AB (PUBL) / NY		02/27/2019	25,000,000.00	25,002,250.00	25,000,000.00	2.550	2.550	2.585	87	06/27/2019
65325T2K0	22310	Standard Chartered		02/21/2019	25,000,000.00	25,002,000.00	25,000,000.00	2.620	2.620	2.656	112	07/22/2019
62478TT41	22306	MUFG Union Bank NA CD		01/28/2019	20,000,000.00	20,000,800.00	20,000,000.00	2.620	2.620	2.656	140	08/19/2019
<b>Subtotal and Average</b>			<b>132,611,111.11</b>		<b>120,000,000.00</b>	<b>120,020,050.00</b>	<b>120,000,000.00</b>		<b>2.660</b>	<b>2.697</b>	<b>78</b>	
<b>Municipal Bonds</b>												
13063DDE5	22280	State of California		02/15/2018	12,195,000.00	12,180,853.80	12,193,120.47	2.300	2.275	2.307	549	10/01/2020
<b>Subtotal and Average</b>			<b>12,192,965.70</b>		<b>12,195,000.00</b>	<b>12,180,853.80</b>	<b>12,193,120.47</b>		<b>2.275</b>	<b>2.307</b>	<b>549</b>	
<b>Local Agency Investment Fund (LAIF)</b>												
SYS8501	6501	LAIF (General Fund)			16,174,804.80	16,174,804.80	16,174,804.80	2.550	2.515	2.550	1	
<b>Subtotal and Average</b>			<b>27,895,155.18</b>		<b>16,174,804.80</b>	<b>16,174,804.80</b>	<b>16,174,804.80</b>		<b>2.515</b>	<b>2.550</b>	<b>1</b>	
<b>Union Bank Activity - Dividend</b>												
SYS21111	21111	Union Bank			0.00	0.00	0.00	2.310	2.278	2.310	1	
<b>Subtotal and Average</b>			<b>22.99</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		<b>0.000</b>	<b>0.000</b>	<b>0</b>	
<b>Treasury Discounts -Amortizing</b>												
912796RM3	22315	US Treasury Bill		03/27/2019	20,000,000.00	19,715,800.00	19,712,533.33	2.352	2.415	2.448	220	11/07/2019
<b>Subtotal and Average</b>			<b>5,592,961.87</b>		<b>20,000,000.00</b>	<b>19,715,800.00</b>	<b>19,712,533.33</b>		<b>2.415</b>	<b>2.448</b>	<b>220</b>	

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CUSIP	Investment #	Issuer	Average Balance	Purchase Date	Par Value	Market Value	Book Value	Stated Rate	YTM 360	YTM 365	Days to Maturity	Maturity Date
<b>Supranationals</b>												
459058FC2	22191	Int Bank of Recon & Redev		04/28/2016	15,000,000.00	14,986,050.00	15,000,000.00	1.250	1.233	1.250	25	04/26/2019
459058FS7	22214	Int Bank of Recon & Redev		01/04/2017	10,000,000.00	9,914,100.00	9,966,783.51	1.125	1.623	1.646	240	11/27/2019
4581X0CP1	22312	Inter-American Devel Bank		03/05/2019	16,000,000.00	15,965,513.33	15,924,821.62	1.675	2.584	2.620	442	06/16/2020
45950VMC7	22275	International Fin Corp		07/03/2018	10,000,000.00	9,969,600.00	10,000,000.00	2.610	2.574	2.610	455	08/29/2020
4581X0CS5	22308	Inter-American Devel Bank		02/08/2019	15,000,000.00	14,858,700.00	14,790,752.97	1.875	2.576	2.612	714	03/15/2021
<b>Subtotal and Average</b>			<b>48,488,339.24</b>		<b>66,000,000.00</b>	<b>65,693,963.33</b>	<b>65,682,358.10</b>		<b>2.127</b>	<b>2.156</b>	<b>379</b>	
<b>Money Market Mutual Funds 02</b>												
032 005 207	21923	Bank of the West		03/16/2009	500,000.00	500,000.00	500,000.00	2.130	2.101	2.130	1	
SYS011119	22302	CAMP		01/11/2019	56,000,000.00	56,000,000.00	56,000,000.00	2.610	2.574	2.610	1	
157 519 832 743	22283	US Bank MMMF		10/23/2018	2,000,000.00	2,000,000.00	2,000,000.00	1.750	1.726	1.750	1	
<b>Subtotal and Average</b>			<b>50,621,458.91</b>		<b>58,500,000.00</b>	<b>58,500,000.00</b>	<b>58,500,000.00</b>		<b>2.541</b>	<b>2.576</b>	<b>1</b>	
<b>Rolling Repurchase Agreements - 3</b>												
00D-101345	22231	Lighthouse Bank		04/03/2017	253,373.91	253,373.91	253,373.91	0.700	0.690	0.700	2	04/03/2019
<b>Subtotal and Average</b>			<b>253,176.39</b>		<b>253,373.91</b>	<b>253,373.91</b>	<b>253,373.91</b>		<b>0.690</b>	<b>0.700</b>	<b>2</b>	
<b>Total and Average</b>			<b>827,749,475.15</b>		<b>831,673,178.71</b>	<b>829,222,131.06</b>	<b>828,764,985.31</b>		<b>2.361</b>	<b>2.394</b>	<b>262</b>	



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# **SECURITIES ACTIVITY BY BROKER**

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A Report on the

Investment Transactions by Broker-Dealer  
For the Period Indicated



**Quarterly Reports  
Activity Report  
Sorted By Dealer  
January 1, 2019 - March 31, 2019**

CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value		Transaction Date	Purchases or Deposits	Par Value		Ending Balance
				Beginning Balance	Current Rate			Redemptions or Withdrawals		
Dealer: Bank of the West										
Money Market Mutual Funds 02										
032 005 207	21923	Bank of the West			2.130		72,925,511.07	81,425,511.07		
		Subtotal and Balance		9,000,000.00			72,925,511.07	81,425,511.07		500,000.00
		Dealer Subtotal	0.060%	9,000,000.00			72,925,511.07	81,425,511.07		500,000.00
Dealer: CAMP										
Money Market Mutual Funds 02										
SYS011119	22302	CAMP			2.610		204,090,352.19	148,090,352.19		
		Subtotal and Balance		0.00			204,090,352.19	148,090,352.19		56,000,000.00
		Dealer Subtotal	6.733%	0.00			204,090,352.19	148,090,352.19		56,000,000.00
Dealer: Jeffries & Company, INC										
U.S. Treasury Notes/ Bonds										
		Subtotal and Balance		69,000,000.00						69,000,000.00
Federal Agency Issues - Coupon										
3130A7L37	22194	Federal Home Loan Bank			1.250	03/15/2019	0.00	15,000,000.00		
3130AAE46	22211	Federal Home Loan Bank			1.250	01/16/2019	0.00	10,000,000.00		
3134GSZX6	22285	Fed.Home Loan Mtg.Corp			3.020	01/25/2019	0.00	12,000,000.00		
		Subtotal and Balance		50,000,000.00			0.00	37,000,000.00		13,000,000.00
Treasury Discounts -Amortizing										
912796QU6	22279	US Treasury Bill			2.140	01/24/2019	0.00	10,000,000.00		
		Subtotal and Balance		10,000,000.00			0.00	10,000,000.00		0.00
		Dealer Subtotal	9.860%	129,000,000.00			0.00	47,000,000.00		82,000,000.00
Dealer: Keybank Capital Mark										

Quarterly Reports  
Activity Report  
January 1, 2019 - March 31, 2019

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CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value Beginning Balance	Current Rate	Transaction Date	Purchases or Deposits	Par Value Redemptions or Withdrawals	Ending Balance
<b>Dealer: Keybank Capital Mark</b>									
<b>U.S. Treasury Notes/ Bonds</b>									
912828P53	22203	US Treasury N/B			0.750	02/15/2019	0.00	15,000,000.00	
<b>Subtotal and Balance</b>				<b>35,000,000.00</b>			<b>0.00</b>	<b>15,000,000.00</b>	<b>20,000,000.00</b>
<b>Federal Agency Issues - Coupon</b>									
3133EJ4K2	22301	Federal Farm Credit Bank			2.625	01/03/2019	16,000,000.00	0.00	
3130ACLP7	22313	Federal Home Loan Bank			1.950	03/15/2019	10,000,000.00	0.00	
<b>Subtotal and Balance</b>				<b>83,000,000.00</b>			<b>26,000,000.00</b>	<b>0.00</b>	<b>109,000,000.00</b>
<b>Dealer Subtotal</b>			<b>15.511%</b>	<b>118,000,000.00</b>			<b>26,000,000.00</b>	<b>15,000,000.00</b>	<b>129,000,000.00</b>
<b>Dealer: LAIF (General Fund)</b>									
<b>Local Agency Investment Fund (LAIF)</b>									
SYS6501	6501	LAIF (General Fund)			2.550		80,174,804.80	119,335,870.97	
<b>Subtotal and Balance</b>				<b>55,335,870.97</b>			<b>80,174,804.80</b>	<b>119,335,870.97</b>	<b>16,174,804.80</b>
<b>Dealer Subtotal</b>			<b>1.945%</b>	<b>55,335,870.97</b>			<b>80,174,804.80</b>	<b>119,335,870.97</b>	<b>16,174,804.80</b>
<b>Dealer: Lighthouse Bank</b>									
<b>Rolling Repurchase Agreements - 3</b>									
CD-101345	22231	Lighthouse Bank			0.700	04/03/2019	436.95	0.00	
<b>Subtotal and Balance</b>				<b>252,936.96</b>			<b>436.95</b>	<b>0.00</b>	<b>253,373.91</b>
<b>Dealer Subtotal</b>			<b>0.030%</b>	<b>252,936.96</b>			<b>436.95</b>	<b>0.00</b>	<b>253,373.91</b>
<b>Dealer: Multi-Bank Securities Inc</b>									
<b>Federal Agency Issues - Coupon</b>									
3135G0H63	22245	Federal National Mort. Assoc.			1.375	01/28/2019	0.00	20,000,000.00	
<b>Subtotal and Balance</b>				<b>30,000,000.00</b>			<b>0.00</b>	<b>20,000,000.00</b>	<b>10,000,000.00</b>
<b>Medium Term Notes</b>									
478160BR4	22247	Johnson & Johnson			1.125	03/01/2019	0.00	7,740,000.00	
<b>Subtotal and Balance</b>				<b>19,290,000.00</b>			<b>0.00</b>	<b>7,740,000.00</b>	<b>11,550,000.00</b>

Quarterly Reports  
Activity Report  
January 1, 2019 - March 31, 2019

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CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value Beginning Balance	Current Rate	Transaction Date	Purchases or Deposits	Par Value Redemptions or Withdrawals	Ending Balance
<b>Dealer: Multi-Bank Securities Inc</b>									
<b>Supranationals</b>									
Subtotal and Balance				15,000,000.00					15,000,000.00
Dealer Subtotal				64,290,000.00			0.00	27,740,000.00	36,550,000.00
<b>Dealer: MUFG Union Bank NA</b>									
<b>U.S. Treasury Notes/ Bonds</b>									
Subtotal and Balance				35,000,000.00					35,000,000.00
<b>Federal Agency Issues - Coupon</b>									
3130A12B3	22305	Federal Home Loan Bank			2.125	01/24/2019	10,000,000.00	0.00	
Subtotal and Balance				27,000,000.00			10,000,000.00	0.00	37,000,000.00
<b>Medium Term Notes</b>									
Subtotal and Balance				22,000,000.00					22,000,000.00
<b>Negotiable CDs</b>									
62478TT41	22306	MUFG Union Bank NA CD			2.620	01/28/2019	20,000,000.00	0.00	
Subtotal and Balance				0.00			20,000,000.00	0.00	20,000,000.00
<b>Municipal Bonds</b>									
Subtotal and Balance				12,195,000.00					12,195,000.00
<b>Supranationals</b>									
4581X0CP1	22312	Inter-American Devel Bank			1.875	03/05/2019	16,000,000.00	0.00	
Subtotal and Balance				0.00			16,000,000.00	0.00	16,000,000.00
Dealer Subtotal				96,195,000.00			46,000,000.00	0.00	142,195,000.00
<b>Dealer: Prebon</b>									
<b>Medium Term Notes</b>									
478160BR4	22195	Johnson & Johnson			1.125	03/01/2019	0.00	10,000,000.00	
Subtotal and Balance				31,000,000.00			0.00	10,000,000.00	21,000,000.00

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CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value Beginning Balance	Current Rate	Transaction Date	Purchases or Deposits	Par Value Redemptions or Withdrawals	Ending Balance
<b>Dealer: Prebon</b>									
<b>Negotiable CDs</b>									
89114MGP6	22281	Toronto Dominion Bank NY			2.450	02/05/2019	0.00	25,000,000.00	
65558TAU9	22291	Nordea Bank			2.610	02/20/2019	0.00	25,000,000.00	
86958JZ85	22293	Svenska Handelsbanken NY			2.640	02/26/2019	0.00	25,000,000.00	
65558TER2	22311	Nordea Bank AB (PUBL) / NY			2.550	02/27/2019	25,000,000.00	0.00	
<b>Subtotal and Balance</b>				<b>100,000,000.00</b>			<b>25,000,000.00</b>	<b>75,000,000.00</b>	<b>50,000,000.00</b>
<b>Dealer Subtotal</b>				<b>8.537%</b>	<b>131,000,000.00</b>		<b>25,000,000.00</b>	<b>85,000,000.00</b>	<b>71,000,000.00</b>
<b>Dealer: Royal Bank Canada Capital Mkt</b>									
<b>U.S. Treasury Notes/ Bonds</b>									
9128284J6	22303	US Treasury N/B			2.375	01/17/2019	13,000,000.00	0.00	
912828W22	22307	US Treasury N/B			1.375	02/04/2019	20,000,000.00	0.00	
<b>Subtotal and Balance</b>				<b>28,000,000.00</b>			<b>33,000,000.00</b>	<b>0.00</b>	<b>61,000,000.00</b>
<b>Federal Agency Issues - Coupon</b>									
3135G0M67	22199	Federal National Mort. Assoc.			1.000	01/25/2019	0.00	10,000,000.00	
<b>Subtotal and Balance</b>				<b>10,000,000.00</b>			<b>0.00</b>	<b>10,000,000.00</b>	<b>0.00</b>
<b>Negotiable CDs</b>									
85325TR31	22282	Standard Chartered			2.470	02/04/2019	0.00	25,000,000.00	
85325T2K0	22310	Standard Chartered			2.620	02/21/2019	25,000,000.00	0.00	
<b>Subtotal and Balance</b>				<b>50,000,000.00</b>			<b>25,000,000.00</b>	<b>25,000,000.00</b>	<b>50,000,000.00</b>
<b>Supranationals</b>									
4581X0CS5	22308	Inter-American Devel Bank			1.875	02/08/2019	15,000,000.00	0.00	
<b>Subtotal and Balance</b>				<b>10,000,000.00</b>			<b>15,000,000.00</b>	<b>0.00</b>	<b>25,000,000.00</b>
<b>Dealer Subtotal</b>				<b>16.353%</b>	<b>98,000,000.00</b>		<b>73,000,000.00</b>	<b>35,000,000.00</b>	<b>136,000,000.00</b>
<b>Dealer: Stifel Nicolaus &amp; Co</b>									
<b>U.S. Treasury Notes/ Bonds</b>									
<b>Subtotal and Balance</b>									<b>53,000,000.00</b>

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CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value Beginning Balance	Current Rate	Transaction Date	Purchases or Deposits	Par Value Redemptions or Withdrawals	Ending Balance
<b>Dealer: Stifel Nicolaus &amp; Co</b>									
<b>Federal Agency Issues - Coupon</b>									
3133EG3X1	22217	Federal Farm Credit Bank			1.250	01/17/2019	0.00	15,000,000.00	
3133782M2	22219	Federal Home Loan Bank			1.500	03/08/2019	0.00	15,000,000.00	
3134GS7E9	22314	Fed.Home Loan Mtg.Corp			2.600	03/25/2019	15,000,000.00	0.00	
<b>Subtotal and Balance</b>				<b>43,000,000.00</b>			<b>15,000,000.00</b>	<b>30,000,000.00</b>	<b>28,000,000.00</b>
<b>Medium Term Notes</b>									
594918BP8	22304	Microsoft Corp			1.550	01/24/2019	10,000,000.00	0.00	
478160CD4	22309	Johnson & Johnson Corp			2.250	02/15/2019	15,000,000.00	0.00	
<b>Subtotal and Balance</b>				<b>0.00</b>			<b>25,000,000.00</b>	<b>0.00</b>	<b>25,000,000.00</b>
<b>Treasury Discounts -Amortizing</b>									
912796UH0	22298	US Treasury Bill			2.238	01/08/2019	0.00	25,000,000.00	
912796RM3	22315	US Treasury Bill			2.352	03/27/2019	20,000,000.00	0.00	
<b>Subtotal and Balance</b>				<b>25,000,000.00</b>			<b>20,000,000.00</b>	<b>25,000,000.00</b>	<b>20,000,000.00</b>
<b>Supranationals</b>									
<b>Subtotal and Balance</b>				<b>10,000,000.00</b>					<b>10,000,000.00</b>
<b>Dealer Subtotal</b>			<b>16.353%</b>	<b>131,000,000.00</b>			<b>60,000,000.00</b>	<b>55,000,000.00</b>	<b>136,000,000.00</b>
<b>Dealer: Union Bank</b>									
<b>Union Bank Activity - Dividend</b>									
SYS21111	21111	Union Bank			2.310		385.29	385.29	
<b>Subtotal and Balance</b>				<b>0.00</b>			<b>385.29</b>	<b>385.29</b>	<b>0.00</b>
<b>Dealer Subtotal</b>			<b>0.000%</b>	<b>0.00</b>			<b>385.29</b>	<b>385.29</b>	<b>0.00</b>
<b>Dealer: US Bank MMMF</b>									
<b>Money Market Mutual Funds 02</b>									
157 519 832 743	22283	US Bank MMMF			1.750		46,996,818.86	49,996,818.86	
<b>Subtotal and Balance</b>				<b>5,000,000.00</b>			<b>46,996,818.86</b>	<b>49,996,818.86</b>	<b>2,000,000.00</b>
<b>Dealer Subtotal</b>			<b>0.240%</b>	<b>5,000,000.00</b>			<b>46,996,818.86</b>	<b>49,996,818.86</b>	<b>2,000,000.00</b>

Quarterly Reports  
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January 1, 2019 - March 31, 2019

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CUSIP	Investment #	Issuer	Percent of Portfolio	Par Value Beginning Balance	Current Rate	Transaction Date	Purchases or Deposits	Par Value Redemptions or Withdrawals	Ending Balance
Dealer: Wells Fargo Securities LLC									
Federal Agency Issues - Coupon									
				14,000,000.00					14,000,000.00
				Subtotal and Balance					
Medium Term Notes									
				10,000,000.00					10,000,000.00
				Subtotal and Balance					
Supranationals									
45905UVD3	22187	Int Bank of Recon & Redev			1.040	01/02/2019	0.00	15,000,000.00	
				15,000,000.00			0.00	15,000,000.00	0.00
				Subtotal and Balance					
				Dealer Subtotal	2.886%		0.00	15,000,000.00	24,000,000.00
				39,000,000.00					
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# ACCRUED INTEREST REPORT

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As of March 31, 2019

## REPORT DESCRIPTION

The **Accrued Interest Report** shows the amount of interest earned, but not yet received, for each active investment within the portfolio. Within the date range, the report displays the amount of interest accrued as of the report beginning date, the amount of interest earned during the reporting period, the amount of interest recorded as received, and the ending accrued interest. What follows is a description of the report's headings.

**ISSUER** – Issuer is the name of the institution which issued the investment.

**INVESTMENT NUMBER** – The investment number is a unique number that identifies the investment position.

**SECURITY TYPE** – This heading is a three-character code assigned by the program to identify each type of investment.

**PAR VALUE** – The nominal or face value of the security.

**MATURITY DATE** – The maturity date is the date on when an investment will mature.

**CURRENT RATE** – For coupon instruments, the current rate is the coupon or interest rate at the time of purchase. For discount instruments, the current rate is the yield to maturity.

**BEGINNING ACCRUED INTEREST** – This column displays the amount of interest earned, but not yet received, as of the report beginning date.

**INTEREST EARNED** – This column shows the amount of interest earned during the selected reporting period.

**INTEREST RECEIVED** – This column includes the amount of interest posted as received during the selected reporting period.

**ENDING ACCRUED INTEREST** – This column displays the amount of interest earned, but not yet received, as of the report ending date.





**Quarterly Reports  
Accrued Interest  
Sorted by Security Type - Maturity Date  
January 1, 2019 - March 31, 2019**

CUSIP	Investment #	Security Type	Par Value	Maturity Date	Current Rate	* Beginning Accrued Interest	Adjusted Acc'd Int. at Purchase During Period	Interest Earned	Interest Received	* Ending Accrued Interest
<b>U.S. Treasury Notes/ Bonds</b>										
912828P53	22203	TRC	0.00	02/15/2019	0.750	42,493.21	0.00	13,756.79	58,250.00	0.00
912828R44	22263	TRC	20,000,000.00	05/15/2019	0.875	22,720.99	0.00	43,508.29	0.00	66,229.28
912828R85	22258	TRC	15,000,000.00	08/15/2019	0.875	6,129.81	0.00	32,451.92	0.00	38,581.73
912828S43	22206	TRC	17,000,000.00	07/15/2019	0.750	58,899.46	0.00	31,618.50	63,750.00	26,767.96
912828WW6	22277	TRC	12,000,000.00	07/31/2019	1.625	81,603.26	0.00	48,217.18	97,500.00	32,320.44
912828B5	22287	TRC	10,000,000.00	08/15/2019	0.750	28,328.80	0.00	18,494.40	37,500.00	9,323.20
912828T6	22286	TRC	18,000,000.00	08/31/2019	1.250	76,450.28	0.00	55,614.94	112,500.00	19,565.22
912828G4	22202	TRC	20,000,000.00	09/15/2019	0.875	52,209.94	0.00	43,374.29	87,500.00	8,084.23
912828T59	22276	TRC	20,000,000.00	10/15/2019	1.000	42,857.14	0.00	49,450.55	0.00	92,307.69
912828F62	22292	TRC	20,000,000.00	10/31/2019	1.500	51,381.22	0.00	74,585.84	0.00	125,966.86
912828U32	22289	TRC	15,000,000.00	11/15/2019	1.000	19,475.14	0.00	37,292.82	0.00	58,767.96
912828UL2	22294	TRC	20,000,000.00	01/31/2020	1.375	115,081.52	0.00	67,998.59	137,500.00	45,580.11
912828W22	22307	TRC	20,000,000.00	02/15/2020	1.375	0.00	129,279.89	42,405.19	137,500.00	34,185.08
912828Y4	22297	TRC	18,000,000.00	02/29/2020	2.250	137,610.50	0.00	100,106.89	202,500.00	35,217.39
912828J6	22303	TRC	13,000,000.00	04/30/2020	2.375	0.00	66,526.24	63,114.64	0.00	129,640.88
<b>Subtotal</b>			<b>238,000,000.00</b>			<b>735,241.27</b>	<b>195,806.13</b>	<b>721,990.63</b>	<b>932,500.00</b>	<b>720,538.03</b>
<b>Federal Agency Issues - Coupon</b>										
3130AAE46	22211	FAC	0.00	01/16/2019	1.250	57,291.67	0.00	5,208.33	62,500.00	0.00
3133EG3X1	22217	FAC	0.00	01/17/2019	1.250	85,416.67	0.00	8,333.33	93,750.00	0.00
3135G0M87	22199	FAC	0.00	01/25/2019	1.000	43,333.33	0.00	6,666.67	50,000.00	0.00
3135G0H63	22245	FAC	0.00	01/28/2019	1.375	116,875.00	0.00	20,625.00	137,500.00	0.00
3133782M2	22219	FAC	0.00	03/08/2019	1.500	70,625.00	0.00	41,875.00	112,500.00	0.00
3130A7L37	22194	FAC	0.00	03/15/2019	1.250	55,208.33	0.00	38,541.67	93,750.00	0.00
3136G3NA9	22196	FAC	15,000,000.00	05/23/2019	1.200	19,000.00	0.00	45,000.00	0.00	64,000.00
3130ABF92	22264	FAC	15,000,000.00	05/28/2019	1.375	18,906.25	0.00	51,562.50	0.00	70,468.75
3133EGCA1	22197	FAC	14,000,000.00	06/03/2019	1.060	11,542.22	0.00	37,100.00	0.00	48,642.22
3130AB2G0	22227	FAC	18,000,000.00	06/27/2019	1.400	2,800.00	0.00	63,000.00	0.00	65,800.00
3137EADM8	22274	FAC	15,000,000.00	10/02/2019	1.250	46,354.17	0.00	46,875.00	0.00	93,229.17
3133EJ4K2	22301	FAC	16,000,000.00	01/03/2020	2.625	0.00	0.00	102,666.67	0.00	102,666.67
3137EAEE5	22244	FAC	15,000,000.00	01/17/2020	1.500	102,500.00	0.00	56,250.00	112,500.00	46,250.00
3130ADN32	22259	FAC	10,000,000.00	02/11/2020	2.125	82,638.88	0.00	53,125.00	106,250.00	29,513.88
3130A12B3	22305	FAC	10,000,000.00	03/13/2020	2.125	0.00	77,326.39	39,548.61	106,250.00	10,625.00
3133EJRL5	22270	FAC	13,000,000.00	06/11/2020	2.550	18,416.67	0.00	82,875.00	0.00	101,291.67
3134GBXV9	22284	FAC	20,000,000.00	07/13/2020	1.850	172,666.67	0.00	92,500.00	185,000.00	80,166.67

\* Beginning Accrued may not include investments that redeemed in the previous month that had outstanding accrued interest. Ending Accrued includes outstanding purchase

Quarterly Reports  
Accrued Interest  
Sorted by Security Type - Maturity Date

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CUSIP	Investment #	Security Type	Par Value	Maturity Date	Current Rate	* Beginning Accrued Interest	Adjusted Acc'd Int. at Purchase During Period	Interest Earned	Interest Received	* Ending Accrued Interest
<b>Federal Agency Issues - Coupon</b>										
3130ACLP7	22313	FAC	10,000,000.00	11/05/2020	1.950	0.00	70,416.67	8,666.66	0.00	79,083.33
3134GSZX6	22285	FAC	0.00	01/25/2021	3.020	66,440.00	0.00	24,160.00	90,600.00	0.00
3133EJT74	22290	FAC	13,000,000.00	11/15/2021	3.050	50,663.89	0.00	99,125.00	0.00	149,788.89
3134GSJ55	22300	FAC	12,000,000.00	12/27/2021	3.050	4,066.67	0.00	91,500.00	0.00	95,566.67
3134GS7E9	22314	FAC	15,000,000.00	03/25/2022	2.600	0.00	0.00	6,500.00	0.00	6,500.00
	<b>Subtotal</b>		<b>211,000,000.00</b>			<b>1,024,745.42</b>	<b>147,743.06</b>	<b>1,021,704.44</b>	<b>1,150,600.00</b>	<b>1,043,592.92</b>
<b>Medium Term Notes</b>										
478160BR4	22195	MTN	0.00	03/01/2019	1.125	37,500.00	0.00	18,750.00	58,250.00	0.00
478160BR4	22247	MTN	0.00	03/01/2019	1.125	29,025.00	0.00	14,512.50	43,537.50	0.00
63254AAQ1	22280	MTN	12,000,000.00	07/12/2019	1.375	77,458.33	0.00	41,250.00	82,500.00	36,208.33
594918BN3	22200	MTN	10,000,000.00	08/08/2019	1.100	43,694.44	0.00	27,500.00	55,000.00	16,194.44
89236TDH5	22296	MTN	9,000,000.00	10/18/2019	1.550	28,287.50	0.00	34,875.00	0.00	63,162.50
90331HNJ8	22299	MTN	12,000,000.00	01/23/2020	2.350	123,766.67	0.00	70,500.00	141,000.00	53,266.67
037833CK4	22248	MTN	11,550,000.00	02/07/2020	1.900	87,780.00	0.00	54,862.50	109,725.00	32,917.50
931142EG4	22271	MTN	10,000,000.00	06/23/2020	2.850	6,333.34	0.00	71,250.00	0.00	77,583.34
594918BP8	22304	MTN	10,000,000.00	08/08/2021	1.550	0.00	71,472.22	28,847.22	77,500.00	22,819.44
594918CD4	22309	MTN	15,000,000.00	03/03/2022	2.250	0.00	151,875.00	43,125.00	168,750.00	26,250.00
	<b>Subtotal</b>		<b>89,550,000.00</b>			<b>433,845.28</b>	<b>223,347.22</b>	<b>405,472.22</b>	<b>734,262.50</b>	<b>328,402.22</b>
<b>Negotiable CDs</b>										
85325TR31	22282	NCB	0.00	02/04/2019	2.470	154,375.00	0.00	58,319.44	212,694.44	0.00
89114MGP6	22281	NCB	0.00	02/05/2019	2.450	154,826.39	0.00	59,548.61	214,375.00	0.00
65558TAU9	22291	NCB	0.00	02/20/2019	2.610	76,125.00	0.00	90,625.00	166,750.00	0.00
86958JZ85	22293	NCB	0.00	02/26/2019	2.640	62,333.33	0.00	102,666.67	165,000.00	0.00
87019VTU1	22295	NCB	25,000,000.00	04/29/2019	2.680	61,416.67	0.00	167,500.00	0.00	228,916.67
78012UJU0	22288	NCB	25,000,000.00	05/07/2019	2.820	107,708.33	0.00	176,250.00	0.00	283,958.33
65558TER2	22311	NCB	25,000,000.00	06/27/2019	2.550	0.00	0.00	58,437.50	0.00	58,437.50
85325T2K0	22310	NCB	25,000,000.00	07/22/2019	2.620	0.00	0.00	70,958.33	0.00	70,958.33
62478TT41	22306	NCB	20,000,000.00	08/19/2019	2.620	0.00	0.00	91,700.00	0.00	91,700.00
	<b>Subtotal</b>		<b>120,000,000.00</b>			<b>616,784.72</b>	<b>0.00</b>	<b>876,005.55</b>	<b>758,819.44</b>	<b>733,970.83</b>
<b>Municipal Bonds</b>										
13063DDE5	22260	MUN	12,195,000.00	10/01/2020	2.300	70,121.25	0.00	70,121.25	0.00	140,242.50
	<b>Subtotal</b>		<b>12,195,000.00</b>			<b>70,121.25</b>	<b>0.00</b>	<b>70,121.25</b>	<b>0.00</b>	<b>140,242.50</b>
<b>Local Agency Investment Fund (LAIF)</b>										
SYS6501	6501	LA1	16,174,804.80		2.550	335,870.97	0.00	174,804.80	335,870.97	174,804.80

\* Beginning Accrued may not include investments that redeemed in the previous month that had outstanding accrued interest. Ending Accrued includes outstanding purchase

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Accrued Interest  
Sorted by Security Type - Maturity Date

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CUSIP	Investment #	Security Type	Par Value	Maturity Date	Current Rate	* Beginning Accrued Interest	Adjusted Acc'd Int. at Purchase During Period	Interest Earned	Interest Received	* Ending Accrued Interest
<b>Subtotal</b>			<b>16,174,804.80</b>			<b>335,870.97</b>	<b>0.00</b>	<b>174,804.80</b>	<b>335,870.97</b>	<b>174,804.80</b>
<b>Union Bank Activity - Dividend</b>										
SYS21111	21111	PA3	0.00		2.310	129.12	0.00	311.74	385.29	55.57
<b>Subtotal</b>			<b>0.00</b>			<b>129.12</b>	<b>0.00</b>	<b>311.74</b>	<b>385.29</b>	<b>55.57</b>
<b>Supranationals</b>										
45905UVD3	22187	MC6	0.00	01/02/2019	1.040	77,516.67	0.00	433.33	78,000.00	-50.00
459058FC2	22191	MC6	15,000,000.00	04/26/2019	1.250	33,854.17	0.00	46,875.00	0.00	80,729.17
459058FS7	22214	MC6	10,000,000.00	11/27/2019	1.125	10,425.00	0.00	28,125.00	0.00	38,550.00
4581X0CP1	22312	MC6	16,000,000.00	06/16/2020	1.875	0.00	65,833.33	21,666.67	0.00	87,500.00
45950VMC7	22275	MC6	10,000,000.00	06/29/2020	2.610	1,450.00	0.00	65,250.00	0.00	66,700.00
4581X0CS5	22308	MC6	15,000,000.00	03/15/2021	1.875	0.00	111,718.75	41,406.25	140,625.00	12,500.00
<b>Subtotal</b>			<b>66,000,000.00</b>			<b>123,245.84</b>	<b>177,552.08</b>	<b>203,756.25</b>	<b>218,625.00</b>	<b>285,929.17</b>
<b>Money Market Mutual Funds 02</b>										
032 005 207	21923	RRP	500,000.00		2.130	19,512.11	0.00	22,973.53	35,511.07	6,974.57
SYS011119	22302	RRP	56,000,000.00		2.610	0.00	0.00	263,360.48	131,585.15	131,775.33
157 519 832 743	22283	RRP	2,000,000.00		1.750	28,549.36	0.00	23,356.12	46,193.78	5,711.70
<b>Subtotal</b>			<b>58,500,000.00</b>			<b>48,061.47</b>	<b>0.00</b>	<b>309,690.13</b>	<b>213,290.00</b>	<b>144,461.60</b>
<b>Rolling Repurchase Agreements - 3</b>										
CD-101345	22231	RR3	253,373.91	04/03/2019	0.700	140.71	0.00	437.20	436.95	140.96
<b>Subtotal</b>			<b>253,373.91</b>			<b>140.71</b>	<b>0.00</b>	<b>437.20</b>	<b>436.95</b>	<b>140.96</b>
<b>Total</b>			<b>811,673,178.71</b>			<b>3,388,186.05</b>	<b>744,448.49</b>	<b>3,784,294.21</b>	<b>4,344,790.15</b>	<b>3,572,138.60</b>

\* Beginning Accrued may not include investments that redeemed in the previous month that had outstanding accrued interest. Ending Accrued includes outstanding purchase

Data Updated: SET\_QE: 04/15/2019 10:51

Run Date: 04/15/2019 - 10:51

Portfolio SCRZ

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AI (PRF\_AI) 7.1.1  
Report Ver. 7.3.2

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## DESCRIPTION OF INVESTMENT INSTRUMENTS

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The investment activities of County Treasurers are restricted by state law to a select group of government securities and prime money market instruments. To reduce the risk inherent in any one instrument, state law further limits the percentage of the county's portfolio that can be invested in any one type of security.

The types of securities available to the County Treasurer can be divided into three main categories: 1) U.S. Treasury bills, notes and bonds. They are guaranteed by the U.S. Government and are considered to have no credit risk. They also typically have the lowest yield of the securities available for investing. 2) Securities issued by U.S. Government Agencies and Instrumentalities. These securities consist mostly of notes and debentures of agencies and government sponsored corporations. They are not guaranteed by the U.S. government and therefore have some credit risk. Their yield is typically higher than U.S. Treasury securities. 3) Prime money market securities. These consist of securities such as bankers' acceptances, certificates of deposit, commercial paper and municipal bonds. The yield is typically higher than the other types of securities in which the county invests but the risk is also higher. Through diversification and purchasing only highly rated paper, the credit risk is kept to an acceptable minimum. Each of the securities in these three categories is subject to market risk if sold prior to maturity.

What follows is a brief description of the different securities used by the County Treasurer:

**U.S. Treasury Notes and Bonds** are long term obligations of the U.S. government, which bear coupons. Interest is payable every six months at a rate of one-half the annual coupon. Treasury bonds and notes trading is conducted by the same securities dealers who trade T bills. In the secondary market, prices are quoted in thirty-seconds of 1 percent. Except for their maturities, notes and bonds are identical regardless of their label. Notes are issued for original maturities of one to 10 years. Bonds are issued with original maturities of more than 10 years.

**U.S. Treasury Bills** are unusual instruments because they bear no specific interest rate. Rather, they are issued originally at a discount from its ultimate maturity (par) value. Because T Bills are issued and traded at a discount, investors receive their returns at maturity or on subsequent resale, which ordinarily will be at prices higher than the original discount.

**Federal Farm Credit Bank (FFCB) Discount Notes.** FFCB is an instrumentality of the U.S. Government. The notes are the consolidated obligations of the 37 Farm Credit Banks issued on a discount basis with maturities of one year or less. Although not as risk free as Treasury notes, most experts believe the U.S. government has a moral commitment to the farm credit system.

**Federal Farm Credit Bank (FFCB) debentures** are consolidated obligations of the 37 Farm Credit Banks issued with a fixed coupon rate with maturities ranging from 6 months to 20 years. A debenture is a bond secured only by the general credit of the issuer.

**Federal Home Loan Bank (FHLB) Discount notes** are consolidated obligations of 12 District banks issued with a fixed coupon rate with maturities ranging from one to ten years. Although the FHLB operates under federal charter with government supervision, the securities are not guaranteed by the U.S. government. However, the banks are required to maintain a considerable reserve pledged against the outstanding debt. They are therefore considered relatively risk free.

**Federal National Mortgage Association (Fannie Mae) Discount notes** are consolidations of government chartered private corporations issued on a discount basis with maturities under one year. They are guaranteed by the corporations, but not by the U.S. government. Many investors consider the securities a moral obligation of the U.S. government and believe Congress would intervene before allowing default.

**Federal National Mortgage Association (Fannie Mae) debentures** are obligations issued by the Association with a fixed coupon rate and various maturities. A debenture is a bond secured only by the general credit of the issuer.

**Local Agency Investment Fund (LAIF)** is the state sponsored investment fund. LAIF is an excellent cash management tool to help meet most of the unexpected cash demands. Currently the state limits the county's investment in this pool to \$65,000,000.

**Federal Home Loan Mortgage Corporation (Freddie Mac) Participation Notes** are issues of the Federal Home Loan Mortgage Corporation representing undivided interests in conventional mortgages underwritten and previously purchased by it. The corporation guarantees the timely payment of interest at the certificate rate and full return of principal. Participation Certificates have original final payment dates of 30 years.

**Government National Mortgage Association (Ginnie Mae) Pass Through** are issues of the wholly owned government corporation within the Department of Housing and Urban Development. Principal and interest payment collected on mortgages in specified pools are passed through to holders of GNMA Guaranteed certificates after deduction of servicing and guaranty fees. GNMA's have original stated maturities of 12 to 40 years. For Santa Cruz County, these are used only as collateral for overnight repurchase agreements.

**Municipal Securities (Notes and Bonds) Debt** securities issued by state and local governments and their agencies are referred to as municipal securities. Such securities can be divided into two broad categories: bonds issued to finance capital projects and short term notes sold in anticipation of the receipt of other funds, such as taxes or proceeds from a bond issue.

**Banker's Acceptances.** Briefly stated, the function of the bankers' acceptance is as follows: A borrower may, under certain circumstances, obtain short-term credit by arranging for his bank to accept a time draft upon it. The bank stamps its official acceptance across the face of the draft and converts it into a bankers' acceptance. The instrument, now being a bank obligation, may be sold to an acceptance dealer who, in turn, may sell it to an investor. Most BAs arise out of transactions involving the trade of manufactured goods or commodities. Maturities range from one to 180 days.

**Commercial Paper** is a short-term promissory note issued by a company to finance current transactions. All commercial paper is negotiable, but most commercial paper sold to investors is held to maturity. Commercial paper is issued not only by industrial and manufacturing firms but also by finance companies. Notes are sold on a discount or interest-bearing basis with maturities not exceeding 270 days.

**Medium Term Notes** are obligations that have maturities of less than 5 years and are issued by corporations or depositories organized and operating in the U.S.

**Negotiable Certificate of Deposit (NCD).** It is a receipt for deposit of a stated sum in the bank on a given date, together with a promise to redeem this sum plus interest at the indicated rate on a designated date. The instrument is negotiable because it is payable either to bearer or to the order of the depositor.

**Repurchase Agreements (RP or Repos).** A holder of securities sells securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. Repurchase agreements are usually for short periods of time (one to five days), when large sums are received that will be needed in the next day or two. As a result, they are often called overnight repos. From the point of view of investors, overnight repos offer several attractive features. First, by rolling overnight repos, investors can keep surplus funds invested without losing liquidity or incurring a price risk. Second, because repo transactions are secured by top quality paper, investors expose themselves to little or no risk.

**Guaranteed Investment Contract (GIC).** This is a fixed income agreement offered by insurance companies. GICs offer to pay a specific interest rate over a period of time. Some GICs are eligible for early redemption, with or without penalty, which eliminates market risk if interest rates rise. In Santa Cruz County it is only used for the investment of secured indebtedness and only if the note documentation permits such an investment.

**Money Market (Mutual) Fund.** A money market mutual fund is a pooled fund that invests in a number of money market vehicles (CD's, CP, T-Bills, etc.). These funds are designed to pay the investor interest, as well as provide full liquidity. Maturities of the underlying investments are 13 months or less.



## SANTA CRUZ COUNTY BOARD OF EDUCATION

### AGENDA ITEM

**Board Meeting Date:** May 16, 2019

☒

**Action**

☐

**Information**

**TO:** Dr. Faris Sabbah, County Superintendent of Schools

**FROM:** Mary Hart, Deputy Superintendent, Business Services

**SUBJECT:** Surplus Items

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### BACKGROUND

County Board of Education Policy P-3260 requires that all surplus items be reviewed and surplus through County Board action.

### SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:

Authorize staff to dispose of surplus items as follows:

<u>Program</u>	<u>Item(s)</u>	<u>Value</u>
Various	4 Kangaroo Desks	N/S

### FUNDING IMPLICATIONS

Please see attached memo regarding Surplus Property.

To: County Office of Education Board of Trustees

From: Mary Hart, Deputy Superintendent, Business

Date: May 16, 2019

RE: Surplus Property

The County Office of Education (COE) owns four Kangaroo Desks. Through research we have found these Kangaroo Desks have no value on the local market. Our recommendation is to dispose of the Kangaroo Desks. Our Business Department will offer the desks to other districts in the county. In the event no other district can use them, the County Office of Education, will dispose of the desks.

**EC § 1279. Disposal of personal property by county superintendent of schools**

- (a) The county superintendent of schools shall not in any manner dispose of any item of personal property worth *over* twenty-five thousand dollars (\$25,000) that belongs to the county office of education without meeting the following conditions:
- (1) Obtaining an independent valuation of the property.
  - (2) Advertising the property for sale in a newspaper of general circulation within the district, or, if there is no newspaper of general circulation within the district, in any newspaper of general circulation that is regularly circulated in the district. The advertisement shall be published for a period of time in accordance with the policy of the county board of education.
  - (3) Bringing the matter to the attention of the county board of education for its discussion at a regularly scheduled public meeting.
  - (4) Obtaining the approval of the county board of education.
- (b) **The county superintendent of schools shall not in any manner dispose of any personal property worth less than twenty-five thousand dollars (\$25,000) that belongs to the county office of education unless he or she certifies the value of the property in a quarterly report and submits that report to the county board of education for its review.”**



**EC § 17546. Private sale of personal property; disposition of property unsold at public auction or of insufficient value to defray cost of sale**

(a) If the governing board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of two thousand five hundred dollars (\$2,500), it may be sold at private sale without advertising, by any employee of the district empowered for that purpose by the board.

(b) Any item or items of property having previously been offered for sale pursuant to Section 17545, but for which no qualified bid was received, may be sold at private sale without advertising by any employee of the district empowered for that purpose by the board.

(c) *If the board, by a unanimous vote of those members present, finds that the property is of insufficient value to defray the costs of arranging a sale, the property may be donated to a charitable organization deemed appropriate by the board, or it may be disposed .”*

Education Code 17546 (c) the board must evaluate and vote on the disposal method for the smartboards.

**RECOMMENDATION:** The administration recommends upon a unanimous vote per EC 17546 c to dispose of the property through the least costly manner. Donation if an appropriate organization can be located or the County refuse.



## SANTA CRUZ COUNTY BOARD OF EDUCATION

### AGENDA ITEM

**Board Meeting Date:** May 16, 2019

☐

**Action**

☒

**Information**

**TO:** Dr. Faris Sabbah, County Superintendent of Schools  
**FROM:** John Rice, Director, Alternative Education Department  
**SUBJECT:** Oasis High School Distinguished Students Recognitions

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#### **BACKGROUND**

18 Students from Oasis High School will be recognized for their outstanding performance throughout the 2018-2019 school year.

#### **SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:**

Participate in Recognition Ceremony.

#### **FUNDING IMPLICATIONS**

None.



## SANTA CRUZ COUNTY BOARD OF EDUCATION

### AGENDA ITEM

**Board Meeting Date:** May 16, 2019

☐

Action

☒

Information

**TO:** Dr. Faris Sabbah, County Superintendent of Schools

**FROM:** Jivan Dhaliwal, Associate Superintendent, Educational Services

**SUBJECT:** Outstanding Educator Recognition Awards

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#### BACKGROUND

The Santa Cruz County Office of Education has been recognizing outstanding educators in the community for the past eight years. A selection committee was formed to review the 40 nominations using the California Standards for the Teaching Profession, the California Professional Standards for Educational Leaders, and the criteria below:

1. Ability to create a passion for learning
2. High expectations for all students
3. Strong communication and collaborative skills
4. Strong sense of values, integrity, and professional ethics
5. Knowledge of subject and curriculum content
6. Commitment to the community they serve

The 2018-2019 honorees are:

**Administrator:** Ulli Kummerow, Principal, Radcliff Elementary, Pajaro Valley Unified School District

**Classified Employee:** Sheryl Andersen, Shoreline Middle School, Live Oak School District

**Teacher:** Ethan Ducker, Santa Cruz Gardens, Soquel Union Elementary School District

**Counselor:** Amanda Reilly, Harbor High School, Santa Cruz City School District

#### SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:

Participate in Recognition Ceremony.

#### FUNDING IMPLICATIONS

None.

**Board Meeting Date:** May 16, 2019

**Agenda Item:** #7.2



## SANTA CRUZ COUNTY BOARD OF EDUCATION

### AGENDA ITEM

**Board Meeting Date:** May 16, 2019

☐

Action

☒

Information

**TO:** Dr. Faris Sabbah, County Superintendent of Schools

**FROM:** Jason Borgen, Chief Technology Officer and Sergio Ybarra, Technology Support Technician

**SUBJECT:** Plan to Upgrade Audio/Visual Equipment in Large COE Conference Rooms

#### BACKGROUND

Santa Cruz COE conference rooms are used for a variety of purposes including meetings, trainings, and creating opportunities for educators and the community to come together to discuss educational practices and disruptions in our school systems. Modern-day learning environments have shifted from a “front of the room” learning space to learning that encompasses multiple forms of content, presentations, and presenters--The Santa Cruz COE aims to model current learning spaces for all stakeholders. Updates in audio and visual technologies have provided schools, universities, and other learning and community spaces the ability to provide new forms of presentation and sound amplification tools to support engaged learning including video walls, sound zones, and multiple presentation stations as well as to be able manage and troubleshoot remotely through a centralized management system. The Santa Cruz COE has not updated its audio visual setup significantly since the move to Encinal. A plan that has already begun in the small conference rooms include:

- **Phase 1:** Update small conference rooms with TVs and wireless streaming - COMPLETE
- **Phase 2:** Update large conference rooms with multiple video streaming options including centralized support management, video wall and digital audio system - By early 2020
- **Phase 3:** Add video camera feeds to board room for seamless wireless streaming to other meetings rooms and research updated furniture - 2021-2022

#### SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:

Approve upgrades.

#### FUNDING IMPLICATIONS

18-19: \$105,000

19-20: \$70,000



## SANTA CRUZ COUNTY BOARD OF EDUCATION

### AGENDA ITEM

**Board Meeting Date:** May 16, 2019

☐

**Action**

☒

**Information**

**TO:** Santa Cruz County Board of Education

**FROM:** Dr. Faris Sabbah, County Superintendent of Schools

**SUBJECT:** Outreach Plan for Cypress Charter

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### BACKGROUND

Our goal is to increase enrollment at Santa Cruz County Cypress Charter to at least 135 students for the 2019-20 school year. We have developed an outreach team that includes Cypress staff and Alternative Education leadership members to focus our efforts and increase student enrollment. We feel that Cypress offers a unique learning environment that offers academic rigor within a safe, supportive space. Cypress fosters a diverse student body through an inclusive community where each individual is seen and valued. We hope to publicize the many benefits the school offers to its students.

### SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:

Provide feedback on the outreach plan

### FUNDING IMPLICATIONS

Some costs will be needed for the development and deployment of publicity materials and the design of a 1 minute video (approximately \$5000).



Santa Cruz County Board of Education • 400 Encinal Street, Santa Cruz, CA 95060 • Tel (831) 466-5900 • [www.santacruzcoe.org](http://www.santacruzcoe.org)  
Ms. Jane Royer Barr • Ms. Rose Filicetti • Ms. Sandra Nichols • Ms. Sue Roth • Mr. Dana Sales  
Mr. Abel Sanchez • Mr. Bruce Van Allen

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## **Santa Cruz County Cypress Charter High School Outreach Plan for Recruitment**

Our goal is to create enthusiasm to ensure we increase enrollment to 135 students for the 2019-20 school year. Our enrollment has been declining, we feel that Cypress offers a unique learning environment that offers academic rigor within a safe, supportive space. Cypress fosters a diverse student body through an inclusive community where each individual is seen and valued. The school's mission is for students to utilize critical thinking skills in real-world applications, achieving personal and academic growth through a student-centered learning environment and a college preparatory curriculum.

Our goal is to help prospective students and teachers recognize that our school is a match to their strengths, needs, and interests. We hope to increase awareness in the community about the transition of the school to the Santa Cruz County Office of Education to emphasize the stability, resourcefulness, and innovation that this union has created.

We have developed an outreach team that includes Cypress staff and Alternative Education leadership members to focus our efforts. We plan to take the following steps to engage our community and recruit potential students:

- **Create a flyer to distribute to school counselors, Alt. Ed. Intake staff, and non-profit organizations, such as Encompass** - *Distribute a flyer ASAP and complete a professional brochure for distribution by July, 2019*
- **Actively recruit at the local junior high/middle school programs. We hope to reach out to school counselors who can help us identify students who may be interested in this unique learning environment** - *Now through June 2019*
- **Develop a website and create a link to the SCCOE Website** - *Prior to August 2019*
- **Develop a social media presence. Encourage post sharing and check-ins** - *Ongoing*
- **Using the Alternative Education intake process to identify students who may have interest in Cypress** - *Ongoing*

**Santa Cruz County Board of Education**

Regular Meeting

May 16, 2019

- **Develop a 1 minute video that could be shown at movie theatres - *By September 2019***
- **Run a short commercial in a popular local radio station such as KSCO - *Before August 2019***
- **Develop a summer school program that provides a-g credit recovery and opportunities to get ahead - *By March 2020***
- **Develop a pathway, likely focused on the arts - *By June 2020***



## SANTA CRUZ COUNTY BOARD OF EDUCATION

### AGENDA ITEM

**Board Meeting Date:** May 16, 2019

☒

**Action**

☐

**Information**

**TO:** Santa Cruz County Board of Education

**FROM:** Dr. Faris Sabbah, County Superintendent of Schools

**SUBJECT:** Approve the Santa Cruz County Office of Education 2019-2020 Calendar

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#### **BACKGROUND**

The Board will be asked to Approved the Santa Cruz County Office of Education Calendar for the 2019-2020 school year.

#### **SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:**

Approve SCCOE Calendar.

#### **FUNDING IMPLICATIONS**

None.



**SANTA CRUZ COUNTY OFFICE OF EDUCATION**

Dr. Faris M. Sabbah, Superintendent  
400 Encinal Street  
Santa Cruz, CA 95060

**2019-2020 UNAPPROVED SCCOE Education School Calendar**

**2019 M T W TH F**

**July**

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**Aug.**

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**Sept.**

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

**Oct.**

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

**Nov.**

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29






**Dec.**

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**NOTABLE DATES**

July 4 - Independence Day  
Aug. 19 - Orientation Day  
Aug. 21 - First Student Day  
Sept. 2 - Labor Day  
Nov. 11 - Veterans Day  
Nov. 27, 29 - Board Holiday  
Nov. 28 - Thanksgiving Day  
Dec. 24 - Board Holiday  
Dec. 25 - Legal Holiday  
Dec. 31 - Board Holiday  
Jan. 1 - Legal Holiday  
Jan. 6 - First day of 2<sup>nd</sup> Semester  
Jan. 20 - ML King Jr. Day  
Feb. 12 - Lincoln's Birthday  
Feb. 17 - Presidents' Day  
May 25 - Memorial Day  
June 5 - Last Student Day

**LEGEND**

-  Legal Holiday
-  Board Holiday
-  Orientation Day/Teacher work day,
-  Winter/Spring Breaks
-  Start/End of the Semester

**2020 M T W TH F**

**Jan.**

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**Feb.**

	3	4	5	6	7
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

**Mar.**

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**Apr.**

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**May**

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**June**

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			



## SANTA CRUZ COUNTY BOARD OF EDUCATION

### AGENDA ITEM

**Board Meeting Date:** May 16, 2019

☒

**Action**

☐

**Information**

**TO:** Santa Cruz County Board of Education

**FROM:** John Rice, Director, Alternative Education Department

**SUBJECT:** Approve the Alternative Education 2019-2020 Calendar

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#### BACKGROUND

The Alternative Education Calendar covers the 2019-2020 School Year for our Juvenile, Court and Community Schools (JCCS) as well as for our Career Advancement Charter (CAC) and Cypress Charter.

#### SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:

Approve the Alternative Education 2019-2020 Calendar.

#### FUNDING IMPLICATIONS

None.

## SANTA CRUZ COUNTY OFFICE OF EDUCATION

Dr. Faris M. Sabbah, Superintendent  
400 Encinal Street  
Santa Cruz, CA 95060

### 2019-2020 **UNAPPROVED** Alternative Education School Calendar

2019 M T W TH F

July

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Aug.

			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Sept.

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Oct.

	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Nov.

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4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Dec.

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

#### NOTABLE DATES

July 4 - Independence Day  
Aug. 19 - Orientation Day  
Aug. 21 - First Student Day  
Sept. 2 - Labor Day  
Nov. 11 - Veterans Day  
Nov. 27, 29 - Board Holiday  
Nov. 28 - Thanksgiving Day  
Dec. 24 - Board Holiday  
Dec. 25 - Legal Holiday  
Dec. 31 - Board Holiday  
Jan. 1 - Legal Holiday  
Jan. 6 - First day of 2<sup>nd</sup> Semester  
Jan. 20 - ML King Jr. Day  
Feb. 12 - Lincoln's Birthday  
Feb. 17 - Presidents' Day  
May 25 - Memorial Day  
June 5 - Last Student Day

#### LEGEND

-  Legal Holiday
-  Board Holiday
-  Orientation Day
-  Winter/Spring Breaks
-  Staff Development Days (No School)
-  Start/End of the Semester

2020 M T W TH F

Jan.

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Feb.

	3	4	5	6	7
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

Mar.

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Apr.

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May

				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			



## SANTA CRUZ COUNTY BOARD OF EDUCATION

### AGENDA ITEM

**Board Meeting Date:** May 16, 2019

☒

**Action**

☐

**Information**

**TO:** Santa Cruz County Board of Education

**FROM:** John Rice, Director, Alternative Education Department

**SUBJECT:** Approve the Work Experience Education (WEE) Program

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#### BACKGROUND

The Secondary District Plan is a three year agreement that our LEA agrees to comply with. It is 18 assurances appropriate to Federal and State regulations , California Labor Code, California Education Code and Title 5.

It covers and assures among other things that SCCOE is keeping appropriate records, has an appropriately credentialed work experience coordinator, who oversees enrollment for students , grant credit per our county policy, have appropriately trained work experience staff, as well as provide professional development.

Every three years the State asks the LEA's board to review and approve the work permit issuance and guideline.

#### SUPERINTENDENT'S RECOMMENDATION FOR BOARD ACTION:

Approve the WEE Program.

#### FUNDING IMPLICATIONS

# California Department of Education

## Secondary District Plan And Application for the Work Experience Education (WEE) Program

(Per EC 51775, a review of the secondary district plan must be reviewed every three years.)

<u>Santa Cruz County Office of Education</u> Local Educational Agency (LEA) / District / School Santa Cruz County Office Of Education	<u>Santa Cruz</u> County	
<u>400 Encinal St</u> Street Address	<u>Santa Cruz</u> City	<u>95073</u> Zip Code

Place an "X" in the appropriate box (es) to identify the conditions under which WEE will operate.

	Exploratory WEE	General WEE	Career Technical WEE
Regular School	<input type="checkbox"/>	xxx <input type="checkbox"/>	<input type="checkbox"/>
Summer School	<input type="checkbox"/>	xxx <input type="checkbox"/>	<input type="checkbox"/>

In addition to complying with appropriate federal and state laws, *California Labor Code*, *California Education Code*, and *California Code of Regulations*, Title 5, the LEA agrees to the following assurances:

- District Plan:** The district plan for Work Experience Education (WEE) has been approved and adopted by the local governing board and is attached in the enclosed copy of Board Approving Minutes. (EC § 51762 & CCR, T5 § 10070)
- Responsibility for District Plan:** The WEE teacher-coordinator shall implement and/or comply with the assurances contained herein. The school district administration is responsible for those assurances outside the requirements of the WEE teacher-coordinator. (e.g. Assurances 14, 15, 17, and 18)
- Credential:** The WEE teacher-coordinator shall possess a valid secondary-level credential, have two years of occupational experience outside the field of education, and have knowledge of the educational purposes, standards, laws, and regulations regarding WEE. (EC § 51762 & CCR, T5 § 10075)
- Enrollment in WEE:** The WEE teacher-coordinator approves students for enrollment in WEE. (EC § 51760)
  - At the time of enrollment, students are at least 16 years of age. (EC § 51760.3(a))  
 Exceptions:  
 - Students in grade 11 or higher. (EC § 51760.3)

- Students enrolled in Exploratory WEE may be less than 16 years of age and in the middle school. (CCR, T5 § 10071 (c))
  - Principal may certify exemption. (EC § 51760.3)
  - WEE may be identified on the Individualized Education Program. (EC § 51760.3)
  - The pupil is at least 14 years of age and the principal in the school in which the pupil is enrolled certifies that it is necessary for the pupil's participation in a career technical education program. (EC § 51760.3)
5. **Minimum Day:** The minimum day for students is four periods totaling at least 180 minutes in duration (including WEE). (EC § 46144)  
 Exceptions:
    - Continuation high school students. (EC § 46145)
    - Graduating WEE students in the last semester of their senior year. (EC § 46147)
  6. **Pupil/Teacher-Coordinator Ratio:** The pupil/teacher-coordinator ratio in WEE does not exceed 125 pupils per one full-time equivalent certificated WEE teacher-coordinator. Only duties and time directly related to the operation of WEE are considered when determining the pupil/teacher-coordinator ratio. (EC § 46300(b))  
 Exceptions:
    - Ratio may be waived by the State Board of Education. (EC § 46300(b))
  7. **Related Classroom Instruction:** The WEE teacher-coordinator is responsible for preparing and conducting related classroom instruction. (EC § 51760, § 51762.5(b) & CCR, T5 § 10073)
    - a. Related classroom instruction or guidance for each semester and type of WEE is conducted by the WEE teacher-coordinator a minimum equivalent of one instructional period per week offered in sessions scheduled intermittently throughout the semester. (EC § 51760.3(b))
  8. **Course Description:** The WEE course description, with major units of instruction for each semester and for each type of WEE offered is attached in the enclosed course description with units of instruction per semester. (CCR, T5 § 10073)
  9. **Work Sites:** The WEE teacher-coordinator identifies, selects, and/or approves work sites. (EC § 51762.5(a) & CCR, T5 § 10072)
    - a. A minimum of two on-site contacts per semester with a work site supervisor at each work site and minimum of one on-site contact during the summer school session is mandated for completion by the WEE teacher-coordinator. (CCR, T5 § 10074)
  10. **Student Training Agreement:** A written formal training agreement identifying the responsibilities of the school district, employer, parent/guardian, and student is developed for each WEE student and is attached in the enclosed copy of Student Training Agreement. (EC § 51762.5 & CCR, T5 § 10071)

The following are found on the Student Training Agreement:

- a. Student objectives to be accomplished at the work site. (CCR, T5 § 10071)
  - b. The work site offers a reasonable probability of continuous employment for the student during the period for which the student is enrolled in WEE. (EC § 51760 & § 51762.5)
  - c. The employer has adequate equipment, materials, and other facilities to provide appropriate learning opportunities. (EC § 51760 & CCR, T5 § 10072)
  - d. Work conditions will not endanger the health, safety, welfare, or morals of the student. (EC § 49116, § 51762 & CCR, T5 § 10072)
  - e. The employer provides adequate adult supervision to ensure that:
    - (1) The Exploratory WEE student is provided opportunities to observe and sample a variety of conditions of work to ascertain his/her interests and suitability for occupations being explored.
    - (2) The General WEE student is provided opportunities to gain occupational skills.
    - (3) The Career technical WEE student is provided opportunities to reinforce and extend the job skills and knowledge learned through the school career/vocational education instructional program. (CCR, T5 § 10071 & § 10072)
  - f. The employer, as required by law, provides Workers' Compensation Insurance coverage whenever there is an employee/employer relationship. Students enrolled in Exploratory WEE are provided Workers' Compensation Insurance through the local school district. (EC § 51768, § 51769 & CCR, T5 § 10071)
  - g. The employer maintains student's hourly work records and cooperates in rating his/her achievement at the work site. (EC § 51762.5 & CCR, T5 § 10072)
  - h. The employer assures the district that he/she does not discriminate based on race, creed, color, gender, sexual orientation, disability, political affiliation, or religion. (EC § 51760.3(c) & CCR, T5 § 10071)
11. **Work Permits:** All work permits for students enrolled in WEE are issued or verified by the WEE teacher-coordinator or authorized designee in writing per the enclosed Letter of Authorization to issue work permits. (The document needs **original signature** of the District Superintendent or designee.) (EC § 49110 (b))

12. **Exploratory WEE:** For each student enrolled in Exploratory WEE, a limit on the number of hours of observation is established at each observation site. (CCR, T5 § 10071(c))
13. **Granting Credit:** The procedure for granting school credit for WEE is found in enclosure (4). A student satisfactorily completing the WEE program requirements may earn a maximum of 40 semester credits made up of one or a combination of two or more of the following:
  - (1) Exploratory WEE - Ten (10) semester credits for each semester with a maximum of twenty (20) semester credits.
  - (2) General WEE - Ten (10) semester credits for each semester with a maximum of forty (40) semester credits.
  - (3) Career Technical WEE - Ten (10) semester credits for each semester with a maximum of forty (40) semester credits. (EC § 51760.3, § 51762.5(b)(f) & CCR, T5 § 1635)
14. **Professional Development:** A provision is made for WEE professional development for new and continuing teacher-coordinators and other support personnel in WEE, to ensure the quality of the WEE program. (EC § 51762)
15. **Clerical Services & Records:** A provision is made for clerical services to assist the professional in meeting the goals and objectives of WEE and to assure the accuracy, completeness, and quality of the records.

The district shall maintain records including:

- a. Type of WEE in which each student is enrolled, where the student is employed, the type of job held or observation sites and hours of rotation. (EC § 51762.5)
  - b. Work permit issued, if applicable. (EC § 49110) Note: Not required for Exploratory WEE.
  - c. Employer's report of student's hourly work record and performance on the job. (EC § 51762.5)
  - d. Report of employer consultations. (EC § 51762.5 & CCR, T5 § 10074)
  - e. Ratings of each student, including his/her grade. (EC § 51760.3 & § 51762.5)
  - f. Formal training agreement for each employer and student that describes the responsibilities of the employer, student, school, and parent/legal guardian. (EC § 51762.5 & CCR, T5 § 10071)
16. **Summer School:** WEE during the summer is conducted in the same time period as the rest of the approved summer school and conforms to all appropriate federal and state laws, California *Labor Code*, California *Education Code*, and California *Code of Regulations*, Title 5 rules and regulations applicable to WEE.



17. **Civil Rights Act:** WEE covered by this plan shall comply with Title VI and Title VII of the Civil Rights Act of 1964 and with Title 5 of the *California Code of Regulations*. (EC § 51762)
18. **Nondiscrimination:** WEE covered by this plan shall comply with Title IX (Nondiscrimination on the Basis of Sex) of the Education Amendments of 1972. (EC § 51762)

I hereby certify that to the best of my knowledge, the provisions for WEE outlined in this Secondary District Plan meet all California Department of Education requirements.

\_\_\_\_\_  
District Superintendent or Designee

\_\_\_\_\_  
Date

Date Local Governing Board Approved: \_\_\_\_\_

Person Preparing Application:

Name: Leta VanDenHeuvel  
lvandenheuvel@santacruzcoe.org

E-mail:



Title: Head teacher/Work Experience \_\_\_\_\_ Phone: (831) 457-8254

This Secondary District Plan and application for a WEE program must include the **original signature** of the district superintendent or designee along with the following required enclosures:

- Enclosures:
- (1) Copy of Board Approving Minutes
  - (2) Course Description w/units of Instruction per semester
  - (3) Copy of Student Training Agreement
  - (4) Letter of Authorization to Issue Work Permits (**original signature** of the district superintendent or designee)
  - (5) Description of WEE's procedure for granting school credit (Only if expanded from minimum description provide on #13)

Submit this Secondary District Plan and application along with all of the enclosures to:

Erle Hall, MS  
Education Programs Consultant  
CTE Leadership and Instructional Support Office  
California Department of Education  
1430 N Street, Suite 4202  
Sacramento, CA 95814  
[ehall@cde.ca.gov](mailto:ehall@cde.ca.gov)  
916-323-2564

# ROADMAPS



## Career Education Course

### **Session 1: Roadmaps Course Overview, The Journey Begins**

Overview, Who am I and who are my fellow travelers?, True Colors

### **Session 2: More About Me**

The Roadmaps Cycle, My Learning Style, Career Interests

### **Session 3: Identifying Interests, Work Values & Connections**

Work Values, Your Future Fantasy Career, Your Interest Profile, Industry Sectors & Career Pathways, The Bridge to Your Future

### **Session 4: Presenting Yourself, Building a Resume & Portfolio**

Building Your Resume, Letter of Introduction & Portfolio Creation

### **Session 5: Presenting Yourself, The Job Interview**

Interview Skills & Informational Interviews, Post-secondary Education, Planning and Navigation

### **Session 6: Presenting Yourself, The Job Search**

Work Importance, Career Resources, SMART Goals, Job Skills & Applications

### **Session 7: Financial Planning & Your Future**

Your Financial Future, Digital Citizenship

### **Session 8: Financial Planning, Career Choices & Income**

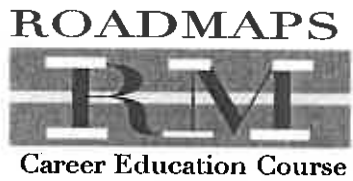
Your Financial Future, Digital Citizenship, Career Choices & Income

### **Session 9: Time Management, Teamwork, Communication & Ethics**

Time Management, Teamwork, Communication & Work Ethics

### **Session 10: The Journey Continues**

Review Roadmaps Cycle, Complete Roadmaps Checkout, Evaluate Roadmaps Course



## The Big Picture: Critical Components

### #1 Who am I? Students look at themselves.

- True Colors
- Learning Styles
- Career Interests
- Values
- Skills
- Achievements
- Limitations

### #2 What do I want? Students look at the workplace.

- Industry Sectors
- Career Pathways

### #3 What am I willing to do? Students make a plan, a bridge to their future.

- Build a Resume
- Write a Letter of Introduction
- Develop Interview Skills
- Set Goals and Create a Budget

### #4 Develop a Plan. Students identify the resources needed to bridge to their future.

- Education & Training
- Create a Network (people, digital resources, organizations)
- Internships & Work

### #5 Work the Plan. Students understand how to implement, evaluate and adjust their plan as needed to accomplish their goals.

- Sign-up for a class, workshop or register for college
- Email their network to keep individuals up-to-date about activities, classes enrolled in, employment status, etc.
- Begin their job search, send resumes, look online for job opportunities, ask their network about internships.

## Session 1: The Journey Begins, Roadmaps Overview

Goals, Activity Flow & Options for Roadmaps Session 1 follow.

Resources, Handouts & Materials for Session 1 are found in the sidebar.

### Goals

- After reviewing the Roadmaps Course purposes, student outcomes and opportunities, and YFIOB expectations, students will be motivated to fully participate in all aspects of the Roadmaps Course.
- Students will identify their personal interests, values and strengths.
- Students will learn about their fellow “travelers”; their classmates.

### Activity Flow & Options

1. Warm-up: Interview a classmate asking their name, how long they have lived in Santa Cruz County, what they might want to do after high school and why they are taking the Roadmaps Course.
2. Introductions: Stand, practice presenting themselves by introducing their fellow student. Coach on presentation skills, clarity, posture, etc.
3. Handout and review the **Roadmaps Course Overview**: Learn about self, learn about careers that best fit interests, skills and abilities, acquire skills for employment including resume, job application, portfolio, interviewing skills, job-shadow placements, preparation for internships, knowledge of building a personal network and contacts.
4. Setting Expectations: Students identify five outcomes from **Course Overview** they are most interested in, highlight, and share with class.
5. **The Roadmaps Cycle**: Introduce the cycle of individual growth and development – Who am I, What do I want, What am I willing to do, Develop a plan, Work the plan; go through the steps throughout life!
6. **True Colors**: Give each student a set of the True Colors cards.
  - a. Ask students to look only at the picture side of the cards and have them lay them out from left to right in the order that they think is most like themselves, to least like themselves.
  - b. Have students turn the cards over and ask them to read the backs of the cards and rearrange the order if needed based on the information on the backs of the cards.
  - c. Group students by “like” colors, have each group make a poster about the color, drawing what makes their color wonderful, irritating, have them list likes, dislikes of the color.
  - d. Have groups present their posters; share what they learned.
7. **Roadmap to Success Folder**: Handout the Roadmaps to Success folders and include details about their True Colors on the inside of the folder. Show the students the sample folder.
8. Session Recap: Student Plus/Delta

## Resources, Handouts & Materials

- Resource: Laptop and Projector
- Resource: Session 1 PowerPoint
- Resource: Computer Lab with Internet Access
- Handout: Roadmaps to Success Folder
- Handout: Your Roadmap to Success
- Handout: Roadmaps Course Overview
- Handout: True Colors Color Cards
- Handout: Tell Me About Yourself
- Materials: File Folders, Poster paper, markers, highlighters, scissors, glue, magazines, etc.

## Additional Resources

Guest Speaker

## Take-Home Assignments

1. Find out the True Colors of their family members.
2. Complete Handout: **Tell Me About Yourself**

## Session 2: More About Me

Goals, Activity Flow & Options for Roadmaps Session 2 follow.  
Resources, Handouts & Materials for Session 2 are found in the sidebar.

### Goals

- Students will identify their dominant learning style(s).
- Students will assess their career interests using California CareerZone.

### Activity Flow & Options

1. Warm-up: Two truths and one lie; each student thinks of two truths and one lie and the entire group tries to guess which is the lie.
2. Debrief the **Tell Me About Yourself Take-Home Assignment**.
3. Handout and review **The Roadmaps Cycle**: Handout **The Roadmaps Cycle**, Who am I, What do I want, What am I willing to do, Develop a plan, Work the plan; go through the steps throughout life!
4. Awareness of Individual Learning Styles
  1. Reflection: Think back to a time when you were little and learned something quickly and easily, write what was easy to learn on a 3x5 card; turn the card over and write another example.
  2. Complete the handout, **Learning Styles Profile** (allow 15 minutes for this activity).
  3. Have the students score their **Learning Styles Profile** and read about and highlight their dominant learning style.
  4. Ask the students who was the highest in Auditory – Visual – Tactile? Have them share the information on their 3x5 cards. Ask students to think about whether the learning style they identified in the Profile related to the experiences noted on their 3x5 cards.
  5. Share with the students that it is very helpful to understand the best way we individually learn and the environments we learn best in. What environment supports Auditory learning (radio)? What environment supports Visual learning (TV, video)? What environment supports Tactile learning (sports, games)?
  6. Transition to the Computer Lab and have the students access California CareerZone. Ask them to complete the **Assess Yourself** section and identify their Holland's Code (a combination of the letters RIASEC).
  7. Referencing the PowerPoint, explain Holland's Code and the six personality types as they relate to careers.
    - a. **REALISTIC** – Doers who love to be outdoors and use physical skill in their work.
    - b. **INVESTIGATIVE** – Thinkers who are always analyzing and are most satisfied when they use intellect in their

## Resources, Handouts & Materials

- Resource: Laptop and Projector
- Resource: Session 2 PowerPoint
- Resource: Computer Lab with Internet Access
- Handout: The Roadmaps Cycle
- Handout: Learning Styles Profile
- Handout: Introduction to Work Values
- Handout: Work Values Inventory
- Materials: 3x5 cards, glue sticks, pens, pencils, highlighters, etc.

## Additional Resources

Guest Speaker

## Take-Home Assignments

1. Read: **Introduction to Work Values Inventory**
2. Complete Handout: **Values Inventory**

- work.
- c. **ARTISTIC** – Artistic and creative in their work.
  - d. **SOCIAL** – Helpers who find satisfaction assisting others.
  - c. **ENTERPRISING** – Persuasive individuals who enjoy using influence in their work.
  - f. **CONVENTIONAL** – Organizers who are most satisfied when work is orderly and predictable.
8. Have students explore careers and jobs that match their Holland's Code on California CareerZone by completing the **Interest Profiler** section to continue exploration of their areas of interest and by completing the **Skills Profiler** section to identify their current skills.
  9. Roadmap to Success Folder Update: Have students update their folders with their Holland's Interest Code, Learning Style Profile, Interest Profiler and Skills Profiler. Cut out and attach The Roadmaps Cycle to the outside of their folders. Show them the sample folder.
  10. Session Recap: Student Plus/Delta

## Session 3: Introduction to Work Values

Goals, Activity Flow & Options for Roadmaps Session 3 follow.

Resources, Handouts & Materials for Session 3 are found in the sidebar.

### Goals

- Students will identify dream their “Future Career Fantasy”.
- Students will understand their future career earnings potential.
- Students will identify values that are important to them and find careers that support their values.

### Activity Flow & Options

1. Warm-up: Interview a classmate and fill out both the 5 and 10 year handout, **Your Future Career Fantasy**.
  - a. Report out: Ask each student to share their future earnings and write them on the board.
  - b. Transition to the computer lab, have students navigate to the California CareerZone section **Reality Check** and ask them to enter the amount of money they want to earn and see what jobs fit the earnings and the education required for the jobs.
2. Review the handout **Bridge to the Future** and brainstorm about What do we need?, What does the career and/or workplace need? Discuss how the students can build a bridge from *who they are*; skills, talents and values to *what they want to do*, their ability to be smart consumers, and the need to identify challenges and things that would prevent them from pursuing their dreams. Explain that they need to build a good foundation to make their career work.
3. Have the students review their **Work Values Inventory**: Ask them to share their top two values.
  - a. Let the students know that the #1 reason that people are unhappy and dissatisfied with their work is when the work is in conflict with their personal values.
  - b. Review the Holland’s Code (RIASEC) and identify two or three areas with the highest scores. Compare this to the True Colors and Work Values Inventory. Have them highlight the careers that are interesting to them.
4. Handout the **Career Path Assessment** and the **Industry Sectors & Career Pathways** and have the students review the 15 industry sectors. Transition to the California CareerZone to find an industry of interest. Investigate whether the industry is a growing field or not. Have the students identify careers that are a match and also show that there are growing career opportunities in that industry.
5. Have students use California CareerZone to explore careers and salaries. Ask them to identify three occupations, to identify the

### Resources, Handouts & Materials

- Resource: Laptop and Projector
- Resource: Session 3 PowerPoint
- Resource: Computer Lab with Internet Access
- Handout: Your Future Career Fantasy
- Handout: Bridge to the Future
- Handout: Career Path Assessment
- Handout: Industry Sector and Career Pathways
- Handout: Seven Survival Skills in the Global Economy, Tony Wagner
- Materials: pens, pencils, highlighters

### Additional Resources

Guest Speaker

### Take-Home Assignments

1. Read & Discuss: **Seven Survival Skills in the Global Economy**, Tony Wagner

industry sector the career is a part of, whether or not it is a growing area. Ask them to prepare to share what they learned in a group discussion.

6. **Handout Take-Home Assignment Seven Survival Skills in the Global Economy** by Tony Wagner. They should read and be prepared to discuss.
7. **Roadmap to Success Folder Update:** Have students update their folders with their Future Career Fantasy, Bridge to the Future, Work Values and Industry Sector/Pathway information.
8. **Session Recap: Student Plus/Delta**



## Session 4: Presenting Yourself - Building a Resume & Portfolio

Goals, Activity Flow & Options for Roadmaps Session 4 follow.  
Resources, Handouts & Materials for Session 4 are found in the sidebar.

### Goals

- Students will be introduced to resume templates.
- Students will create a resume.
- Students will learn about letters of introduction.
- Students will begin compiling their portfolios.

### Activity Flow & Options

1. Review and Discuss: Industry Sectors, Career Pathways, Seven Survival Skills in the Global Economy, Your Future Career Fantasy
2. Review: The Bridge to Your Future.
3. Introduce: Building a Resume, Letter of Introduction & Portfolio
  - a. Handout The Number One Purpose of a Resume, Resume Template, Resume Samples, review what to include in a resume including Objective, Education, History of paid and unpaid work experience, Abilities and Skills (how they are different), Extra-curricular and Volunteer activities
  - b. Handout Letters of Introduction, review.
  - c. Handout What's in a Career Portfolio?, review.
  - d. Show sample Resumes, Letters of Introduction, Portfolio's
4. Students begin writing their resumes and Letters of Introduction, save their work onto individual flash drives or onto Google Drive.
5. Career Guest Speaker: It is valuable to have a guest speaker join the class to review resume drafts and offer constructive feedback and suggestions to the students. The speaker can emphasize the importance of how a resume presents the candidate with the objective of obtaining an interview.
6. Roadmap to Success Folder Update: Have students update their folders with a draft of their resume.
7. Session Recap: Student Plus/Delta

## Resources, Handouts & Materials

- Resource: Laptop and Projector
- Resource: Session 4 PowerPoint
- Resource: Computer Lab with Internet Access
- Handout: Resume Guide
- Handouts: Resume Template, Samples
- Handout: Letters of Introduction
- Handout: What is a Career Portfolio?
- Materials: Sample Portfolios

## Additional Resources

### Guest Speaker

## Take-Home Assignments

1. Prepare a draft of your resume for review.

## Session 5: Presenting Yourself - The Job Interview

Goals and activities for Roadmaps Session 5 follow. Resources, Handouts & Materials for Session 5 are found in the sidebar.

### Goals

- Students will be introduced to preparing for a job interview.
- Students will practice ‘mock’ interviewing a resume and commonly asked questions.

### Activity Flow & Options

1. **Warm-up:** Students share their top skills with the class from their resume drafts.
2. **Activity:** Demonstrate the proper way to introduce yourself, with eye contact and shaking hand. Practice around the room.
3. **Divide class into two groups in order to demonstrate the do’s and don’ts of job interviews**
  - a. **Group One:** Reads and prepares to act out the **“Six Job Interview Mistakes to Avoid”**.
  - b. **Group Two:** Reads and selects their top six from the **“Do’s and Don’ts of Job Interviews”** handout and prepare to act out the **“Do’s”**
4. **Have the students pair-up and interview each other using the Commonly Asked Interview Questions.** They should stand to introduce themselves, shake hands, and conduct a five minute interview, then switch roles.
5. **Students should continue to work on their individual resumes in preparation for teacher review.**
6. **Guest Speaker:** This is an excellent session to invite a hiring manager from a local business to talk about job interviews, resumes, and offer tips in the hiring process.
7. **Roadmap to Success Folder Update:** Have students update their folders with the handouts from the class.
8. **Session Recap:** Student Plus/Delta

### Resources, Handouts & Materials

- **Resource:** Laptop and Projector
- **Resource:** Session 5 PowerPoint
- **Resource:** Computer Lab with Internet Access
- **Handout:** Six Job Interview Mistakes to Avoid
- **Handout:** Do’s and Don’ts of The Job Interview
- **Handouts:** Commonly Asked Interview Questions
- **Handout:** Informational Interviews
- **Materials:** pens, pencils, highlighters, etc.

### Additional Resources

Guest Speaker

Additional adults to help with interview practice

### Take-Home Assignments

1. **Contact a professional in a career field you are interested in and schedule an informational interview.**
2. **Create the final draft of your resume.**

## Session 6: Presenting Yourself, The Job Search

Goals and activities for Roadmaps Session 6 follow. Resources, Handouts & Materials for Session 6 are found in the sidebar.

### Goals

- Students will become familiar with online CTE resources and identify 2-3 websites for use in their career search.
- Students will rate and rank their job skills using the California CareerZone **Skills Profiler**.
- Students will ascertain their work values using the California CareerZone **Work Importance Profiler**.
- Students will develop one or two SMART goals.

### Activity Flow & Options

1. Warm-up: Have students share about their progress in scheduling an informational interview. Brainstorm with those who need ideas on how to proceed.
2. Have students complete the **Work Importance Profiler** on California CareerZone.
3. Have students review 2-3 websites from the **Online Career Resources** handout.
4. Review slides on setting SMART goals. Handout **Setting a SMART Goal**.
5. Using the results from the **Skills Profiler** and the **Work Importance Profiler**, have students set at least two SMART goals for themselves.
6. Pair up students and have them share their goals with each other.
7. With remaining time, have students continue work on their resumes, completing their skills and abilities based on what they learned.
8. Handout **What is Financial Planning?** and **Personal Spending Record** for the Take-Home Assignments.
9. Recap: Use **The Roadmaps Cycle** to review all six sessions to date.
10. Guest Speaker: This is an excellent session to invite a speaker from human resources or an employment agency.
11. Roadmap to Success Folder Update: Have students update their folders with their job application, SMART goals, and Online Career Resources.
12. Session Recap: Student Plus/Delta

### Resources, Handouts & Materials

- Resource: Laptop and Projector
- Resource: Session 6 PowerPoint
- Resource: Computer Lab with Internet Access
- Handout: Online Career Resources
- Handout: Setting a SMART Goal
- Handout: Job Application
- Handout: What is Financial Planning?
- Handout: Personal Spending Record
- Materials: pens, pencils, highlighters, etc.

### Additional Resources

Guest Speaker

### Take-Home Assignments

1. Read: What is Financial Planning?
2. Activity: Personal Spending Record

## Session 7: Financial Planning & Your Future

Goals and activities for Roadmaps Session 7 follow. Resources, Handouts & Materials for Session 7 are found in the sidebar.

### Goals

- Students will learn the basics of financial planning.
- Students will analyze their income and spending.
- Students will develop a few financial goals.

### Activity Flow & Options

1. **Quick Write:** Have each student write the answers to the following four questions:
  - a. What do I want to be?
  - b. What kind of career do I want?
  - c. Where do I want to live?
  - d. What kind of car do I want to drive?
2. **Think/Pair/Share:** Have the students share their answers with a partner; then have each student share their answers with the class.
3. **Discuss:** Facilitate a conversation with the students about the difference between “needs” and “wants”. Have a student be the scribe and write on the board lists of student needs and wants. Next, introduce the idea of “values” and have the students share their values, list these on the board also. Handout **The Difference Between Needs & Wants** and **My Spending Leaks** for the Take-Home Assignments.
4. **Connect:** Using the students’ SMART goal setting guidelines from Session 6, have students add a financial SMART goal.
5. **Computer Lab:** Have students go through the **Reality Check** on the California CareerZone.
6. **Computer Lab:** Have the students set up an account on **EverFi Financial Literacy** and begin **Module 1**.
7. **Roadmap to Success Folder Update:** Students will update their folders with handouts from the class.
8. **Guest Speaker:** This is an excellent session to invite a speaker from the financial services industry. Also an individual with experience in Digital Citizenship would be relevant.
9. **Session Recap:** Student Plus/Delta

### Resources, Handouts & Materials

- Resource: Laptop and Projector
- Resource: Session 7 PowerPoint
- Resource: Computer Lab with Internet Access
- Teacher Reference: EverFi Financial Literacy Teacher Guide and Curriculum Guide
- Handout: The Difference Between Needs & Wants
- Handout: My Spending Leaks
- Materials: pens, pencils, highlighters, etc.

### Additional Resources

Guest Speaker

### Take-Home Assignments

1. Activity: The Difference Between Needs & Wants
2. Activity: My Spending Leaks
3. Computer: Work on EverFi Financial Literacy Module 1, Module 2, Module 3, and Module 4

## Session 8: Financial Planning, Career Choices & Income

Goals and activities for Roadmaps Session 8 follow. Resources, Handouts & Materials for Session 8 are found in the sidebar.

### Goals

- Students will learn how career choices affect income.
- Students will learn the basics of money, savings and investments.
- Students will learn what employers will expect of them.

### Activity Flow & Options

1. Warm-up: Review the **Spending Leaks Take-Home Assignment** with the class.
2. Think/Pair/Share: Have the students share their answers with a partner; then have each student share their answers with the class. Discuss what changes students might want to make in their personal spending habits.
3. Quick Write: Have students identify one or two changes to consider in their spending habits and use those ideas to form short-term goals on the **Goals Worksheet**. Include how much money they could save once achieving the goals.
4. Discuss: Review the topics in **EverFi Financial Literacy Module 1, Savings, Module 2, Banking, Module 3, Payment Types, Interest Rates, and Credit Cards, and Module 4, Credit Scores**. Divide the class into 4 groups, have each group team up to share the important facts on one Module -- presenting a summary of what they learned to the class, important facts, pros/cons of various types of credit and credit cards, how to establish credit, how to get a credit card, about checking and savings accounts and their unique purposes and how they function.
5. Handout **The College Payoff Report**, discuss with your students.
6. Roadmap to Success Folder Update: Students will update their folders with handouts from the class.
7. Handout the Take-Home Assignment, **Logging Your Time**.
8. Guest Speaker: This is an excellent session to invite a speaker on the topic employer expectations – skills, abilities, personal, interpersonal, technology, etc.
9. Session Recap: Student Plus/Delta

## Resources, Handouts & Materials

- Resource: Laptop and Projector
- Resource: Session 8 PowerPoint
- Resource: Computer Lab with Internet Access
- Handout: The College Payoff Report
- Handout: Logging Your Time
- Materials: pens, pencils, highlighters, etc.

## Additional Resources

Guest Speaker

## Take-Home Assignments

1. Activity: Work on EverFi Financial Literacy Module 5, Module 6, Module 7, Module 8, and Module 9.
2. Activity: Logging Your Time

## Session 9: Teamwork, Time Management, Communication & Ethics

Goals and activities for Roadmaps Session 9 follow. Resources, Handouts & Materials for Session 9 are found in the sidebar.

### Goals

- Students will learn the basics of time management.
- Students will learn important communication and teamwork.
- Students will assess their work ethic.

### Activity Flow & Options

- **Quick Write:** Have each student complete **How Do I Waste My Time? And Assessing My Time Management Habits**.
- **Think/Pair/Share:** Have students share their answers with a partner, then have them share with the entire class. Discuss what are the biggest time wasters, have a student list them on the board. Talk about your best time management habits and have the students choose one or two time management habits to start to use in their daily life. Review **Tips for Using Time Effectively**.
- **Activity:** Group students into teams for a team project. Give each team a project number, “A”, “B”, etc. Give the students 45 minutes to complete their team project plan using the **Project Planning Worksheet** handout. Leave enough time at the end to discuss how well their team worked together and if they listened to all points of view and used all of the communication skills in planning. Review the handout **Six Interpersonal Communication Skills**.
- Discuss what they heard about ethics in the workplace, handout **Work Ethic Revisited** and the news article, **Memo to College Grads: Never Stop Learning**.
- **Roadmap to Success Folder Update:** Students will add their Values to their Roadmap to Success.
- Handout the Take-Home Assignment, **Roadmaps Reflection**.
- **Guest Speaker:** An expert on time management would be an appropriate speaker for this session.
- **Session Recap:** Student Plus/Delta

## Resources, Handouts & Materials

- **Resource:** Laptop and Projector
- **Resource:** Session 9 PowerPoint
- **Resource:** Computer Lab with Internet Access
- **Teacher Reference:** EverFi Ignition, Digital Literacy
- **Handout:** How Do I Waste My Time?
- **Handout:** Assessing My Time Management Habits
- **Handout:** Tips for Using Time
- **Handout:** Team Projects in the Workplace & Project Planning Worksheet
- **Handout:** Six Interpersonal Communication Skills
- **Handout:** Work Ethic Revisited
- **Handout:** Never Stop Learning News Article
- **Handout:** Roadmaps Reflection
- **Materials:** pens, pencils, highlighters, etc.

## Additional Resources

Guest Speaker

## Take-Home Assignments

1. The Roadmaps Cycle Assignment
2. Activity: Ignition Module 1, 2, 3, 4, 5, 6, and 7

## Session 10: The Journey Continues

Goals and activities for Roadmaps Session 10 follow. Resources, Handouts & Materials for Session 10 are found in the sidebar.

### Goals

- Students will review the Roadmaps Cycle: Who am I, What do I want, What am I willing to do, What is my plan?
- Students will evaluate their experience in the Roadmaps Course.

### Activity Flow & Options

1. Review: Debrief on observations and information from Ignition Digital Literacy & Responsibility Modules.
2. Read and discuss the handout **The New World of Work and the Seven Survival Skills in our Global “Knowledge Economy”**.
3. Activity: Have each student present themselves to the class with reflections from their Roadmaps to Success Folder.
4. Meeting with each student individually, review their **Roadmaps Checkout** reflection and give them their **Roadmaps Certificate of Completion**.
5. Have students complete the online **Roadmaps Course Evaluation**.
6. Session Recap: Student Plus/Delta

### Resources, Handouts & Materials

- Resource: Laptop and Projector
- Resource: Session 10 PowerPoint
- Resource: Computer Lab with Internet Access
- Handout: The New World of Work and the Seven Survival Skills in our Global “Knowledge Economy”
- Handout: Roadmaps Checkout
- Handout: Student Certificate of Completion
- Materials: pens, pencils, highlighters, etc.

### Additional Resources

Guest Speaker

## Santa Cruz County Office of Education

### Work Permit Issuance Guideline

School district personnel responsible for issuing work permits to pupils shall have a working knowledge of California labor laws as they relate to minors. A list of persons permitted to issue work permits will be maintained at the district office and updated annually to reflect personnel changes. New personnel who will be issuing work permits will be required to participate in a state adopted training prior to being permitted to issue work permits.

Any of the following individuals may issue a work permit to a minor subject to the requirements and conditions outlined below:

1. The superintendent of the school district in which the minor resides.
2. A person holding a services credential with a specialization in pupil personnel services authorized by the superintendent of the school district or chief executive officer in writing, or a certificated work experience education teacher or coordinator authorized by the superintendent of the school district or chief executive office in writing.
3. If the minor resides in a portion of a county not under the jurisdiction of the superintendent of a school district, a person holding a service credential with a specialization in pupil personnel services authorized by the county superintendent of schools in writing, or a certificated work experience education teacher or coordinator authorized by the county superintendent of schools in writing may issue a work permit.

Photocopies of the issued work permit along with a copy of the application for each work permit shall be maintained at the district office for a period of not less than three years. EC 49164

The superintendent or designee may revoke a work permit issued by the principal of a public or private school located within the district if the superintendent becomes aware of any grounds upon which the pupil may be deemed ineligible for a work permit under existing law.

A work Permit may not be issued until the written request for the permit "Statement of Intent to Employ Minor and Request for Work Permit" (CDE Form B1-1) has been filled out. This form must be completed by the minor and the employer and signed by the minor's parent or guardian and the employer. This form can be photocopied as necessary.

Permits issued during the school year expire 5 days after the opening of the next succeeding school year and must be renewed.



High school graduates or those awarded a certificate of proficiency may be employed for the same hours as adults and do not require permits (LC 1286)

School officials may restrict may restrict working hours to fewer than the maximum allowed by law. Minors work with the permission of school authorities and no law requires school authorities to issue a permit for the maximum hours allowed by law.

Minors aged 12-18 who enter an attendance area from another state with less than 10 days remaining in the school term may be issued permits for the remainder of the school term and are exempt from full time school attendance requirements.

**Student Training Agreement**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

School \_\_\_\_\_ Year \_\_\_\_\_

Employer \_\_\_\_\_ Phone \_\_\_\_\_ Supervisor \_\_\_\_\_

Employer Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

**Responsibilities of the Student:** The student will:

- Obtain a work permit, if under 18 years of age
- Maintain satisfactory grades, good citizenship, and regular attendance.
- Arrange a work/school schedule so as to have ample time for study and rest. This program requires health and energy.
- Observe and perform assigned tasks appropriate to this workplace in a cooperative and courteous manner.
- Notify the employer in advance if illness or emergency prevents work attendance
- Consult the Work Experience Coordinator before quitting or changing jobs, and notify the coordinator when changes are made.
- Turn in timesheets a/check stubs as required by the Work Experience Coordinator.
- Attend related instruction classes and complete assignments as required.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

**Responsibilities of the Parent/Guardian:** The parent/guardian will

- Approve the students job and enrollment in the Work Experience Education Program
- Assist the student in complying with the above student responsibilities
- Relieve the Board of Education, the school District and any employees thereof of any liability in connection with claims arisen at an off-campus job.
- Assume full responsibility for the student and his/her actions during the time that he/she is in transit between the school, the place of employment , or his /her home

Parent/Guardian

Signature/Phone \_\_\_\_\_ Date \_\_\_\_\_

**Responsibilities of the School:** the Work Experience Teacher-Coordinator will

- Inform the student of program rules and regulations and issue a work permit (if a minor) for the approved training site.
- Verify the student is eligible to enroll in Work Experience Education
- Visit the workplace to assist the employer in evaluating student performance and to off guidance to the student if needed.
- Grant school credits as determined in the Work Experience Education District Plan meeting the minimum requirements for hours and weeks of work, the requirements of Related Classroom Instruction and attendance, and employer evaluations.

Work Experience Teacher-Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

**Responsibilities of the Employer:** the employer will

- Offer a reasonable probability of continuous employment for the student during the current school semester.
- Provide responsible supervision and adequate equipment and materials to facilitate learning at a worksite that will not endanger the health, safety, welfare or morals of the student.
- Confer with the Work Experience Coordinator regarding the students' progress on the job.
- Pay the student at least the minimum wage, provide a detachable itemized state of deduction with every paycheck, and issue a W-2 form not a 1099 form
- Provide, as required by law adequate workers compensation insurance for employees.
- Maintain accurate records of students attendance on the job and make these available to the Work Experience Coordinator
- Assure that the students will be accepted and assigned to jobs and otherwise treated without discrimination on the basis of sec. sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental disability or physical disability.

**Name of Employer/Company /Firm** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name of Workers Compensation Carrier:** \_\_\_\_\_ **Date** \_\_\_\_\_