



URBAN CHARTER SCHOOLS COLLECTIVE (UCSC)

BOARD MEETING AGENDA

FEBRUARY 5, 2018

REGULAR BOARD MEETING AGENDA

This meeting is being video recorded.

BOARD MEMBERS

Miles E. Myles, President (Term Expires June 2019)
Yong Lor, Board Secretary (Term Expires June 2019)
Dennis Mah, Board Treasurer (Term Expires June 2018)
Guy Ollison, Board Member (Term Expires June 2018)
Vacant, Vice President (Term Expires June 2018)
Vacant, Board Member (Term Expires June 2017)
Vacant, SCUSD Representative (No expiration)

6:00 PM Convene
7:10 PM Closed Session
7:25 PM Reconvene Open Session
9:00 PM Adjourn

LISBON ELEMENTARY STAFF ROOM

7555 S. Land Park Drive, Sacramento, CA 95831

* Supporting materials will be distributed at the meeting.

- 1. CALL TO ORDER 6:00 PM**
- 2. BOARD ROLL CALL 6:01 PM**
- 3. ADJUST AGENDA ITEMS AS NEEDED 6:03 PM**
- 4. PUBLIC COMMENT – Limit Two Minutes Per Person and Ten Minutes Per Issue Listed in the Agenda 6:05 PM**
- 5. INFORMATIONAL ITEM – Presentation from Steven Weiss, President of The Weiss Group on Strategic Support and Management Services 6:10 PM***
- 6. INFORMATIONAL ITEM – Update on the Hmong Language Development Program 6:30 PM***
- 7. DISCUSSION & INFORMATIONAL ITEM – YPSA Support Plan 6:40 PM***
 - 7.1 Presentation on 6th Grades Data

CLOSED SESSION: 7:10 PM

- C-1. Personnel (hiring, dismissal, release, reassignment, compensation, evaluation, etc.)
- C-2. Litigation (OCR, Concerns, Complaints, Lawsuits, etc.)
- C-3. Discuss Resignation, Election of Officer(s) and Appointment of New Board Member(s)

Closed session minutes from previous month's meeting will be distributed during closed session.

Closed session intended for:

- 1) considering appointment, employment, evaluation of performance, discipline or dismissal of an employee (employee may request hearing of discipline or complaint be done in opens session);
- 2) meeting with law enforcement or security personnel concerning the security of public buildings and services;
- 3) receiving advice from legal counsel concerning existing litigation, initiating litigation, or situations involving significant exposure to litigation;
- 4) considering labor negotiations, although final decisions concerning salaries must be made in public;
- 5) considering price and term in connection to purchase, sale, exchange or lease of real property.

Definition: Significant exposure to litigation is created when: 1) existing facts and circumstances are not known to plaintiffs, 2) a claim is received threatening litigation, 3) a person at a public meeting threatens litigation, 4) a person outside a public meeting threatens litigation and an agency official having knowledge of the threat makes a record of the statement prior to the meeting. Brown Act 54956.9(b) (3)

8. REPORT OUT CLOSED SESSION 7:25 PM

9. CONSENT AGENDA 7:30 PM*

9.1 Approval of Regular Board Meeting Minutes for January 8, 2018

NOTE: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact Lee Yang (916) 752-8791 at least 48 hours before the scheduled Board meeting so we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. §12132)]

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- 10. CONFERENCE TO ACTION ITEM – Board Priorities Update and Approvals 7:32 PM***
10.1 Discuss and Approve a Special Board Training Date in February for Board Member Fundamentals by Gilbert CPA, Dave L’Jung President
- 11. CONFERENCE TO ACTION ITEM – Discuss and Approve on Collaboration with Charter Nation 7:42 PM***
- 12. ACTION ITEM – Approval on ConApp Part 2. De to CDE on February 23, 2018 7:52 PM***
- 13. INFORMATIONAL ITEM – Review Enrollment and Staffing Projections in Preparation for 2018-2019 8:02 PM***
- 14. INFORMATIONAL ITEM – Review Preliminary Budget for Next Fiscal Year Based on Governor’s Proposal 8:07 PM***
- 15. INFORMATIONAL ITEM – Administrative Staff Presentation 8:12 PM***
15.1 403(b) Retirement Plan
- 16. INFORMATIONAL ITEM – Monthly Administrative Reports**
16.1 Principal’s Report on Instruction & Learning 8:17 PM*
16.1.1 Enrollment, Attendance & Student Disciplinary Actions
16.1.2 Core Curriculum & Instruction/ Instructional and Delivery Plan

16.2 Chief Financial Officer’s Summary of Finance & Operation 8:30 PM
16.2.1 Financials through Previous Month; January
16.2.2 Upcoming Projects Reports, Contracts & MOU
- 17. INFORMATIONAL ITEM – Superintendent’s Report/Update 8:43 PM***
17.1 Middle School Petition Final
17.2 Monthly Summary Report
- 18. BOARD MEMBERS IDENTIFY ITEMS FOR NEXT BOARD AGENDA 8:56 PM**
- 19. ADJOURN 9:00 PM**

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CALENDAR OF REGULAR BOARD MEETINGS

APPROVED AND ADOPTED ON APRIL 17, 2017

Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted below for November and June. All meetings start at 6:00 PM and are conducted in the Lisbon Staff Lounge located at 7555 South Land Park Drive in Sacramento, CA 95831.

Each regular meeting will have the following two agenda items:

- 1) Principal's Report on Instruction & Learning which includes: ELAC update, Academy Council update, enrollment & attendance update, and suspension & referral update.
- 2) Chief Financial Officer's summary of Finance & Operation which includes: profit & loss statement for through the end of the prior month and cash flow update,

AUGUST 14, 2017	SEPTEMBER 11, 2017	OCTOBER 9, 2017	NOVEMBER 13, 2017
<ul style="list-style-type: none"> Review actual enrollment and attendance and compare to projected Review work of board nominating committee Preparing for annual board self-evaluation Appoint nominating committee for vacant board position(s) Update Board priorities Approval on Middle School Name and Review of Petition Approval on 2017-2018 Employee Handbook 	<ul style="list-style-type: none"> Annual Board organizational meeting Annual Board self-evaluation Review annual program audit before submission to SCUSD by the principal Approve prior year unaudited actuals – due to SCOE 9/15 Set goals for next 12 months Discuss Academy Council and Board relationship; See governance section of charter Update Board priorities Discussion on Staff Retention Compensation Committee Meetings 	<ul style="list-style-type: none"> Update Board priorities Staff evaluation process 	<ul style="list-style-type: none"> Update Board priorities Receive & review prior year fiscal audit conducted by Gilbert Associates –due to district, county, CDE, and state controller by 12/15
DECEMBER 11, 2017	JANUARY 8, 2018	FEBRUARY 5, 2018	MARCH 12, 2018
<ul style="list-style-type: none"> Approve 1st Interim Financial Report for July 1-Oct. 31' due to SCUSD and SCOE by Dec. 15 Introduce mid-year budget revisions to 2017-18 budget for approval at January meeting Update Board priorities 	<ul style="list-style-type: none"> Reviewing the Hmong Language Development Program Review P-1 Attendance report submitted to CDE to compare project & actual attendance. P-1 ended on Dec. 31 Approve mid-year budget revisions to 2017-18 budget Review random drawing (lottery procedure) when applicants outnumber available seats Plan for board member and academy council training Update Board priorities 	<ul style="list-style-type: none"> Approve Budget Development Calendar for creating next year's budget Review enrollment and staffing projections in preparation for next year's staffing. Review preliminary budget for next fiscal year based on governor's proposal Approve ConApp Part 2. Due to CDE on Feb 24 Discuss staff release procedures Update Board priorities 	<ul style="list-style-type: none"> Approve 2nd Interim Financial Report for July 1 - Jan. 31st and due to SCUSD and SCOE by Mar. 15 Review parent involvement policy Approve instructional calendar for the next school year Review admin, teacher, and other staff compensation Update Board priorities Review 2018-2019 UCSC Board Meeting Calendar
APRIL 9, 2018	MAY 14, 2018	JUNE 11, 2018	JUNE 25, 2018
<ul style="list-style-type: none"> Board reviews and gives feedback to Academy Council on their budget recommendations for next year Approve 2nd budget revisions to 2017-18 budget Update one-year study and application process to join new SELPA Salary schedule for 2018-19 Update Board priorities Approval of 2018-2019 UCSC Board Meeting Calendar Review 2018-2019 YPSA School Calendar 	<ul style="list-style-type: none"> If released, review governor's May revisions to next year's proposed budget. Might not be released until the 15th Review P-2 Attendance report submitted to CDE to compare project and actual attendance. P-1 ended on April 15th Approve new hires Approve list of employees with reasonable assurance of returning next year Update Board priorities Approval on 2018-2019 YPSA School Calendar 	<ul style="list-style-type: none"> Public hearing on the updated-LCAP and 2018-19 budget. Update Board priorities 	<ul style="list-style-type: none"> Approve next year's budget and submit to SCUSD and SCOE by July 1st Annual review and affirmation of Title I Parent Involvement Policy ConApp Part 1 due June 30 for Title I, II, & III funding Review all staff evaluations Approve new hires Approve updated-LCAP and 2018-19 Budget Update Board priorities

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6:04 PM Closed Session
6:11 PM Reconvene Open Session
9:11 PM Adjourn

LISBON ELEMENTARY STAFF ROOM
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1. CALL TO ORDER

President Myles called the meeting to order at 6:00 PM.

2. BOARD ROLL CALL

Member(s) Present: President Miles Myles, Secretary Yong Lor, Member Guy Ollison, Dennis Mah was appointed as Board Treasurer at 7:30 PM

Member(s) Absent: None

Quorum Present? Yes

Staff Present: Lee Yang, Superintendent; Megan Lao, Chief Financial Officer; Kao Yee Vue, Administrative Secretary; Vince Xiong, YPSA Principal

Guest(s) Present: Chandra Roughton, Associate Middle School Project Manager; Dr. Dennis Mah, Lead Middle School Project Manager, David Ljung, President and CEO of Gilbert and Associates; Bao Xiong, Parent and YPSA Academy Council Member

3. ADJUST AGENDA ITEMS AS NEEDED

Lao request change for approval on item number 9 regarding account breech. The board approved to make the amended changes as requested.

4. PUBLIC COMMENT – Limit Two Minutes Per Person and Ten Minutes Per Issue Listed in the Agenda

No public comments.

5. REPORT OUT CLOSED SESSION

Myles announced that during the close session the Board discussed and/or approved the following:

The board accepted the recommendation to hire one core teacher to fill the vacancy in the sixth-grade level.

There is no new update for OCR.

The board will continue to consider new board members to fill the vacant positions as listed on item 10 for discussion.

6. CONSENT AGENDA

6.1 Approval of Regular Board Meeting Minutes for December 11, 2017

6.2 Approval of Emergency Board Meeting Minutes for December 22, 2017

Myles motion to approve the consent agenda as presented. Lor second the motion. All ayes from Myles, Lor, and Ollison. Motion carried unanimously.

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7. ACTION ITEM – Approval of 2017-2018 Mid-Year Budget Revision

Lao presented the mid-year budget revision for the 2017-2018. Lao provided comparison sheet from June to present and the difference. Lao provided background information on the budget for new members and share where the funding comes from; LCFF, State funding, and federal funding.

Lor motion to approve the mid-year budget revision as presented. Myles second the motion. All ayes from Myles, Lor, and Ollison. Motion carried unanimously.

8. ACTION ITEM – Acceptance of Donation

8.1 *Dao Yang from Deev Siab Records, Donation to Support Teacher Recognition, in the Amount of \$100.00 Xiong presented the donation for approval. Myles suggest a thank you letter for the contribution.*

Myles motion to approve the donation. Lor second the motion. All ayes from Myles, Lor, and Ollison. Motion carried unanimously.

9. INFORMATIONAL ITEM – Update Report on Union Bank Account Breech

Lao provided an update on the account breech to the board and information collected from the bank regarding safeguard. Lao shared that a fraud claim has been submitted to the bank. Lao is requesting the board for direction to move forward.

Myles motion to authorize the CFO and Board Treasurer to move funds from current (breech) account to the new account when the amount reached a maximum of \$400,000. The CFO will report back to the board on any new changes during the CFO reporting at the board meeting. Ollison second the motion. All ayes from Myles, Lor, and Ollison. Motion carried unanimously.

10. CONFERENCE TO ACTION ITEM – Board Discuss and Vote for Board Treasurer to Fill the Open Vacancy

The board discuss to have Dr. Dennis Mah to return to his position on the board as the board treasurer. Mah is contracted to complete the middle school work by the middle of January. Mah will no longer be taking part in the completed of the middle school petition and will have Roughton continue to work on the petition.

Myles motion to have Mah return to the board as the board treasurer effective immediately and no new billing will be coming to the board. Lor second the motion. All ayes from Myles, Lor, and Ollison. Motion carried unanimously.

11. DISCUSSION ITEM – Board Priorities Update

Lao presented the board priorities to the board to continue its work by coming back with a list of items for review monthly.

Myles discuss items from retreats for board members. Myles suggest that the Brown Act be a standing item on the board agenda for board member to review monthly to understand the Act. Myles suggest board training and workshop for board members. Myles would like to be expose to new ideas and share best practices.

Ollison suggested a retreat as well to collaborate will with one another and strengthen the board.

Lor suggested networking support to promote the school and the organization.

Ljung suggest the board consider a Strategic Planning team to provide development and reassess the board. Ljung also suggest defining board members' role and the expectations of each board members.

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Monthly discussion the board would like to consider bringing back for review and discussion are: trainings, review charter petition for YPSA, and review the mission and vision for UCSC.

- 12. DISCUSSION ITEM – Review Random Drawing (Lottery Procedure) when Applicants Outnumber Available Seats**
Xiong shared with the board the lottery procedures being held on the first of May. The board discuss about the lottery procedures. No updates needed to be made.

13. DISCUSSION ITEM – Administrative Staff Presents

13.1 403(b) Retirement Plan

Xiong report to the board that the 403B Retirement Plan is still in process. Staff will be conducting survey to see who would like to participate. Academy Council will be developing plan for retirement for 2018-19 school year.

14. INFORMATIONAL ITEM – Monthly Administrative Reports

14.1 Principal's Report on Instruction & Learning

14.1.1 Enrollment, Attendance & Student Disciplinary Actions

Xiong reported enrollment stand at 472, attendance is at 95.43%, and 8 suspensions total this year.

14.1.2 Core Curriculum & Instruction/ Instructional and Delivery Plan

Xiong updated the board with examples on the road map to teaching and learning, the collaborative inquiry process, and the type of work that teachers are conducting during collaboration time.

Yang is requesting that Mah work with Xiong on developing plan to see progress.

14.1.3 YPSA Staff Retreat

Xiong reported to the board regarding the retreat. Xiong provided two locations for the retreat to be held. The retreat will be inclusive of the board members and academy council members along with UCSC employees. Myles is suggesting Sky Park.

14.1.4 Update on Surplus Items

No new update. Xiong will report back in May or June with more information.

14.2 Chief Financial Officer's Summary of Finance & Operation

14.2.1 Financials through Previous Month; December

Lao provided an update on the budget to actuals and balance sheet for the month ending December 2017.

14.2.2 Upcoming Projects Reports, Contracts & MOU

N/A

15. INFORMATIONAL ITEM – Superintendent's Report/Update

15.1 Finalize Middle School Petition Update

Roughton updated the board that the deadline to finish the petition will be January 15, 2018. Roughton will complete the petition by January 12, 2018. Roughton will be submitting a summary report for presentation during the February board meeting, an edit version will be provided along with the final petition product.

Myles asked that Roughton return to present the summary report in case there might be questions.

15.2 Monthly Summary Report

Yang reported to the board the Teacher Support plan is underway and will have more information in February.

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16. BOARD MEMBERS IDENTIFY ITEMS FOR NEXT BOARD AGENDA

The following items have been identified for next month meeting:

- 1. Continue discussion on moving bank regarding breech of account and safe guard protection*
- 2. Surplus items will continue in April board meeting*
- 3. Board priorities: training, reviewing charter, reviewing mission and vision for UCSC*
- 4. Update on final product of middle school petition*
- 5. Teacher Support Plan*

17. ADJOURN

Myles adjourn the meeting at 9:11 PM.

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OUR APPROACH

The Weiss Group's methodical preparation and engaging facilitation skills ensure that critical strategic planning discussions are focused, productive and build the foundation for successful follow through. Your key constituents walk away feeling aligned, confident and committed to moving forward.

Our insightful, objective counsel helps you establish priorities, embrace a shared vision and develop results-driven strategies for making your vision possible.

The process we follow will provide you with a customized Strategic Plan that

- Addresses the key opportunities and challenges facing your organization
- Incorporates the best thinking from your leadership team and key constituents
- Establishes a clear roadmap for the organization's future.
- Encourages engagement, transparency and accountability throughout the process

When our engagement is complete, you'll have a Strategic Plan that has the shared ownership of your stakeholders and is *actionable*.

OUR SERVICES

The Weiss Group's strategic planning services include:

- Organizational Assessment and Environmental Scan
- Focus Groups and Surveys
- Establishment of Performance Metrics
- Strategic Plan Development
- Meeting and Retreat Facilitation
- Executive Coaching
- Business Plan Execution

ABOUT THE WEISS GROUP

For over a decade The Weiss Group has provided the strategic counsel and support to help clients address challenges, maximize opportunities and achieve their vision.

The Weiss Group has a demonstrated track record of success among a diverse array of clients, including the Public Policy Institute of California, UC Davis Health, Sacramento State University, Los Rios Community College District, Academic Senate for California Community Colleges, Sacramento Region Community Foundation, CalAsian Chamber of Commerce, Kaiser School of Allied Health Sciences, Western Health Advantage, The Sacramento Bee, and California Forward.

We bring the right talent to each assignment, assembling project teams with the experience and expertise to ensure a positive outcome. This collaborative approach provides powerful, actionable solutions that connect your organization with its members and effectively build toward a successful future.

Steven Weiss, MBA, will be responsible for leading this client engagement.

Steven Weiss is a seasoned business strategist with more than 25 years of experience at some of Northern California's most prominent public, private and nonprofit organizations.

Prior to establishing his own consulting practice in 2007, Weiss was vice president of Marketing & Public Affairs for The Sacramento Bee, the McClatchy Corporation's flagship publication. At The Bee, he led the organization's branding, marketing and public affairs initiatives at a time of unprecedented growth and profitability. Weiss overhauled and directed The Bee's charitable giving program, including the granting of more than \$8 million in cash and in-kind support to local nonprofit organizations during his tenure.

Weiss was director of University Cultural Programs at UC Davis where he chaired the building committee and served on the leadership team responsible for generating philanthropic support for the \$60 million Mondavi Center for the Performing Arts. He is also responsible for creating the campus' highly successful Distinguished Speaker Series.

Weiss is an accomplished presenter, trainer and lecturer, having delivered numerous workshops and programs at conferences, industry gatherings and for various nonprofit organizations. In addition, he held a lecture appointment at UC Davis, teaching management theory and practice.

Weiss began his career in the political arena, serving as deputy campaign manager during a successful California State Senate campaign.

Dedicated to community service and professional involvement, Weiss currently serves as a Capital Public Radio board member and is the past board vice chair. He is the former board chair for KVIE, Sacramento's Public Broadcasting Station and is a former member of the Sutter Davis Hospital Foundation Board. Weiss is a senior fellow and former board member of the American Leadership Forum's Mountain Valley Chapter and serves on the Advisory Board for California State University, Sacramento's College of Business Administration. In 2013, Weiss was certified as a governance trainer from BoardSource, the national organization committed to strengthening nonprofit board leadership.

Weiss has been named Volunteer of the Year by the Sacramento Metro Chamber and was given the Arts Leadership Award by the Sacramento Arts and Business Council.

[The draft notice below is an example of the type of notice that California charter schools might use to properly authorize the release of their students' family contact information to CCSA, a charter-related (c)(4) organization, or competing organizations. An alternative approach would be to give notice to families that release of directory information will occur, in absence of an "opt-out," to all but commercial requestors. The definition of directory information used here is narrowed from the FERPA model definition to treat conservatively the California statutory variations. This notice should be sent with the Annual Notification of Rights Under FERPA.]

FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) DIRECTORY INFORMATION POLICY AND "OPT-OUT" NOTICE

"Directory information," which is defined as set forth below, may be released to requestors in limited circumstances by [Insert Name] School, without additional notice to you, unless you timely "opt out" of such disclosures, in writing.

State and federal law allow directory information to be disclosed to any requestors, except those who intend to use the information for commercial purposes. However, this school's policy is to not release directory information to any requestor, for any purpose, without specific prior parent/guardian consent in each situation, EXCEPT we will release such information to requestors that engage in political advocacy, lobbying, or information dissemination related to California charter schools.

If you do not want [Insert Name] School to disclose your contact and other directory information from your child's records to such persons or entities without your prior written consent, you must notify us in writing by [Insert Date].

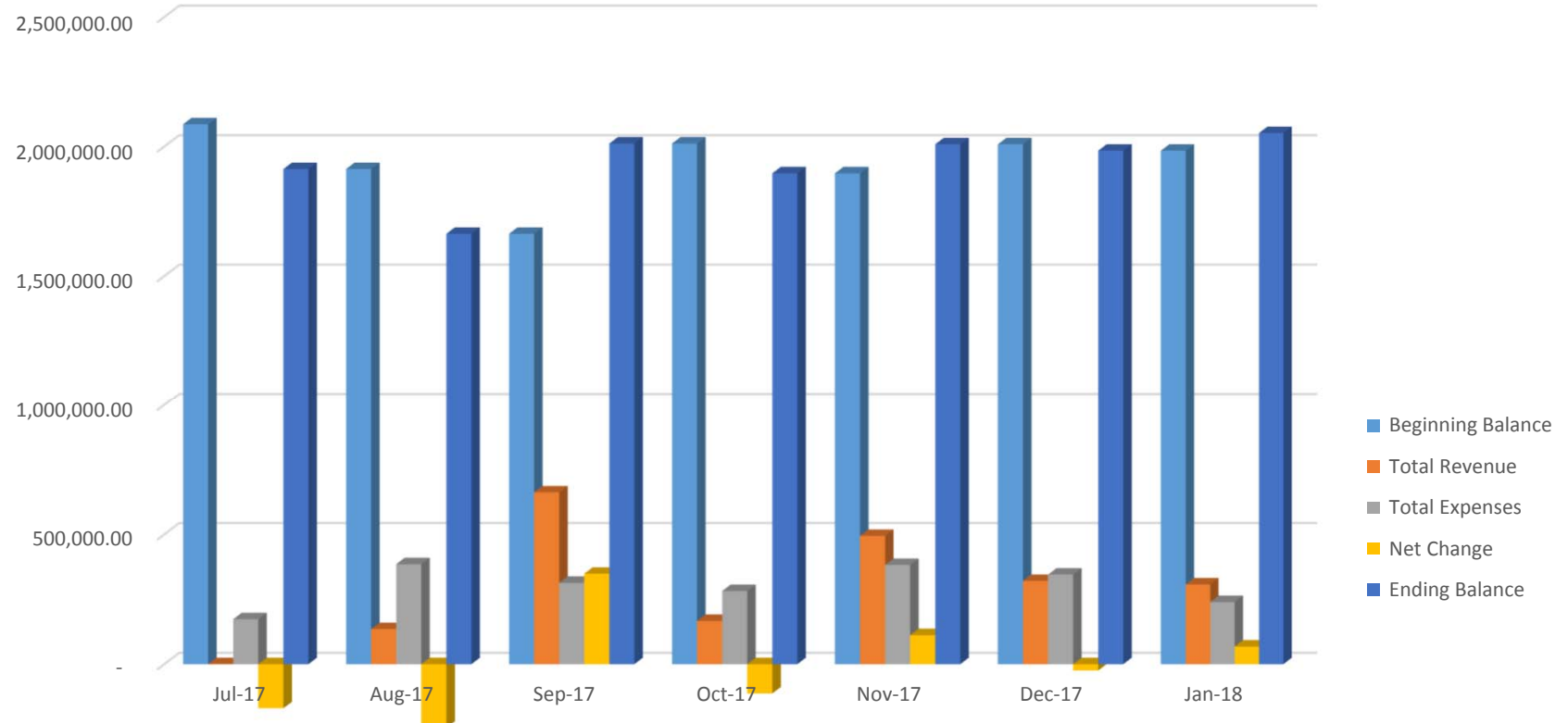
[Insert Name] School has designated the following information as directory information:

- parents'/guardians' names;
- Address;
- Electronic mail address;
- Phone number;¹
- Dates of attendance;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees, honors, and awards received; and
- The most recent educational agency or institution attended

[¹ While California charter schools are generally exempt from laws governing school districts, Education Code section 49073.5(b) states that it is the "intent of the Legislature that school districts minimize the release of pupil telephone numbers, in the absence of express parental consent, to reduce the possibility of harassment of pupils and families by organizations that receive pupil directory information."]

UCSC YTD Balance Sheet

Regular Board Meeting, February 5, 2018



	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-17	Jan-18
Beginning Balance	2,086,142.11	1,913,089.31	1,663,149.54	2,011,600.38	1,896,741.79	2,008,721.16	1,984,185.57
Total Revenue	169.66	135,337.00	661,871.53	166,714.97	494,223.00	320,667.71	307,194.50
Total Expenses	173,222.46	385,276.77	313,420.69	281,573.56	382,243.63	345,203.30	239,260.09
Net Change	(173,052.80)	(249,939.77)	348,450.84	(114,858.59)	111,979.37	(24,535.59)	67,934.41
Ending Balance	1,913,089.31	1,663,149.54	2,011,600.38	1,896,741.79	2,008,721.16	1,984,185.57	2,052,119.98

Urban Charter Schools Collective
Balance Sheet
As of January 31, 2018

02/01/18

	Jan 31, 18
ASSETS	
Current Assets	
Checking/Savings	
9100 · Cash	
9120 · In Banks	
9124 · Union Bank 4361	1,854,320.77
9121 · Union Bank - General Account	
9122 · Union Bank	286,839.91
9121 · Union Bank - General Account - Other	15,870.01
Total 9121 · Union Bank - General Account	302,709.92
9125 · UBOC-Student Activities (Student Activities ...	5,796.88
Total 9120 · In Banks	2,162,827.57
Total 9100 · Cash	2,162,827.57
Total Checking/Savings	2,162,827.57
Accounts Receivable	
9200 · Accounts Receivable	589.47
Total Accounts Receivable	589.47
Other Current Assets	
9250 · Due from State	
9250.30 · 8561 - Restricted Lottery	-4,005.12
9250.40 · 8562 - Unrestricted Lottery	-2,941.38
Total 9250 · Due from State	-6,946.50
9260 · Due From Federal Government	
9260.30 · 8295 - Title III LEP	-3,631.00
Total 9260 · Due From Federal Government	-3,631.00
Total Other Current Assets	-10,577.50
Total Current Assets	2,152,839.54
Fixed Assets	
9410 · Land Improvements	13,538.93
9440 · Equipment (Equipment over \$3,000)	77,816.00
9499 · Accumulated Depreciation	-63,976.48
Total Fixed Assets	27,378.45
TOTAL ASSETS	2,180,217.99
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
9500 · Accounts Payable	-2,055.73
Total Accounts Payable	-2,055.73
Credit Cards	
9360 · Union Bank Visa	140.08
9361 · Union Bank X124	8,313.59
Total Credit Cards	8,453.67
Other Current Liabilities	
9501 · Capital Lease	15,646.05

Urban Charter Schools Collective
Balance Sheet
As of January 31, 2018

02/01/18

	Jan 31, 18
9510 · Payroll Liabilities	
9511 · STRS Employer Contribution	20,642.14
9512 · STRS Employee Contributions	8,392.07
9513 · EE State Disability Contrib. (Acct# 776-057...	385.45
9515 · EE Withholdings/Garnishments	434.74
9518 · Accrued Payroll	28,254.12
Total 9510 · Payroll Liabilities	58,108.52
9525 · Funds Held for Other (Student Activities Fund)	7,484.32
9650 · Deferred Revenue	
9651 · NCLB-Title I, Part A	39,795.18
9654 · Title III LEP	2,689.66
Total 9650 · Deferred Revenue	42,484.84
Total Other Current Liabilities	123,723.73
Total Current Liabilities	130,121.67
Total Liabilities	130,121.67
Equity	
9700 · Fund Balance/Net Assets	2,083,214.91
Net Income	-33,118.59
Total Equity	2,050,096.32
TOTAL LIABILITIES & EQUITY	2,180,217.99

Urban Charter Schools Collective
Profit & Loss Budget vs. Actual
July 2017 through January 2018

02/01/18

	Jul '17 - Jan 18	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
8000 · Revenues & Other Financing				
8012 · EPA	270,977.00	663,996.03	-393,019.03	40.8%
8015 · General Purpose/State Aid	1,245,098.00	2,676,143.15	-1,431,045.15	46.5%
8096 · In-Lieu Property Taxes	401,918.13	809,836.00	-407,917.87	49.6%
Total 8000 · Revenues & Other Financing	1,917,993.13	4,149,975.18	-2,231,982.05	46.2%
8100 · Federal Revenue				
8290 · Other Federal Revenue				
8293 · Title 1, Part A	36,752.00	147,008.00	-110,256.00	25.0%
8294 · Title II-Improving Teacher Qual	5,007.00	18,676.00	-13,669.00	26.8%
8295 · Title III LEP	3,100.00	16,433.12	-13,333.12	18.9%
Total 8290 · Other Federal Revenue	44,859.00	182,117.12	-137,258.12	24.6%
Total 8100 · Federal Revenue	44,859.00	182,117.12	-137,258.12	24.6%
8300 · Other State Revenue				
8550 · Mandate Block Grant	7,011.00	71,973.49	-64,962.49	9.7%
8560 · Lottery				
8561 · Lottery Restricted (Inst Mat)	1,625.91	19,843.20	-18,217.29	8.2%
8562 · Lottery Unrestricted	58,524.59	63,498.24	-4,973.65	92.2%
Total 8560 · Lottery	60,150.50	83,341.44	-23,190.94	72.2%
8590 · All Other State Revenue				
8596 · Prop 39 Clean Energy Funds	55,375.00	55,375.00	0.00	100.0%
Total 8590 · All Other State Revenue	55,375.00	55,375.00	0.00	100.0%
Total 8300 · Other State Revenue	122,536.50	210,689.93	-88,153.43	58.2%
8600 · Other Local Revenue				
8610 · Direct Public Support (Contributions (including the)	280.91	0.00	280.91	100.0%
8699 · Misc. Funds	508.83	0.00	508.83	100.0%
8600 · Other Local Revenue - Other	0.00	110.24	-110.24	0.0%
Total 8600 · Other Local Revenue	789.74	110.24	679.50	716.4%
8980 · Cont. from Unrestricted (Transfers from unrestricted)	-9.99	0.00	-9.99	100.0%
Total Income	2,086,168.38	4,542,892.47	-2,456,724.09	45.9%
Gross Profit	2,086,168.38	4,542,892.47	-2,456,724.09	45.9%
Expense				
1000 · Certificated Personnel Salaries				
1100 · Certificated Teachers' Salaries				
1101 · CORE Teacher Salaries	570,492.40	1,074,847.83	-504,355.43	53.1%
1102 · CORE Substitute Teachers	5,651.47	46,056.00	-40,404.53	12.3%
1106 · Stipend Pay-C (Interest Club and Meetings)				
1106-4 · MED Waiver Stipend-C	2,250.00	4,125.00	-1,875.00	54.5%
1106-1 · Home Visits	30.00	8,910.00	-8,880.00	0.3%
1106-2 · Leadership (Stipends paid to staff taking ...	470.10	9,120.00	-8,649.90	5.2%
1106 · Stipend Pay-C (Interest Club and Meetings)...	42,815.46	149,100.00	-106,284.54	28.7%
Total 1106 · Stipend Pay-C (Interest Club and Meetin...	45,565.56	171,255.00	-125,689.44	26.6%
Total 1100 · Certificated Teachers' Salaries	621,709.43	1,292,158.83	-670,449.40	48.1%
1300 · Cert. Sup & Admin Salaries				
1311 · Principal	63,048.51	108,083.13	-45,034.62	58.3%
1312 · Superintendent	88,375.00	151,500.00	-63,125.00	58.3%
Total 1300 · Cert. Sup & Admin Salaries	151,423.51	259,583.13	-108,159.62	58.3%
Total 1000 · Certificated Personnel Salaries	773,132.94	1,551,741.96	-778,609.02	49.8%
2000 · Classified Personnel Salaries				
2100 · Other Non-Certificated Salaries				

Urban Charter Schools Collective
Profit & Loss Budget vs. Actual
July 2017 through January 2018

02/01/18

	Jul '17 - Jan 18	Budget	\$ Over Budget	% of Budget
2110 · Enrichment Teachers				
2101 · Enrichment Teachers' Salaries	125,761.82	261,668.40	-135,906.58	48.1%
2103 · Substitute Teachers - Enrich	1,247.40	7,200.00	-5,952.60	17.3%
2105 · Stipend Pay-NC (Coverage for other Interes...				
2105-4 · MED Waiver Stipend-NC	625.00	4,125.00	-3,500.00	15.2%
2105-2 · Leadership	0.00	2,640.00	-2,640.00	0.0%
Total 2105 · Stipend Pay-NC (Coverage for other I...	625.00	6,765.00	-6,140.00	9.2%
Total 2110 · Enrichment Teachers	127,634.22	275,633.40	-147,999.18	46.3%
2120 · Instructional Aide	51,177.48	132,072.00	-80,894.52	38.7%
Total 2100 · Other Non-Certificated Salaries	178,811.70	407,705.40	-228,893.70	43.9%
2200 · Classified Support Salaries				
2221 · Plant Manager	22,623.81	43,128.96	-20,505.15	52.5%
2222 · Night Custodian	17,210.11	33,095.68	-15,885.57	52.0%
2223 · Custodial Substitute	2,105.38	1,824.00	281.38	115.4%
2224 · Registered Nurse	23,082.67	47,364.80	-24,282.13	48.7%
Total 2200 · Classified Support Salaries	65,021.97	125,413.44	-60,391.47	51.8%
2300 · Classified Sup.and Admin	55,146.00	94,536.00	-39,390.00	58.3%
2400 · Office Support				
2402 · Clerical Support & Substitutes				
2402-1 · Office Coverage	534.53	2,500.00	-1,965.47	21.4%
2402-2 · Back Office Coverage	2,348.93	4,000.00	-1,651.07	58.7%
2402-3 · Assessment Administration (CELDT Testi...	705.00	4,500.00	-3,795.00	15.7%
Total 2402 · Clerical Support & Substitutes	3,588.46	11,000.00	-7,411.54	32.6%
2403 · Office Clerk	35,145.84	68,830.56	-33,684.72	51.1%
2404 · Administrative Assistant	18,618.81	37,756.80	-19,137.99	49.3%
Total 2400 · Office Support	57,353.11	117,587.36	-60,234.25	48.8%
2800 · Technology Department Salaries				
2801 · ATT	29,566.05	78,139.35	-48,573.30	37.8%
2802 · ATT/Classroom Tutoring	875.00	960.00	-85.00	91.1%
2803 · ATT PD/Mtg. Stipend	1,148.62	6,732.00	-5,583.38	17.1%
2804 · ATT Attendance Stipends	0.00	3,456.00	-3,456.00	0.0%
2805 · ATT Sub	6,681.22	0.00	6,681.22	100.0%
2800 · Technology Department Salaries - Other	5,933.21	12,509.00	-6,575.79	47.4%
Total 2800 · Technology Department Salaries	44,204.10	101,796.35	-57,592.25	43.4%
2900 · Campus Safety				
2901 · Yard Duty Salary	13,479.62	25,947.68	-12,468.06	51.9%
2902 · Yard Duty Trainings	49.50	440.00	-390.50	11.3%
2903 · Yard Duty Sub	2,156.53	0.00	2,156.53	100.0%
2904 · Attendance Stipend	0.00	1,152.00	-1,152.00	0.0%
Total 2900 · Campus Safety	15,685.65	27,539.68	-11,854.03	57.0%
Total 2000 · Classified Personnel Salaries	416,222.53	874,578.23	-458,355.70	47.6%
3000 · Employee Benefits				
3101 · STRS (Certificated)	111,582.92	223,916.37	-112,333.45	49.8%
3301 · Medicare (Certificated)	10,273.44	22,500.26	-12,226.82	45.7%
3302 · OASDI (Non Certificated)	25,441.14	54,223.85	-28,782.71	46.9%
3304 · Medicare (Non Certificated)	6,263.40	11,794.44	-5,531.04	53.1%
3400 · Health & Welfare Benefits				
3401 · Health & Welfare Benefits-Cert	91,583.32	0.00	91,583.32	100.0%
3402 · Health & Welfare Benefits (NC)	75,529.30	0.00	75,529.30	100.0%
3400 · Health & Welfare Benefits - Other	0.00	278,718.34	-278,718.34	0.0%
Total 3400 · Health & Welfare Benefits	167,112.62	278,718.34	-111,605.72	60.0%
3500 · Unemployment Insurance				
3504 · SEF UI Fund	1,160.98	1,713.16	-552.18	67.8%

Urban Charter Schools Collective
Profit & Loss Budget vs. Actual
July 2017 through January 2018

02/01/18

	Jul '17 - Jan 18	Budget	\$ Over Budget	% of Budget
Total 3500 · Unemployment Insurance	1,160.98	1,713.16	-552.18	67.8%
3600 · Worker's Comp Insurance	24,944.00	27,444.00	-2,500.00	90.9%
Total 3000 · Employee Benefits	346,778.50	620,310.42	-273,531.92	55.9%
4000 · Books & Supplies				
4100 · Textbooks & Core Materials	1,550.55	1,377.50	173.05	112.6%
4200 · Books & Other Ref Materials				
4210 · Hmong Language Development	83.07	0.00	83.07	100.0%
4213 · CORE reference materials				
4213-2 · 2nd Gr. Core Materials	51.98			
4213-5 · 5th Gr. Core Materials	69.97			
Total 4213 · CORE reference materials	121.95	0.00	121.95	100.0%
4200 · Books & Other Ref Materials - Other	1,377.00	25,172.36	-23,795.36	5.5%
Total 4200 · Books & Other Ref Materials	1,582.02	25,172.36	-23,590.34	6.3%
4300 · Materials & Supplies				
4310 · Classroom Supplies	239.38	0.00	239.38	100.0%
4320 · Enrichment Supplies				
4321 · Hmong Enrichment Materials	6,425.88	5,000.00	1,425.88	128.5%
4323 · Taekwondo Enrichment Materials	1,802.64	1,666.66	135.98	108.2%
4324 · Sports Enrichment Materials	788.59	1,666.66	-878.07	47.3%
4325 · Dance Enrichment Materials	116.75	1,666.66	-1,549.91	7.0%
Total 4320 · Enrichment Supplies	9,133.86	9,999.98	-866.12	91.3%
4330 · Office Supplies				
4330-1 · Awards Assembly	559.74	3,000.00	-2,440.26	18.7%
4330-2 · School Functions	0.00	2,000.00	-2,000.00	0.0%
4330-3 · Staff Recognition	209.35	0.00	209.35	100.0%
4330 · Office Supplies - Other	497.97	5,000.00	-4,502.03	10.0%
Total 4330 · Office Supplies	1,267.06	10,000.00	-8,732.94	12.7%
4340 · Back Office Supplies	1,301.67	5,000.00	-3,698.33	26.0%
4350 · Schoolwide Supplies-Consumable	41,968.38	63,819.84	-21,851.46	65.8%
4360 · Health Supplies	587.41	2,300.00	-1,712.59	25.5%
4370 · Custodial Supplies	5,095.00	11,040.00	-5,945.00	46.2%
4300 · Materials & Supplies - Other	38.84	0.00	38.84	100.0%
Total 4300 · Materials & Supplies	59,631.60	102,159.82	-42,528.22	58.4%
4400 · Non-Capitalized Equipment				
4410 · Schoolwide Start-Up (technology)	-20.00	63,782.50	-63,802.50	-0.0%
4420 · Schoolwide Start-up (furniture)	4,108.20	4,149.59	-41.39	99.0%
4400 · Non-Capitalized Equipment - Other	55,184.19	0.00	55,184.19	100.0%
Total 4400 · Non-Capitalized Equipment	59,272.39	67,932.09	-8,659.70	87.3%
4700 · Food	384.87	1,000.00	-615.13	38.5%
Total 4000 · Books & Supplies	122,421.43	197,641.77	-75,220.34	61.9%
5000 · Services & Other Op Expenditure				
5200 · Travel & Conferences				
5202 · Travel Expenses				
5202-1 · Staff Professional Development	6,404.52	4,270.00	2,134.52	150.0%
5202-2 · Day to Day Travels	243.94	2,500.00	-2,256.06	9.8%
5202-3 · Study Trip/Pre Visits	33.20	216.00	-182.80	15.4%
Total 5202 · Travel Expenses	6,681.66	6,986.00	-304.34	95.6%
5203 · Conference Fees/Registrations	2,560.00	1,770.00	790.00	144.6%
5200 · Travel & Conferences - Other	0.00	2,000.00	-2,000.00	0.0%

Urban Charter Schools Collective
Profit & Loss Budget vs. Actual
July 2017 through January 2018

02/01/18

	Jul '17 - Jan 18	Budget	\$ Over Budget	% of Budget
Total 5200 · Travel & Conferences	9,241.66	10,756.00	-1,514.34	85.9%
5300 · Dues & Memberships	5,247.17	6,807.17	-1,560.00	77.1%
5400 · Insurance	19,474.69	19,474.69	0.00	100.0%
5500 · Operations & Housekeeping Serv				
5501 · Water	33,529.80	40,297.00	-6,767.20	83.2%
5502 · Waste Removal	312.98	1,892.54	-1,579.56	16.5%
5503 · Natural Gas	0.00	2,628.65	-2,628.65	0.0%
5504 · Electricity	14,867.42	48,472.98	-33,605.56	30.7%
Total 5500 · Operations & Housekeeping Serv	48,710.20	93,291.17	-44,580.97	52.2%
5600 · Rental, Leases, Repairs, Improv				
5610 · Office Equipmt-Service Agreement	377.73	827.73	-450.00	45.6%
5615 · Software License Copyright	11,095.48	17,401.07	-6,305.59	63.8%
5620 · Copier Rental	4,120.52	6,900.00	-2,779.48	59.7%
5630 · Improvements or Repairs	1,171.43	11,100.00	-9,928.57	10.6%
5640 · Pro Rata Share for Facilities	61,273.84	83,594.97	-22,321.13	73.3%
5600 · Rental, Leases, Repairs, Improv - Other	450.00	0.00	450.00	100.0%
Total 5600 · Rental, Leases, Repairs, Improv	78,489.00	119,823.77	-41,334.77	65.5%
5800 · Prof Consult Services & Op Exp				
5801 · Printing & Duplicating	454.52	2,500.00	-2,045.48	18.2%
5802 · Payroll Services	8,443.64	15,500.00	-7,056.36	54.5%
5805 · Audit	13,540.13	23,600.00	-10,059.87	57.4%
5806 · Health Benefits Admin Fees	0.00	40.00	-40.00	0.0%
5807 · Insurance Admin Fees	40.00	0.00	40.00	100.0%
5808 · Wire Transfer Fees	0.00	100.00	-100.00	0.0%
5809 · Service Charge (Banks)	10.00	0.00	10.00	100.0%
5810 · Attorney fees	8,491.37	4,000.00	4,491.37	212.3%
5811 · CPA fees	1,795.00	5,000.00	-3,205.00	35.9%
5812 · Nurse Consultation Fees (Nurse consultation ...	5,000.02	10,000.00	-4,999.98	50.0%
5813 · Late Penalty	0.00	50.00	-50.00	0.0%
5820 · Transportation for Field Trips				
5820.1 · Field Trip Admission	22,307.92	0.00	22,307.92	100.0%
5820.2 · Field Trip Transportation	32,055.15	0.00	32,055.15	100.0%
5820 · Transportation for Field Trips - Other	0.00	76,480.92	-76,480.92	0.0%
Total 5820 · Transportation for Field Trips	54,363.07	76,480.92	-22,117.85	71.1%
5840 · BTSA Support Providers	0.00	14,400.00	-14,400.00	0.0%
5898 · Contracted Services Fees (Use of SCUSD Su...	55,577.55	104,500.05	-48,922.50	53.2%
5899 · 1099 Contracts	122,783.32	88,245.98	34,537.34	139.1%
Total 5800 · Prof Consult Services & Op Exp	270,498.62	344,416.95	-73,918.33	78.5%
5900 · Communications				
5901 · Telephones				
5901.1 · E-Rate Discount	0.00	-32,000.00	32,000.00	0.0%
5901 · Telephones - Other	27,148.32	45,000.00	-17,851.68	60.3%
Total 5901 · Telephones	27,148.32	13,000.00	14,148.32	208.8%
5902 · Postage	771.86	1,050.00	-278.14	73.5%
5900 · Communications - Other	150.05	525.00	-374.95	28.6%
Total 5900 · Communications	28,070.23	14,575.00	13,495.23	192.6%
Total 5000 · Services & Other Op Expenditure	459,731.57	609,144.75	-149,413.18	75.5%
6000 · Capital Outlay				
6400 · Equipment	0.00	257,843.00	-257,843.00	0.0%
Total 6000 · Capital Outlay	0.00	257,843.00	-257,843.00	0.0%
7000 · Other Outgo				
7010 · District Oversight Fee	0.00	41,499.75	-41,499.75	0.0%
7020 · Special Ed Encroachment	0.00	378,684.00	-378,684.00	0.0%
Total 7000 · Other Outgo	0.00	420,183.75	-420,183.75	0.0%

Urban Charter Schools Collective
Profit & Loss Budget vs. Actual
July 2017 through January 2018

02/01/18

	Jul '17 - Jan 18	Budget	\$ Over Budget	% of Budget
Total Expense	2,118,286.97	4,531,443.88	-2,413,156.91	46.7%
Net Ordinary Income	-32,118.59	11,448.59	-43,567.18	-280.5%
Other Income/Expense				
Other Expense				
9999 - Ask My Accountant	1,000.00			
Total Other Expense	1,000.00			
Net Other Income	-1,000.00	0.00	-1,000.00	100.0%
Net Income	-33,118.59	11,448.59	-44,567.18	-289.3%

2017/2018 Statement of Economic Interests



Form 700

A Public Document

Also available on the FPPC website:

- ***Form 700 in Excel format***
- ***Reference Pamphlet for Form 700***

California Fair Political Practices Commission

Email Advice: advice@fppc.ca.gov

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916)322-5660 • Website: www.fppc.ca.gov

What's New

Gift Limit Increase

The gift limit increased to \$470 for calendar years 2017 and 2018. The gift limit during 2016 was \$460.

Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers").
Obtain your disclosure categories, which describe the interests you must report, from your agency; they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

Exception: Candidates for a county central committee are not required to file the Form 700.

- Members of newly created boards and commissions not yet covered under a conflict of interest code
- Employees in newly created positions of existing agencies

See Reference Pamphlet, page 3, at www.fppc.ca.gov.

Where to file:

87200 Filers

State offices	➔	Your agency
Judicial offices	➔	The clerk of your court
Retired Judges	➔	Directly with FPPC
County offices	➔	Your county filing official
City offices	➔	Your city clerk
Multi-County offices	➔	Your agency

Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest

Code: File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

Members of Boards and Commissions of Newly

Created Agencies: File with your newly created agency or with your agency's code reviewing body.

Employees in Newly Created Positions of Existing

Agencies: File with your agency or with your agency's code reviewing body. See Reference Pamphlet, page 3.

Candidates: File with your local elections office.

How to file:

The Form 700 is available at www.fppc.ca.gov. Form 700 schedules are also available in Excel format. All statements must have an original "wet" signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. Instructions, examples, FAQs, and a reference pamphlet are available to help answer your questions.

When to file:

Annual Statements

➔ March 1, 2018

- Elected State Officers
- Judges and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

➔ April 2, 2018

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their local filing officers.

Statements postmarked by the filing deadline are considered filed on time.

Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

Exception:

If you assumed office between October 1, 2017, and December 31, 2017, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2019, or April 1, 2019, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2018. See Reference Pamphlet, pages 6 and 7, for additional exceptions.

Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents.

Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. Obtain amendment schedules at www.fppc.ca.gov.

There is no provision for filing deadline extensions unless the filer is serving in active military duty.

Statements of 30 pages or less may be faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

Introduction

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their personal assets and income. They also must disqualify themselves from participating in decisions that may affect their personal economic interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the law's provisions.

Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. During 2017 and 2018, the gift limit is \$470 from a single source during a calendar year.

In addition, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 10.

State and local officials and employees should check with their agency to determine if other restrictions apply.

Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose (i.e., a personal residence is often not reportable, but may be disqualifying). Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must publicly identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18707, and the Guide to Recognizing Conflicts of Interest at www.fppc.ca.gov.

Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. See Reference Pamphlet, page 10.

Loan Restrictions

Certain state and local officials are subject to restrictions on loans. See Reference Pamphlet, page 14.

Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

Late Filing

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

For assistance concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to advice@fppc.ca.gov.
- Call the FPPC toll-free at (866) 275-3772.

Form 700 is a Public Document Public Access Must Be Provided

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

Types of Form 700 Filings

Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position is reportable.

For positions subject to confirmation by the State Senate or the Commission on Judicial Performance, your assuming office date is the date you were appointed or nominated to the position.

Example:

Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions she holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment is reportable.

Annual Statement:

Generally, the period covered is January 1, 2017, through December 31, 2017. If the period covered by the statement is different than January 1, 2017, through December 31, 2017, (for example, you assumed office between October 1, 2016, and December 31, 2016 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2017.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

Leaving Office Statement:

Generally, the period covered is January 1, 2017, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2017, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2016, and December 31, 2016, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2017.

Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at www.fppc.ca.gov.

Instructions Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, you may list your business/office address instead of your home address.**

Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court)
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst)
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission), you may be required to file statements with each agency. To simplify your filing obligations, you may complete an expanded statement.
- To do this, enter the name of the other agency(ies) with which you are required to file and your position title(s) in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement covering the disclosure requirements for all positions. Each copy must contain an original signature. Therefore, before signing the statement, make a copy for each agency. Sign each copy with an original signature and file with each agency.

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April 1 annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand his or her annual filing to include both positions.

Example:

Scott Baker is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers Placer and Yuba counties. Scott will complete one Form 700 using full disclosure (as required for the city position) and covering interests in both Placer and Yuba counties (as required for the multi-county position) and list both positions on the Cover Page. Before signing the statement, Scott will make a copy and sign both statements. One statement will be filed with City of Lincoln and the other will be filed with Camp Far West Irrigation District. Both will contain an original signature.

Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.

- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the “other” box and enter the county or city in which the agency has jurisdiction.

Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

1. Office, Agency, or Court	
Agency Name (Do not use acronyms)	
Feather River Irrigation District	
Division, Board, Department, District, if applicable	Your Position
N/A	Board Member
▶ If filing for multiple positions, list below or on an attachment. (Do not use acronyms)	
Agency:	Position:
N/A	
2. Jurisdiction of Office (Check at least one box)	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input checked="" type="checkbox"/> Multi-County Yuba & Sutter Counties	<input type="checkbox"/> County of
<input type="checkbox"/> City of	<input type="checkbox"/> Other

Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2017 annual statement, **do not** change the pre-printed dates to reflect 2018. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2018, through December 31, 2018, will be disclosed on your statement filed in 2019. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the “No reportable interests” box. Please **do not** attach any blank schedules.

Part 5. Verification

Complete the verification by signing the statement and entering the date signed. All statements must have an original “wet” signature or be duly authorized by your filing officer to file electronically under Government Code Section 87500.2. Instructions, examples, FAQs, and a reference pamphlet are available to help answer your questions. **When you sign your statement, you are stating, under penalty of perjury, that it is true and correct.** Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

FPPC Form 700 (2017/2018)

FPPC Advice Email: advice@fppc.ca.gov

FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Instructions – 1

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE

Date Initial Filing Received
Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable

Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

☐ State

☐ Judge or Court Commissioner (Statewide Jurisdiction)

☐ Multi-County

☐ County of

☐ City of

☐ Other

3. Type of Statement (Check at least one box)

☐ **Annual:** The period covered is January 1, 2017, through December 31, 2017.

-or-

The period covered is / / , through December 31, 2017.

☐ **Assuming Office:** Date assumed / /

☐ **Leaving Office:** Date Left / / (Check one)

☐ The period covered is January 1, 2017, through the date of leaving office.

-or-

☐ The period covered is / / , through the date of leaving office.

☐ **Candidate:** Date of Election and office sought, if different than Part 1:

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

☐ **Schedule A-1 - Investments** – schedule attached

☐ **Schedule C - Income, Loans, & Business Positions** – schedule attached

☐ **Schedule A-2 - Investments** – schedule attached

☐ **Schedule D - Income – Gifts** – schedule attached

☐ **Schedule B - Real Property** – schedule attached

☐ **Schedule E - Income – Gifts – Travel Payments** – schedule attached

-or-

☐ **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER

()

E-MAIL ADDRESS

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed (month, day, year)

Signature (File the originally signed statement with your filing official.)

Which Schedule Do I Use?

Common Reportable Interests

Schedule A-1	Stocks, including those held in an IRA or a 401K
Schedule A-2	Business entities (including certain independent contracting), sole proprietorships, partnerships, LLCs, corporations, and trusts
Schedule B	Rental property in the jurisdiction, or within two miles of the boundaries of the jurisdiction
Schedule C	Non-governmental salaries of public official and spouse/registered domestic partner
Schedule D	Gifts from businesses (such as tickets to sporting or entertainment events)
Schedule E	Travel payments from third parties (not your employer)

Common Non-Reportable Interests

Schedule A-1	Insurance policies, government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 13, for detailed information. (Regulation 18237)
Schedule A-2	Savings and checking accounts and annuities
Schedule B	A residence used exclusively as a personal residence (such as a home or vacation cabin)
Schedule C	Governmental salary (such as a school district)
Schedule D	Gifts from family members
Schedule E	Travel paid by your government agency

Remember:

- ✓ Mark the “No reportable interests” box on Part 4 of the Schedule Summary on the Cover Page if you determine you have nothing to disclose and file the Cover Page only. **Make sure you carefully read all instructions to ensure proper reporting.**
- ✓ The Form 700 is a public document.
- ✓ **Most individuals must consult their agency’s conflict of interest code for reportable interests.**
- ✓ Most individuals file the Form 700 with their agencies.

Questions and Answers

General

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?

- A. Yes, three are required. However, you may complete one statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Report your economic interests using the largest jurisdiction and highest disclosure requirements assigned to you by the three agencies. Make two copies of the entire statement before signing it, sign each copy with an original signature, and distribute one original to the county and to each of the two boards. Remember to complete separate statements for positions that you leave or assume during the year.

- Q. I am a department head who recently began acting as city manager. Should I file as the city manager?

- A. Yes. File an assuming office statement as city manager. Persons serving as “acting,” “interim,” or “alternate” must file as if they hold the position because they are or may be performing the duties of the position.

- Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?

- A. Yes. You may also need to file an assuming office statement for the new agency.

- Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse's income, investments, and interests in real property?

- A. Yes. A public official must continue to report a spouse's economic interests until such time as dissolution of marriage proceedings is final. However, if a separate property agreement has been reached prior to that time, your estranged spouse's income may not have to be reported. Contact the FPPC for more information.

Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?

- A. Probably. The definition of “doing business in the jurisdiction” is not limited to whether the business has an office or physical location in your jurisdiction. See Reference Pamphlet, page 13.

- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?

- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.

- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?

- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.

Questions and Answers

Continued

Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?

A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and clients are commonly sold to qualified professionals. The "fair market value" is often quantified for other purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.

Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?

A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.

Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?

A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.

Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?

A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

Income Disclosure

Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?

A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.

Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?

A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at www.fppc.ca.gov. See Reference Pamphlet, page 14.

Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?

A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the "comments" section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

Questions and Answers Continued

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. See Reference Pamphlet, page 8, for the definition of “business entity.”

Q. My husband is a partner in a four-person firm where all of his business is based on his own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your husband’s investment in the firm is 10% or greater, disclose 100% of his share of the business on Schedule A-2, Part 1 and 50% of his income on Schedule A-2, Parts 2 and 3. For example, a client of your husband’s must be a source of at least \$20,000 during the reporting period before the client’s name is reported.

Q. How do I disclose my spouse’s or registered domestic partner’s salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. See Reference Pamphlet, page 14, for additional information.

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency’s jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an “acquired” date?

A. No, you are not required to show an “acquired” date because you previously owned the property. However, you may want to note in the “comments” section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. I am a city manager, and I own a rental property located in an adjacent city, but one mile from the city limit. Do I need to report this property interest?

A. Yes. You are required to report this property because it is located within 2 miles of the boundaries of the city you manage.

Q. Must I report a home that I own as a personal residence for my daughter?

A. You are not required to disclose a home used as a personal residence for a family member unless you receive income from it, such as rental income.

Q. I am a co-signer on a loan for a rental property owned by a friend. Since I am listed on the deed of trust, do I need to report my friend’s property as an interest in real property on my Form 700?

A. No. Simply being a co-signer on a loan for property does not create a reportable interest in real property for you.

Gift Disclosure

Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?

A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.

Questions and Answers Continued

- Q. Mary and Joe Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2017 the gift limit was \$470, so the Bensons may have given the supervisor artwork valued at no more than \$940. The supervisor must identify Joe and Mary Benson as the sources of the gift.
- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?
- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.
- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.
- A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.
- Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?
- A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.

Instructions – Schedules A-1 and A-2

Investments

“Investment” means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency’s jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. See Reference Pamphlet, page 13.

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Reference Pamphlet, page 8, for the definition of “business entity.”)
- Your spouse’s or registered domestic partner’s investments even if they are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. See Reference Pamphlet, page 15, for more information on disclosing trusts.
- Business trusts

You are not required to disclose:

- Government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. See Reference Pamphlet, page 13, for detailed information. (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)
- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)

- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

Use Schedule A-1 to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. See second example below.

Use Schedule A-2 to report ownership of 10% or greater (e.g., a sole proprietorship).

To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively.
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

Examples:

John Smith holds a state agency position. His conflict of interest code requires full disclosure of investments. John must disclose his stock holdings of \$2,000 or more in any company that is located in or does business in California, as well as those stocks held by his spouse or registered domestic partner and dependent children.

Susan Jones is a city council member. She has a 4% interest, worth \$5,000, in a limited partnership located in the city. Susan must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

Reminders

- Do you know your agency’s jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

SCHEDULE A-1
Investments

Stocks, Bonds, and Other Interests
(Ownership Interest is Less Than 10%)
Do not attach brokerage or financial statements.

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name _____

► NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
 ☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/17 ____/____/17
ACQUIRED DISPOSED

► NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
 ☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/17 ____/____/17
ACQUIRED DISPOSED

► NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
 ☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/17 ____/____/17
ACQUIRED DISPOSED

► NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
 ☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/17 ____/____/17
ACQUIRED DISPOSED

► NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
 ☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/17 ____/____/17
ACQUIRED DISPOSED

► NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
 ☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/17 ____/____/17
ACQUIRED DISPOSED

Comments: _____

Instructions – Schedule A-2

Investments, Income, and Assets of Business Entities/Trusts

Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13. A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

To Complete Schedule A-2:

Part 1. Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

Part 2. Check the box indicating **your pro rata** share of the **gross** income received **by** the business entity or trust. This amount includes your pro rata share of the **gross** income **from** the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

Part 3. Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting

period. See Reference Pamphlet, page 11, for examples. Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.

- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. See Reference Pamphlet, page 8, for an explanation of commission income.

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Using phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" may trigger a request for an amendment to your statement. See Reference Pamphlet, page 14, for details about requesting an exemption from disclosing privileged information.

Part 4. Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

SCHEDULE A-2
Investments, Income, and Assets
of Business Entities/Trusts
(Ownership Interest is 10% or Greater)

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
Name _____

► 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one

☐ Trust, go to 2 ☐ Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

- ☐ \$0 - \$1,999
☐ \$2,000 - \$10,000
☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:

____/____/17 ____/____/17
ACQUIRED DISPOSED

NATURE OF INVESTMENT

☐ Partnership ☐ Sole Proprietorship ☐ _____ Other

YOUR BUSINESS POSITION _____

► 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one

☐ Trust, go to 2 ☐ Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

- ☐ \$0 - \$1,999
☐ \$2,000 - \$10,000
☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:

____/____/17 ____/____/17
ACQUIRED DISPOSED

NATURE OF INVESTMENT

☐ Partnership ☐ Sole Proprietorship ☐ _____ Other

YOUR BUSINESS POSITION _____

► 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

- ☐ \$0 - \$499 ☐ \$10,001 - \$100,000
☐ \$500 - \$1,000 ☐ OVER \$100,000
☐ \$1,001 - \$10,000

► 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

- ☐ \$0 - \$499 ☐ \$10,001 - \$100,000
☐ \$500 - \$1,000 ☐ OVER \$100,000
☐ \$1,001 - \$10,000

► 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

☐ None or ☐ Names listed below

► 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

☐ None or ☐ Names listed below

► 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:

☐ INVESTMENT ☐ REAL PROPERTY

Name of Business Entity, if Investment, or
Assessor's Parcel Number or Street Address of Real Property

Description of Business Activity or
City or Other Precise Location of Real Property

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000
☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:

____/____/17 ____/____/17
ACQUIRED DISPOSED

NATURE OF INTEREST

☐ Property Ownership/Deed of Trust ☐ Stock ☐ Partnership

☐ Leasehold _____
Yrs. remaining ☐ Other _____

☐ Check box if additional schedules reporting investments or real property are attached

► 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:

☐ INVESTMENT ☐ REAL PROPERTY

Name of Business Entity, if Investment, or
Assessor's Parcel Number or Street Address of Real Property

Description of Business Activity or
City or Other Precise Location of Real Property

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000
☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:

____/____/17 ____/____/17
ACQUIRED DISPOSED

NATURE OF INTEREST

☐ Property Ownership/Deed of Trust ☐ Stock ☐ Partnership

☐ Leasehold _____
Yrs. remaining ☐ Other _____

☐ Check box if additional schedules reporting investments or real property are attached

Comments: _____

Instructions – Schedule B

Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. Real property is also considered to be "within the jurisdiction" of a local government agency if the property or any part of it is located within two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency. See Reference Pamphlet, page 13.

Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 14.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 15.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

You are not required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)

Please note: A non-reportable residence can still be grounds for a conflict of interest and may be disqualifying.

- Interests in real property held through a blind trust (See Reference Pamphlet, page 16, for exceptions.)

To Complete Schedule B:

- Report the precise location (e.g., an assessor's parcel number or address) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold, disclose the number of years remaining on the lease.

Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 is not also required to be reported on Schedule B.
- Code filers – do your disclosure categories require disclosure of real property?

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, mark "None."
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

Example:

Joe Nelson is a city planning commissioner. Joe received rental income of \$12,000 during the reporting period from a single tenant who rented property Joe owned in the city's jurisdiction. If Joe had received the \$12,000 from two or more tenants, the tenants' names would not be required as long as no single tenant paid \$10,000 or more. A married couple would be considered a single tenant.

ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS 4600 24th Street	
CITY Sacramento	
FAIR MARKET VALUE <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input checked="" type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	IF APPLICABLE, LIST DATE: ACQUIRED <u>17</u> / <u>17</u> / <u>17</u> DISPOSED <u>17</u> / <u>17</u> / <u>17</u>
NATURE OF INTEREST <input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Leasehold <input type="checkbox"/> Easement <input type="checkbox"/> Other	
IF RENTAL PROPERTY, GROSS INCOME RECEIVED <input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income. <input type="checkbox"/> None Henry Wells	
NAME OF LENDER* Sophia Petroillo	
ADDRESS (Business Address Acceptable) 2121 Blue Sky Parkway, Sacramento	
BUSINESS ACTIVITY, IF ANY, OF LENDER Restaurant Owner	
INTEREST RATE 8 % <input type="checkbox"/> None	TERM (Months/Years) 15 Years
HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
<input type="checkbox"/> Guarantor, if applicable	
Comments:	

FPPC Form 700 (2017/2018)

FPPC Advice Email: advice@fppc.ca.gov

FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Instructions – 12

SCHEDULE B
Interests in Real Property
(Including Rental Income)

CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION
Name _____

► ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS

CITY

FAIR MARKET VALUE
☐ \$2,000 - \$10,000
☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:
____/____/17 ____/____/17
ACQUIRED DISPOSED

NATURE OF INTEREST
☐ Ownership/Deed of Trust ☐ Easement
☐ Leasehold _____
Yrs. remaining Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED
☐ \$0 - \$499 ☐ \$500 - \$1,000 ☐ \$1,001 - \$10,000
☐ \$10,001 - \$100,000 ☐ OVER \$100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.
☐ None

► ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS

CITY

FAIR MARKET VALUE
☐ \$2,000 - \$10,000
☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:
____/____/17 ____/____/17
ACQUIRED DISPOSED

NATURE OF INTEREST
☐ Ownership/Deed of Trust ☐ Easement
☐ Leasehold _____
Yrs. remaining Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED
☐ \$0 - \$499 ☐ \$500 - \$1,000 ☐ \$1,001 - \$10,000
☐ \$10,001 - \$100,000 ☐ OVER \$100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.
☐ None

* You are not required to report loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER*

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF LENDER

INTEREST RATE TERM (Months/Years)
_____% ☐ None _____
HIGHEST BALANCE DURING REPORTING PERIOD
☐ \$500 - \$1,000 ☐ \$1,001 - \$10,000
☐ \$10,001 - \$100,000 ☐ OVER \$100,000
☐ Guarantor, if applicable

NAME OF LENDER*

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF LENDER

INTEREST RATE TERM (Months/Years)
_____% ☐ None _____
HIGHEST BALANCE DURING REPORTING PERIOD
☐ \$500 - \$1,000 ☐ \$1,001 - \$10,000
☐ \$10,001 - \$100,000 ☐ OVER \$100,000
☐ Guarantor, if applicable

Comments: _____

Instructions – Schedule C

Income, Loans, & Business Positions

(Income Other Than Gifts and Travel Payments)

Reporting Income:

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. See Reference Pamphlet, page 11. You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

The source and income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. See Reference Pamphlet, page 13, for more information about doing business in the jurisdiction. Reportable sources of income may be further limited by your disclosure category located in your agency's conflict of interest code.

Reporting Business Positions:

You must report your job title with each reportable business entity even if you received no income during the reporting period. Use the comments section to indicate that no income was received.

Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 8.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 10, concerning your ability to receive future honoraria.)
- Incentive compensation (See Reference Pamphlet, page 12.)

Reminders

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency.
- Stock dividends and income from the sale of stock unless the source can be identified.
- Income from a PERS retirement account.

See Reference Pamphlet, page 11, for more exceptions to income reporting.

To Complete Schedule C:

Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. See Reference Pamphlet, page 8. **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
 - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
 - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.

CALIFORNIA FORM

700

FAIR POLITICAL PRACTICES COMMISSION

Name

▶ 1. INCOME RECEIVED		▶ 1. INCOME RECEIVED	
NAME OF SOURCE OF INCOME _____		NAME OF SOURCE OF INCOME _____	
ADDRESS (<i>Business Address Acceptable</i>) _____		ADDRESS (<i>Business Address Acceptable</i>) _____	
BUSINESS ACTIVITY, IF ANY, OF SOURCE _____		BUSINESS ACTIVITY, IF ANY, OF SOURCE _____	
YOUR BUSINESS POSITION _____		YOUR BUSINESS POSITION _____	
GROSS INCOME RECEIVED	<input type="checkbox"/> No Income - Business Position Only	GROSS INCOME RECEIVED	<input type="checkbox"/> No Income - Business Position Only
<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> \$1,001 - \$10,000	<input type="checkbox"/> \$500 - \$1,000	<input type="checkbox"/> \$1,001 - \$10,000
<input type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000	<input type="checkbox"/> \$10,001 - \$100,000	<input type="checkbox"/> OVER \$100,000
CONSIDERATION FOR WHICH INCOME WAS RECEIVED		CONSIDERATION FOR WHICH INCOME WAS RECEIVED	
<input type="checkbox"/> Salary <input type="checkbox"/> Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)		<input type="checkbox"/> Salary <input type="checkbox"/> Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)	
<input type="checkbox"/> Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)		<input type="checkbox"/> Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)	
<input type="checkbox"/> Sale of _____ (Real property, car, boat, etc.)		<input type="checkbox"/> Sale of _____ (Real property, car, boat, etc.)	
<input type="checkbox"/> Loan repayment		<input type="checkbox"/> Loan repayment	
<input type="checkbox"/> Commission or <input type="checkbox"/> Rental Income, list each source of \$10,000 or more		<input type="checkbox"/> Commission or <input type="checkbox"/> Rental Income, list each source of \$10,000 or more	
_____ (Describe)		_____ (Describe)	
<input type="checkbox"/> Other _____ (Describe)		<input type="checkbox"/> Other _____ (Describe)	

* You are not required to report loans from commercial lending institutions, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER* _____ ADDRESS <i>(Business Address Acceptable)</i> _____ BUSINESS ACTIVITY, IF ANY, OF LENDER _____ HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	INTEREST RATE _____% <input type="checkbox"/> None SECURITY FOR LOAN <input type="checkbox"/> None <input type="checkbox"/> Personal residence <input type="checkbox"/> Real Property _____ <div style="text-align: right;"><i>Street address</i></div> <div style="text-align: right;">_____ <i>City</i></div> <input type="checkbox"/> Guarantor _____ <input type="checkbox"/> Other _____ <div style="text-align: right;"><i>(Describe)</i></div>
--	--

Instructions – Schedule D

Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 16)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10, regarding your ability to receive future honoraria.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

You are **not** required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without

being claimed by you as a charitable contribution for tax purposes

- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist registered to lobby your state agency, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- Free admission, food, and nominal items (such as a pen, pencil, mouse pad, note pad or similar item) available to all attendees, at the event at which the official makes a speech (as defined in Regulation 18950(b)(2)), so long as the admission is provided by the person who organizes the event.
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's state agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

Reminders

- Gifts from a single source are subject to a \$470 limit during 2017. See Reference Pamphlet, page 10.
- Code filers – you only need to report gifts from reportable sources.

Gift Tracking Mobile Application

- FPPC has created a gift tracking app for mobile devices that helps filers track gifts and provides a quick and easy way to upload the information to the Form 700. Visit FPPC's website to download the app.

FPPC Form 700 (2017/2018)

FPPC Advice Email: advice@fppc.ca.gov

FPPC Toll-Free Helpline: 866/275-3772 www.fppc.ca.gov

Instructions – 16

SCHEDULE D

Income – Gifts

CALIFORNIA FORM
700

FAIR POLITICAL PRACTICES COMMISSION

Name

NAME OF SOURCE (Not an Acronym)

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
/ /	\$	
/ /	\$	
/ /	\$	

NAME OF SOURCE (Not an Acronym)

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
/ /	\$	
/ /	\$	
/ /	\$	

NAME OF SOURCE (Not an Acronym)

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
/ /	\$	
/ /	\$	
/ /	\$	

NAME OF SOURCE (Not an Acronym)

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
/ /	\$	
/ /	\$	
/ /	\$	

NAME OF SOURCE (Not an Acronym)

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
/ /	\$	
/ /	\$	
/ /	\$	

NAME OF SOURCE (Not an Acronym)

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
/ /	\$	
/ /	\$	
/ /	\$	

Comments:

Instructions – Schedule E Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. See the FPPC fact sheet entitled "Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans" at www.fppc.ca.gov.

You are **not** required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- A payment for travel from another local, state, or federal government agency and related per diem expenses when the travel is for education, training or other inter-agency programs or purposes.
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C.
- A travel payment that was received from a non-profit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

Note: Certain travel payments may not be reportable if reported on Form 801 by your agency.

To Complete Schedule E:

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
 - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$50 or more from a single source during the period covered by the statement.

When reporting travel payments that are gifts, you must provide a description of the gift, the **date(s)** received, and the **travel destination**.

- **Travel payments are income** if you provided services that were equal to or greater in value than the payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

Example:

City council member Rick Chandler is the chairman of a 501 (c)(6) trade association and the association pays for Rick's travel to attend its meetings. Because Rick is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for Rick to attend other events for which he is not providing services are likely considered gifts.

▶ NAME OF SOURCE (Not an Acronym)	
Health Services Trade Association	
ADDRESS (Business Address Acceptable)	
1230 K Street, Suite 610	
CITY AND STATE	
Sacramento, CA	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of Healthcare Workers	
DATE(S): ____/____/____	AMT: \$ 150.00
(If gift)	
▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input checked="" type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for board meeting</u>	

SCHEDULE E
Income – Gifts
Travel Payments, Advances,
and Reimbursements

CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION
Name _____

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. These payments are not subject to the gift limit, but may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE (Not an Acronym) _____ ADDRESS (Business Address Acceptable) _____ CITY AND STATE _____ <input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____ DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ (If gift) ▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input type="checkbox"/> Income <input type="radio"/> Made a Speech/Participated in a Panel <input type="radio"/> Other - Provide Description _____ _____ ▶ If Gift, Provide Travel Destination _____ _____
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▶ NAME OF SOURCE (Not an Acronym) _____ ADDRESS (Business Address Acceptable) _____ CITY AND STATE _____ <input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____ DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ (If gift) ▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input type="checkbox"/> Income <input type="radio"/> Made a Speech/Participated in a Panel <input type="radio"/> Other - Provide Description _____ _____ ▶ If Gift, Provide Travel Destination _____ _____
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▶ NAME OF SOURCE (Not an Acronym) _____ ADDRESS (Business Address Acceptable) _____ CITY AND STATE _____ <input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____ DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ (If gift) ▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input type="checkbox"/> Income <input type="radio"/> Made a Speech/Participated in a Panel <input type="radio"/> Other - Provide Description _____ _____ ▶ If Gift, Provide Travel Destination _____ _____
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▶ NAME OF SOURCE (Not an Acronym) _____ ADDRESS (Business Address Acceptable) _____ CITY AND STATE _____ <input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____ DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ (If gift) ▶ MUST CHECK ONE: <input type="checkbox"/> Gift -or- <input type="checkbox"/> Income <input type="radio"/> Made a Speech/Participated in a Panel <input type="radio"/> Other - Provide Description _____ _____ ▶ If Gift, Provide Travel Destination _____ _____
--

Comments: _____



Education Leadership Services

Introduction of Dr. Wendell Chun:



Dr. Wendell Chun is the Executive Director of Education Leadership Services. He has been an advisor to over 50 school boards throughout California in the selection of their next superintendent. Dr. Chun has advised school boards with districts from 170 ADA to 35,000 ADA.

Dr. Chun has also been an adjunct professor at the University of Southern California in USC's doctorate of education program. USC is ranked among the best in the nation in education schools and is renowned for preparing candidates for the superintendency. Dr. Chun taught the doctoral level course, "Seminar in the Superintendency."

Dr. Chun has been a highly successful and experienced superintendent. He served as Superintendent of the Oakdale Joint Unified School District (5,300 ADA) for 8 years, retiring in June 2008. He has served as a Mentor Superintendent to numerous superintendents in central California.

As founder and Director of the "Good to Great" Superintendents Leadership Academy, he has been the lead consultant, advisor, and mentor to Superintendents in the leadership academies in Merced, Stanislaus, Placer, and Tulare Counties.

He also has served as an associate superintendent, director of secondary education, continuation high school principal, elementary school principal, school counselor, and high school teacher in a district of 32,000 ADA.

Dr. Chun has been recognized for excellence at every administrative level he has served. In 2002, Dr. Chun received a California State Outstanding Administrator Award for Science Education from the California State Science Advisory Committee. In 2003 he was ACSA Region VII Superintendent of the Year. In previous years he was also selected ACSA Region VII Central Office Administrator of the Year and Stanislaus County Administrator of the Year.

Dr. Chun is currently serving his second 4-year elected term on the Board of Directors of Oak Valley Hospital in Oakdale, CA. In addition, he currently serves on the Board of Directors of the California League of High Schools and has been on the Board of since 1995.

Dr. Wendell Chun, Consultant

10408 St. Andrews Drive
Oakdale, CA 95361
wlchun@comcast.net

AGREEMENT TO FURNISH CONSULTANT SERVICES

PURSUANT TO EDUCATION CODE SECTION 10400, **Urban Charter Schools Collective**, hereinafter called DISTRICT, has need of the specialized services of **Wendell Chun, Ed.D., Consultant**, an independent contractor, hereinafter called CONSULTANT, for the period specified herein, according to the following terms and conditions.

Wendell Chun shall be, for the purposes of this agreement, an independent contractor and shall not be deemed an employee of the DISTRICT for any purpose.

DISTRICT may provide such supplies and equipment as shown herein for the convenience of CONSULTANT and such accommodation shall not operate as an indication of employment.

I. TERM

1. The effective dates of the Agreement are from February 1, 2018 through February 28, 2019.
2. The first day of service shall be on a mutually agreed upon day and time beginning after February 1, 2018.

II. SERVICE TO BE PERFORMED

1. Consultant shall: provide superintendent mentoring services to the Urban Charter Schools Collective Superintendent by providing experience, advice, and counsel for becoming a successful Superintendent and educational leader. Monthly topics to be reviewed may include Superintendent Leadership Principles, Effective Board/Superintendent Governance, Visionary Leadership, Communications Skills, Collective Bargaining, Effective Schools, Superintendent Evaluation, Brown Act Principles, and other topics as mutually agreed upon.

III. MANNER OF PERFORMANCE

1. Consultant shall perform all service required in a competent and professional manner under the direction of Urban Charter Schools Collective Superintendent Lee Yang, who shall review and evaluate Consultant's performance and determine the final acceptance of the end product to be produced under the term of this Agreement.

IV. PLACE OF PERFORMANCE

1. Consultant shall render service(s) described in Article II at Urban Charter Schools Collective and other places to be mutually agreed upon.



V. SUPPLIES AND EQUIPMENT

1. Consultant shall have access to and use the following supplies and equipment owned by the District for the purposes of performance of services described in Article II:

Office space as needed for meeting with the District Superintendent. Use of copy machine as needed in performance of the contract.

Consultant agrees to use ordinary care to safeguard and maintain equipment or supplies listed above and shall not permit the use thereof by any other person, or in any manner that is inconsistent with the designed uses therefore, and shall be held accountable for loss, damage, or destruction arising within this clause.

VI. COMPENSATION

1. Consultant shall be compensated at \$6,000 for the contract term of 12 months from February 1, 2018 to February 28, 2019. One-half of the fee, \$3,000 is due and payable upon execution of this agreement by both parties. The remainder of the fee is due and payable upon receipt of an invoice at the conclusion of the contract.
2. Mutually agreed regularly scheduled mentoring meetings with the District Superintendent will occur once a month for a maximum 2-hour scheduled meeting. Ongoing mentoring through phone calls and email throughout the month are included in the annual fee. Additional scheduled meetings will be charged at \$250 per hour with a 2-hour minimum.
3. Payment shall be initiated upon presentation of an invoice properly completed by the Consultant.
4. Consultant shall be allowed and authorized to incur and shall be reimbursed for any personal expenses attendant to the performance of services as described in Article II. Travel expenses shall include mileage and per diem meal reimbursement, if needed, at the currently approved Internal Revenue Service (IRS) rate. Travel time shall be at \$50 per hour.

VII. ASSIGNMENT

1. This Agreement is for personal service to be performed by Consultant and may not be assigned to, sub-let to, or performed by any person or persons who are not parties hereto except by employees of Consultant whose names and qualifications have been approved by District.

VIII. PROFESSIONAL LIABILITY

1. DISTRICT agrees to hold Consultant harmless, indemnify and defend Consultant from any and all liability arising from the workshop activities referred to herein unless such liability resulted from negligence or malfeasance by Consultant.



Consultant agrees to notify the district or Board within a reasonable time of the receipt of any claim.

IX. TERMINATION OF AGREEMENT

1. This Agreement shall terminate on the last day of services as written in Article I, except:
 - (a) District may terminate at any time if Consultant does not perform, or refuses to perform according to this Agreement.
 - (b) In the event of early termination, Consultant shall be paid for all work or services performed to the date of termination together with amount for approved expenses due and owing.

X. DISTRICT'S RIGHT OF RETENTION

1. District shall become the owner of and entitled to exclusive possession of all records, documents, graphs, photographic or other reproductions of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of the District.

XI. EXTENSION OF TERM

1. By mutual consent of the parties hereto, the term of service described herein in Article I, may be extended by reformation of this Agreement and the attachment hereto of an addendum mutually executed setting forth the extended term.

WITNESSETH


That the parties hereto have agreed, promised, and covenanted to perform the obligations herein set forth, we have subscribed our names hereto.

CONSULTANT

DISTRICT



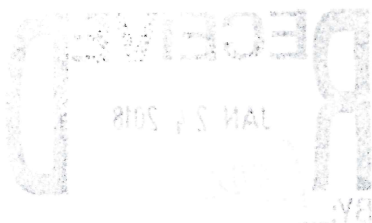
Dr. Wendell Chun
Consultant



Lee Yang
Superintendent
Urban Charter Schools Collective



Megan Law, CFO
Urban Charter Schools Collective



Yav Pem Suab Academy

7555 S. Land Park Drive
Sacramento, CA 95831
Telephone: (855) 727-3620

Memorandum of Understanding

It is hereby agreed that, David Lo MSW PPS [Field Supervisor], agrees to provide joint supervision of Sacramento State Social Work student, Nancy Xiong [Student]. Yav Pem Suab Academy [Placement Site], the agency providing the internship opportunity, agrees to allow David Lo to supervise the named student above and act as the Field Supervisor for the student. The Field Supervisor agrees to provide to his fullest capability, an enriching and educational opportunity consistent with the student's training, education and experience.

The Field Supervisor also agrees to ensure requirements of both Sacramento State Social Work department and Yav Pem Suab Academy are satisfactorily met. The Placement Site agrees to provide on-site guidance, physical work space, and any education or training relevant and beneficial to the student's placement. The Placement Site also agrees to compensate David Lo, the Field Supervisor, for supervisory and other pertinent field placement services rendered as detailed in the attached compensation sheet agreed upon by the field Placement Site and the Field Supervisor.

Further agreements and/or necessary addendums to this document will be made accordingly and as deemed necessary by all parties involved: Field Supervisor, field Placement site, and if necessary, Sacramento State Social Work Department and the Student.

Field Supervisor and Placement Site understand and agree that Field Supervisor is an independent contractor and not an employee, agent or partner of Placement Site for any purpose whatsoever. Field Supervisor and Placement Site further understand and agree that Placement Site does not have the right to, and shall not, control the manner or prescribe the means or methods by which Field Supervisor accomplishes the results described in this Agreement. Field Supervisor and Placement Site agree that Placement Site shall exercise control of Field Supervisor only as to the results described this Agreement, and further, that Field Supervisor shall exercise Field Supervisor's independent judgment as to the manner and the method and the details of performance of the services to be provided pursuant to the terms of this Agreement.

This Agreement may be terminated pursuant to the following provisions:

- i. Upon the mutual agreement of the parties;
- ii. By Placement Site immediately upon giving written notice to Field Supervisor of termination, if (in the Placement Site's sole discretion and business judgment) any condition arises which interferes, or threatens to interfere, with the successful performance of Field Supervisor's services or the accomplishment of the purposes of this Agreement, or if Field Supervisor shall have failed, in whole or in part, to perform any of the terms or conditions of this Agreement; and
- iii. By Field Supervisor immediately upon giving written notice to Placement Site of termination, if (in Field Supervisor's sole discretion and business judgment) any condition arises which interferes, or threatens to interfere, with the successful performance of Field

Supervisor's services or the accomplishment of the purposes of this Agreement, or if Placement Site shall have failed, in whole or in part, to perform any of the terms or conditions of this Agreement.

This Agreement shall be governed by the laws of the State of California. This Agreement is intended by the parties to create the relationship of principal and independent contractor and not of employer and employee.

Field Supervisor and Placement Site agree that should any provision of this Agreement be declared or be determined by any court of competent jurisdiction to be illegal, invalid or unenforceable, the legality, validity and enforceability of the remaining parts, terms and provisions shall not be affected and the illegal, unenforceable or invalid part, term or provision shall be excluded from this Agreement.

This Agreement contains all the understandings and agreements between the parties. Any modification or waiver of this Agreement must be expressly made in writing, mutually agreed to and executed by both the parties. This Agreement replaces any prior agreements between the parties. All such prior Agreements are void.

<u>David Lo</u>	<u>David Lo</u>	<u>11/13/17</u>
Field Supervisor Name (Print)	Field Supervisor Signature	Date
<u>Vince Xiong</u>	<u>Vince Xiong</u>	<u>11.28.17</u>
Field Placement Official's Name (Print)	Field Placement Official's Signature	Date



SILC Corporation

January 29, 2018

Letter of Agreement for 2017/18

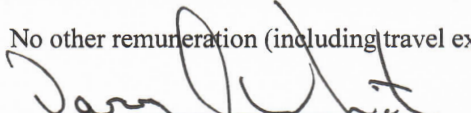
This letter confirms the participation of CEO Darryl W. White of the **Sacramento Independent Learning Center Corporation** as a consultant, classroom practice observer and workshop presenter to Yav Pem Suab Academy, 7555 South Land Park Drive, Sacramento, CA 95831, a public charter school within the Sacramento City Unified School District, as outlined below:

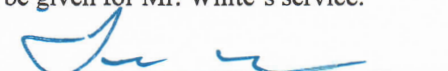
Item Description	Resources	Rate	Hours	COST
<u>New Teacher Trainings</u>				
New Staff Training	1	\$150.00	2	\$300.00
Preplanning	1	\$100.00	2	\$200.00
Assess Continued Needs of New Teachers	1	\$100.00	5	\$500.00
<p>Reminder, since we conducted no new teacher training last year it might be important to fold last year's newbies with this school year's newbies to provide a historical perspective of why we are here.</p> <ol style="list-style-type: none"> 1. Staffulty, new to YPSA will participate in (1) 2.0-hour workshop to review the cultural competency program history, rationale and relevance. 2. New staff members will learn to use this information to guide them through continued training so that they can participate at optimum levels with regular staffulty during the 2016/17 school year. 3. New staff members will also complete a Cultural Competency survey to determine their continued cultural competency needs. One hour to assess with (two) two-hour presentations based on the survey results. <p>The training date is as follows: 2/21/18</p>				
<u>Donated</u>				\$1000.00
<u>Developing the Social Consciousness of Students</u>				
Core, HLD and Movement 1	1	\$150.00	4	\$600.00
Pre-Planning	1	\$100.00	4	\$400.00
Post-Planning (developing grade level instructional matrices)	1	\$100.00	5	\$500.00
<p>Integrating teacher developed social consciousness themes (carry over from the last school year) into</p>				

<p>their instruction to enable students to understand and negotiate the world of prejudice and racism.</p> <ol style="list-style-type: none"> 1. Staffulty will continue their work on integrating the social consciousness themes into the assessment domains 2. Teachers will continue their understanding of integrating important social issues into their instruction. They will learn to integrate current global events, concerns and interest into their curriculum. 3. Teachers will be trained to teach scholars how to review the mass media e.g., television, newspaper and magazines to identify instances where they depict negative stereotypes of ethnic groups. 4. Teachers will be taught how to provide historical information to enable students to clarify the meaning of prejudice and racism. 5. Staffulty will discuss and strategize ways to integrate the themes into their curriculum. 6. Teachers will learn to filter learning through the cultural frameworks of students of color. 7. Teachers will learn to expand their Culturally Responsive Toolkits and conduct their own research on the instructional concepts, resources and materials they use to ensure classroom suitability. 8. <p>The training date is as follows: 3/1/18 and 3/15/18</p>				
Donated				\$300.00
Total				\$1100.00
<u>Compile Survey Results for Data Collection</u>	1	\$100.00	10	\$1000.00
<ol style="list-style-type: none"> 1. Complete 2017/18 Survey and make assessment available in Survey Monkey or Google. 2. Compile survey results and compare with observation data and complete a cultural competency progress review. 3. Share review with YPSA Administration and develop training needs for 2018/19. <p>Finish Date June 15, 2018</p>				
Total				\$1000.00
Secretarial, Materials and supplies:	1	NA	NA	\$200.00

Includes pamphlets, handouts, instructional kits, PowerPoints, articles, toner, paper, packet development and other handling (stapling, sorting and packaging) etc.				
Finish Date June 15, 2018				
Total				\$200.00
Your Cost				\$2300.00

No other remuneration (including travel expenses) will be given for Mr. White's service.


Darryl White, Presenter/Consultant


Lee Yang, Superintendent

January 12th, 2018

TO: Superintendent Yang and Members of the UCSC Board
FR: Associate Project Manager; Chandra Roughton
RE: Final Revisions to the HFA Middle School Charter Petition

Overview:

At the November 2nd, 2017 public hearing for Hidden Figures Academy, the Sacramento City Unified School District (SCUSD) Board of Education denied UCSC's middle school charter petition. This denial was based off of the District staff's review and analysis of the charter petition.

The main reason for denial, as stated in the "Findings of Fact Determinations" report provided by District staff was because UCSC's elementary school, YPSA, "lagged behind the district in academic achievement." During UCSC's presentation, this was the main area of concern as expressed by SCUSD Board members. Their suggestion to the organization was to take this time to improve academic achievement at YPSA and come back to present the opening of UCSC's middle school once the organization could demonstrate improved academic scores.

The additional 'Findings of Facts' were reviewed by the Superintendent and Project Management Team. An official response was drafted and presented at the November 2nd public hearing. After careful review of the 'Findings of Facts', we have updated and revised the following sections of the Charter that needed to be clarified. We have taken in the District's findings and considerations; however, we have also stayed true to the mission and vision expressed in the HFA Charter Petition. As the middle school is unique and innovative, with an educational program that focuses on development of not only academics, but the social and emotional needs of young adolescents, some areas of the Charter still express non-traditional, 'out-of-the-box' methods.

Revisions:

A listing of the edits and revisions by page number can be found in: Appendix A: Edits and Revisions Listed by Page Number. Below is a summary of the edits and revisions based off the SCUSD Executive Summary.

SCUSD District Findings Reason A: Petitioner is Demonstrably Unlikely to Successfully Implement the Program Set Forth in the Petition

Item 1: YPSA Academic Achievement Lags Behind the District

At this time, we are unable to update and revise the section of the Charter with academic achievement data. Once academic improvement has been demonstrated and the UCSC Board feels ready to move forward with petitioning to open the new middle school, petitioners will need to review Part 1 of the Educational Program: Whom the Charter School is Attempting to Educate. In this section, data tables and charts will need to be updated to reflect the current anticipated scholar population, include

comparative achievement scores from YPSA, data from comparable schools, and recent District averages.

The original HFA calendar on page 46 of the Charter will also need to be updated to reflect the current school year.

Item 2: Petitioners Appear to Have Limited Middle School Experience

Please see the attached updated Appendix B: Roster of Current Board Members, effective as of: January 11th, 2018. Edits and revisions have been made in red. If the UCSC Board members would like any modifications or revisions to the board member summaries, please feel free to let me know.

As the SCUUSD staff obtained most of their information from the UCSC and YPSA websites, I would like to make a recommendation that both websites be updated with current UCSC Board Member data.

As the UCSC Board is continuing to grow and develop, petitioners will need to review and revise Appendix B with current UCSC Board member data prior to submitting the HFA Charter petition for approval.

Item 3: The Petition Presents an Inadequate Plan to Achieve Racial and Ethnic Balance

Please see: Element 7: Means for Achieving Racial and Ethnic Balance / Recruitment Plan pgs. 183-186. Edits and revisions have been made in red. As shared in our original response to the District's 'Findings of Facts' and confirmed by our attorney, Mr. Merrick Wadsworth, achieving a racial and ethnical balance reflective of the District is a goal; not a mandate. Our charter petition contains more information than what is required by law. We have included the SCUUSD staff recommendations within our revisions.

Item 4: The Petition Presents an Inadequate Plan for Professional Development

Please see: Element 1: The Educational Program / Professional Development pgs. 126-129. Edits and revisions have been made in red. The District staff misinterpreted the original Table 48, which included three months of training *prior* to the first day of instruction. The additional language added to the Charter and revisions to Table 48 should help clarify the original misconceptions.

Item 5: The Governance Structure Outlined in the Petition is Inadequate

The District staff expressed concern that at the time of the November 2nd public hearing, the UCSC Board only had a total of three members. Please see the attached updated Appendix B: Roster of Current Board Members, effective as of January 11th, 2018. Edits and revisions have been made in red.

A recommendation would be to continue to grow the UCSC Board so that when it is time to petition for the opening of the new middle school, the UCSC Board has a solid number of corporate directors.

Item 6: Teacher Signatures Raise Concerns Regarding Experience of Proposed Teaching Staff

At this time, no revisions were made to this section. When it is time to petition again for the opening of Hidden Figures Academy, the UCSC Board may revisit the district staff recommendations and seek to have more experienced teachers sign the signature page.

Item 7: The Petition Does Not Include Sufficient Information Regarding the Proposed Facilities

At this time, there are no revisions in the HFA Charter Petition regarding proposed facilities. Facilities and possible future locations will need to be revisited and explored when it is time to petition for the opening of the new middle school. The appropriate sections of the Charter will need to be updated once a facility is determined.

SCUSD District Findings Reason B: The Petition Does Not Contain Reasonably Comprehensive Descriptions of Certain Required Elements Set Forth in Education Code

Item 1a: Plan for Special Education and Section 504

Updates and revisions to this section can be found in Element 1: The Educational Program/Special Education pgs. 120-123. District staff findings and recommendations were included. I reached out to Becky Bryant, SCUSD Director of Special Education, to request a meeting to assist us with reviewing the edits and revisions made in the special education section incorporating the district findings shared at the November 2nd public hearing. Ms. Bryant stated that at this time, SCUSD is only contracted to support YPSA and could only assist with reviewing information for YPSA (not the new middle-school). I also reached out to the YPSA Special Ed team (Ms. Phillips and Ms. Krichun), requesting they review the edits and revisions in the newly updated HFA Charter Petition. Ms. Phillips replied that she was not the best resource, as many Special Ed laws are new and she is still learning/understanding them. She directed me back to the District. Ms. Phillips, Nurse Fatima, and Mr. Xiong did assist in providing some information on current Special Ed data at YPSA, which was included in the attached revisions.

Extensive research was done in reviewing Special Education sections of recently approved Charter petitions in Sacramento as well as other like-minded charter petitions. The updated special education section in the HFA Charter petition now includes more data than many of the other approved Charters.

A future recommendation would be to have Ms. Becky Bryant review the YPSA Charter prior to renewal to ensure that all federal, state, and Ed-code laws and mandates are included. We can use the updated information and her recommendations from the YPSA renewal to double check the work in the HFA Charter Petition. We would also want Ms. Bryant to review Element 10: Suspension and Expulsion Procedures for scholars with disabilities.

Reason B / Item 1: The Petition Does Not Contain a Reasonably Comprehensive Description of the Educational Program

Item 1b: Plan for English Learners

Updates and revisions to this section can be found in Element 1: The Educational Program/Identifying & Supporting English Language Learners pgs. 65-71. Additional verbiage and clarification were added to this section to incorporate the district's recommendations.

Item 1c. Students Performing Below/Above Grade Level

Updates and revisions to this section can be found in:

- Table of Contents Amendment pg. 64 / Item 11
- Element 1: The Educational Program/Extended Learning Opportunities for Scholars Performing Below Grade Level pgs. 115-119

- Element 1: The Educational Program/Advanced Learners pgs. 123-124

Additional verbiage and clarification were added to these section to incorporate the district's recommendations. At this time, the HFA Charter Petition now contains one of the most descriptive and detailed sections for 'advanced learners' in comparison to other Charters.

Item 1d. Technology

Updates and revisions to this section can be found in: Element 1: The Educational Program/ iSTEAM Integration/Elective: pg. 112-113.

Item 1e. Afternoon Clubs

Updates and revisions to this section can be found in: Element 1: The Educational Program/ Extended Daily Schedule / Afternoon Clubs pg. 48 and pg. 115. Clarification in regards to the fact that *credentialed* teachers will teach the Literacy and Math club has been added throughout the Charter Petition.

Reason B / Item 2: The Petition Does Not Contain a Reasonably Comprehensive Description of Goals and Measurable Pupil Outcomes

Updates and revisions to this section can be found in: Element 2: Measurable Pupil Outcomes / Measurable Outcomes pgs. 130-139. This section was revised to model the outline of recently approved Charters. We did not amend the targeted percentage goals for each subgroup; however, we did add two paragraphs explaining our analysis of having identical targeted percentages for each represented subgroup.

Reason B / Item 3: The Petition Does Not Contain a Reasonably Comprehensive Description of the Means to Achieve Racial and Ethnic Balance.

This section was previously updated. Please see: Element 7: Means for Achieving Racial and Ethnic Balance / Recruitment Plan pgs. 183-186. Edits and revisions have been made in red. As shared in our original response to the District's 'Findings of Facts' and confirmed by our attorney, Mr. Merrick Wadsworth, achieving a racial and ethnical balance reflective of the District is a goal; not a mandate. Our charter petition contains more information than what is required by law. We have included the SCUSD staff recommendations within our revisions

Reason B / Item 4: The Petition Does Not Contain a Reasonably Comprehensive Description of Employee Qualifications

Updated revisions and edits to this section can be found in: Element 5: Employee Qualifications

- Overview pg. 161
- Principal pgs. 162-165
- Teachers pgs. 165-168
- School Nurse pgs. 169-172
- Classified Positions – Elective Teachers pgs. 173-175
- Staff Evaluation/Ongoing Training pgs. 176-177

Conclusion:

In conclusion, the HFA Charter Petition has been updated to reflect SCUSD's staff recommendations based on the 'Findings of Fact' summary report shared at the November 2nd public hearing. A lot of hard-work, dedication, research, and time was put into creating the Charter Petition for UCSC's future middle school: Hidden Figures Academy (HFA). The recent work completed for the HFA Charter petition will greatly help assist YPSA update their original Charter Petition to include the missing and needed items prior to YPSA's renewal.

To assist with academic improvement at YPSA, the UCSC Board, Staff, and YPSA Staff may want to take a look at the educational program written in the HFA Charter Petition, specifically for grade six. Power standards and essential questions were developed for each core subject. This perhaps could be a great resource for YPSA 6th grade teachers.

It has been an honor to serve UCSC as a project manager and be trusted with developing the educational program for an innovative, future charter middle school that will maintain the best aspects of Yav Pem Suab Academy and include necessary 21st-centruy skills, a focus on STEAM, and; most importantly, incorporate brain-based research on how young adolescents learn. When it comes time to petition for the opening of Hidden Figures Academy, UCSC will be able to offer parents and scholars in Sacramento a unique and different approach than what is currently out here.

Should you have any questions, please feel free to contact me at any time.

Respectfully,

Chandra Roughton

Associate Project Manager

Appendix A: Edits and Revisions Listed by Page Number

Element 1: The Educational Program Part 5:

- Extended Daily Schedule/Afternoon Clubs pg. 48
- Table of Contents Item 11 pg. 64
- Section 1: Identifying & Supporting English Language Learners pgs. 65-71
- *iSTEAM Integration/Elective: pg. 112-113
- Extended Learning Opportunities for Scholars Performing Below Grade Level pgs. 115-119
- Special Education pgs. 120-123
- Advanced Learners pgs. 123 -124
- Professional Development pgs. 126-129

Element 2: Measurable Pupil Outcomes

- Measurable Outcomes pgs. 130-139

Element 5: Employee Qualifications:

- Overview pg. 161
- Principal pgs. 162-165
- Teachers pgs. 165-168
- School Nurse pgs. 169-172
- Classified Positions – Elective Teachers pgs. 173-175
- Staff Evaluation/Ongoing Training pgs. 176-177

Element 7: Means for Achieving Racial and Ethnic Balance

- Recruitment Plan pgs. 183-186

Appendix B: Roster of Current UCSC Board Members as of January 11th, 2018