

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Diane Landry, Board President

FROM: Shelley Stiles, Business Manager

DATE: February 18, 2015

ITEM: **CONSIDERATION OF APPROVAL OF MONTHLY UPDATE TO 2014-15 BUDGET**

**BACKGROUND INFORMATION:**

The Business Services Department provides monthly informational updates to the 2014-15 Budget designed to inform the School Board and community of recent adjustments made to the District's current budget.

**CURRENT CONSIDERATION:**

The attached report details budget adjustments made from January 1, 2015 through January 31, 2015 for the General Fund (Fund 01) and the Special Education Consortium Fund (Fund 06). Lines 2 and 13 below summarize the budget adjustments. Assigned reserve categories newly added since the January report are shown in italic. The Business Services Department will continue to provide monthly updates throughout the school year.

1	General Fund Balance from previous month (General Fund 01)	2,217,121
2	Total Adjustments January 1 - January 31 (see attached summary)	<u>551,459</u>
3	**Adjusted General Fund Ending Balance (becomes beg. bal. next month)	2,768,580
4	Reserves for Revolving Cash	6,850
5	Reserves for Economic Uncertainty as of 1st Interim	701,708
6	Assigned for Technology Hardware	30,000
7	Assigned for Deferred Maintenance	50,000
8	<i>Assigned for One-Time Discretionary (Mandate reimbursement)</i>	119,712
9	<i>Assigned for Special Education Expenses</i>	85,000
10	<i>Assigned for Unspent Carryover - School Site Budgets</i>	<u>200,000</u>
11	General Fund Unappropriated Ending Fund Balance	1,575,310
12	Special Education Consortium Fund Balance from previous month (Fund 06)	271,829
13	Total Adjustments January 1 - January 31 (see attached summary)	-41
14	**Adjusted Special Education Consortium Fund Ending Balance (becomes beg. bal. next month)	271,788

\*\*Lines 3 and 14 must be added together to determine the fund balance total as reported in SACS documents and on the multi-year projections. The general fund and the special education consortium fund combine for State reporting purposes.

Budget items of note for the month of January include the addition of three new assigned reserve categories since the last budget update was approved by the Board. The first of the newly

assigned reserves, Line number 8 in the above chart, adds an assigned reserve of \$119,712. Revenue has been received and the revenue budget has been increased to reflect this one-time receipt of mandated cost reimbursement for 2014-15. The Governor and legislators have suggested that the one-time mandated cost reimbursement in 2014-15 be used for expenses related to the implementation of Common Core. At this point in time, the District has not made a decision regarding the expenditure of this one-time money, and has assigned it in the fund balance until the best use of the money is determined. The second assigned reserve is shown on line number 9 in the above chart for special education expenses. As of the First Interim budget report in December the District had 17 students placed in the SCOE 6-22 year old program and the cost estimate from SCOE for each student was \$35,000 annually. The District is anticipating a cost reduction per student and reduced the expenditure budgets by \$85,000 but set up the assigned reserve in case that cost reduction does not occur. When final notification of the annually cost per student is received, the reserve will be released to either the fund balance or returned back to expenditures. The third assigned reserve, listed in the above chart on line 10, reflects a reduction in the books and supplies budgets for 2014-15. For the past several years, school sites have not spent 100% of their site budgets by the end of the fiscal year, mostly from donations and allowable fee collections. Each year the District budgets these funds as carryover into the next fiscal year. For each of these three assigned fund balances, the expense budgets in 2014-15 has been reduced, giving the District a more realistic picture of how much the deficit spending may be at the close of the 2014-15 year, and the unappropriated ending balance remains the same, as if the expenses were budgeted. Assigning reserves allows the District to keep the money set aside for its original intended purpose until that purpose is no longer needed or the purchases or services occur.

The assigned reserves and the corresponding decrease in expense budgets allow the District to address one of the concerns that Sonoma County Office of Education (SCOE) cited in their letter regarding the First Interim Budget Report. The letter stated SCOE's concern regarding the large deficit spending projected in all three years of the multi-year projection. District administration has been working to better reflect a more accurate deficit spending projection, and reducing expenditures and assigning reserves are ways to address deficit spending.

A trailer bill has been presented to the Governor regarding transportation funding for districts that receive transportation services through a JPA. As discussed as part of the First Interim report in December, the West County Transportation Agency (our transportation JPA) currently receives the District's transportation funding directly for the State. Under the Local Control Funding Formula, all transportation revenue was included as an add-on to the per pupil revenues for all districts across the state that receive transportation revenue directly from the state. Funding directly to JPA's will no longer occur after 2014-15. West County Transportation Agency receives \$512,000 in revenue for our District annually. The trailer bill addresses how the funding to JPA's will be distributed beginning in 2015-16, and confirms that the revenue will no longer go directly to the JPA but will be added to the District's LCFF revenue as an add-on. This means that the District will only receive a portion of the \$512,000 until LCFF is fully implemented in 2020-21, and calculates to an estimated loss of funding of approximately \$200,000 in 2015-16. This change will be fully calculated and included in the District's Second Interim Report that will be presented to the Board in early March. Addressing this budget change will address another of the concerns that SCOE outlined in their letter reviewing the First Interim Report.

As the District prepares the multi-year projection for the Second Interim report, the revenues will be updated to reflect the Governor's January proposal to increase the gap funding percentages for 2015-16 and 2016-17. Updating the revenue projections will help the District address the deficit spending for all three years of the projection; and this, in combination with the use of assigned

reserves and decreased expense budgets, will show a much more realistic projection for deficit spending.

The last area of concern shared by SCOE was in the benefit portion of the budget, specifically the percentage of total benefits as compared to total salary district wide. Benefits will be reviewed again for budget accuracy in 2014-15 and the two future years projections will be updated if necessary. The District and its stakeholders acknowledge that benefit costs need to be contained for long term fiscal stability.

**RECOMMENDATION:**

The budget update is provided for review. The administration respectfully asks the School Board to approve the adjustments made to the budget from January 1, 2015 through January 31, 2015.

**ATTACHMENTS:**

Yes

Ledger205a

Detailed General Ledger

01 - General Fund

Fiscal Year 2015

Effective	Batch #	JE #	Description	Debit	Credit	Debit - Credit
Object 9790. Undesignated/unappropriated						
01/26/2015		BR15-00157	Balance Forward	1,995,864.27	4,212,985.58	2,217,121.31-
01/26/2015		BR15-00159	TPP update to revised contract from DOR	2,334.00		2,334.00
01/26/2015		BR15-00160	Consortium K-12 pgm (6501) Feb update		2,136.00	2,136.00-
01/30/2015		BR15-00169	Nurse/Psych (6502) Feb update		3,681.00	3,681.00-
01/30/2015		BR15-00170	Consortium February Budget Update	13,840.00		13,840.00
01/30/2015		BR15-00171	Mandate 1x 2014-15 cost reimb. (Assign reserv		119,712.00	119,712.00-
01/30/2015		BR15-00172	Reduce 4xxx, site carryover (assign reserve)		200,000.00	200,000.00-
01/30/2015		BR15-00173	SCOE fee reduction (assign reserve)		85,000.00	85,000.00-
01/30/2015		BR15-00176	RTC student home mid year		70,000.00	70,000.00-
01/30/2015		BR15-00182	zero fees - SCOE change mid year		68,000.00	68,000.00-
			LCFF update for 2nd Interim (Jan. Gov. Proposi		19,104.00	19,104.00-
Total Fund 01, Object 9790.				2,012,038.27	4,780,618.58	2,768,580.31-

Selection

Grouped by Org, Fiscal Year, Fund - Sorted by Object, Filtered by (Org = 71, Actuals Only? = N, Starting Transaction Date = 1/1/2015, Ending Transaction Date = 1/31/2015, Unposted JEs? = N, Fiscal Year = 2015, Fund = 01,06, Object = 9790)

071 - West Sonoma County Union High School District

Generated for Shelley Stiles (SSTILES), Feb 5 2015 10:33AM

ESCAPE ONLINE

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Ledger205a

Detailed General Ledger

06 - Special Ed Consortium

Fiscal Year 2015

Effective	Batch #	JE #	Description	Debit	Credit	Debit - Credit
Object 9790. Undesignated/unappropriated						
01/06/2015		BR15-00145	Balance Forward	106,641.00	378,470.10	271,829.10-
			Mileage increase for Speech	400.00		400.00
01/16/2015		BR15-00149	Increase speech services to cover maternity lea	2,900.00		2,900.00
01/26/2015		BR15-00158	Medi-Cal update for Feb. Budget	5,000.00		5,000.00
01/26/2015		BR15-00159	Consortium K-12 pgm (6501) Feb update	7,817.00		7,817.00
01/26/2015		BR15-00160	Nurse/Psych (6502) Feb update		13,674.00	13,674.00-
01/26/2015		BR15-00161	Consortium Preschool (6503) Feb update	17,094.00		17,094.00
01/30/2015		BR15-00167	Ed Found. Donation-Much Ado	203.00		203.00
01/30/2015		BR15-00169	Consortium February Budget Update	13,987.00	33,686.00	19,699.00-
<b>Total Fund 06, Object 9790.</b>				<b>154,042.00</b>	<b>425,830.10</b>	<b>271,788.10-</b>
<b>Total Org 071</b>				<b>2,166,080.27</b>	<b>5,206,448.68</b>	<b>3,040,368.41-</b>

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Diane Landry, Board President

FROM: Keller McDonald, Superintendent

DATE: February 18, 2015

ITEM: **RECEIVE REPORT FROM MEASURE I CITIZENS' BOND OVERSIGHT COMMITTEE**

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**Background Information:**

Measure I was passed by the voters on the November 2, 2010 ballot under the terms of California Constitution Article XIII, which was amended by Proposition 39 to permit school districts to issue general obligation bonds with a 55% vote. Under Proposition 39, the District is obligated to meet certain accountability requirements in managing the Measure I bond program.

One requirement of Proposition 39 is the formation of a Citizens' Bond Oversight Committee (CBOC) within 60 days of certification of the election results. The Committee must have at least 7 members, representing a specific slate of constituencies. No employee or officer of the District may serve on the Committee, nor may any vendor, contractor or consultant of the District serve on the Committee (Education Code Section 15278).

The general purpose of the Committee is to inform the public concerning the expenditure of bond revenues. The Committee is dissolved after all funds generated by bond sales approved by the voters in the related election have been spent. The specific Committee functions are to:

1. Actively review and report on the proper expenditure of taxpayers' money for school construction.
2. Advise the public as to whether the District is in compliance with the Section 1(b)(3) of Article XIII A of the California Constitution.
3. Provide oversight for both of the following:
  - (a) Ensuring that bond revenues are expended only for the purposes described in Article XIII A, Section 1(b)(3), and
  - (b) Ensuring that no funds are used for any teacher or administrative salaries or other school operating expenses.
4. Issue regular reports on the results of activities, at least once a year.

The School Board appointed CBOC members representing the required constituencies in January 2011, and the Committee first met in February 2011. CBOC information is posted on the WSCUHSD website, as required by law. The CBOC members serving as of February 10, 2015, the constituency they represent and their appointed terms are:

Jeanne Fernandes, Chair – Senior Citizens' Organization (Term 2, 2015)  
Jim Walton, Vice Chair – Business Community (Term 1, 2016)

Frank Anderson - Taxpayers' Organization (Term 2, 2015)  
James Connor – Member at Large (Term 1, 2016)  
Glenn Fricker - Member at Large (Term 1, 2017)  
Jonathan Kadlec – Parent or Guardian of Child Enrolled in the District (Term 1, 2015)  
Matthew Klunis – Parent or Guardian of Child Enrolled in District who is active in a  
Parent-Teacher Organization (Term 2, 2016)

The Measure I Citizens' Bond Oversight Committee met on Tuesday, February 10, 2015 at 7:00 pm at the District Office. The purpose and duties of the Committee were reviewed and the Committee received reports on the Measure I facility improvement projects, related budgets and bond sales planned in the future. The Committee reviewed a list of expenditures from Measure I Bond funds to ensure funds were properly spent and that no funds were used for teacher or administrative salaries or other school operating expenses. The Committee reviewed the annual independent financial audit and the annual independent performance audit for the fiscal year July 1, 2013 through June 30, 2014.

The Committee approved by 6-0 vote (one absent) the following Annual Report for Fiscal Year 2013-2014:

“The District properly expended revenues generated from Measure I bond sales for school construction projects appropriate to the language of Measure I approved by the voters in November 2010, and used no Measure I funds for any teacher or administrative salaries or other school operating expenses.”

The Committee approved by 6-0 vote (one absent) the following Annual Statement of Compliance for Fiscal Year 2013-2014:

“The District is in compliance with Section 1(b)(3) of Article XIII A of the California Constitution for the fiscal year from July 1, 2013 through June 30, 2014.”

The Committee meets quarterly to review Measure I expenditures and information. The Committee will next meet on Tuesday, May 19, 2015 at 7:00 pm at the District Office.

**Current Consideration:**

Jeanne Fernandes, Chair, or Jim Walton, Vice Chair of the Measure I Citizens' Bond Oversight Committee, will present the Annual Report and Annual Statement of Compliance for Fiscal Year 2013-2014. Supporting documentation, such as the annual audit report and list of vendor/contractor expenditures upon which the Committee based its findings, is posted on the District website and available to the public upon request. The Board will take action to receive the Measure I Citizens' Bond Oversight Committee Annual Report and Annual Statement of Compliance for 2013-2014.

**Recommendation:**

Administration recommends the Board consider a report from the Measure I Citizens' Bond Oversight Committee and take action to receive the Committee's Annual Report and Annual Statement of Compliance for 2013-2014.

**Attachments:**

No

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Diane Landry, Board President

FROM: Keller McDonald, Superintendent

DATE: February 18, 2015

ITEM: **PRESENTATION OF “TOMORROW’S LEADERS TODAY”  
YOUTH DEVELOPMENT PROGRAM**

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**Background Information:**

Tomorrow’s Leaders Today (TLT) provides in-depth leadership development, career exploration and community engagement activities for students entering their junior year of high school. The program has successfully served Santa Rosa youth since 1991, and has recently expanded to North and South Sonoma County. TLT previously operated as an independent 501c3 non-profit organization, but has recently become a program of the Social Advocates for Youth (SAY) non-profit.

SAY seeks to partner with West Sonoma County high schools, businesses, community leaders and governmental agencies to establish a TLT program focused solely on serving West County youth. The vision is to recruit TLT program partners and student participants in spring 2015 and serve the first cohort of 30 West County youth during the 2015-2016 school year. Operating a robust TLT program would require the collaboration of approximately 40 businesses, agencies and organizations across West County.

Based on the successful history of the program, TLT will have a significant direct impact on the participating youth and community partners. In addition, TLT will have a wide impact on our local high schools as participating students share their community connections and experiences with their teachers and classmates.

**Current Consideration:**

TLT staff will present an overview of the Tomorrow’s Leaders Today program and a proposed process for bringing TLT to West Sonoma County.

**Recommendations:**

The administration respectfully recommends the Board receive the presentation on the TLT program. At the Board’s direction, administration will develop agreements with TLT that specify the District’s role and responsibilities related to program.

**Attachments:**

Yes

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**Health Care Day  
January 27, 2015**

***Essential question: What are the issues, alternatives, and opportunities in the health care system that affect you and your community?***

Steering Committee Host: Adrienne Paskal

TLT South Coordinator: Georgia Pedgrift (495-1699)

Please wear: Comfortable close-toed shoes, TLT shirt, layers for changes in weather

- 7:45 am      **Arrive at Petaluma Valley Hospital Lobby**  
400 N. McDowell Blvd.
- 7:55 am      **Welcome/Overview of Petaluma Valley Hospital and St. Joseph's  
Philosophy of Health Care**  
*Light breakfast provided by PVH*  
Speaker: Jane Read, Vice President of Operations
- 8:15 am      **HIPAA (Patient Confidentiality)**  
Speaker: Stephanie Bodi, Patient Relations/Volunteer Coordinator
- 8:30 am      **Assign students to 3 groups** (Stephanie Bodi, June Lang, and Carli  
Thomas to act as tour guides)
- 8:35 am      **Tour of Hospital Departments**  
❖ Intensive Care Unit- Wendi Thomas, R.N.  
❖ Engineering- Gary Toavs, Chief Engineer  
❖ Medical/Surgical Department- Lisa Roberts, R.N. Director  
❖ Emergency Department- Wendi Thomas, R.N.,  
❖ Radiology- Joan Nelson, Imaging Manager  
❖ Family Birthing- Denise Lundquist, R.N.
- 9:35 am      **Reassemble outside Burns Hall A&B**
- 9:40 am      **Careers in Health Care**  
Speaker: Wendi Thomas, R.N., Director of Emergency Department,  
Shift Administrators, and Intensive Care
- 10:20 am      **BREAK**
- 10:30 am      **Hot Topics in Health Care**



- 11:30 am **Depart to Kaiser Permanente Petaluma**  
3900 Lakeville Hwy
- 11:45 am **Arrive at Kaiser Permanente Petaluma**  
Medical Office Building II, Conference Room C/D  
*Lunch provided by KP*
- 12:00pm **Welcome/Overview and Philosophy of Kaiser System of Care**  
Speaker: Linda Morgan, Administrative Director
- 12:15 pm **Sonogram**
- 12:45 pm **Practice and Benefits of Yoga**  
Instructor: Amy Wolff, Renew Yoga
- 1:15 pm **Physical Therapy/Sports fitness/Bicycle Safety/Nutrition**  
Speakers: Susan Gross, MD, Randee Allen, Physical Therapist, and Bria Schlottman, Transportation and Safety
- 1:45 pm **Health Care Jeopardy Game**
- 2:45 pm **Dismissal**

*"You may not appreciate the presence of good health, but you will definitely regret the absence of good health, because health is happiness." –Amit Kalantri*

Health Care Day Contacts

Adrienne Paskal, [paskal@kp.org](mailto:paskal@kp.org)  
Hazel Marston [hazel.marston@stjoe.org](mailto:hazel.marston@stjoe.org)  
Linda Morgan [linda.l.morgan@nsntp.kp.org](mailto:linda.l.morgan@nsntp.kp.org)  
Carli Thomas [carli.thomas@stjoe.org](mailto:carli.thomas@stjoe.org)  
Amy Wolf [wolffden6@gmail.com](mailto:wolffden6@gmail.com)



**Government Day • North Class  
February 2, 2015  
Agenda**

**Essential Question:** *What is the role of local government and how will I participate in and influence it?*

**Leadership Qualities:** broadminded, ambitious, determined

**Bring:** TLT Folder, notes from your 2 prep activities, the agenda, your own (full) water bottle, layers of clothing (since the temperature might fluctuate during the day).

**Wear:** TLT T-shirt - show your spirit!

**Hosts:** Robin Goble, Windsor Town Council; Maisie McCarty, TLT North Coordinator (retired)

**Contact:** Chris Pack (cell) 707-483-2445

<b>Time</b>	<b>Activity</b>	<b>Who &amp; Where</b>
7:45	Arrival  Activity: Levels & Branches of Government  Introduction & overview of the day	<b>AT: Town Hall, Building 400 9291 Old Redwood Hwy, Windsor</b> Chris Pack  Robin Goble
8:15	The Purpose of Government: What does local government do? (subsidies, schools, military, elderly, disabled, homeless, medical, welfare, safety, transportation, etc.) Career opportunities in local government Q&A	Linda Kelly, Town Manager Town of Windsor
8:45	Show Me The Money: An overview of ... Revenue – how government raises money Expenses – where the money goes Q&A	Heather Ippoliti Administrative Services Director Town of Windsor
9:20	Break - Snack	
9:30	Panel of Elected Officials - What's it like? What do you DO? - What helps you be successful? - Getting there: what's it like to run for office?	Carol Russell, Cloverdale Council Gary Plass, Healdsburg Council Dominic Foppoli, Windsor Council James Gore, Board of Supervisors Moderator: Robin Goble
10:30	Break – Stretch	
10:35	It's My Job: The Role of Staff in Government	Jenny Chamberlin, District Director, Supervisor District 4



10:55	Activity: How Do I Have Contact with Government Work in small groups; present; discuss	Chris Pack
11:15	Introduce Group Project: Mock Council Meeting Elect TLT Mock Council members	Robin Goble & Chris Pack
11:30	Lunch - sponsored by James Gore, Sonoma County Board of Supervisors, 4 <sup>th</sup> District	
12:00	Introduction of Mentors	See below
12:15	Prepare for Council Meeting Presentation Split into 6 groups; one mentor for each - Police / Law Enforcement - City government / Parks & Rec  - Business Interests - Youth - Parents/Families/Citizens - Council members	Mentors: Robin Goble Chris Spallino, Windsor Police Jon Davis & Cindy Bagley, Windsor Parks & Rec Tina Castelli, Windsor Farmers Market  Warin Parker, Windsor Mayor (2007)
1:00	Mock Council Meeting - presentations by staff (parks, law enforcement) - public comment (business, youth, parents) - council discussion - vote	TLT Council, Warin Parker TLT Student Presenters, Mentors
1:45	Opportunities for Youth Involvement Youth Empowerment Council (YEC) Survey	Serah Almeyda, Sarah Wikle
2:15	Review of Day; Question Hat activity	Robin Goble, Chris Pack
2:40	Announcements	Chris Pack
2:45	End of Day. Students depart for school/home	<b>FROM: Town Hall, Building 400 9291 Old Redwood Hwy, Windsor</b>

**Presenters**

Robin Goble, Councilmember & Mayor (2009 & 2013), Windsor, 838-4622 [goble.robin@gmail.com](mailto:goble.robin@gmail.com)  
 Linda Kelly, Town Manager, Windsor. 838-5313 [lkelly@townofwindsor.com](mailto:lkelly@townofwindsor.com)  
 Heather Ippoliti, Administrative Services Dir, Windsor. 838-5354 [hippoliti@townofwindsor.com](mailto:hippoliti@townofwindsor.com)  
 Carol Russell, Councilmember, Cloverdale, 669-0009 [incloverdale@comcast.net](mailto:incloverdale@comcast.net)  
 Dominic Foppoli, Councilmember, Windsor, 522-8486 [dfoppoli@townofwindsor.com](mailto:dfoppoli@townofwindsor.com)  
 Gary Plass, Councilmember, Healdsburg, 431-3320 x2 [gplass@ci.healdsburg.ca.us](mailto:gplass@ci.healdsburg.ca.us)  
 James Gore, Supervisor, Sonoma County, 4<sup>th</sup> District, 565-2241 [James.Gore@sonoma-county.org](mailto:James.Gore@sonoma-county.org)  
 Jenny Chamberlin, District Director for 4<sup>th</sup> Dist, 565-2241 [jenny.chamberlain@sonoma-county.org](mailto:jenny.chamberlain@sonoma-county.org)  
 Chris Spallino, Chief, Windsor Police, 838-1234 [cspallino@townofwindsor.com](mailto:cspallino@townofwindsor.com)  
 Jon Davis, Rec Div Manager, Windsor Parks & Recreation, 838-1268 [jdavis@townofwindsor.com](mailto:jdavis@townofwindsor.com)  
 Cindy Bagley, Windsor Parks & Recreation, [cbagley@townofwindsor.com](mailto:cbagley@townofwindsor.com)  
 Warin Parker, Mayor (2007), Windsor 480-7774 [warinparker@ft.nyl.com](mailto:warinparker@ft.nyl.com)  
 Tina Castelli, Event Planner; Manager, Windsor Farmers Market 246-6741 [tinacastelli@comcast.net](mailto:tinacastelli@comcast.net)  
 Serah Almeyda, Youth Empowerment Council [serahalmeyda@gmail.com](mailto:serahalmeyda@gmail.com)  
 Sarah Wikle, Youth Empowerment Council [myparty33\\_2010@yahoo.com](mailto:myparty33_2010@yahoo.com)

## **QUOTES FROM TLT STUDENTS' FINAL REFLECTION ASSIGNMENT**

### **Santa Rosa Class - May 2014**

#### **Leadership**

- “TLT ... offers an opportunity to see beyond high school; it offers an opportunity to develop a sense of one’s self worth through leadership and teamwork while granting a rare chance to explore what it takes to run a community and how one might further their own community.”
- “Almost exactly a year ago I was a shy and quiet girl who barely had the confidence to talk in front of a small group of people. After the experiences and opportunities Tomorrow’s Leaders Today has given me, I have seen myself grow as a person, as a leader and as a responsible young adult.”
- “I’m beyond thankful to have been accepted into this wonderful program. I didn’t realize how much of an influence it had on me until I wrote this reflection. TLT has inspired me to want to go out and make a change in the community. I want to show that I have the leadership qualities to make a difference or an impact.”

#### **Careers**

- “The main thing really appreciate TLT for is being able to look at the “day in the life of” all the different people in the community. As high schoolers, we are expected to decide what we want to do in life without knowing what each job is like. This is the one thing I always wondered, and because of TLT, I found my answer!”
- “Tomorrow’s Leaders Today has made a total complete impact on me. I think differently. I feel like it helped me mature a bit. It’s a program that takes you a step forward in realizing who or what you want to become in the future. Before, I had no idea on what path I wanted to follow, but I knew I wanted it to be something with meaning. Because of the TLT program days ... I’ve decided to make the big step and choose to major in Criminal Justice.”
- “At the beginning of my junior year I had absolutely no idea what I wanted to go to college for or even what I was interested in. After Health Care Day, I became extremely interested in psychology and I have seriously looked into colleges that I way want to attend specifically for psychology. Also after the Business and Communications Days, I found that I want to work with others to possibly create some sort of local business (although I have no idea what that business would be!). Tomorrow’s Leaders Today has been such an amazing experience, and I cannot thank the founders and directors enough for accepting me and creating such a wonderful experience for young adults.”

#### **Community Connections**

- “TLT has ... allowed me to gain insight on the connectivity of my community and all the separate yet dependent roles everyone plays .... I certainly never thought about how the agricultural units of our county can be tied with the media units. However, now (I) see that with such an interconnected community, the media people need to somehow get their news and their food, they need to abide to a certain government, they need people to sell their food, to market it, and in turn, the whole society needs farmers and people in the food business in order to make the community successful.”

1/16/15

## West County TLT Class

### DRAFT Budget

#### Revenue

Tuition (paid by students/families)	19500	30 @ \$650
less scholarships needed	-7500	based on other classes
Scholarships (raised from community)	7500	
Donations - corporate	7500	
Donations - service clubs	5000	
Fund raising events	5000	share of TLT signature event revenue
Total Revenue	<hr/>	37000

#### Expenses

Coordinator Time	13000	For initial year, actual time likely to be double, but this cost would be absorbed by TLT/SAY
Coordinator Payroll Taxes	1500	
Coordinator Benefits	500	
Staff overhead	13500	% share of TLT director and SAY admin support, fund development, etc.
Student Materials	450	Folders, T-shirts, name tags, etc
Retreat	250	
Program Days	2100	includes non-sponsored food, supplies, space & other rental
Travel/mileage	500	
Graduation	400	
Printing	500	
Postage	300	
Indirect Costs	4000	share of rent, insurance, telephone, postage, marketing, etc
Total Expenses	<hr/>	37000

Draft only. Not an official budget.

## **Tomorrow's Leaders Today (TLT)**

### **Now operating in partnership with Social Advocates for Youth (SAY)**

For the past 20 years Tomorrow's Leaders Today (TLT) has exposed high school juniors to the wonders of Sonoma County. Each month, students explore the excitement, ingenuity, and commitment of business, industrial, government and non-profit sectors that keep Sonoma County alive and vibrant.

In 2014-15, TLT has selected 130 students throughout Sonoma County to participate in one of four Leadership Classes (North, Santa Rosa One, Santa Rosa Two and South). In 2015-16, TLT hopes to add a Leadership Class in West Sonoma County to serve approximately 30 additional students.

### **Vision:**

Tomorrow's Leaders Today will be known as the experts in the area of Leadership and Career Education in Sonoma County by 2018. Students will develop their leadership skills, explore career opportunities, and enhance their interest in community service. We will provide cutting-edge programming that will build upon the 4C's of the 21st Century Learner: collaboration, creativity, critical thinking & problem solving, and communication. To this end students will be better equipped to realize their own potential to strengthen their community and the world beyond.

### **Mission:**

Tomorrow's Leaders Today mission is to develop and empower youth to become collaborative leaders and productive members of their communities.

### **Next Steps to Bring TLT to West Sonoma County:**

- WSCUHSD and community leaders observe TLT program – January and February, 2015
- Establish partnership between WSCUHSD and SAY to expand TLT to West County – February and March, 2015
- Set up West County TLT Steering Committee to help launch West County TLT for fall 2015 – March and April, 2015

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Diane Landry, Board President

FROM: Jennie Bruneman, Director of Maintenance & Operations

DATE: February 18, 2015

ITEM: **CONSIDERATION OF AUTHORIZATION TO CONDUCT A PUBLIC BID FOR THE ANALY BAND ROOM PROJECT**

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**BACKGROUND INFORMATION:**

In fall 2013, the board directed Quattrocchi Kwok Architects (QKA), consultants and staff to move forward with a detailed design of the Analy Band Room. The Analy Band Room design team, with significant input from staff and community, developed a design for a new Analy Band Room. The schematic design was presented to the Board in June and October 2014. In November 2014 QKA presented final construction plans for the project and the Board approved submission of the plans to the Division of State Architects for review and approval.

**CURRENT CONSIDERATION:**

The Board will consider authorizing staff to conduct a competitive public bid to build a new band room at the Analy High School campus.

**Scope of Work**

The scope of work for the project includes the construction of a new 3,300 square foot building with elements that include but are not limited to:

- A band room for 90 students
- 2 small offices
- 2 small practice rooms
- An instrument storage room
- General storage
- Unisex toilet room
- Some site improvements

**Estimated Project Costs:**

**Estimated Hard Construction Costs:**

Cost of Construction	\$ 1,762,840.00
Change Order Contingency @ 10%	<u>\$ 176,284.00</u>
<b>Total Estimated Hard Costs</b>	<b>\$ 1,939,124.00</b>

**Estimated Soft Costs:**

Architect (schematic – DSA approval)	\$ 220,000.00
Architect Reimbursable Expenses	\$ 15,000.00
Architect Construction Administration	\$ 27,500.00



Construction Manager	\$ 108,000.00
Special Testing 1.5%	\$ 29,086.00
Inspector of Record 1.5%	\$ 29,086.00
Bidding Costs	\$ 2,500.00
CEQA/Legal	\$ 500.00
Hazmat Abatement/Testing	\$ 5,000.00
Contingency for Soft Costs (10%)	\$ 43,667.00
<b>Total Estimated Soft Costs</b>	<b>\$ 480,339.00</b>

**Total Estimated Hard and Soft Costs: \$2,419,463.00**

This project is listed in the project timeline approved at the June 2014 Board meeting. At the time the project was presented with a budget of \$2,520,000.

**Schedule:**

Bid Authorization	February 18, 2015
Ad Dates	February 22 <sup>nd</sup> and March 1 <sup>st</sup> , 2015
Bidders Conference	March 5, 2015 @ 3:30 pm
<i>Anticipated DSA Approval</i>	<i>March 16, 2015 (bid open will be moved if this date changes)</i>
Bid Open	March 26, 2015 @ 3:30 pm
Bid Award	April 15, 2015
Notice of Award	April 16, 2015
Notice to Proceed	April 29, 2015
Construction	May 2015 – February 2016 ( <i>construction completion would be delayed by one month if construction starts in June 2015 after school is out of session</i> )

**Recommendation:**

District Administration respectfully recommends the Board authorize staff to publicly bid the Analy High School band room project.

**ATTACHMENTS:**

None

## WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT

TO: Diane Landry, Board President

FROM: Jennie Bruneman, Director of Maintenance & Operations

DATE: February 18, 2015

ITEM: **ANALY AND EL MOLINO STADIUM PROJECT CONSTRUCTION  
TIMELINES AND COST ESTIMATES**

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### **BACKGROUND INFORMATION:**

Quattrocchi Kwok Architects (QKA) and consultants presented a design concept for the Analy and El Molino sports field and stadium projects to the Board in October 2012. In June 2014, the Board adopted an updated Measure I facility project funding plan and timeline, and authorized QKA and consultants to move forward with design development. In November 2014 the Board reviewed a possible connection between increased incidences of cancer in youth athletes and recycled rubber infill commonly used in synthetic turf fields. At that meeting the Board was presented with information on various infill options along with studies stating field turf is safe for use. The Board directed QKA, consultants and District staff to continue designing of the stadiums to include rubber infill synthetic turf. In December 2014 the Board approved the final construction design of the stadiums and authorized QKA to submit plans to the Division of State Architects (DSA) for review and approval.

### **CURRENT CONSIDERATION:**

The Board will review the updated construction estimates for the Analy and El Molino stadium projects along with proposed timelines for both projects.

### **ESTIMATES**

<b><u>Analy Board Allocated Project Budget:</u></b>	<b><u>\$4,130,000.00</u></b>
<b>Estimated Hard Construction Costs:</b>	
Cost of Construction	\$ 3,272,215.00 (includes bleachers)
Change Order Contingency @ 10%	<u>\$ 327,219.00</u>
<b>Total Estimated Hard Costs</b>	<b><u>\$ 3,599,434.00</u></b>
<b>Estimated Soft Costs:</b>	
Architect	\$ 353,298.00
Architect Reimbursable Expenses	\$ 13,500.00
Construction Manager	\$ 159,968.00
DSA Fees	\$ 31,978.00
Geotechnical Consultant	\$ 20,400.00
California Geological Study (CGS)	\$ 3,600.00
Bidding Costs	\$ 1,500.00
CEQA/Legal	\$ 500.00
Special Testing/Inspector of Record	\$ 98,000.00
Contingency for Soft Costs (10%)	<u>\$ 68,274.00</u>
<b>Total Estimated Soft Costs</b>	<b><u>\$ 750,748.00</u></b>
<b>Analy Total Estimated Hard and Soft Costs:</b>	<b><u>\$ 4,350,182.00</u></b>
<b>Project Over Budget Amount:</b>	<b><u>\$ - 220,182.00</u></b>

**El Molino Board Allocated Project Budget:                   \$3,846,000.00**

**Estimated Hard Construction Costs:**

Cost of Construction	\$ 2,612,761.00 (includes bleachers)
Change Order Contingency @ 10%	<u>\$ 261,276.00</u>
<b>Total Estimated Hard Costs</b>	<b>\$ 2,874,037.00</b>

**Estimated Soft Costs:**

Architect	\$ 324,927.00
Architect Reimbursable Expenses	\$ 11,500.00
Construction Manager	\$ 145,096.00
DSA Fee's	\$ 29,602.00
Geotechnical Consultant	\$ 23,200.00
California Geological Study (CGS)	\$ 3,600.00
Bidding Costs	\$ 1,500.00
CEQA/Legal	\$ 500.00
Special Testing & Inspector of Record	\$ 78,000.00
Contingency for Soft Costs (10%)	<u>\$ 61,793.00</u>
<b>Total Estimated Soft Costs</b>	<b>\$ 688,718.00</b>

**El Molino Total Estimated Hard and Soft Costs:           \$ 3,562,755.00**

Project Budget Balance:   \$ 283,245.00

**TIMELINE**

DSA Submission (both projects)	January 2015
Anticipated DSA Approval (both projects)	May 2015

**Summer 2015 Concurrent Construction**

Bid Authorization	March 4, 2015
Ad Dates	March 8 & 15, 2015
Bidders Conference	March 17, 2015 @ 3:30 pm
Anticipated DSA Approval	April/May 2015
Anticipated Bid Open	May 2015
Anticipated Bid Award	June 2015
Notice of Award	June 2015
Notice to Proceed	June 2015
Construction El Molino	July 2015 – December 2015 (est. 24 wks/120 days)
Construction Analy	July 2015 – December 2015 (est. 24 wks/120 days)

- Cost escalation is not anticipated if the Board chooses to proceed with this timeline.

**2015-2016 Winter – Spring Construction – El Molino (Summer 2015 Construction Analy)**

Bid Authorization	August 2015
Ad Dates	August 2015
Bidders Conference	September 2015
Bid Open	September 2015
Bid Award	October 2015
Notice of Award	October 2015
Notice to Proceed	October 2015
El Molino Construction Period	October 2015 – April 2016

- Escalation of 7% should be added to the project estimate to account for increased construction costs.
- Additional costs for soil treatment during winter to obtain compaction may also be required.

**2016 Spring-Summer Concurrent Construction**

Bid Authorization	November 2015
Ad Dates	December 2015
Bidders Conference	January 2016
Bid Open	January/February 2016
Bid Award	February 2016
Notice of Award	March 2016
Notice to Proceed	March 2016
Construction El Molino	March 2016 – August 2016 (est. 24 wks/120 days)
Construction Analy	March 2016 – August 2016 (est. 24 wks/120 days) <i>June 2016 – November 2016 (if we waited to start Analy until after graduation)</i>

- Escalation of 11% should be added to the project estimates to account for increased construction costs.

**RECOMMENDATION:**

District Administration respectfully requests direction of the preferred timeline for construction of both projects. If the Board determines to move one or both of these projects forward this coming summer, District staff would bring this item back to the Board in March for authorization to conduct a competitive bid.

**ATTACHMENTS:**

None

**WEST SONOMA COUNTY UNION HIGH SCHOOL DISTRICT**

TO: Diane Landry, Board President

FROM: Keller McDonald, Superintendent

DATE: February 18, 2015

ITEM: **EL MOLINO PERFORMING ARTS FACILITY DESIGN TEAM  
RECOMMENDATIONS AND COST ESTIMATES**

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**BACKGROUND INFORMATION:**

In November 2011, architects and staff presented the following cost estimates for an El Molino Performing Arts Facility:

- \$14,200,000 - full stand-alone facility
- \$9,100,000 – minimum stand-alone facility
- \$3,100,000 - remodel existing space on campus

In September 2013, the Board allocated a total budget of \$6,200,000 for the El Molino Performing Arts Center project. In March 2014, after extensive design work, a project team of architects, site staff, community members, and district staff proposed a design that penciled-out significantly over-budget. In June 2014, after reconsidering available funding and cost estimates for all the Measure I facility improvement projects, the Board revised the total budget allocation for the El Molino Performing Arts Center to \$7,075,000. The Board directed the project design team to reexamine options for the project; including considering placing the building adjacent to existing facilities that could serve as rooms for changing and storage.

The design team has worked creatively and collaboratively to identify a new location for the facility that utilizes existing space on campus and to reconsider all of the “must-haves” for the project. Staff, administration and design consultants have gained widespread agreement on a design they believe meets El Molino’s needs for a Performing Arts Center in an attractive, efficient and effective manner.

**CURRENT CONSIDERATION:**

QKA architects will present the recommendations of the El Molino Performing Arts Center Design Team. The most recent cost estimates will also be presented. This is not an action item.

**RECOMMENDATIONS:**

Administration recommends the Board receive the presentation and information. Administration recommends the Board place an item on a subsequent Board meeting agenda to consider the next steps needed to accomplish District facility improvements.

**ATTACHMENTS:**

No