

[Go Back](#)[Print](#)**REGULAR MEETING OF THE GOVERNING BOARD****La Cañada USD****June 09, 2020 7:00PM**

Governing Board members and Cabinet will be attending the meeting via Zoom. The Board Meeting will be livestreamed via Youtube here: <https://www.youtube.com/lcusdmedia>

1. CALL TO ORDER at 5:00 p.m.**2. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD ON CLOSED SESSION AGENDA****Quick Summary / Abstract:**

Due to the current COVID-19 crisis, changes have been made to the Brown Act by the Governor (Governor's Executive Orders N-25-20 and N-29-20 – Brown Act Requirements)

Public comments on non-agendized and agendized items can be submitted on Tuesday beginning at 4:30 pm via the following link:

<https://forms.gle/nVhi7ZQZLpZdajfM6>

Please note, the public comment link is not live until Tuesday at 4:30pm. All comments will be read by a moderator during the meeting

3. CLOSED SESSION at 5:00 p.m.**Attachments:**

Closed Session Agenda

4. REPORT OUT OF CLOSED SESSION**5. PLEDGE OF ALLEGIANCE****6. REPORTS****6.a. Superintendent's Report****6.b. President's Report****6.c. Associate Superintendent of Business & Administrative Services' Report****7. REVIEW OF AGENDA****8. OPPORTUNITY FOR THE PUBLIC TO ADDRESS THE BOARD ON NON-AGENDIZED ITEMS****Quick Summary / Abstract:**

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9. PROPOSED ACTION AND DISCUSSION ITEMS**10. PUBLIC HEARING****Quick Summary / Abstract:**

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10.a. First Reading: Report of Estimated Revenue and Expenditures for 2019-20 and Review of the District's Proposed Budget for 2020-21, R158-19-20**Speaker:**

Evans

Recommended Motion:

Quick Summary / Abstract:

This is a First Reading item. The Governing Board is requested to review and discuss the 2019-20 Estimated Actuals and 2020-21 Budget.

Attachments:

Public Hearing Notice

11. FIRST READING ITEMS [Asterisk (*) denotes action may be taken on the first reading.]**11.a. *Acceptance of Measure LC Parcel Tax Oversight Committee Accountability Report for 2019-20, R157-19-20****Speaker:**

Evans

Rationale:

BACKGROUND

On March 4, 2014, the District was successful in passing a parcel tax measure. In order to ensure public monitoring of the use of funds, the Governing Board subsequently established a Measure LC Parcel Tax Oversight Committee.

The purpose of the Committee was to inform the public concerning the expenditures of parcel tax revenue. The Measure LC Parcel Tax Oversight Committee bylaws state that the Committee shall present the Governing Board with an annual written report.

CURRENT CONSIDERATIONS

The Measure LC Parcel Tax Oversight Committee has prepared its annual report for review and acceptance by the Governing Board.

FINANCIAL IMPACT

There is no financial impact associated with Governing Board acceptance of the Measure LC Parcel Tax Oversight Committee annual report.

Recommended Motion:

The Governing Board is requested to accept the Measure LC Parcel Tax Oversight Committee annual report for 2019-20.

Quick Summary / Abstract:

The Governing Board is requested to accept the Measure LC Parcel Tax Oversight Committee annual report for 2019-20.

Attachments:

R157-19-20

11.b. *Resolution 20-19-20 Establishing the Measure LC Parcel Tax Oversight Committee**Speaker:**

Evans

Rationale:

Background

The passage of the District's Parcel Tax Measure (Measure LC) on March 3, 2020, requires the appointment of members to an Oversight Committee. Specifically, Board Resolution No. 6-19-20 December 2, 2020) provides that the Governing Board shall appoint or designate an oversight committee to ensure that the parcel tax proceeds are spent for their authorized purposes and to report annually to the Governing Board and the public regarding the expenditure of such funds. Special Notes: (1) Prior to the appointment of community and school site representatives to the Measure LC (March 2020) Parcel Tax Oversight committee, staff believes it appropriate for the Governing Board to approve the Bylaws for the operation of the Committee originally approved on March 23, 2010. (2) The Governing Board, at a future meeting will consider the appointment of seven community members to the Measure LC (March 2020) Parcel Tax Oversight Committee.

Financial Implications

There are no financial costs associated with this item.

Recommended Motion:

It is recommended that the Governing Board approve the Resolution Establishing the Measure LC Parcel Tax Oversight Committee with the operational Bylaws for the Measure LC (March 2020) Parcel Tax Oversight Committee.

Quick Summary / Abstract:

The Governing Board is requested to approve the operational Bylaws for the Measure LC (March 2020) Parcel Tax Oversight Committee.

Attachments:

Resolution 20-19-20

11.c. Superintendent Update on LCUSD Response to COVID-19 and Distance Learning: Closing the 2019-20 School Year and Planning for 2020-2021 Reopening, R164-19-20

Speaker:

Sinnette

Rationale:

Background

At an emergency meeting of the LCUSD Governing Board on Thursday, March 12, 2020, the Board voted to enact district-wide school closures effective on Friday, March 13, 2020 in response to the COVID-19 pandemic and to exercise its Local Educational Agency responsibility to ensure the health and safety of its students, staff, and families by engaging exigent measures to flatten the coronavirus infection curve. Subsequently, at each meeting of the LCUSD Governing Board, staff has prepared a comprehensive presentation wherein each LCUSD Department and School Site reviewed its actions and services in response to the COVID-19 pandemic, the "Safer at Home" order, and the requirements to move to a distance learning instructional model.

Current Considerations

Since the last LCUSD Governing Board meeting, LCUSD has successfully closed the 2019-2020 school year. Tonight's update will cover topics of interest related to finishing the current school year and now planning for the reopening of the 2020-2021 school year.

Financial Implications

There are no financial implications directly associated with this presentation and discussion item. However, it is important to note that the COVID-19 crisis has precipitated a worldwide economic downturn. LCUSD is anticipating significant revenue reductions from the State in the 2020-2021 school year.

Recommended Motion:

It is recommended that the Governing Board review the updated presentation by the Superintendent and engage in discussion of this topic, providing on-going direction to staff related to this agenda item.

Quick Summary / Abstract:

The Governing Board is requested to review the updated presentation by the Superintendent and engage in discussion of this topic, providing on-going direction to staff related to this agenda item.

11.d. First Reading: Report of Estimated Revenue and Expenditures for 2019-20 and Review of the District's Proposed Budget for 2020-21, R158-19-20

Speaker:

Evans

Rationale:

Introduction

The June budget adoption is considered a "place holder" budget because by necessity it is primarily based on estimates and assumptions as of publication. The 2019-20 data is "projected actuals", the numbers are currently estimates since the year has not yet closed. The 2020-21 State Budget has not been finalized, therefore the State revenues, program changes and other factors are not finalized. The budget is built off the Governor's May Revision. There will likely be many changes as the legislature is still debating the budget. Additionally, since tax collection deadlines were postponed until July 15 due to the COVID 19 pandemic, there may even be changes later in the summer.

However, the June budget adoption is important not only to meet the State requirements but also to provide a general overview as to the fiscal health of the district. The 2020-21 June budget for La Cañada Unified School District reflects the severity of the economic situation in the state, and the challenges of maintaining programs multiple years.

May Revise

On May 14, 2020, Governor Gavin Newsom released his May Revise Budget. Recent "Fiscal Reports" received from School Services of California, Inc. (SSC) provided the following summary of the Proposition 98 (K-12) portion of the Proposed Budget for 2020-21 that will have an impact on funding for the La Cañada Unified School District.

Current year revenue collections will not be fully known until after the July 15 deadline. The May Revise reflects a reduction to the LCFF over the 2019-20 allocation of 7.92%. This will result in a loss of \$3.2 Million in State funding for LCUSD.

Budgetary Overview

This agenda item provides the following budgetary information:

- Two scenarios reflecting the 2019-20 Estimated Actuals and 2020-21 Budget Financial Report and multi-year projections through 2022-2023. One scenario with no reductions, simply attrition savings

(Attachment A) and another scenario reflecting a reduction study (Attachment A1)

- Revised Enrollment Projections (Attachment B)
- District Budgetary Assumptions (Attachment C)
- School Services of California, Inc. Financial Projection Dartboard (Attachment D)
- Other Funds Estimated Balances (Attachment E)
- 2019-2020 All Fund Summary (Attachment F)

Special Note: The budget recommendation for the Governing Board includes a cash transfer of \$50,000 from the Special Reserve Capital Outlay (40.0) to the Cafeteria Fund (13.0) in the 2020-21 budget year. This is to offset expenses beyond revenues. Additional transfers recommended in the budget include \$335,000 from the General Fund to Fund 14.0 – Deferred Maintenance, and another \$125,000 from the General Fund to Fund 20.0 – GASB 45 Post Retirement Benefits.

Recommended Motion:

It is recommended that the Governing Board discuss and direct staff regarding the 2019-20 Estimated Actuals and 2020-21 budget.

Quick Summary / Abstract:

This is a First Reading item. The Governing Board is requested to review and discuss the 2019-2020 Estimated Actuals and 2020-21 Budget.

Attachments:

R158-19-20 attachments
R158-19-20 presentation

11.e. *COVID-19 Operations Written Report, R159-19-20

Speaker:

Hurley

Rationale:

BACKGROUND

Executive Order (EO) N-56-20 was established on April 22, 2020, to address the impact of continued school closures in response to the COVID-19 pandemic and the local educational agencies' ability to conduct meaningful annual planning, and the ability to meaningfully engage stakeholders in these processes.

EO N-56-20 issued timeline and approval waivers for the Local Control and Accountability Plan (LCAP) and Budget Overview for Parents as well as waving certain budgetary requirements. The Executive Order also established the requirement that a local educational agency (LEA) adopt a written report (COVID-19 Operations Written Report) explaining to its community the changes to program offerings the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of such closures on students and families.

CURRENT CONSIDERATIONS

This presentation serves to inform the Governing Board and the public of La Canada Unified School District of the changes made to program offerings in response to school closures due to the COVID-19 emergency, and the impacts of such closures on students and families. The COVID-19 Operations Written Report will be submitted to the County Superintendent of Schools in conjunction with the submission of the adopted annual budget. The report will be posted on the LCUSD website.

FINANCIAL IMPLICATIONS

There is no financial impact to this discussion item.

Recommended Motion:

It is recommended that the Governing Board review, discuss, and adopt the COVID-19 Operations Written Report.

Quick Summary / Abstract:

The Governing Board is requested to review, discuss, and adopt the COVID-19 Operations Written Report.

Attachments:

R159-19-20

11.f. *Resolution No. 19-19-20 For Authorization to Utilize a Piggyback Contract for the Purchase of the Modular Buildings for Palm Crest Elementary School

Speaker:

Evans

Rationale:

Background

Public Contract Code (PCC) 20111 requires school district governing boards to competitively bid and award any contracts for goods and services involving an expenditure of more than \$95,200 to the lowest responsible bidder.

Notwithstanding PCC 20111, PCC 20118 and Administrative Regulation 3311(g) state that without advertising for bids and upon a determination that it is in the best interest of the District, the Board may authorize District staff by contract, lease, requisition, or purchase order of another public corporation or agency, to lease data-processing equipment, or to purchase materials, supplies, equipment, automotive vehicles, tractors and other personal property for the District in the manner that the other public corporation or agency is authorized to make the leases or purchases from a vendor (piggyback).

Alternatively, if there is an existing contract between a public corporation or agency and a vendor for the lease or purchase of personal property, the District may authorize the lease or purchase of personal property directly to the vendor under the same terms that are available to the public corporation or agency under the contract.

Staff requests approval of the following resolution to provide authorization for the District to participate by piggyback in the contract for the purchase of the modular classroom buildings for Palm Crest Elementary. The modular structures will be used for the new classroom building addition as part of the site overall master plan.

Approval of this item supports the site master plan for Palm Crest.

Financial Implications

The contract is not to exceed \$10,355,680. Funds will come from Measure LCF.

Recommended Motion:

It is recommended the Governing Board adopt Resolution 19-19-20 for authorization to utilize a piggyback contract for the purchase of the modular buildings for Palm Crest Elementary School.

Quick Summary / Abstract:

The Governing Board is requested to adopt Resolution 19-19-20 for authorization to utilize a piggyback contract for the purchase of the modular buildings for Palm Crest Elementary School.

Attachments:

Resolution 19-19-20

11.g. *Contract for Food Services Management Company, R160-19-20

Speaker:

Evans

Rationale:

Background

The La Cañada Unified School District is seeking a food services management company to support the district with its Food Service program. The California Department of Education requires districts to seek proposals after having a company for five years. After working with the California Department of Education, a process of Requests for Proposals, was done. We received one proposal from our current Food Service Management Company – Chartwells. The proposal met all requirements of the RFP, and we are proposing this contract with Chartwells as the district's food service management company.

Current Considerations

The district's current Food Services Management Company, Chartwells, has served out its five year contract with the District. As required, we went out for new proposals. Two companies attended the job walk to learn about the program. One proposal was received from our existing company – Chartwells. The proposal was reviewed, an evaluation rubric considered completeness of proposal, experience, completeness of answers, financial stability of the company, and cost of the proposal. After review of the proposal from Chartwells, it was chosen as the best option. The contract, per state requirements, is only for one year, but it can be renewed annually for up to five years. In the spring of 2021 the contract will be reviewed and renewed if both parties wish to continue the relationship.

Financial Implications

The fee proposal estimates approximately 305,000 meals being served district-wide. This includes formal lunch sales as well as ala carte sales. The cost per meal is \$2.05. Based on those sales the annual cost for the service, which includes the purchase of food, is estimated to be \$440,362. The goal is to continue the growth of sales and improve revenues to reach a positive fund balance.

Recommended Motion:

It is recommended that the Governing Board approve the contract with Chartwells.

Quick Summary / Abstract:

The Governing Board is requested to approve the contract with Chartwells.

Attachments:

R160-19-20

11.h. *Resolution 21-19-20 Delinquent Tax Agreement

Speaker:

Evans

Rationale:

BACKGROUND

Prior to November 2002, delinquent property taxes were collected by the County and distributed to the District as part of the Base Revenue Limit. In October 2002, the Governing Board approved District participation in a new program, governed by a JPA, which changed the manner in which these delinquent taxes were collected and distributed. The new system provided participating districts with revenue which was not included in the Base Revenue limit formula.

CURRENT CONSIDERATIONS

Since November 2002, the District has participated in this program. The JPA has contracted with Tower Capital management LLC of Delaware, to be its underwriter for the next three years. Tower Capital will be funding the LEA's share of the 1% levy delinquent property taxes for years 2020, 2021, and 2022.

The JPA is maintaining the premium for these three years of 10% - which is additional unrestricted income for participating LEAs that is not offset by any reduction in state aid.

It is recommended that the district continue participation in the program for the three year period cited above.

FINANCIAL IMPACT

The expected revenue is approximately \$16,000 annually.

Recommended Motion:

The Governing Board is requested to approve the attached resolution in order for LCUSD to participate as an LEA in the program. The resolution must be approved by the Governing Board prior to August 1, 2020.

Quick Summary / Abstract:

The Governing Board is requested to approve the attached resolution in order for LCUSD to participate as an LEA in the program. The resolution must be approved by the Governing Board prior to August 1, 2020.

Attachments:

Resolution 21-19-20

11.i. *Approve Contract for Bid No. LCF 19/20-10; Acoustic Improvement at LCHS Cafeteria, R162-19-20

Speaker:

Evans

Rationale:

Background

This project would provide acoustic treatments on the ceiling and walls of the cafeteria to improve the acoustic of the space.

The District issued an informal bid package in accordance with Public Contract Code 22034. Staff received one bid in response to the invitation in the amount of \$137,500 from Chalmers Construction Services. Chalmers Construction Services completed the renovation work in the Cafeteria last fall and is a responsible bidder.

Current Considerations

Approval of this item would authorize staff to execute a contract with Chalmers Construction Services for Bid No. LCF 19/20-10; Acoustic Improvement at LCHS Cafeteria..

Financial Implications

The contract is for lump sum \$137,500. Funds will come from Measure LCF.

Recommended Motion:

It is recommended that the Governing Board approve the Contract for Bid No. LCF 19/20-10; Acoustic Improvement at LCHS Cafeteria.

Quick Summary / Abstract:

The Governing Board is requested to approve the Contract for Bid No. LCF 19/20-10; Acoustic Improvement at LCHS Cafeteria.

Attachments:

R162-19-20

12. CONSENT AGENDA**12.a. Personnel Report, P22-19-20**

Speaker:

Evans

Recommended Motion:

It is recommended that the Governing Board approve the Personnel Report as presented.

Quick Summary / Abstract:

The Governing Board is requested to approve the Personnel Report as presented.

Attachments:

Personnel Report 5-19-20 revised

12.b. Personnel Report, P24-19-20**Speaker:**

Evans

Recommended Motion:

It is recommended that the Governing Board approve the Personnel Report as presented.

Quick Summary / Abstract:

The Governing Board is requested to approve the Personnel Report as presented.

Attachments:

Personnel Report 6-9-20 revised

12.c. Extra Duty Report, P23-19-20**Speaker:**

Evans

Recommended Motion:

It is recommended that the Governing Board approve the attached extra duty report.

Quick Summary / Abstract:

The Governing Board is requested to approved the extra duty report as presented.

Attachments:

Extra Duty 5-19-20

12.d. Authorization to Make Year-End Appropriation Transfers, R149-19-20**Speaker:**

Evans

Rationale:**Background**

To avoid any potential year-end budgetary allocation issues, the Governing Board has routinely authorized the Los Angeles County Office of Education (LACOE) to make year-end transfers as may be needed to eliminate possible shortages in one or more "objects" of expenditure. Specifically Education Code Section 42601 provides:

"At the close of any school year a school district may, with the approval of the governing board, identify and request the county superintendent of schools to make (within each Fund) transfers between the designated fund balance or the unappropriated fund balance and any expenditure classification or classifications, or balance any expenditure classifications of the budget of the district for that school year as necessary to permit the payments of obligations of the district incurred during the school year."

Recommended Motion:

It is recommended that the Governing Board of the La Cañada Unified School District, in accordance with the provisions of Section 42601 of the Education Code, authorize the County Superintendent of Schools to make appropriation transfers necessary at the close of the 2019-2020 fiscal year to permit payment of obligations of the District that have been incurred during the fiscal year.

Quick Summary / Abstract:

The Governing Board of the La Cañada Unified School District, in accordance with the provisions of Section 42601 of the Education Code, is requested to authorize the County Superintendent of Schools to make appropriation transfers necessary at the close of the 2019-2020 fiscal year to permit payment of obligations of the District that have been incurred during the fiscal year.

Attachments:

R149-19-20

12.e. Resolution 17-19-20 Temporary Transfers from the School Pools Fund Maintained by the Los Angeles County Treasurer(2019-20)**Speaker:**

Mark Evans

Rationale:**Background**

Under Article XVI, Section 6, of the California Constitution school districts are allowed to borrow from the School Pools Fund maintained by the Los Angeles County Treasurer if cash is needed to pay obligations for current operating requirements lawfully incurred in the fiscal year.

- No more than 85 percent of the anticipated revenues accruing to the district may be borrowed.
- No transfer may be made prior to the first day of the fiscal year nor after the last Monday in April of the current fiscal year.

- Any borrowed money shall be repaid from revenues accruing to the district before any other obligation of the district is met from such revenue.

Current Considerations

Although in past years the District has had no need to borrow from the School Pools Fund, the Los Angeles County Office of Education recommends that Governing Boards plan for this contingency prior to the beginning of each new fiscal year.

Recommended Motion:

The Governing Board is requested to approve the ability to make temporary transfers from the School Pools Fund.

Quick Summary / Abstract:

The Governing Board is requested to approve the ability to make temporary transfers from the School Pools Fund.

Attachments:

Resolution 17-19-20

12.f. Resolution 18-19-20: Temporary Inter-Fund Cash Borrowing (2020-21)**Speaker:**

Mark Evans

Rationale:**Background**

Under current state law (Education Code 42603) the Governing Board of a school district may direct that moneys held in any fund be temporarily transferred to another fund of the district for payment of obligations under the following restrictions:

- No more than 75 percent of the maximum of moneys held in any fund during a current fiscal year may be transferred.
- The transfer shall not be available for appropriation or be considered income to the borrowing fund.
- Borrowing shall occur only when the fund receiving the money will earn sufficient income, during the current fiscal year, to repay the amount transferred.
- Amounts transferred shall be repaid either in the same fiscal year or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year.

Current Considerations

Although in past years the District has had no need for interfund borrowing, the Los Angeles County Office of Education recommends that Governing Boards plan for this contingency prior to the beginning of each new fiscal year.

Financial Implications

Currently, there are no fiscal implications associated with approval of Resolution 18-19-20. Additionally, no interfund borrowing would take place prior to specific Governing Board authorization.

Recommended Motion:

It is recommended that the Governing Board adopt Resolution 18-19-20 providing for the temporary borrowing of cash between various District funds should that be needed to address any short-term/temporary cash-flow needs.

Quick Summary / Abstract:

The Governing Board is requested to adopt Resolution 18-19-20 providing for the temporary borrowing of cash between various District funds should that be needed to address any short-term/temporary cash-flow needs.

Attachments:

Resolution 18-19-20

12.g. CIF League Representative Authorization, R143-19-20**Speaker:**

Wenn

Rationale:**BACKGROUND**

CIF requests the attached form to be completed to affirm the District's authorization to the Principal (Mr. Jim Carnal) and his designees (Ms. Kristina Kalb, Assistant Principal and Ms. Carrie Saks, Athletic Director) to represent La Canada High School in the Rio Hondo League to provide guidance on matters related to athletics.

From the CIF Form: The education code gives the authority for high school athletics to high school governing boards. The code also requires that the boards, after joining CIF, designate their representatives to CIF leagues. (Ed. Code 33353 (a) (1))

CURRENT CONSIDERATIONS

This is a requirement by CIF and a continuation of past practice. If the Governing Board approves the representatives, site administration can vote at Rio Hondo League meetings. Without the Governing Board's approval, site administration's voting privileges will be revoked until the completed form is submitted.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item

Recommended Motion:

It is recommended that the Governing Board provide its consent for this authorization as indicated on the attached form.

Quick Summary / Abstract:

The Governing Board is requested to provide its consent for this authorization as indicated on the attached form.

Attachments:

R143-19-20

12.h. Authorization to renew the contract with Fagen, Friedman & Fulfroost for legal services, R151-19-20

Speaker:

Evans

Rationale:**BACKGROUND**

The District has utilized the services of Fagen, Friedman & Fulfroost for over seventeen years on an as needed basis.

CURRENT CONSIDERATIONS

This law firm has provided the district with knowledgeable advice and information and the district would like to continue to retain their services. This renewal shall be effective July 1, 2020 - June 30, 2021.

FINANCIAL IMPACT

A purchase order is opened annually with Fagen, Friedman & Fulfroost for legal services and is budgeted for 2020-21.

Recommended Motion:

The Governing Board is requested to authorize staff to renew the contract with Fagen, Friedman & Fulfroost for legal services for 2020-21.

Quick Summary / Abstract:

The Governing Board is requested to authorize staff to renew the contract with Fagen, Friedman & Fulfroost for legal services for 2020-21.

Attachments:

R151-19-20

12.i. Purchase Order List 15-19-20

Speaker:

Evans

Recommended Motion:

It is recommended that the Governing Board approve Purchase Order List 17-18-19 as presented.

Quick Summary / Abstract:

The Governing Board is requested to approve Purchase Order list 17-18-19.

Attachments:

PO List 15-19-20

12.j. Purchase Order List 16-19-20

Speaker:

Evans

Recommended Motion:

It is recommended that the Governing Board approve Purchase Order List 16-19-20 as presented.

Quick Summary / Abstract:

The Governing Board is requested to approve Purchase Order list 16-19-20.

Attachments:

Purchase Order List 16-19-20

13. COMMUNICATIONS

14. RECONVENE CLOSED SESSION (if needed)

15. ADJOURNMENT

Published: June 5, 2020, 3:08 PM

