

CALIFORNIA DEPARTMENT OF EDUCATION

March 30, 2017

Donnie Salamanca, Sr. Director of Business Services Coronado Unified School District 2010 Sixth Street Coronado, CA 92118

Subject: CN160306 Amendment 1

Dear Mr. Salamanca:

Please complete the following checked item(s) and return for further processing to:

Contracts, Purchasing and Conference Services California Department of Education 1430 N Street, Suite 1802 Sacramento, CA 95814-5901

- Standard Agreement Amendment (STD 213A) with attached exhibits. Sign the first page of the Standard Agreement Amendment package (STD 213A) and the additional three single STD 213As.
- _X___STD 213A Standard Agreement Amendment single sheets. Sign all four sheets.

_____ Initial where stamped on all copies.

- _____ Complete and sign the Federal Requirement/Federal Assurances Certifications.
- Provide one copy of the board resolution/certified board minutes or excerpt of board minutes authorizing the person to sign in your behalf approving the agreement.
- Provide a copy of your insurance certification which complies with Exhibit E Additional Provisions.

Donnie Salamanca, Sr. Director of Business Services March 30, 2017 Page 2

This Amendment cannot be considered binding on either party until approved by appropriate authorized state agencies. No services should be provided prior to approval, as the State is not obligated to make any payments on any agreement prior to final approval. Expeditious handling of this Agreement is appreciated. For inquiries regarding this Amendment, please contact the California Department of Education, Contracts, Purchasing and Conference Services, at (916) 322-3050.

Sincerely,

Jaymi Brown, Manager Contracts, Purchasing, and Conference Services

JB:kr Attachment(s)

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Pages	AGREEMENT NUMBER	AMENDMENT NUMBER
	CN160306	1
	REGISTRATION NUMBER	

1.	This Agreement is entered into between the State Agency and Contractor named below:		
	STATE AGENCY'S NAME		
	California Department of Education		
	CONTRACTOR'S NAME		
	Coronado Unified School District		
2.	The term of this		
	Agreement is September 1, 2016 through June 30, 2017		
3.	The maximum amount of this \$10,000.00		
	Agreement after this amendment is: Ten Thousand Dollars and Zero Cents		
	The second s		

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

THAT CERTAIN STATE OF CALIFORNIA STANDARD AGREEMENT designated as number CN160306 shall be further amended in the following particulars and no others:

EXHIBIT A, SCOPE OF WORK, shall be revised in accordance with Exhibit A.1.

EXHIBIT B, BUDGET DETAIL AND PAYMENT PROVISIONS, shall be revised in accordance with Exhibit B.1.

All other terms and conditions shall remain the same.

CONTRACTOR		CALIFORNIA Department of General Services Use Only
CONTRACTOR'S NAME (If other than an individual, state whether a corporation	n, partnership, etc.)	Use Only
Coronado Unifed School District		
BY (Authorized Signature)	DATE SIGNED (Do not type)	
Ľ		
PRINTED NAME AND TITLE OF PERSON SIGNING		
ADDRESS		
2010 Sixth Street		
Coronado, CA 92118		
STATE OF CALIFORNIA		
AGENCY NAME		
California Department of Education		
BY (Authorized Signature)	DATE SIGNED (Do not type)	
£		
PRINTED NAME AND TITLE OF PERSON SIGNING		Exempt per:
Valarie Bliss, Director, Personnel Services Division	1	
ADDRESS		
1430 N Street, Room 1802, Sacramento, CA 9581	4	

x	CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED	11	Pages

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EXHIBIT A.1 SCOPE OF WORK CDE Agreement No. CN160306 Amendment 1 Coronado Unified School District

Coronado Unified School District CDE Agreement No. CN160306 Amendment 1

IV. BACKGROUND:

The Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV) funding is a federal grant which, among others, provides local assistance funding to contract with local educational agencies (LEA) or Institutes of Higher Education (IHE) to strengthen, expand, or support career technical education (CTE) programs regionally or statewide. The Perkins IV funding guidelines provide criteria for how the funds must be spent and specific goals for funding contracts. These funds must go to LEAs or IHEs working in collaboration with California Department of Education (CDE) to build industry sector capacity or improve student participation or achievement. Expansion and capacity building in the Arts, Media, and Entertainment (AME) Industry Sector is aligned with the State Superintendent of Public Instruction's CREATE (Core Reforms Engaging Arts to Educate) CA initiative which seeks to foster high quality Arts and AME instruction in schools and build meaningful connections between educational programs and California industry.

The Perkins IV funding guidelines identify both "required" and "permissible" use criteria for local assistance contracts. This contract addresses the following "required" criteria: (3) Provide comprehensive professional development... (4) Support the integration of coherent and relevant CTE content aligned with rigorous Academic standards, (5) Provide preparation for non-traditional fields in current and emerging professions, (6) Support partnerships among LEAs. It also addresses "required uses," and (9) Provide technical assistance to eligible recipients of Perkins funds.

This contract addresses "permissible uses": (1) Improve career guidance and academic counseling...that assists students in making informed academic and Career decisions, (5) Support Career Technical Student Organization participation, (6) Support public Charter schools operating CTE programs, (7) Support CTE Programs that offer experience in and understanding of all aspects of an industry, and (9) Support Partnerships between education and business or business intermediaries, (17) Improve recruitment and retention of CTE teachers.

Project Description

AME is a 374.5 billion dollar a year industry. According to the *Otis Report on the Creative Economy for 2015*, 9.4 percent of California's 2.3 trillion dollar gross state product results from the direct and indirect impact of Creative Industry. This revenue generates 15.5 billion dollars in tax revenue annually for the State of California. Students enrolled in AME programs are the future leaders and workers in this rapidly expanding industry sector. AME course enrollment has grown by 10 percent or more for each of the past 7 years. The sector first collected enrollment data in 2007–08 and reported 22,000 plus students. In 2013–15 sector enrollment has grown to 162,000 plus students. This growth,

Coronado Unified School District CDE Agreement No. CN160306 Amendment 1

while encouraging, has brought with it a number of challenges in terms of program design, instructional quality, and industry connection. This contract proposes to address these challenges on a statewide level by convening the third two-day AME Leadership Institute and Statewide Advisory meeting coordinated with the SKILLS USA state conference. The AME Leadership Institute will continue to address the following five critical needs in developing high quality programs as described in the California State Plan for Career Technical Education in the AME Industry Sector:

- a. Building Leadership Capacity for AME teachers and administrators.
- b. Providing professional development to support curriculum alignment to revised CTE Standards and dissemination of model curriculum.
- c. Increasing teacher understanding of the role and value of Career Technical Student Organizations (CTSO) building AME student leadership capacity.
- d. Strengthening the engagement and connection among AME teachers, administrators, and creative industry leaders.
- e. Developing course sequences, pathway components, and curriculum for the new Game Design and Integration Pathway.

The Institute will build on the growing infrastructure, begun at the 2015 Institute, to support AME industry sector expansion, establish and maintain strong connections with creative industry and post-secondary training programs, and providing AME teachers with the tools they need to train the creative leaders of an expanding statewide and global workforce.

The selected Contractor, Coronado Unified School District and the Program Director have extensive experience in each of the 5 areas listed above. The Program Director has trained AME leaders, developed curriculum in all 4 AME pathways, created the rubric and served in the selection process of AME Model Demonstration Programs, and demonstrated expertise in engaging AME industry partners. The Contractor will provide expertise in the development of the institute agenda, contacting appropriate industry partners and presenters for the institute in Pathway development, curriculum design, and implementation. The Program has served as the Director of an AME Industry Sector Model Demonstration Site and as a member of the Steering Committee for CREATE CA.

V. <u>PURPOSE AND OBJECTIVES:</u>

The purpose of this contract is to fund California's Annual Statewide AME Leadership Institute and AME Industry Sector Advisory meeting. The institute would focus on five key areas critical for keeping pace with enrollment and program expansion: (1) Leadership training for AME teachers and administrators, (2) Aligning curriculum to the new Career Technical Education Model Curriculum Standards for AME, (3) Connecting teachers to the value of Career Technical Student Organization (4) Convening an AME Leadership Institute and Statewide AME Industry Sector Advisory meeting (5) Pathway development for the new Game Design and Integration pathway.

Leadership and Professional Development Institutes have played an essential role in the success of California Partnership Academies, Agriculture education, Home Economics, and Health Career industry sectors. The institutes provide the building blocks for high quality program development and industry connection. As a new and rapidly growing industry sector, the program has reached the point where continuing to expand without training leaders, modeling high quality curriculum, connecting students to a CTSO, and cementing relationships to industry partners will result in significant loss of program quality.

VI. <u>TASKS (9/1/2016 – 6/30/2017)</u>

Task 1 Institute Planning

- A. The Contractor will use information gathered from the 2016 Institute to refine an Institute plan to convene AME administrators, teachers, and industry partners to accomplish the following:
 - 1. Provide professional development to support curriculum alignment for revised Career Technical Education AME Model Curriculum Standards and dissemination of Model curriculum.
 - 2. Strengthen the engagement and connection between AME teachers, administrators, and creative industry leaders.
 - 3. Increase AME administrator and teacher understanding of the role and value of Career Technical Student Organizations in building student leadership.
 - 4. Develop course sequences, pathway components, and curriculum outlines for the new AME Game Design and Integration Pathway
 - 5. Develop a marketing plan for the Institute that provides for design elements and outreach.

- 6. Travel to CDE to meet with the CDE Contract Monitor to review and approve the Draft AME Leadership Institute plan.
- B. The AME Leadership Institute plan will include:
 - 1. Negotiating a 2017 contract with the hotel identified in the 2016 contract, in order to provide expanded meeting space to house at least 300 participants at the Institute due to the demand displayed at the 2016 Institute, and negotiating the best lodging rates for attendees.
 - 2. Identifying and contracting appropriate technology needs, based on the 2016 Institute attendee survey results, including video services and digital technology services.
 - 3. Contacting last year's attendees and identifying new industry partners, AME administrators, and teachers for statewide leadership.
 - 4. Creating an institute agenda for the AME Leadership Institute that responds to attendee survey results from 2016 and specific input from industry attendees, including the addition of industry relevant breakout sessions, specific times and locations for "pathway alike" conversations, and opportunities to share best practices teacher to teacher.
 - 5. Identifying new breakout topics and presenters, based on the evaluations filled out by last year's participants and goals developed at last year's Institute. Selection of breakout and plenary presenters will be reviewed and approved by CDE Contract Monitor prior to extending an offer.
 - 6. Identifying and engaging new California and National Creative Industry Leaders in order to invite their participation in the conference as either presenters or attendees.
 - 7. Identifying and engaging Game Design teachers and professionals to develop Game Design components, presentation, and informational breakout sessions for the institute.
 - 8. Creating an outreach plan with graphic designer Contractor and web communication staff.

The Contractor will work with "Industry Outreach Assistants" identified by CDE Contract Monitor to identify speakers, breakout presenters, and industry experts and submit a draft Institute plan to CDE Contract Monitor no later than October 30, 2016 containing the above items including names, organizations, e-mail contact, phone numbers, and addresses where appropriate.

Contractor will submit final plan to CDE Contract Monitor no later than November 30, 2016.

Task 2 Institute Implementation and Coordination

The Contractor will execute the final Institute Plan, which will include the following:

- A. Finalizing facilities arrangements by November 15, 2016, including,
 - 1. Guest room costs and conditions for attendees (location, check-in/checkout times)
 - 2. Meeting room costs, technical support, and parking
 - 3. Miscellaneous costs in meeting rooms, signage, tables and room set-up
- B. Create and distribute, both print and digital, an Institute Invitation and informational flyer with CDE Contract Monitor input, review and approval, by October 2016.
- C. Produce, *duplicate*, and purchase conference materials, *including AME Industry Sector Standards*, with CDE Contract Monitor input, review and approval (this will be ongoing through March 21, 2017).
- D. Secure speakers/presenters services to fill breakout sessions and plenary sessions (this will be ongoing through March 15, 2017).
- E. Secure Institute registration and confirmation through a registration protocol with prior approval by the CDE Contract Monitor (through March, 2017).
- F. Project Support for web communication.
- G. Contractor for technical assistance for:
 - 1. Videotaping and Streaming Services

2. Specialized Audio and Digital Technology Services for presenters and performers

- H. Create and distribute registration Web page containing institute materials, with CDE Contract Monitor input, review, and approval by October 2016, (Registration will be ongoing through March 21, 2017) including:
 - 1. Agenda
 - 2. Institute program
 - 3. Breakout Power Points
 - 4. Keynote speaker biographies
 - 5. Institute evaluation forms and procedures
- I. Provide on-site interface with hotel staff and service personnel (this will be ongoing through March 30, 2017)

Contractor will maintain weekly contact with CDE contract monitor, via e-mail, phone, and four meetings in Sacramento prior to the Institute. Times to be determined with CDE Contract Monitor approval.

Task 3 Post Institute Reporting and Follow-up

The Contractor and staff will prepare and submit the following information to CDE Contract Monitor prior to June 15, 2017:

- A. A list of conference presenters including a copy of power points and printed handouts via e-mail (Microsoft Word and PowerPoint format) and Web site.
- B. A final list of conference attendees including affiliation and contact information, via e-mail (Excel format).
- C. Originals of all attendee and presenter evaluation sheets or surveys including a report on attendee responses, via email (Microsoft Word format).
- D. Post Institute archive, including, power points, and photos, and send a Save the Date message by internet and print for the 2018 Institute.
- E. Create private Youtube account for archived key note presentation videos and e-mail the link to Institute attendees
- F. Travel to CDE to review with the CDE Contract Monitor, Institute outcomes, attendee surveys and presenter feedback. Time to be determined with CDE Contract Monitor approval.

Institute evaluation sheets and surveys will be approved by CDE Contract Monitor prior to opening of Institute registration.

EXHIBIT B.1 BUDGET DETAIL AND PAYMENT PROVISIONS CDE Agreement No. CN160306 Amendment 1 Coronado Unified School District

Arts, Media, and Entertainment Industry Sector Leadership Project Coronado Unified School District BUDGET NARRATIVE September 1, 2016 to June 30, 2017

Category Number	Category
1000	Certificated/Professional Salaries
	Project Director 666 hours x \$30 hourly rate \$19,980 (Tasks 1-3)
	Project Support I Logistics 30 hours x \$43.73 hourly rate = \$1,311.90 (Tasks 1 and 2)
	Project Support II Logistics 15 hours Xx\$30 hourly rate = \$450 (Task 2)
	Project Support for Web communication 75 hours X \$44 hourly rate = \$3,300 (Tasks 1-3)
	Project Support Substitutes cost for preparations, Registration, and clean-up help - 3 Substitute days x \$120 per day = \$38
	(Task 2)
2000	Classified Salaries
	Project Support Bookkeeper 180 hours x \$27.27 hourly rate = \$4,908.60 (Tasks 1-3)
0000	
3000	Employee Benefits CertIficated/Professional Benefits
	Project Director \$19,980 salary x 3,69% benefits = \$737.26 (Tasks 1-3)
	Project Support Logistics \$1,311.90 x 16.27% benefits = \$213.45 (Tasks 1 and 2)
	Project Support II Logistics \$450 x 3.69% benefits = \$16.61 (Task 2)
	Project Support Web Communication \$3,300 x 16.27% = \$536.91 (Tasks 1-3)
	Project Support Substitute Cost \$360 x 16.27%= \$58.57 (Task 2)
	Bookkeeper - \$4,793.40 salary x 23.778% = \$1,167.17 (Tasks 1-3)
4000	Books and Supplies
4000	Supplies for conference; Name Badges, folders, lanyards, flash drives, flip charts, paper, pens, banner stands, envelope
	organizers, and printer cartridges. Total \$2,727.93 \$1,235.44 (Tasks 1-3) Decrease of \$1,492.49 to cover indirect Rate
	and Duplication.
	De Los De General Brande de Consellos Deservos
5000	Services, Conferences, Travel, and other Operating Expenses
	Travel to CDE 4 Trips to Sacramento to confer with Contract Monitor - 1 staff (Project Director) Travel Total \$2,800 (Task
	1-3)
	Hotel Contract as follows: Lodging for attendees for AME Leadership Institute: 15 staff rooms: \$99 per room x 12.8% x 15
	rooms =\$1,675.08 and 29 rooms: \$155 per room x 12.8% x 29 rooms= \$5,070.36 to support speakers/workshop
	presenters, staff, and industry experts participating in Professional Development at the conference. Total \$6,745.44 Note Lodging is at negotiated conference rate. Hotel Event Services - hotel providing ballroom, meeting rooms, event space,
	internet, equipment, tables for exhibitors, space and power for tech truck, podlums, screens, office space, dressing rooms
	for performers, etc. \$30,000. Total \$36,745.44 (Task 2)
	Centrest for Design Consistent events design for Markeling Disp. including lange and design pages for indiction, agonde
	Contract for Design Services: graphic design for Marketing Plan, including logos and design pages for invitation, agenda, registration, save the dates, and other notifications and dissemination of information about the conference. Total: \$1,000
	(Task 2)
	Contracts for Industry Outreach Assistance: 3 contracts (each \$500) for experienced AME CTE teachers to work with
	Industry pathway representatives to assist with identifying Industry partners for the Institute. Total \$1,500 (Task 2)
	Contract for Technical Assistance: Video Services; Monterey County Office of Education (MCOE)
	Monterey COE Media Center for Art, Education and Technology Web site Directions (MCAET) - Video Services, includin
	live streaming of the 2-day event, recording the general sessions and selected workshops, and editing for archiving. Tota
	\$1,000 (Task 2)
	Contracts for Technical Assistance: Cue One- Specialized Audio and Digital Technology Services, including
	support for live theatrical performances, specialized audio support for video, and technology support for
	presenters' unique industry digital technology needs Total \$10,000 (Task 2) Increase for Technical Assistance-
	Specialized Audio and Digital Technology Services.
	•
	Duplicating Total \$2,000 \$3,000 (Tasks 1 and 2) Increase to reflect actual cost of duplication.
6000	Capital Outlay/Equipment
7000	Indirect Rate 5.18% \$4,186.46 \$4,678.65 Increase to cover Indirect Rate
TOTAL	85000 \$95,000
TOTAL	

EXHIBIT B

Arts, Media, and Entertainment Industry Sector Leadership Project Coronado Unified School District BUDGET September 1, 2016 to June 30, 2017

Category Number	Category	Task 1	Original Task 2	Proposed Change	Revised Task 2	Task 3	Original Budget	Revised Budget	Total
1000	Certificated/Professional Salaries								
····	Project Director Kristine McClung	\$4,990.00	\$10,000.00	\$0.00	\$10,000.00	\$4,990.00	\$19,980.00	\$19,980.00	
	Project Support I Logistics	\$437.30	\$874.60	\$0.00	\$874.60	\$0.00	\$1,311.90	\$1,311.90	
	Project Support II Logistics	\$0.00	\$450.00	\$0.00	\$450.00	\$0.00	\$450.00	\$450.00	
	Project Support Web Communication	\$1,100.00	\$1,100.00	\$0.00	\$1,100.00	\$1,100.00	\$3,300.00	\$3,300.00	
	Project Support Substitutes	\$0.00	\$360.00	\$0.00	\$360,00	\$0.00	\$360.00	\$360.00	
	Total 1000	\$6,527.30	\$12,784.60	\$0.00	\$12,784.60	\$6,090.00	\$25,401.90	\$25,401.90	\$25,401.9
2000	Classified Salaries				·····				
	Classified Support Bookkeeper	\$1,636.20	\$1,636.20	\$0.00	\$1,636.20	\$1,636.20	\$4,908.60	\$4,908.60	
	Total 2000	\$1,636.20	\$1,636.20	\$0.00	\$1,636.20	\$1,636.20	\$4,908.60	\$4,908.60	\$4,908.0
3000	Employee Benefits								
	Certificated/Professional Benefits	····				· · · ·			
	Project Director 3.69%	\$184,13	\$369.00	\$0.00	\$369.00	\$184.13	\$737.26	\$737.26	
	Project Support Logistics 16.27%	\$71.15	\$142.30	\$0,00	\$142,30	\$0.00	\$213,45	\$213,45	
	Project Support II Logistics 3,69%	\$0.00	\$16.61	\$0,00	\$16,61	\$0.00	\$16.61	\$16.61	
	Project Support Web Communication 16.27%	\$178.97	\$178.97	\$0.00	\$178.97	\$178.97	\$536.91	\$636.91	
	Project Support Substitutes 16.27%	\$0.00	\$58.57	\$0.00	\$58,57	\$0.00	\$58.57	\$58,57	
	Classified Benefits							\$0.00	
	Classified Support Bookkeeper 23.778%	\$389.06	\$389,06	\$0.00	\$389,06	\$389,05	\$1,167,17	\$1,167.17	
	Total 3000	\$823.31	\$1,154.51	\$0.00	\$1,154.51	\$752.15	\$2,729.97	\$2,729.97	\$2,729.
4000	Books and Supplies	\$500,00	\$1,927,93	(\$1,492.49)	\$435.44	\$300,00	\$2,727,93	\$1,235,44	
4000	Total 4000	\$500.00	\$1,927.93	(\$1,492.49)	\$435.44	\$300.00	\$2,727.93	\$1,235.44	\$1,235.4
5000	Services, Conferences, Travel, and other Operating Expenses								
	Trayel								
	Travel is estimated using state rates,								
	Travel to CDE	\$800.00	\$1,200.00	\$0.00	\$1,200.00	\$800.00	\$2,800.00	\$2,800.00	
	Hotel Event Services and Lodging for attendees. Note: Lodging is at negotiated conference rate.	\$0.00	\$36,745.44	\$0.00	\$36,745.44	\$0.00	\$36,745,44	\$36,745.44	
	Contract for Design Services	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	
	Contracts for Industry Outreach Assistance	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00	
	Contracts for Technical Assistance: Video Services	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00	
	Contract for Technical Assistance: Specialized	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	
	Audio and Digital Technology Services Duplicating	\$500.00	\$1,500.00	\$1,000.00	\$2,500.00	\$0.00	\$2,000.00	\$3,000.00	
	Total 5000	\$1,300.00		\$11,000.00	\$53,945.44	\$800.00	\$45,045.44	\$56,045.44	\$56,045.
6000	Capital Outlay/Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
	Total 6000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0
	Subtotal	\$10,786.81	\$60,448.68	\$9,507.51	\$69.956,19	\$9,578.35	\$80,813.84	\$90,321.35	\$90,321.
7000	Indirect Rate 5,18%	\$558,76	\$3,131.24	\$492,49	\$3,623.73	\$496.16	\$4,186,16	\$4,678.65	\$4,678.
		\$11,345.57	\$63,579.92	\$10,000.00	\$73,579.92	\$10,074.51	\$85,000.00	\$95,000.00	\$95,000.

Strikethroughs represent deletions and bold and italics represent changes.

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EXHIBIT B

Arts, Media, and Entertainment Industry Sector Leadership Project Coronado Unified School District BUDGET SUMMARY September 1, 2016 to June 30, 2017

Category Number	Description		Original Budget	Proposed Change		Revised Budget
1000	Certificated/Professional Staff Salaries	\$	25,401.90	\$0.00) \$	25,401.90
2000	Classified Salaries	\$	4,908.60	\$0.00) \$	4,908.60
3000	Employee Benefits	\$	2,729.97	\$0.00) \$	2,729.97
4000	Books and Supplies	\$	2,727.93	(\$1,492.49)	\$	1,235.44
5000	Services, Conferences, Travel, and other Operating Expenses	\$	45,045.44	\$ 11,000.00	, \$	56,045.44
6000	Capital Outlay/Equipment			#0.0		
			\$0.00	\$0.0		\$0.00
Subtotal		\$	80,813.84	\$	\$	90,321.35
7000	Indirect Rate (5.18%)	\$	4,186.16	\$ 492.4) \$	4,678.6
TOTAL		\$	85,000.00	\$ 10,000.00) \$	95,000.0