

# **CENTER JOINT UNIFIED SCHOOL DISTRICT**

[www.centerusd.k12.ca.us](http://www.centerusd.k12.ca.us)

*Students will realize their dreams by developing communication skills, reasoning, integrity, and motivation through academic excellence, a well-rounded education, and being active citizens of our diverse community.*

## **BOARD OF TRUSTEES REGULAR MEETING**

**➡ Oak Hill Elementary School - Multipurpose Room  
3909 North Loop Blvd., Antelope, CA 95843**

***Wednesday, June 15, 2011 - 6:00 p.m.***

### **STATUS**

- I. CALL TO ORDER & ROLL CALL - 5:00 p.m.**
- II. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
  - 1. CONFERENCE WITH LABOR NEGOTIATOR - Superintendent's Contract**  
(Gov. Code 54957.6)  
Agency representative: Matthew Friedman  
Unrepresented employee: Superintendent
  - 2. Student Expulsions/Readmissions (G.C. §54962)**
  - 3. Conference with Labor Negotiator, George Tigner, Re: CSEA**
- III. PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION**
- IV. CLOSED SESSION - 5:00 p.m.**
- V. OPEN SESSION - CALL TO ORDER - 6:00 p.m.**
- VI. FLAG SALUTE**
- VII. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION** Info/Action
- VIII. ADOPTION OF AGENDA** Action
- IX. ORGANIZATION REPORTS (3 minutes each)** Info
  - 1. CSEA - Marie Huggins, President**
  - 2. CUTA - Heather Woods, President**

*Note: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Superintendent's Office at (916) 338-6409 at least 48 hours before the scheduled Board meeting. [Government Code §54954.2] [Americans with Disabilities Act of 1990, §202.]*

**NOTICE:** The agenda packet and supporting materials, including materials distributed less than 72 hours prior to the scheduled meeting, can be viewed at Center Joint Unified School District, Superintendent's Office, located at 8408 Watt Avenue, Antelope, CA. For more information please call 916-338-6409.

<b>X. REPORTS/PRESENTATIONS (8 minutes each)</b>		Info
Curriculum	1. <b>Wilson C. Riles Counseling Update - Anne Lyons</b>	
Facilities & Op.	2. <b>CDI/CDC Annual Report for 2011 - Paivi Lane</b>	
<b>XI. COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA</b>		Public Comments Invited
<i>Anyone may address the Board regarding any item that is within the Board's subject matter jurisdiction. However, the Board <u>may not</u> discuss or take action on any item which is not on this agenda except as authorized by Government Code Section 5495.2. A speaker shall be limited to 3 minutes (Board Policy 9323). All public comments on items listed on this agenda will be heard at the time the Board is discussing that item.</i>		
<b>XII. BOARD / SUPERINTENDENT REPORTS (10 minutes)</b>		Info
<b>XIII. CONSENT AGENDA (5 minutes)</b>		Action
<i>NOTE: The Board will be asked to approve all of the following items by a single vote, unless any member of the Board asks that an item be removed from the consent agenda and considered and discussed separately.</i>		
Governance	1. Approve Adoption of Minutes from May 18, 2011 Regular Meeting	
↓	2. Approve Adoption of Minutes from June 1, 2011 Special Meeting	
↓	3. Approve Resolution #14/2010-2011: Delegation of Contracting Powers	
↓	4. Approve 2011-2012 Board Meeting Schedule	
↓	5. Approve 2011-2012 Agreement for Legal Services	
↓	6. Approve Employment Agreement Amendment - Superintendent	
Personnel	7. Approve Certificated Personnel Transactions	
↓	8. Approve Classified Personnel Transactions	
↓	9. Approve eSchool Solutions Agreement	
Curriculum	10. Approve California High School Exit Exam (CAHSEE) Waiver Request - AVCS	
↓	11. Approve 2011/2012 Master Contracts:	
	BECA	
	Bright Futures Therapy	
	Burger Physical Therapy aka Burger Pediatric Therapy	
	CCHAT	
	Capitol Academy	
	Creekside Academy	
	Easter Seal Society of CA, Inc.	
	Guiding Hands	
	Med Trans Medical/Legal Ambulatory Transportation & Interpreting Services	
	Medicab	
	Mingus Mountain Academy	
	Odyssey Learning Center	
	Placer Learning Center Elementary	
	Point Quest Education	
	Sierra Pediatric Therapy	
↓	12. Approve Consulting Agreement for enVision Consulting Group, Inc. for School Accountability Report Card Services for 2011/2012	
↓	13. Approve 2011-2012 Contract with Dr. Robert A. Hoffman O.D. for MCT Vision Screening	
↓	14. Approve Center JUSD Employees Certified for Expulsion Hearings	
↓	15. Approve 2011/2012 Consolidated Application (Part I)	
↓	16. Approve Professional Services Agreement: Creative Spirit	
↓	17. Approve Application for Carl Perkins Funds for 2011-12	
Facilities & Op.	18. Approve Amendment No. 5 - Termination Agreement with Child Development Centers for Lease of Relocatables at Spinelli	
↓	19. Approve Deferred Maintenance Five Year Plan	
Business	20. Approve Athletic Trainer for 2011/12 at Center High School	



- ↓ 21. Approve Payroll Orders: July 2010 - May 2011
- ↓ 22. Approve Supplemental Agenda (Vendor Warrants)

#### XIV. INFORMATION ITEMS

Info

- Curriculum 1. Antelope View Charter School WASC Accreditation

#### XV. BUSINESS ITEMS

- Governance A. **Second Reading: Board Policies/Regulations/Exhibits** Action

Delete	BP/AR	0520.1	High Priority Schools Grant Program
Replace	BP	1100	Communication with the Public
Replace	BP	1160	Political Processes
Replace	BP/AR	3513.3	Tobacco-Free Schools
Replace	AR	3516.3	Earthquake Emergency Procedure System
Replace	BP/AR	3550	Food Service/Child Nutrition Program
Replace	BP/AR	3551	Food Service Operations/Cafeteria Fund
Replace	BP/AR	3553	Free and Reduced Price Meals
Replace	BP/AR	4158/4258/4358	Employee Security
Replace	BP/AR	5022	Student and Family Privacy Rights
Replace	BP/AR	5116.1	Intradistrict Open Enrollment
Replace	BP/AR/E	5118	Open Enrollment Act Transfers
Replace	BP	5131.62	Tobacco
Replace	BP/AR	5144	Discipline
Replace	E	5145.6	Parental Notifications
Replace	BP	6163.1	Library Media Centers
Replace	BP/AR	6163.2	Animals at School
Replace	BB	9123	Clerk
Replace	BB	9140	Board Representatives
Replace	BB	9323.2	Actions by the Board

- ↓ B. **BP 6146.21** Action  
Wilson C. Riles Middle School is requesting that this policy be changed from current standards to standards described in attachment.

- Business C. **Resolution #13/2010-11: Statement of Board Intent to Establish Classification of Fund Balances in the General Fund in Compliance with Governmental Accounting Standards Board (GASB) Statement 54** Action  
This resolution provides for classification of fund balances in the federal fund and is compliant with GASB Statement 54 as set forth in current Board Policy 3100.

**PUBLIC HEARING:** The Board of Trustees has set this time aside to hear public comments on transferring of categorical funds to any educational purpose. The 2009-2010 Budget Act gives school districts the flexibility to transfer all "Tier III" categorical programs to any other educational purpose.

- ↓ D. **Authorization For Tier III Categorical Funding Flexibility Transfer for FY 2011/12** Action  
To take advantage of the flexibility provisions described in the 2009/10 Budget Act, school district have the ability to transfer all "Tier III" categorical programs for "any educational purpose to the extent permitted by federal and state law". The flexibility to transfer funds from these programs is authorized for five years from the current year through 2014/15. The fiscal impact of this action would shift the funds in these programs from restricted to unrestricted purposes. All funds will be used to support current core programs.

**PUBLIC HEARING:** The Board of Trustees has set this time aside to hear public comments on the Center Joint Unified School District Budget for 2011-2012 fiscal year.

- I      **E.      2011/12 Budget**      Action
- The 2011/12 budget is being presented for adoption.
- XVI.      ADVANCE PLANNING**      Info
- a.      *Future Meeting Dates:*
- i.      *Regular Meeting: Wednesday, August 17, 2011 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 474 PFE Road, Roseville, CA 95747*
- b.      *Suggested Agenda Items:*
- XVII.      CONTINUATION OF CLOSED SESSION (Item IV)**      Action
- XVIII.      ADJOURNMENT**      Action

# *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Wilson C. Riles Middle School

**Date:** June 15, 2011

**Action Item**

**To:** Board of Trustees

**Information Item** X

**From:** Joyce Frisch, Principal

**# Attached Pages**

**Administrator's Initials:** \_\_\_\_\_

**SUBJECT: Wilson C. Riles Counseling Update**

Anne Lyons, counselor for Wilson C. Riles Middle School, will share information regarding the programs she instituted and facilitated during the 2010-2011 school year, including bullying prevention, Club Live, and parent coffee mornings.

**RECOMMENDATION:** Information item only.

*Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Facilities & Operations Department

**To:** Board of Trustees

**Action Item** \_\_\_\_\_

**Date:** June 15, 2011

**Information Item** X

**From:** Craig Deason, Assist. Supt.

**# Attached Pages** 9

**Assist. Supt. Initials:** CD

**SUBJECT:** The CDI/CDC Annual Report for 2011

Paivi Lane, Program Director for CDI, will be presenting the CDI/CDC Annual Report, 2011, including the Desired Results Program Action Plan, Environmental Rating Scale Summary of Findings, and Personnel Roster.

**Agency Annual Report**

<b>Agency's Legal Name</b>		Center Joint Unified School District	
<b>Vendor Number</b>	<b>Contract Type</b>		<b>CDS Code</b>
	<input type="checkbox"/> CSPP <input checked="" type="checkbox"/> CCTR <input type="checkbox"/> CFCC <input type="checkbox"/> CHAN <input type="checkbox"/> CMIG		<input type="checkbox"/> Cal-SAFE
<b>Person Authorized to Sign Report</b>		Craig Deason	
<b>Telephone Number</b>		(916) 338-7580	
<b>Cal-SAFE Coordinator</b>			
<b>Telephone Number</b>			
<b>Date Program Self-Evaluation Completed</b>		May 2011	
<b>Number of Classrooms Reviewed</b>	4	<b>Number of Family Child Care Homes Reviewed</b>	0
<b>Describe the Annual Report Process</b>			
<p>Families, teaching staff, site supervisors, program directors, contract managers and the program development team work in partnership to complete the self-evaluation process. The process runs from July to May, this year the dates are July 2010 to May 2011.</p> <p>The families give their feedback about the program by completing the parent surveys; this data transfers to the parent survey summary of findings.</p> <p>The teaching staff accesses the children's developmental skills and needs by completing the developmental profiles. They share their findings, using the Child's Developmental progress form, during parent conferences. Both the results from the assessments and the information gleaned from the families combine to complete the developmental profiles summary of findings.</p> <p>Site supervisors, teaching staff, program directors and the program development team work in partnership to complete and summarize the information from the environmental rating scale for each program. Next they list the items scoring a five or below on the environmental rating summary of findings. If no items score below a five, then they list two or more items scoring below a seven on the summary.</p> <p>Site supervisors, program directors, senior contracts manager and the program development team compile all summaries from the program, noting the common thread throughout the programs. Next, they develop program goals; then write a comprehensive program action plan and CMR Summary of Findings.</p>			
<b>A copy of the Program Self-Evaluation will be/has been presented to the Agency Board on Date</b> <u>June 15, 2011</u>			
<b>Statement of Completion</b> I certify that a Program Self-Evaluation was completed.		<b>Signature</b> <u>Craig Deason</u> <b>Name and Title</b> <u>Craig Deason Asst. Supt.</u>	<b>Date</b> <u>5/31/11</u>

### Desired Results Program Action Plan

<b>Contractor/Center:</b> Center Joint Unified School District			
<b>Contract Type and/or Cal-SAFE: CCTR</b>		<b>Planning Date: March 2011</b>	
<b>Planner's Name and Position:</b> Program Directors, Site Supervisors, Teachers		<b>Follow-up Date: October 2011</b>	
<b>Planner's Name and Position:</b>		<b>Planner's Name and Position:</b>	
<b>Program Findings</b> (What you identified as needing improvement)	<b>Desired Results Developmental Profile Summary:</b> DRDP SA #2- Self-Esteem: 25% of children are at the understanding/developing stages of Identity to Self and Connection to Others.		
	<b>Environmental Rating Scale Summary (SACERS):</b> Item #3 Findings show children need opportunity to create space for privacy and reflection.		
	<b>Parent Survey Summary:</b> Question 6 Section I- 40% parents want more opportunities to interact with one another.		
<b>Program Goal</b> (What you want to accomplish.)	<b>Objectives</b> (How you will accomplish the goal.)	<b>Expected Completion Date and Persons Responsible</b>	<b>Follow-Up</b> (Changes made, date completed.)
<u>DRDP SA/ Measure 2 Self-Esteem:</u> Increase child's identity of self and connection to others	<u>Schedule:</u> -Give children daily opportunities to obtain roles in their community (ie. table runner, kitchen helper, first aid medic), 40 Developmental Asset building. -Through community fieldtrips, staff will help children develop an understanding of their role in the community by acknowledging	10/2011-Site Supervisor, Staff & Parents	

	<p>community members &amp; children's community building activities.</p> <ul style="list-style-type: none"> <li>-Staff will allow children to teach back to their peers' in small group settings.</li> <li>-During camp, staff will acknowledge child's individual developmental progression</li> <li>-Staff encourage parents to complete the feedback section on Family Communication forms..</li> </ul> <p><b><u>Materials:</u></b> Documentation team consisting of staff, parents and children will provide materials and schedule time to document children's progress.</p> <p><b><u>Space:</u></b> Classroom space and space for group discussions re: children's peer support efforts in this area.</p>		
<p><b><u>SACERS</u></b> Item #3: Provide space for privacy and reflection.</p>	<p><b><u>Space:</u></b> Identify a likely area of the room to provide a setting for individuals or small groups to have space for quiet reflection.</p> <p><b><u>Materials:</u></b> -Area will be provisioned with soft materials, such as rug, pillow, plants, music, lamp, books and writing/drawing materials. -Add sheer sheets for children to use for building spaces for privacy and reflection.</p>	<p>6/2011 Site Supervisor, Staff &amp; Parents</p>	

<b><u>Parent Survey</u></b> Question 6, Section I: Provide more opportunities for parents to interact with each other.	-Establish quarterly family meetings and potlucks to encourage parent interaction and building of relationships. Provide all parents with reminders of date and time for monthly PAC meetings, joint events with the school community and community events and community workshops that could be attended by groups of parents. -Gather information re: community and district parent education classes and workshops. If feasible, schedule some of the workshops at the center.	SS & Center Teams5/11	



## **Instructions for Completing the Desired Results Program Action Plan**

The comprehensive Desired Results Program Action Plan (CD 4003) form guides a program by examining all components of the program operations, determining program strengths and areas for improvement, and establishing program goals for the coming year.

- Look for trends, patterns, or interrelationships among the findings of your completed Desired Results Developmental Profile Summary of Findings, Desired Results Parent Survey Summary of Findings available on the Desired Results for Children and Families Web page at <http://www.wested.org/desiredresults/training/forms.htm> (Outside Source) and Environment Rating Scale Summary of Findings (CD 4002) form.
- Define at least one program goal that addresses important issues regarding the educational needs of children identified in one or more of the three summaries. Consider educational outcomes for children in creating the goal(s).
- Develop a set of objectives for meeting the program's educational goal(s). Consider including pedagogical approaches, professional development, curriculum, materials required, staff or program schedules, child-staff interactions, program or classroom use of space, parent education, or community outreach. Action plans may also address how parents will be involved in reaching the program goal.
- Use additional pages as needed.
- Identify the expected time frame, the person who will take leadership, and any follow-up needed to measure whether you have achieved the goal(s).

### Environment Rating Scale Summary of Findings

<b>Contractor/Center:</b> Center Joint Unified School District	
<b>Contract Type and/or Cal-SAFE:</b> CCTR	<b>Planning Date:</b> March 2011
<b>Planner's Name and Position:</b> Program Directors, Site Supervisors, Teachers	<b>Follow-up Date:</b> October 2011
<b>Planner's Name and Position:</b>	<b>Planner's Name and Position:</b>

Use as many sheets as necessary to address key findings for all subscale averages below "5".

Sub-Scale Average	Key Findings from Environment Rating Scale	Action Steps (Include materials, training needs, any changes to schedules, space, and supervision.)	Expected Completion Date and Persons Responsible	Follow-Up (Changes made, date completed, and time extended.)
Item: #3	Children are allowed to find a place to be alone providing that it can be supervised. However, a space set aside is needed for individuals or small groups, protected from intrusion from others that can be supervised easily.	Space: -A likely area of the room will be identified to provide a setting for individuals or small group to be alone. Materials: -Area will be provisioned with soft materials such as rug, pillows, plants, music, lamp, books and writing/drawing materials. -Sheer sheets will be added for building additional private spaces.	10/11 Site Supervisor & Staff	

### **Instructions for Completing the Environment Rating Scale Summary of Findings**

#### **At the Contractor Level**

- Average the ERS sub-scale scores for all of the classrooms/family child care homes. If the contractor has multiple sites, first average sub-scale scores by site and then average those scores by contract.
- Complete a contractor-level ERS Summary of Findings for each contract. Fill out the information at the top of the page.

#### **Item or Sub-Scale Average**

- List all sub-scale names and scores for averages below "5."

#### **Key Findings**

- Summarize the descriptions of the reasons why the items received a score below "5," focusing on the most frequent issues.
- Develop and write at least two action steps that can be implemented program wide for each sub-scale average score below "5."

**Note: If the ERS Profile has no subscale averages below "5," select two items common to most of the classrooms/homes and develop action steps for improving program quality in these areas.**

#### **Action Steps**

- Develop and write attainable action steps to improve the score to at least a "5."
- Include materials and training needed schedule, space, and supervision changes.

#### **Expected Completion Date and Follow-up**

- Write the date when the action steps are expected to be completed. List the name of the person(s) responsible for completing the steps.

**Personnel Roster  
Include in the Program Self-Evaluation**

(Note: Family Day Care Home Education Networks—Complete the first five boxes only.)  
(Copy this page as needed) (Tables expand as needed)

<b>Contractor Name</b> Center Unified School District		<b>Vendor Number and/or CDS Code</b> 7397	
<b>Program Director's Name</b> Carol Lee Anderson	<b>Permit Number</b> 081121950 <b>Permit Type</b> Program Director		<b>Permit Expiration Date</b> 05/01/13
<b>Site Name</b> Bannon Creek Child Development Center			
<b>Site Supervisor's Name</b> Laura Van Ness		<b>Permit Number</b> 070212127 <b>Permit Type</b> Program Director	<b>Permit Expiration Date</b> 03/01/2013
<b>Contract Type and/or Cal-SAFE CCTR</b>	<b>Site _1_ of _4_</b>	<b>Number of Classrooms</b>	<b>Hours of Operation</b> 7:00 am – 6:00pm
<b>Column A Classroom</b>	<b>Column B Lead Teacher's Name</b>	<b>Column C Permit Number and Type</b>	<b>Column D Expiration Date</b>
1	Rowena Huei Chet Tu	101214603 – Site Supervisor	05/01/2015
2	Sharon Ann Simmons	090233798 - Teacher	12/01/2014
<b>Site Name</b> North Country CDC			
<b>Site Supervisor's Name</b> Danell Lane Ward		<b>Permit Number</b> 090111955 <b>Permit Type</b> Program Director	<b>Permit Expiration Date</b> 04/01/14
<b>Contract Type and/or Cal-SAFE CCTR</b>	<b>Site _2_ of _4_</b>	<b>Number of Classrooms</b> 3	<b>Hours of Operation</b> 6:30am – 6:00pm
<b>Column A Classroom</b>	<b>Column B Lead Teacher's Name</b>	<b>Column C Permit Number and Type</b>	<b>Column D Expiration Date</b>
1	Nichole Elizabeth Hafer	090083879 - Teacher	03/01/2014
2	Krystle Dawn Mitchell	070202739 – Site Supervisor	03/01/2013
3	Emily Loraine Givich	090070560 - Teacher	03/01/2014

<b>Site Name</b> Dudley CDC			
<b>Site Supervisor's Name</b> Janine Rene Cooper		<b>Permit Number</b> 101062401 <b>Permit Type</b> Site Supervisor	<b>Permit Expiration Date</b> 09/01/15
<b>Contract Type and/or Cal-SAFE CCTR</b>	<b>Site _3_ of _4_</b>	<b>Number of Classrooms</b>	<b>Hours of Operation</b> 6:30am – 6:00pm
<b>Column A Classroom</b>	<b>Column B Lead Teacher's Name</b>	<b>Column C Permit Number and Type</b>	<b>Column D Expiration Date</b>
1	Amilia Ann Blackwell	080073075 – Site Supervisor	02/01/13
2	Carmen Dolores Toledo	090107205 - Teacher	03/01/14
3	Janine Rene Cooper	101062401 – Site Supervisor	09/01/2015
<b>Site Name</b> Spinelli CDC			
<b>Site Supervisor's Name</b> Yamaira Alejandra Jimenez-Boulai		<b>Permit Number</b> 070132974 <b>Permit Type</b> Site Supervisor	<b>Permit Expiration Date</b> 12/01/11
<b>Contract Type and/or Cal-SAFE CCTR</b>	<b>Site _4_ of _4_</b>	<b>Number of Classrooms</b> 1	<b>Hours of Operation</b> 6:30am – 6:00pm
<b>Column A Classroom</b>	<b>Column B Lead Teacher's Name</b>	<b>Column C Permit Number and Type</b>	<b>Column D Expiration Date</b>
3	Yamaira Alejandra Jimenez-Boulai	070132974: - Site Supervisor	12 /01/2011

*Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Superintendent's Office

**Action Item**     X    

**To:** Board of Trustees

**Information Item**           

**Date:** June 15, 2011

**#Attached Pages**           

**From:** Scott A. Loehr, Superintendent

**Principal's Initials:**           

**SUBJECT:** Adoption of Minutes

The minutes from the following meeting are being presented:

May 18, 2011 Regular Meeting

**RECOMMENDATION:** CJUSD Board of Trustees approve presented minutes.

**CONSENT AGENDA**

# CENTER JOINT UNIFIED SCHOOL DISTRICT

## BOARD OF TRUSTEES REGULAR MEETING

Oak Hill Elementary School - MultiPurpose Room

3909 North Loop Blvd., Antelope, CA 95843

Wednesday, May 18, 2011

### MINUTES

**OPEN SESSION - CALL TO ORDER** - President Friedman called the meeting to order at 5:00 p.m.

**ROLL CALL** - Trustees Present: Mrs. Anderson, Mr. Friedman, Mr. Hunt, Mrs. Kelley,  
Mr. Wilson

Administrators Present: Scott Loehr, Superintendent  
George Tigner, Chief Administrative Officer  
Craig Deason, Assist. Supt., Operations & Facilities  
Jeanne Bess, Director of Fiscal Services

#### ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

1. Public Employee Performance Evaluation (Certificated) Superintendent (G.C.§54957)
2. Student Matters: Student Appeal of Denial of an Interdistrict Attendance Request: 11/12-01
3. Student Expulsions/Readmissions (G.C. §54962)
4. Conference with Labor Negotiator, George Tigner, Re: CUTA and CSEA

#### PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION

**CLOSED SESSION - 5:00 p.m.**

**OPEN SESSION - CALL TO ORDER - 6:06 p.m.**

**ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION** – the Board met in Closed Session and no action was taken on:

1. Public Employee Performance Evaluation (Certificated) Superintendent (G.C.§54957)
4. Conference with Labor Negotiator, George Tigner, Re: CUTA and CSEA

It was announced that the Board will return to Closed Session following this Open Session to review the following items:

2. Student Matters: Student Appeal of Denial of an Interdistrict Attendance Request: 11/12-01
3. Student Expulsions/Readmissions (G.C. §54962)

**FLAG SALUTE** - led by Alyson Collier

**ADOPTION OF AGENDA** - approved adoption of agenda as amended: Consent Agenda Items 2, 3 & 16 to be pulled for separate consideration.

**Motion:** Wilson  
**Second:** Anderson

**Vote:** General Consent

## **STUDENT BOARD REPRESENTATIVE REPORTS**

### **Center High School – Anthony Mendoza**

- The tennis team made CHS history; it is the first CHS tennis team to qualify for the sectionals.
- CHS held its annual Purple Cord Dinner, honoring those students who have been accepted to attend a 4 year University. Those students received a purple cord to wear at graduation.
- The Top Ten Dinner was held to recognize the top ten Seniors who excelled academically. They each received a cord and a \$100 scholarship.
- Senior Awards night was held last night.
- CHS had the annual Sports-o-Rama competition. Seniors received 1<sup>st</sup> place, Juniors received 2<sup>nd</sup> place, Freshman received 3<sup>rd</sup> place, and the Sophmores were in last place.
- The Band and Choir each took first place in the band and choir competitions at Disneyland.
- Next week the CHS graduation will be on May 26 in the football stadium.
- Aleah Woods was introduced as next year's Board Representative.

### **McClellan High School – Que Shawn Horton**

- She was not available to report.

### **Antelope View Charter School - Raymond Houston**

- AVCS had the first ever Sports-o-Rama: Seniors received 1<sup>st</sup> place, Juniors received 2<sup>nd</sup> place, Freshman received 3<sup>rd</sup> place, and the Sophmores were in last place. This activity was used to raise school spirit.
- The Senior Dinner was held last night. Forty-three people attended. There were some awards given out at the dinner.
- Eighth grade promotion and Senior graduation will be May 24, at 4pm and 7pm.
- One third of the student population bought a yearbook this year.
- The middle school students will have a field day on the last day of school.
- May 4 they had an ice cream social.
- On May 11 Otter Pops were given to all of the students.
- Raymond thanked the Lions Club for the donation of \$250 for the Senior Dinner.

### **Global Youth Charter School - Oscar Gonzalez**

- Enrollment for Global College Prep, for next year, is now open.
- American River College registration opens up May 19 & 20 for Summer and Fall classes.
- The PTC is sponsoring a field trip to Gibson Ranch on May 20 for the Civil War Re-enactment.
- The Sports Banquet will be May 21, 12-2 pm.
- Finals and Senior Project presentations will be next week.
- Graduation will be on May 27 in the CHS Theater at 6pm.
- The first annual Senior BBQ was held at Folsom Lake.
- Oscar thanked the Board Members for welcoming him this past school year.
- He introduced Ms. Hyleah O'Quinn as the new Student Body President and Student Board Representative for next year.

The Student Board Representatives were presented certificates from the Board and District Administration.



## **ORGANIZATION REPORTS**

1. **CSEA** - Marie Huggins, President, announced that it is Classified Employee Week. She read the results of who was voted as Classified Employee of the Year for each site. She noted that this week they are also celebrating the Classified employees who will be retiring this year. Mrs. Huggins noted that they selected the high school Senior scholarship winners and they are: Ashley Garcia (\$500), Anthony Mendoza (\$300), Jacob Edwards and Alexandria Goodman (\$200 each). Tomorrow evening will be the Center District's CSEA chapter dinner.
2. **CUTA** - Heather Woods, President, noted that she is excited that this is the end of the year. She made it through the first half of her first term. She noted that the new information on the State budget looks positive. She then compared losing staff members to losing a loved one. She thanked the administration that has informed staff of their class assignments and room locations for next year, and asked that administration let the others know their assignment and room number for next year as well.

## **REPORTS/PRESENTATIONS**

1. **Board of Trustees Meeting Dates & Location(s) for 2011/2012 School Year**  
The Board was presented with the idea of using a portable at Wilson C. Riles as a designated Board Room. It would store the sound equipment and be modified to accommodate Board meetings. It was noted that the dates listed are fine. The Board asked for more information on the location, space, and platform to be built, but were agreeable to the new location.
2. **Board Level Student Recognitions**  
It was recommended that these not be requested from each site. It was noted that there have been some hard feelings over the years. The sites hold their own award assemblies and recognitions, which Board members and district personnel can attend. Mr. Friedman asked that we still be able to recognize extraordinary occasions.
3. **Center High School Athletic Fees** - Mike Jordan, Principal at Center High School, noted that the Board implemented a Sports Fee Donation program this year. They received \$3,370.00 in donations this year. It was asked how the money was being used (which teams have priority). The goal right now is to pay their sports bills. Mr. Jordan recommended that this be continued next year.

## **COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA –**

Reiko Kaminaga, Cafeteria Manager at Dudley, shared her concerns with the cuts to the work hours and the increase in students with the return of 6<sup>th</sup> grade to the elementary sites. She explained that her site needs help and asked the Board for their help.

Laura Kraft, Cafeteria Cashier within the district, asked the Board if they all received her email yesterday. Not all had received it, so Mr. Friedman noted that he will forward it to Mr. Loehr, who will then pass it on to the rest of the Board. She suggested that the Cafeteria workers being laid off at Riles MS be sent to the elementary sites to help serve the increased number of students, due to the 6<sup>th</sup> grade being moved to those sites.

Janelle Barnes, Lead in Oak Hill's kitchen, invited anyone to come to OH's kitchen at any time.

Mr. Jordan, Principal at CHS, informed the Board that he had just been informed of an FBLA conference that one of his students will be attending. His site will have an item regarding this on the next agenda.

## **BOARD/SUPERINTENDENT REPORTS**

### **Mr. Wilson**

- congratulated Mr. Mendoza on his scholarship.
- noted that he is not getting his district emails, so his emails can be directed through Mrs. Huggins.

### **Mr. Hunt**

- noted that the Purple Cord Dinner was fabulous, and thanked Mrs. Hicks for her hard work on that event.
- thanked CSEA for continuing the Debra Brown scholarship. He noted that the scholarships total a large amount of money that comes out of the CSEA budget.

### **Mrs. Anderson**

- thanked North Country for the wonderful tour.
- had a great time at the site tour at Spinelli.
- attended Open House at Spinelli, North Country and Oak Hill.
- toured Riles with Scott.
- wished everyone a relaxing summer.
- congratulated the Seniors; asked them to stay safe.

### **Mrs. Kelley**

- attended a conference earlier this week and noted that we are still looking at cuts from the state; it is still possible that money will not go toward education.
- asked everyone to contact the legislation.

### **Mr. Loehr**

- thanked the classified employees; this week is Classified Employee Week.
- noted that the district recognized all of the teachers selected as Teacher of the Year for each site; Monica Smith was selected as the district's Teacher of the Year.
- noted that he attended several Open House events this month.
- attended the Purple Cord Dinner and the Top Ten Dinner.
- noted that he is looking forward to the graduations next week.

### **Mr. Friedman**

- attended the Purple Cord Dinner and the Top Ten Dinner.
- attended the MCA lunch.
- wished the Seniors good luck and asked that they have an enjoyable graduation week.
- attended a screening of the videos that the Center High School MCA students made and produced: one that highlighted the CJUSD Endowment and the other promoting green energy by SMUD.

## **CONSENT AGENDA**

1. *This item was pulled for separate consideration.*
2. *This item was pulled for separate consideration.*
3. *This item was pulled for separate consideration.*
4. Approved Certificated Personnel Transactions
5. Approved Classified Personnel Transactions
6. Approved Resolution #11/2010-11: Non-reelection of Probationary Certificated Employee
7. Approved California High School Exit Exam (CAHSEE) Waiver Request - CHS
8. Approved 2010/2011 Individual Service Agreements:  
2010/11-130-158                      Bright Futures
9. Approved Title 1 Schoolwide Comprehensive Plan - Dudley Elementary

**CONSENT AGENDA (continued)**

10. Approved MOU with SCOE for Implementing and Funding of The Student Mental Health Wellness Education and Training Bullying Prevention Program
11. Approved Global College Prep Charter School CIF Representatives 2011-2012
12. Approved Center High School CIF Representatives 2011-2012
13. Ratified Field Trip: CHS Band and Choir Trip to Disneyland Anaheim for the Music in the Parks Music Competition
14. Approved Charter Mapping
15. Approved Payroll Orders: July 2010 - April 2011
16. *This item was pulled for separate consideration.*

It was asked by Trustee Anderson that Consent Agenda Item #1 also be pulled from the agenda for separate consideration. All other items were approved as indicated above.

**Motion:** Wilson  
**Second:** Hunt

**Ayes:** Anderson, Friedman, Hunt, Kelley, Wilson  
**Noes:** None

**CONSENT AGENDA ITEMS PULLED FOR SEPARATE CONSIDERATION**

1. Approved Adoption of Minutes from April 13, 2011 Regular Meeting

**Motion:** Wilson  
**Second:** Hunt

**Ayes:** Friedman, Hunt, Kelley, Wilson  
**Noes:** None  
**Abstain:** Anderson

2. Approved Candidate for School and Community College District Representative of the Sacramento County Oversight Committee

There was a motion to reject this item.

**Motion:** Wilson  
**Second:** Kelley

**Vote:** General Consent

3. Approved Resolution #12/2010-11: Resolution Authorizing Payment To Board Member For Missed Meeting

**Motion:** Wilson  
**Second:** Hunt

**Ayes:** Friedman, Hunt, Kelley, Wilson  
**Noes:** None  
**Abstain:** Anderson

16. Approved Supplemental Agenda (Vendor Warrants)

**Motion:** Hunt  
**Second:** Kelley

**Ayes:** Anderson, Friedman, Hunt, Kelley  
**Noes:** None  
**Abstain:** Wilson

**INFORMATION ITEMS**

1. Conference: "2011 AVID Summer Institute" - T. Seele, D. Stout, T. Hayes, R. Hayes & J. Slay (WCR)
2. Center High's Participation in the Annual Teen Digital Reel Showcase

**BUSINESS ITEMS**

**A. APPROVED - Declaration of Need for Fully Qualified Educators 2011/12 SY**

**Motion:** Wilson  
**Second:** Anderson

**Vote:** General Consent

**PUBLIC HEARING:** In order for the Center Joint Unified School District to avoid a payment of penalties for increasing class sizes beyond the limits established for grades K-8 in California Education Code, the Board of Trustees must hold a public meeting to discuss the request and submit waivers to the State Board of Education.

President Friedman opened the public hearing at 7:40 p.m. Scott Loehr noted that this item gives a one year waiver, allowing us to capture the funds that we would lose by going over the class size caps. A parent inquired on what the caps would be next year. The public hearing was closed at 7:43 p.m.

**B. APPROVED - Class Size Waiver**

**Motion:** Wilson  
**Second:** Hunt

**Vote:** General Consent

**C. APPROVED - Curriculum and Graduation Requirements Changes for Center High School**

**Motion:** Kelley  
**Second:** Wilson

**Vote:** General Consent

**D. APPROVED - Use of Remaining Bond Funds**

**Motion:** Anderson  
**Second:** Kelley

**Ayes:** Anderson, Friedman, Hunt, Kelley, Wilson  
**Noes:** None

**E. APPROVED - Third Interim Report For Fiscal Year 2010/11**

**Motion:** Anderson  
**Second:** Hunt

**Vote:** General Consent

**ADVANCE PLANNING**

**a. Future Meeting Dates:**

- i. *Special Meeting: Wednesday, June 1, 2011 @ 6:00 pm - District Office Room 5*
- ii. *Regular Meeting: Wednesday, June 15, 2011 @ 6:00 p.m. - Oak Hill Elementary School MultiPurpose Room*

**b. Suggested Agenda Items:**

The Board held a brief recess at 7:48 p.m., before returning to Closed Session.

**CONTINUATION OF CLOSED SESSION – 7:57 p.m.**

**RETURN TO OPEN SESSION – 8:17 p.m.**

**ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION** – the Board met in Closed Session again, and the following action was taken during Open Session:

**3. Student Expulsions/Readmissions (G.C. §54962)**

**Student Expulsion #10-11.25** – Recommendation approved.

<b>Motion:</b>	Wilson	<b>Ayes:</b> Friedman, Hunt, Kelley, Wilson
<b>Second:</b>	Hunt	<b>Noes:</b> Anderson

**Student Expulsion #10-11.26** – Recommendation approved.

<b>Motion:</b>	Wilson	<b>Ayes:</b> Friedman, Hunt, Kelley, Wilson
<b>Second:</b>	Hunt	<b>Noes:</b> Anderson

**Student Expulsion #10-11.27** – Recommendation approved.

<b>Motion:</b>	Wilson	<b>Ayes:</b> Anderson, Friedman, Hunt, Kelley, Wilson
<b>Second:</b>	Hunt	<b>Noes:</b> None

**Student Expulsion #10-11.28** – Recommendation approved.

<b>Motion:</b>	Wilson	<b>Ayes:</b> Anderson, Friedman, Hunt, Kelley, Wilson
<b>Second:</b>	Hunt	<b>Noes:</b> None

**2. Student Matters: Student Appeal of Denial of an Interdistrict Attendance Request**  
**Interdistrict Attendance Request: 11/12-01** - Recommendation approved.

<b>Motion:</b>	Wilson	<b>Ayes:</b> Anderson, Friedman, Hunt, Kelley, Wilson
<b>Second:</b>	Hunt	<b>Noes:</b> None

**ADJOURNMENT** – 8:19 p.m.

<b>Motion:</b>	Kelley	<b>Vote:</b> General Consent
<b>Second:</b>	Anderson	

Respectfully submitted,

---

Scott A. Loehr, Superintendent  
Secretary to the Board of Trustees

---

Nancy Anderson, Clerk  
Board of Trustees

---

Adoption Date

*Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Superintendent's Office

**Action Item**   X  

**To:** Board of Trustees

**Information Item**           

**Date:** June 15, 2011

**#Attached Pages**   3  

**From:** Scott A. Loehr, Superintendent

**Principal's Initials:**           

**SUBJECT:** Adoption of Minutes

The minutes from the following meeting are being presented:

June 1, 2011 Special Meeting

**RECOMMENDATION:** CJUSD Board of Trustees approve presented minutes.

**CONSENT AGENDA**

# **CENTER JOINT UNIFIED SCHOOL DISTRICT**

## **BOARD OF TRUSTEES SPECIAL MEETING**

**District Office - Room 5  
8408 Watt Avenue, Antelope, CA 95843**

**Wednesday, June 1, 2011**

### **M I N U T E S**

**CALL TO ORDER** - President Friedman called the meeting to order at 5:00 p.m.

**ROLL CALL** - Trustees Present: Mrs. Anderson, Mr. Friedman, Mr. Hunt, Mrs. Kelley,  
Mr. Wilson

Administrators Present: Scott Loehr, Superintendent  
George Tigner, Chief Administrative Officer  
Craig Deason, Assist. Supt., Operations & Facilities

#### **ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**

1. Public Employee Performance Evaluation (Certificated) Superintendent (G.C.§54957)
2. Conference with Labor Negotiator, George Tigner, Re: CUTA and CSEA

#### **PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION**

**CLOSED SESSION** - 5:09 p.m.

**OPEN SESSION - CALL TO ORDER** - 6:10 p.m.

**FLAG SALUTE** - led by Heather Woods

**ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION** - Trustee Friedman announced that the follow action was taken during Closed Session:

1. Public Employee Performance Evaluation (Certificated) Superintendent (G.C.§54957)  
It was announced that a satisfactory evaluation was given.

**ADOPTION OF AGENDA** - approved adoption of agenda as presented.

**Motion:** Kelley      **Ayes:** Anderson, Friedman, Hunt, Kelley, Wilson  
**Second:** Hunt

**COMMENTS FROM THE AUDIENCE REGARDING ITEMS ON THE AGENDA** - none

## **BUSINESS ITEMS**

### **A. First Reading: Board Policies/Regulations/Exhibits**

BP/AR 0520.1 High Priority Schools Grant Program

BP 1100 Communication with the Public

The Board requested the following changes to this policy:

- \* First paragraph under Comprehensive Communications Plan - change "shall" to "may"
- \* Last paragraph under Comprehensive Communications Plan - change "shall" to "may"

BP 1160 Political Processes

In the first line the Board requested to change "has a responsibility to" to "may".

BP/AR 3513.3 Tobacco-Free Schools

AR 3516.3 Earthquake Emergency Procedure System

BP/AR 3550 Food Service/Child Nutrition Program

BP/AR 3551 Food Service Operations/Cafeteria Fund

BP/AR 3553 Free and Reduced Price Meals

BP/AR 4158/4258/4358 Employee Security

BP/AR 5022 Student and Family Privacy Rights

BP/AR 5116.1 Intradistrict Open Enrollment

BP/AR/E 5118 Open Enrollment Act Transfers

BP 5131.62 Tobacco

BP/AR 5144 Discipline

E 5145.6 Parental Notifications

BP 6163.1 Library Media Centers

BP/AR 6163.2 Animals at School

BB 9123 Clerk

BB 9140 Board Representatives

BB 9323.2 Actions by the Board

**Motion:** Anderson

**Second:** Kelley

**Ayes:** Anderson, Friedman, Hunt, Kelley

**Noes:** Wilson

## **ADVANCE PLANNING**

### **a. *Future Meeting Dates:***

- i. Regular Meeting: Wednesday, June 15, 2011 @ 6:00 p.m. - Oak Hill Elementary School MultiPurpose Room*

### **b. *Suggested Agenda Items:***

**CONTINUATION OF CLOSED SESSION** – At 6:50 p.m. the Board took a 5 minute break. The Board returned to Closed Session at 6:51 p.m.

**RETURN TO OPEN SESSION** - 7:30 p.m.

**ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION** – Trustee Friedman announced that the Board met again in Closed Session and no action was taken.



**ADJOURNMENT - 7:35 p.m.**

**Motion:** Hunt  
**Second:** Anderson

**Vote:** General Consent

Respectfully submitted,

---

Scott A. Loehr, Superintendent  
Secretary to the Board of Trustees

---

Nancy Anderson, Clerk  
Board of Trustees

---

Adoption Date

XIII-3

*Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site: Superintendent's Office**

**Action Item**\_\_\_\_\_X

**To: Board of Trustees**

**Information Item \_\_\_\_\_**

**Date: June 15, 2011**

# Attached Pages 1

**From: Scott A. Loehr, Superintendent**

Principal/Administrator Initials:

**SUBJECT: Resolution #14/2010-11: Delegation of Contracting Powers to the Superintendent**

**This resolution delegates powers to the Superintendent during the summer months when the Board will not be in session.**

**RECOMMENDATION: CJUSD Board of Trustees approve Resolution #14/2010-11: Delegation of Contracting Powers to the Superintendent.**

# CONSENT AGENDA

# **CENTER JOINT UNIFIED SCHOOL DISTRICT**

## **RESOLUTION # 14/2010-11**

### **Delegation of Contracting Powers to the Superintendent**

**WHEREAS**, the Board of Trustees will not meet during the period of June 16, 2011 to August 16, 2011; and

**WHEREAS**, personnel transactions, purchasing, construction documents, bids, contracts and/or applications, and grants are received during this time period; and

**WHEREAS**, decisions regarding these activities must be accomplished and executed in a timely manner; and

**WHEREAS**, the California Education Code Section 17604 permits delegation of powers by the Board of Trustees to the Superintendent, subject to ratification of the Board of Trustees;

**THEREFORE, BE IT RESOLVED** that the Board of Trustees of Center Joint Unified School District delegates contracting powers to Scott A. Loehr, Superintendent, subject to ratification by the Board of Trustees at its next scheduled meeting, in accordance with Education Code Section 17604.

**PASSED AND ADOPTED** by the following vote of the members of the Board of Trustees of the Center Joint Unified School District of Sacramento County, State of California this 15<sup>th</sup> Day of June 2011.

#### **Board of Trustees**

---

Nancy Anderson, Clerk

---

Matthew L. Friedman, President

---

Jeremy Hunt, Member

---

Kelly Kelley, Member

---

Donald Wilson, Member

# Center Joint Unified School District

		<b>AGENDA REQUEST FOR:</b>
<b>Dept./Site:</b>	Superintendent's Office	<b>Action Item</b> <u>  X  </u>
<b>To:</b>	Board of Trustees	<b>Information Item</b> <u>          </u>
<b>Date:</b>	June 15, 2011	<b># Attached Pages</b> <u>  1  </u>
<b>From:</b>	Scott A. Loehr, Superintendent	
<b>Principal/Administrator Initials:</b>	<u>                                  </u>	

<p><b>SUBJECT: 2011-2012 Board Meeting Schedule</b></p> <p>Please approve the attached Board Meeting Schedule for the 2011-2012 school year. The dates listed are for the 3<sup>rd</sup> Wednesday of each month, beginning in August 2011 and ending with June 2012. There would be no regular Board Meetings scheduled for July 2011. There are 2 meetings that deviate from the pattern because of breaks from school: December and February meetings will be held on the 2<sup>nd</sup> Wednesday of those months.</p> <p>We would also like reserve the 1<sup>st</sup> Wednesday of each month for scheduling special meetings, when necessary.</p> <p><b>RECOMMENDATION: CJUSD Board of Trustees approve the 2011-2012 Board Meeting Schedule.</b></p>
--

**CONSENT AGENDA**

# CENTER JOINT UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES MEETING SCHEDULE 2011-2012

The Center Joint Unified Board of Trustees meets in regular session on the third Wednesday of each month at 6:00 p.m. The first Wednesday should be reserved for Special Meetings.

## DATES & LOCATIONS

<b>July</b>	<b>*</b>	
<b>August</b>	<b>17</b>	District Board Room - Room 503 Riles Middle School, 4747 PFE Road, Roseville, CA 95747
<b>September</b>	<b>21</b>	District Board Room - Room 503 Riles Middle School, 4747 PFE Road, Roseville, CA 95747
<b>October</b>	<b>19</b>	District Board Room - Room 503 Riles Middle School, 4747 PFE Road, Roseville, CA 95747
<b>November</b>	<b>16</b>	District Board Room - Room 503 Riles Middle School, 4747 PFE Road, Roseville, CA 95747
<b>December</b>	<b>14*</b>	District Board Room - Room 503 Riles Middle School, 4747 PFE Road, Roseville, CA 95747
<b>January</b>	<b>18</b>	District Board Room - Room 503 Riles Middle School, 4747 PFE Road, Roseville, CA 95747
<b>February</b>	<b>8*</b>	District Board Room - Room 503 Riles Middle School, 4747 PFE Road, Roseville, CA 95747
<b>March</b>	<b>21</b>	District Board Room - Room 503 Riles Middle School, 4747 PFE Road, Roseville, CA 95747
<b>April</b>	<b>18</b>	District Board Room - Room 503 Riles Middle School, 4747 PFE Road, Roseville, CA 95747
<b>May</b>	<b>16</b>	District Board Room - Room 503 Riles Middle School, 4747 PFE Road, Roseville, CA 95747
<b>June</b>	<b>20</b>	District Board Room - Room 503 Riles Middle School, 4747 PFE Road, Roseville, CA 95747

*\*July no meeting scheduled*

*December - Winter Break, meeting moved up 1 week*

*February - No school, meeting moved up 1 week*

*Center Joint Unified School District*

		<b>AGENDA REQUEST FOR:</b>
<b>Dept./Site:</b>	Superintendent's Office	<b>Action Item</b> <u>  X  </u>
<b>To:</b>	Board of Trustees	<b>Information Item</b> <u>          </u>
<b>Date:</b>	June 15, 2011	<b># Attached Pages</b> <u>  2  </u>
<b>From:</b>	Scott A. Loehr, Superintendent	
<b>Principal/Administrator Initials:</b>	<u>                                </u>	

**SUBJECT: 2011-2012 Agreement for Legal Services - Lozano Smith, Attorneys at Law**

Lozano Smith, Attorneys at Law, are extending their current agreement and rates into the 2011-12 school year.

**RECOMMENDATION: CJUSD Board of Trustees approve the 2011-2012 Agreement for Legal Services with Lozano Smith, Attorneys at Law.**

**CONSENT AGENDA**

**LOZANO SMITH**  
**ATTORNEYS AT LAW**  
*Partnering For Excellence In Education And Government*

Gregory A. Wedner  
*Attorney at Law*

E-mail: [gwedner@lozanosmith.com](mailto:gwedner@lozanosmith.com)

May 18, 2011

Mr. Scott Loehr  
Superintendent  
Center Joint Unified School District  
8408 Watt Avenue  
Antelope, CA 95843

Re: 2011-2012 Agreement for Legal Services

Dear Mr. Loehr:

We hope this letter finds you doing well in these challenging times. We want to say thank you for allowing our firm to provide legal services to you during the last year. We value the relationship and look forward to continuing to provide you with outstanding service.

Understanding the financial burdens that have been placed on our clients in recent years, we have made a firm-wide decision not to increase our rates this year. As you can imagine, this was a significant decision for us as costs have continued to rise, but we are committed to being a partner with our clients.

In addition, Lozano Smith continues to find ways to reduce unnecessary costs for our clients, such as providing webinars which allow training without travel, distributing Client News Briefs and Alerts in a timely manner to inform our clients about changes in the law which may affect them, and billing only actual time without any required minimum billing period for phone calls and email correspondence. We also continue to use a "tiered" billing system to ensure that when appropriate, relatively younger attorneys can be utilized, providing you with cost savings. Each of our attorneys has been placed at the appropriate "tier" based on their experience. Our legal staff fees are adjusted as particular attorneys reach new benchmarks in years of experience.

We will extend our current agreement and rates into the 2011-2012 school year. Because there are no changes to our legal services agreement, there is no legal requirement for Board approval. However, if you prefer to take the matter to the Board for discussion and/or approval, we would be happy to provide you with a new contract for 2011-2012.

*A Professional Corporation*

7404 N. Spalding Avenue Fresno, California 93720-3370 Tel 559-431-5600 Fax 559-261-9366  
2701 Old Eureka Way, Suite 2F, Redding, California 96001 Tel 530-243-8150 Fax 530-243-1745  
4 Lower Ragsdale Drive, Suite 200 Monterey, California 93940-5758 Tel 831-646-1501 Fax 831-646-1801  
3843 Brickway Boulevard, Suite 204, Santa Rosa, California 95403 Tel 707-591-0637 Fax 707-591-0642  
801 South Figueroa Street, Suite 450 Los Angeles, California 90017 Tel 213-929-1066 Fax 213-929-1077  
2001 North Main Street, Suite 650 Walnut Creek, California 94596 Tel 925-953-1620 Fax 925-953-1625  
One Capitol Mall, Suite 640 Sacramento, California 95814 Tel 916-329-7433 Fax 916-329-9050  
10815 Rancho Bernardo Road Suite 101, San Diego, California 92127 Tel 858-673-6801 Fax 858-673-6810

Mr. Scott Loehr  
May 18, 2011  
Page 2

We are always looking for ways to provide our clients with better service, so if you have any suggestions, or if you have any questions, please feel free to give me a call. Again, we thank you for allowing us to serve you.

Sincerely,

LOZANO SMITH

A handwritten signature in black ink, appearing to read 'Gregory A. Wedner', with a stylized, flowing script.

Gregory A. Wedner  
Managing Shareholder

GAW/kp



*Center Joint Unified School District*

<b>AGENDA REQUEST FOR:</b>	
<b>Dept./Site:</b> Superintendent's Office	<b>Action Item</b> <u>    X    </u>
<b>To:</b> Board of Trustees	<b>Information Item</b> <u>          </u>
<b>Date:</b> June 15, 2011	<b># Attached Pages</b> <u>          </u>
<b>From:</b> Scott A. Loehr, Superintendent	
<b>Principal/Administrator Initials:</b> <u>                                </u>	

**SUBJECT: Employment Agreement Amendment - Superintendent**

Section XII, Extension or Non-Renewal of Contract

**RECOMMENDATION:**

# CONSENT AGENDA

# *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Personnel Department

**Action Item** **X**

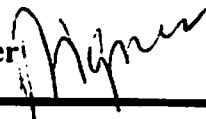
**Date:** June 15, 2011

**Information Item**

**To:** Board of Trustees

**# Attached Pages** 1

**From:** George Tigner, Chief Administrative Officer



**Subject: Certificated Personnel Transactions**

**Promotion**

Patty Spore, Oak Hill Elementary School

**Release**

Matthew Schneider, Global Youth Charter School

**Rescission of Layoffs**

Denae Chamberlain, Elementary Level School  
Jason Farrel, North Country Elementary School  
Wendy Hollis, Center High School  
Carrie Muldoon, Curriculum and Instruction

**Retirements**

Mark Roome, Center High School  
Christy Smiley, North Country

**Recommendation:** Approve Certificated Personnel Transactions as Submitted

**CONSENT AGENDA**

### **Promotion**

Patty Spore has been promoted to .5 FTE Vice Principal and will remain as .5 FTE Kindergarten Teacher, Oak Hill Elementary School, effective July 1, 2011.

### **Release**

Matthew Schneider has been released from his position as English Teacher, Global Youth Charter School, effective end of day on May 27, 2011.

### **Rescission of Layoffs**

Denae Chamberlain's layoff has been rescinded and she will be returning to 1.0 FTE at an elementary level location as an Elementary Teacher for the 2011/12 school year, effective August 3, 2011.

Jason Farrel's layoff has been rescinded and he will be returning to 1.0 FTE at North Country Elementary School as a Title 1 Academic Coordinator for the 2011/12 school year, effective July 25, 2011.

Wendy Hollis' layoff has been rescinded and she will be returning to 1.0 FTE at Center High School as a Counselor for the 2011/12 school year, effective July 27, 2011.

Carrie Muldoon's layoff has been rescinded and she will be returning to 1.0 FTE at Curriculum and Instruction as an English Learner Teacher for the 2011/12 school year, effective August 3, 2011.

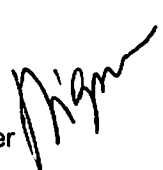
### **Retirements**

Mark Roome has submitted his intent to retire from his position as Social Studies and Auto Shop Teacher, Center High School, effective 12/31/2010.

Christy Smiley has submitted her intent to retire from her position as Kindergarten Teacher, North Country Elementary School, effective end of day on May 27, 2011.

AGENDA ITEM # XIII-8

## Center Joint Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	Personnel Department	
Date:	June 15, 2011	Action Item <u>X</u>
To:	Board of Trustees	Information Item <u>    </u>
From:	George Tigner, Chief Administrative Officer 	# Attached Pages <u>1</u>
 <b>SUBJECT: CLASSIFIED PERSONNEL TRANSACTIONS</b>  <b>RESIGNATION:</b> Naoma Guajardo, Cafeteria Worker 1  <b>RELEASED:</b> Celina Davila, Child Care Worker Trudy Taliaferro, Child Aide Jessica Franco, Paraprofessional Roger Allen, Custodian  <b>RECOMMENDATION:</b> Approve Classified Personnel Transactions as Submitted		

CONSENT AGENDA

AGENDA ITEM # XIII-8

Naoma Guajardo has resigned from her position as Cafeteria Worker 1, Center High School, effective May 15, 2011.

Celina Davila has been released from her Child Care Worker position, Spinelli Elementary School, effective May 27, 2011.

Trudy Taliaferro has been released from her Child Aide position, Dudley Elementary School, effective May 27, 2011.

Jessica Franco has been released from her Paraprofessional position, Global Youth Charter School, effective May 27, 2011.

Roger Allen has been released from his Custodian position, Global Youth Charter School, effective June 6, 2011.

***Center Joint Unified School District***

<b>AGENDA REQUEST FOR:</b>	
<b>Dept./Site:</b> Personnel Department	
<b>Date:</b> June 15, 2011	<b>Action Item</b> <u>  X  </u>
<b>To:</b> Board of Trustees	<b>Information Item</b>
<b>From:</b> George Tigner Chief Administrative Officer	<b># Attached Pages</b>

**SUBJECT:** eSchool Solutions Agreement

George Tigner, Chief Administrative Officer, is requesting that the Governing Board ratify the attached service agreement between eSchool Solutions and CJUSD implementing a new automated substitute finding software, SmartFindExpress.

**RECOMMENDATION:** Approve Ratification of Agreement

## **SMARTFINDEXPRESS ® SAAS (SOFTWARE AS A SERVICE) AGREEMENT**

eSchool Solutions will provide SmartFind*Express* as a Software as a service (SaaS) application to include initial training and on going support for operation of SmartFind*Express*.

All the hardware and software necessary to run SmartFind*Express* will reside at the eSchool Solutions host site to be accessed by appropriate school personnel. Client workstations require Internet access and an installed web browser.

### **Summary of Services Provided by eSchool Solutions**

eSchool Solutions will provide your district with SmartFind*Express* as a Software as a service (SaaS) application that includes training and support for operation of SmartFind*Express*. eSchool Solutions will additionally:

- Set up your initial District profile on the SaaS
- Provide your district with a toll-free telephone number and an Internet address to access the SmartFind*Express*
- Provide your district with client support services via our toll-free telephone number Monday to Friday 6:00 am – 7:00 pm (EST)
- Provide your district with emergency\* support 24 hours per day, and after-hours emergency response with a maximum delay of not more than 30 minutes. (\*An emergency is defined as the system is down.) Call received after hours, of a non-emergency nature, will be returned the next business day.
- Provide your district with on-site training
- Provide system documentation

## **DESCRIPTION OF SERVICES**

1. **SmartFindExpress Standard Subscription**
  - Per Profile subscription to use *SmartFindExpress* in its current versions and/or release
    - i. Please refer to Subscription Agreement for detailed subscription information
2. **Solutions Engineering Services – Remote**
  - Your school district and eSchool Solutions will undertake an implementation process at a mutually agreed upon date. During the implementation process, all responsibilities will be discussed. The one time implementation fee includes the following:
    - i. Initial Setup
    - ii. Importing Data
3. **Onsite Training Investment**
  - Training program is comprehensive and designed to give your district the tools needed in order to operate *SmartFindExpress* effectively. Our project manager will be On-Site at your district to conduct training for a maximum of (4) System Administrators and (12) District Trainers:
    - i. Implementation/Planning Meeting
    - ii. Documentation
    - iii. 3 Days Onsite Training
    - iv. Go Live Date – Monitoring
    - v. Online training for all user groups available 24/7 via Sadie





---

### Applicable Law

This Agreement shall be construed in accordance with the laws of the State of Florida.

The signature of your authorized representative approves the terms and conditions of this Agreement and any add-on orders accepted by eSchool Solutions, Inc.

District Name: Center Joint USD

Address: 8408 Watt Ave

City: Antelope State: CA Zip: 95843

Signed By: George Tigner

Printed Name: George Tigner

Title: Chief Administrative Officer

Date: May 17, 2011

eSchool Solutions, Inc.:

Signed By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

604 Courtland Street, Ste. 300, Orlando, FL 32804

Phone: 888-388-8774, ext. 212

Fax, 407-835-9838

Center Joint Unified School District

**AGENDA REQUEST FOR:**

**Dept./Site: Antelope View Charter School**

**Action Item**     X    

**To: Board of Trustees**

**Information Item** \_\_\_\_\_

**Date: June 15, 2011**

# Attached Pages 1

**From: David DeArcos, Principal**

Principal/Administrator Initials: \_\_\_\_\_

**SUBJECT: California High School Exit Exam (CAHSEE) Waiver Request**

Student # 005476, from Antelope View Charter School, has met the conditions specified in section 60851(c) of the Education Code and is eligible to receive a California High School Exit Exam waiver for the school year 2010-2011.

**RECOMMENDATION: CJUSD Board of Trustees Approve the Presented California High School Exit Exam (CAHSEE) Waiver Request from AVCS.**

# CONSENT AGENDA

**CALIFORNIA HIGH SCHOOL EXIT EXAM  
WAIVER REQUEST FOR STUDENTS WITH A DISABILITY**

Students who take one or both parts of the California High School Exit Exam (CAHSEE) with a modification and have received the equivalent of a passing score are eligible for the waiver request process. At the request of the parent, the school principal will submit to the local school governing board a waiver request. For the local board to waive the CAHSEE requirement the principal must certify that the student has met all of the conditions specified in section 60851(c) of the Education Code.

STUDENT NAME: \_\_\_\_\_  
STUDENT NUMBER: 005476

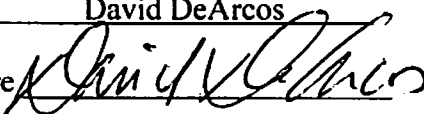
Modification used on:

ELA Test X

Math Test \_\_\_\_\_

I certify that the student above from Antelope View Charter School has met the following requirements and is eligible to receive a California High School Exit Exam waiver for the school year **2010 – 2011**.

1. The student has an individualized education program or a 504 plan in place that requires modifications be provided to the pupil when taking the CAHSEE.
2. The student has sufficient high school level course work either satisfactorily completed or in progress to have attained the skills and knowledge needed to pass the CAHSEE.
3. The student has an individual score report showing that he/she has received the equivalent of a passing score while using modifications.

Name: David DeArcos  
Signature: 

Title: Principal  
Date: 5-24-2011

**BOARD ACTION**

\_\_\_\_\_ Waiver approved

\_\_\_\_\_ Waiver denied

Board President \_\_\_\_\_

# Center Joint Unified School District

## AGENDA REQUEST FOR:

Dept./Site: Special Education

Date: June 15, 2011

Action Item   X  

To: Board of Trustees

Information Item

From: Scott Loehr, Superintendent  
Initials: S.L.

# Attached Pages

**SUBJECT:** 2011/2012 Master Contracts

Please approve the following Master Contracts for special education students to receive services at nonpublic schools/agencies during the 2011/12 fiscal year.

BECA

Bright Futures Therapy

Burger Physical Therapy aka Burger Pediatric Therapy

CCHAT

Capitol Academy

Creekside Academy

Easter Seal Society of CA, Inc.

Guiding Hands

Med Trans Medical/Legal Ambulatory Transportation & Interpreting Services

MediCab

Mingus Mountain Academy

Odyssey Learning Center

Placer Learning Center Elementary

Point Quest Education

Sierra Pediatric Therapy

**RECOMMENDATION:** CJUSD Board of Trustees to approve Master Contracts for the 2011/2012 school year.

**CONSENT AGENDA**

COPY

*NONPUBLIC, NONSECTARIAN  
SCHOOL/AGENCY SERVICES*

*MASTER CONTRACT*

*2011-2012*

# MASTER CONTRACT

GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL AND AGENCY SERVICES

District: Center Joint Unified School District

Contract Year: 2011/2012

☐ Non Public School

☒ Non Public Agency

**Type of Contract:**

☒ Master Contract for fiscal year with Individual Service Agreements (ISA) to be approved throughout the term of this contract.

☐ Individual Master Contract for a specific student incorporating the Individual Service Agreement (ISA) into the terms of this Individual Master Contract specific to a single student.

☐ Interim Contract: an extension of the previous fiscal years approved contracts and rates. The sole purpose of this Interim Contract is to provide for ongoing funding at the prior year's rates for 90 days at the sole discretion of the LEA. Expiration Date:

***When this section is included as part of any Master Contract, the changes specified above shall amend Section 4 – Term of Master Contract.***

## **TABLE OF CONTENTS**

### **I. GENERAL PROVISIONS**

1. MASTER CONTRACT	1
2. CERTIFICATION	1
3. COMPLIANCE WITH LAWS, STATUTES, REGULATIONS	2
4. TERM OF MASTER CONTRACT	2
5. INTEGRATION/CONTINUANCE OF CONTRACT FOLLOWING EXPIRATION OR TERMINATION	2
6. INDIVIDUAL SERVICES AGREEMENT	3
7. DEFINITIONS	3

### **II. ADMINISTRATION OF CONTRACT**

8. NOTICES	5
9. MAINTENANCE OF RECORDS	5
10. SEVERABILITY CLAUSE	6
11. SUCCESSORS IN INTEREST	6
12. VENUE AND GOVERNING LAW	6
13. MODIFICATIONS AND AMENDMENTS REQUIRED TO CONFORM TO LEGAL AND ADMINISTRATIVE GUIDELINES	6
14. TERMINATION	6
15. INSURANCE	6
16. INDEMNIFICATION AND HOLD HARMLESS	8
17. INDEPENDENT CONTRACTOR	8
18. SUBCONTRACTING	8
19. CONFLICTS OF INTEREST	9
20. NON-DISCRIMINATION	9

### **III. EDUCATIONAL PROGRAM**

21. FREE AND APPROPRIATE PUBLIC EDUCATION	10
22. GENERAL PROGRAM OF INSTRUCTION	10
23. INSTRUCTIONAL MINUTES	11
24. CLASS SIZE	12
25. CALENDARS	12
26. DATA REPORTING	13
27. LEAST RESTRICTIVE ENVIRONMENT/DUAL ENROLLMENT	13
28. STATEWIDE ACHIEVEMENT TESTING AND HIGH SCHOOL EXIT EXAMINATION	13
29. DISTRICT MANDATED ATTENDANCE AT MEETINGS	14
30. POSITIVE BEHAVIOR INTERVENTIONS	14
31. STUDENT DISCIPLINE	15
32. IEP TEAM MEETINGS	15

33. SURROGATE PARENTS	16
34. DUE PROCESS PROCEEDINGS	16
35. COMPLAINT PROCEDURES	16
36. LEA STUDENT PROGRESS REPORTS/REPORT CARD AND ASSESSMENTS	16
37. TRANSCRIPTS	17
38. LEA STUDENT CHANGE OF RESIDENCE	17
39. WITHDRAWAL OF LEA STUDENT FROM PROGRAM	17
40. PARENT ACCESS	18
41. SERVICES AND SUPERVISION ON PUBLIC SCHOOL CAMPUSES	18
42. LICENSED CHILDREN'S INSTITUTION CONTRACTORS	18
43. STATE MEAL MANDATE	19
44. MONITORING	19

#### **IV. PERSONNEL**

45. CLEARANCE REQUIREMENTS	20
46. STAFF QUALIFICATIONS	20
47. VERIFICATION OF LICENSES, CREDENTIALS AND OTHER DOCUMENTS	21
48. STAFF ABSENCE	21
49. STAFF PROFESSIONAL BEHAVIOR	21

#### **V. HEALTH AND SAFETY MANDATES**

50. HEALTH AND SAFETY	22
51. FACILITIES AND FACILITIES MODIFICATION	22
52. ADMINISTRATION OF MEDICATION	22
53. INCIDENT/ACCIDENT REPORTING	23
54. CHILD ABUSE REPORTING	23
55. SEXUAL HARASSMENT	23
56. REPORTING OF MISSING CHILDREN	23

#### **VI. FINANCIAL**

57. ENROLLMENT, CONTRACTING, SERVICE TRACKING, ATTENDANCE REPORTING AND BILLING PROCEDURES	23
58. RIGHT TO WITHHOLD PAYMENT	24
59. PAYMENT FROM OUTSIDE AGENCIES	25
60. PAYMENT FOR ABSENCES	26
61. INSPECTION AND AUDIT	27
62. RATE SCHEDULE	28
63. DEBARMENT CERTIFICATION	
EXHIBIT A: RATES	28



**2011-2012**

**Contract Number: 01**

**LEA: Center Joint Unified School District**

**NONPUBLIC SCHOOL/AGENCY/RELATED SERVICES PROVIDER: BECA**

**NONPUBLIC, NONSECTARIAN SCHOOL/AGENCY SERVICES**  
**MASTER CONTRACT**

**AUTHORIZATION FOR MASTER CONTRACT AND GENERAL PROVISIONS**

**1. MASTER CONTRACT**

This Master Contract is entered into this 1<sup>st</sup> day of July, 2011, between the Center Joint Unified School District (hereinafter referred to as "LEA" or "District") and BECA (hereinafter referred to as "CONTRACTOR") for the purpose of providing special education and/or related services to LEA students with exceptional needs under the authorization of California Education Code sections 56157, 56361 and 56365 et seq. and Title 5 of the California Code of Regulations section 3000 et seq., AB490 (Chapter 862, Statutes of 2003) and AB1858 (Chapter 914, Statutes of 2004). It is understood that this agreement does not commit the LEA to pay for special education and/or related services provided to any LEA student, or CONTRACTOR to provide such special education and/or related services, unless and until an authorized LEA representative approves the provision of special education and/or related services by CONTRACTOR.

Upon acceptance of a LEA student, CONTRACTOR shall submit to LEA an Individual Services Agreement (hereinafter referred to as "ISA") and a Nonpublic Services Student Enrollment form as specified in the LEA Procedures. Unless otherwise agreed in writing, these forms shall acknowledge CONTRACTOR's obligation to provide all services specified in the student's Individualized Education Plan (hereinafter referred to as "IEP"). The ISA shall be executed within ninety (90) days of an LEA student's enrollment. LEA and CONTRACTOR shall enter into an ISA for each LEA student served by CONTRACTOR.

Unless placement is made pursuant to an Office of Administrative Hearings (hereinafter referred to as "OAH") order, a lawfully executed agreement between LEA and parent or authorized by LEA for a transfer student pursuant to California Education Code section 56325, LEA is not responsible for the costs associated with nonpublic school placement until the date on which an IEP team meeting is convened, the IEP team determines that a nonpublic school placement is appropriate, and the IEP is signed by the LEA student's parent.

**2. CERTIFICATION**

CONTRACTOR shall be certified by the California Department of Education (hereinafter referred to as "CDE") as a nonpublic, nonsectarian school/agency. All nonpublic school and nonpublic agency services shall be provided consistent with the area of certification specified by CDE Certification and as defined in California Education Code, section 56366 et seq. and within the professional scope of practice of each providers license, certification and/or credential. A current copy of CONTRACTOR's nonpublic school/agency certification or a waiver of such certification issued by the CDE pursuant to Education Code section 56366.2 must be provided to LEA on or before the date this Master Contract is executed by CONTRACTOR. This Master Contract shall be null and void if such certification or waiver is expired, revoked, rescinded, or otherwise nullified during the effective period of this Master Contract. Total student enrollment shall be limited to capacity as stated on CDE certification. Total LEA student enrollment shall be limited to capacity as stated in Section 24 of the Master Contract.

**3. COMPLIANCE WITH LAWS, STATUTES, REGULATIONS**

During the term of this Master Contract, unless otherwise agreed, CONTRACTOR shall comply with all applicable federal, state, and local statutes, laws, ordinances, rules, policies, and regulations. CONTRACTOR shall also comply with all applicable LEA policies and procedures unless CONTRACTOR and the LEA specifically agree, in writing, that a policy or policies, or a portion of a policy does not reasonably apply to CONTRACTOR. CONTRACTOR hereby acknowledges and agrees that it accepts all risks and responsibilities for its failure to comply with LEA policies and shall indemnify LEA under the provisions of section 16 of this Agreement for all liability, loss, damage and expense (including reasonable attorneys' fees) resulting from or arising out of CONTRACTOR's failure to comply with applicable LEA policies (e.g., those policies relating to the provision of special education and/or related services, facilities for individuals with exceptional needs, LEA student enrollment and transfer, LEA student inactive status, corporal punishment, student discipline, and positive behavior interventions).

CONTRACTOR acknowledges and understands that LEA may report to the CDE any violations of the provisions of this Master Contract, and that this may result in the suspension and/or revocation of CDE nonpublic school/agency certification pursuant to California Education Code section 56366.4(a).

#### **4. TERM OF MASTER CONTRACT**

The term of this Master Contract shall be from July 1, 2011 to June 30, 2012 (Title 5 California Code of Regulations section 3062(a)) unless otherwise stated. Neither the CONTRACTOR nor the LEA is required to renew this Master Contract in subsequent contract years. However, the parties acknowledge that any subsequent Master Contract is to be re-negotiated prior to June 30, 2012. In the event a Master Contract is not renegotiated by June 30<sup>th</sup>, an interim contract may be made available as mutually agreed upon for up to 90 days from July 1 of the new fiscal year. (Title 5 California Code of Regulations section 3062(d).) No Master Contract will be offered unless and until all of the contracting requirements have been satisfied. The offer of a Master Contract to a CONTRACTOR is at the sole discretion of the LEA.

#### **5. INTEGRATION/CONTINUANCE OF CONTRACT FOLLOWING EXPIRATION OR TERMINATION**

This Master Contract includes the LEA Procedures and each Individual Services Agreement which are incorporated herein by this reference. This Master Contract supersedes any prior or contemporaneous written or oral understanding or agreement. This Master Contract may be amended only by written amendment executed by both parties. Notwithstanding the foregoing, the LEA may modify the LEA procedures from time to time without the consent of CONTRACTOR.

CONTRACTOR shall provide the LEA with all information as requested in writing to secure a Master Contract or a renewal.

At a minimum, such information shall include copies of teacher credentials and clearance, insurance documentation and CDE certification. The LEA may require additional information as applicable. If the application packet is not completed and returned to the LEA, no Master Contract will be issued. If CONTRACTOR does not return the Master Contract to the LEA duly signed by an authorized representative within ninety (90) calendar days of issuance by LEA, the new contract rates will not take effect until the newly executed Master Contract is received by the LEA and will not be retroactive to the first day of the new Master Contract's effective date. If CONTRACTOR fails to execute the new Master Contract within such ninety day period, all payments shall cease until such time as the new Master Contract is signed. (California Education Code section 56366(c)(1) and (2).) In the event that this Master Contract expires or terminates, CONTRACTOR shall continue to be bound to all of the terms and conditions of the most recent executed Master Contract between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized LEA students at the discretion of the LEA.

#### **6. INDIVIDUAL SERVICES AGREEMENT**

This Master Contract shall include an ISA developed for each LEA student for whom CONTRACTOR is to provide special education and/or related services. An ISA shall only be issued for LEA students

enrolled with the approval of the LEA pursuant to Education Code section 56366(a)(2)(A). An ISA can be effective for more than one contract year provided that there is a concurrent Master Contract in effect. In the event that this Master Contract expires or terminates, CONTRACTOR shall continue to be bound to all of the terms and conditions of the most recent executed ISAs between CONTRACTOR and LEA for so long as CONTRACTOR is servicing authorized LEA students.

Any and all changes to a LEA student's educational placement/program provided under this Master Contract and/or an ISA shall be made solely on the basis of a revision to the LEA student's IEP. At any time during the term of this Master Contract, a LEA student's parent, CONTRACTOR, or LEA may request a review of a LEA student's IEP subject to all procedural safeguards required by law.

Unless otherwise provided in this Master Contract, the CONTRACTOR shall provide all services specified in the IEP unless the CONTRACTOR and the LEA agree otherwise in the ISA. (California Education Code sections 56366(a)(5) and 3062(e)). In the event the CONTRACTOR is unable to provide a specific service at any time during the life of the ISA, the CONTRACTOR shall notify the LEA in writing within five (5) business days of the last date a service was provided.

If a parent or LEA contests the termination of an ISA by initiating a due process proceeding with the OAH, CONTRACTOR shall abide by the "stay-put" requirement of state and federal law unless the parent agrees otherwise or an interim alternative educational placement is deemed lawful and appropriate by the LEA or OAH. CONTRACTOR shall adhere to all the LEA requirements concerning changes in placement.

Disagreements between the LEA and CONTRACTOR concerning the formulation of an ISA or the Master Contract may be appealed to the County Superintendent of Schools of the County where the LEA is located, or the State Superintendent of Public Instruction pursuant to the provisions of California Education Code section 56366(c)(2).

## **7. DEFINITIONS**

The following definitions shall apply for purposes of this contract:

- a. The term "CONTRACTOR" means a nonpublic, nonsectarian school/agency certified by the California Department of Education and its officers, agents, employees.
- b. The term "authorized LEA representative" means a LEA administrator designated to be responsible for nonpublic school/agencies. It is understood that a representative of the Special Education Local Plan Area (SELPA) of which the LEA is a member is an authorized LEA representative in collaboration with the LEA. The LEA maintains sole responsibility for the Master Contract, unless otherwise specified in the Master Contract.
- c. The term "credential" means a valid credential, life diploma, permit, or document in special education or pupil personnel services issued by, or under the jurisdiction of, the State Board of Education if issued prior to 1970 or the California Commission on Teacher Credentialing, which entitles the holder thereof to perform services for which certification qualifications are required as defined in Title 5 of the California Code of Regulations section 3001(j).
- d. The term "qualified" means that a person holds a certificate, permit or other document equivalent to that which staff in a public school are required to hold to provide special education and designated instruction and services, and has met federal and state certification, licensing, registration, or other comparable requirements which apply to the area in which he or she is providing special education or related services, including those requirements set forth in Title 34 of the Code of Federal Regulations sections 3064 and 3065, or, in the absence of such requirements, the state-education-agency-approved or recognized requirements, and adheres to the standards of professional practice established in federal and state law or regulation, including the standards contained in the California Business and Professions Code. Nothing in this definition shall be construed as

restricting the activities of services of a graduate needing direct hours leading to licensure, or of a student teacher or intern leading to a graduate degree at an accredited or approved college or university, as authorized by state laws or regulations.

- e. The term "license" means a valid nonexpired document issued by a licensing agency within the Department of Consumer Affairs or other state licensing office authorized to grant licenses and authorizing the bearer of the document to provide certain professional services or refer to themselves using a specified professional title. If a license is not available through an appropriate state licensing agency, a certificate of registration with the appropriate professional organization at the national or state level which has standards established for the certificate that are equivalent to a license shall be deemed to be a license as defined in Title 5 of the California Code of Regulations section 3001(r).
- f. Parent means a biological or adoptive parent unless the biological or adoptive parent does not have legal authority to make educational decisions for the child, a guardian generally authorized to act as the child's parent or authorized to make educational decisions for the child, an individual acting in the place of a biological or adoptive parent, including a grandparent, stepparent, or other relative with whom the child lives, or an individual who is legally responsible for the child's welfare, a surrogate parent, a foster parent if the authority of the biological or adoptive parent to make educational decisions on the child's behalf has been specifically limited by court order in accordance with Code of Federal Regulations 300.30(b)(1) or (2). Parent does not include the state or any political subdivision of government or the nonpublic school or agency under contract with the LEA for the provision of special education or designated instruction and services for a child. (California Education Code section 56028).
- g. The term "days" means calendar days unless otherwise specified.
- h. The phrase "billable day" means a school day in which instructional minutes meet or exceed those in comparable LEA programs.
- i. The phrase "billable day of attendance" means a school day as defined in California Education Code Section 46307, in which a LEA student is in attendance and in which instructional minutes meet or exceed those in comparable LEA programs unless otherwise stipulated in an IEP or ISA.
- j. It is understood that the term "Master Contract" also means "Agreement" and is referred to as such in this document.

## **ADMINISTRATION OF CONTRACT**

### **8. NOTICES**

All notices provided for by this Master Contract shall be in writing. Notices shall be mailed or delivered by hand and shall be effective as of the date of receipt by addressee.

All notices mailed to the LEA shall be addressed to the person and address as indicated on the signature page of the Master Contract. Notices to CONTRACTOR shall be addressed as indicated on signature page of this Master Contract.

### **9. MAINTENANCE OF RECORDS**

All records shall be maintained by CONTRACTOR as required by state and federal laws and regulations. Notwithstanding the foregoing sentence, CONTRACTOR shall maintain all records for at least five (5) years after the termination of this Master Contract. For purposes of this Master Contract, "records" shall include, but not be limited to student records as defined by California Education Code section 49061(b) including electronically stored information; cost data records as set forth in Title 5 of the California Code of Regulations section 3061; registers and roll books of teachers and/or daily service providers; daily

service logs and notes and other documents used to record the provision of related services including supervision; daily service logs and notes used to record the provision of services provided through additional instructional assistants, NPA behavior intervention aides, and bus aides; absence verification records (parent/doctor notes, telephone logs, and related documents) if the CONTRACTOR is funded for excused absences, however, such records are not required if positive attendance is required; bus rosters; staff lists specifying credentials held and documents evidencing other staff qualifications, social security numbers, dates of hire, and dates of termination; records of employee training and certification, staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related services subcontracts; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state nonpublic school and/or agency certifications by-laws; lists of current board of directors/trustees, if incorporated; documents evidencing financial expenditures; federal/state payroll quarterly reports; and bank statements and canceled checks or facsimile thereof.

CONTRACTOR shall maintain LEA student records in a secure location to ensure confidentiality and prevent unauthorized access. CONTRACTOR shall maintain a current list of the names and positions of CONTRACTOR's employees who have access to confidential records. CONTRACTOR shall maintain an access log for each LEA student's record which lists all persons, agencies, or organizations requesting or receiving information from the record. Such log shall be maintained as required by California Education Code section 49064 and include the name, title, agency/organization affiliation, and date/time of access for each individual requesting or receiving information from the LEA student's record. Such log need record access to the LEA student's records by: (a) the LEA student's parent; (b) an individual to whom written consent has been executed by the LEA student's parent; or (c) employees of LEA or CONTRACTOR having a legitimate educational interest in requesting or receiving information from the record. CONTRACTOR/LEA shall maintain copies of any written parental concerns granting access to student records. For purposes of this paragraph, "employees of LEA or CONTRACTOR" do not include subcontractors. CONTRACTOR shall grant parents access to student records, and comply with parents' requests for copies of student records, as required by state and federal laws and regulations. CONTRACTOR agrees, in the event of school or agency closure, to forward all records within five (5) business days to LEA. These shall include, but not limited to, current transcripts, IEP/ISPs, and reports.

#### **10. SEVERABILITY CLAUSE**

If any provision of this Master Contract is held, in whole or in part, to be unenforceable for any reason, the remainder of that provision and of the entire Agreement shall be severable and remain in effect.

#### **11. SUCCESSORS IN INTEREST**

This contract binds CONTRACTOR's successors and assignees.

#### **12. VENUE AND GOVERNING LAW**

The laws of the State of California shall govern the terms and conditions of this Master Contract with venue in the County where the LEA is located.

#### **13. MODIFICATIONS AND AMENDMENTS REQUIRED TO CONFORM TO LEGAL AND ADMINISTRATIVE GUIDELINES**

This Master Contract may be modified or amended by the LEA to conform to administrative and statutory guidelines issued by any state, federal or local governmental agency. The LEA shall provide the CONTRACTOR thirty (30) days notice of any such changes or modifications made to conform to administrative or statutory guidelines and a copy of the statute or regulation upon which the modification or changes are based.

#### **14. TERMINATION**

This Master Contract or an Individual Service Agreement may be terminated for cause. The cause shall not be the availability of a public class initiated during the period of the Master Contract or ISA unless the parent agrees to the transfer of the student to the public school program at an IEP team meeting. To terminate the Master Contract, either party shall give twenty (20) days prior written notice to the other party (California Education Code section 56366(a)(4)). At the time of termination, CONTRACTOR shall provide to the LEA any and all documents CONTRACTOR is required to maintain under this Master Contract. ISAs are void upon termination of this Master Contract. CONTRACTOR or the LEA may also terminate an individual ISA for cause. To terminate the ISA, either party shall also give twenty (20) days prior written notice to the other.

## 15. INSURANCE

CONTRACTOR shall, at his, her, or its sole cost and expense, maintain in full force and effect, during the term of this Agreement, the following insurance coverage from a California licensed and/or admitted insurer with an A minus (A-), VII, or better rating from A.M. Best, sufficient to cover any claims, damages, liabilities, costs and expenses (including counsel fees) arising out of or in connection with CONTRACTOR'S fulfillment of any of its obligations under this Agreement or either party's use of the Work or any component or part thereof:

- A. **Commercial General Liability Insurance**, including both bodily injury and property damage, with limits as follows:

- \$1,000,000 per occurrence
- \$ 100,000 fire damage
- \$ 5,000 medical expenses
- \$1,000,000 personal & adv. injury
- \$2,000,000 general aggregate
- \$2,000,000 products/completed operations aggregate

- B. **Business Auto Liability Insurance** for all owned scheduled, non-owned or hired automobiles with a \$1 million combined single limit.

If no owned automobiles, then only hired and non-owned is required.

If CONTRACTOR uses a vehicle to travel to/from school sites, between schools and/or to/from students' homes or other locations as an approved service location by the LEA, CONTRACTOR must comply with State of California auto insurance requirements.

- C. **Workers' Compensation and Employers Liability Insurance** in a form and amount covering CONTRACTOR'S full liability under the California Workers' Compensation Insurance and Safety Act and in accordance with applicable state and federal laws.

Part A – Statutory Limits

Part B - \$1,000,000/\$1,000,000/\$1,000,000 Employers Liability

- D. **Errors & Omissions (E & O)/Malpractice (Professional Liability) coverage, including Sexual Molestation and Abuse coverage, unless that coverage is afforded elsewhere in the Commercial General Liability policy by endorsement or separate policy, with the following limits:**

- \$1,000,000 per occurrence
- \$1,000,000 general aggregate

- E. CONTRACTOR, upon execution of this Master Contract and periodically thereafter upon request, shall furnish the LEA with certificates of insurance evidencing such coverage. The certificate of insurance shall include a ten (10) day non-renewal notice provision. The

Commercial General Liability and Automobile Liability policy shall name the LEA and the District's Board of Education as additional insured's premiums on all insurance policies shall be paid by CONTRACTOR and shall be deemed included in CONTRACTOR's obligations under this contract at no additional charge.

- F. Any deductibles or self-insured retentions above \$100,000 must be declared to and approved by the LEA. At its option, the LEA may require the CONTRACTOR, at the CONTRACTOR's sole cost, to: (a) cause its insurer to reduce to levels specified by the LEA or eliminate such deductibles or self-insured retentions with respect to the LEA, its officials and employees, or (b) procure a bond guaranteeing payment of losses and related investigation.
- G. For any claims related to the services, the CONTRACTOR's insurance coverage shall be primary insurance as respects the LEA, its subsidiaries, officials and employees. Any insurance or self-insurance maintained by the LEA, its subsidiaries, officials and employees shall be excess of the CONTRACTOR's insurance and shall not contribute with it.
- H. All Certificates of Insurance shall reference the contract number, name of the school or agency submitting the certificate, and the location of the school or agency submitting the certificate on the certificate.

If the LEA or CONTRACTOR determines that changes in insurance coverage obligations under this section is necessary, either party may reopen negotiations to modify the insurance obligations.

#### **16. INDEMNIFICATION AND HOLD HARMLESS**

To the fullest extent allowed by law, CONTRACTOR shall defend, indemnify and hold harmless LEA and its directors, officers, agents, employees and guests against any claim or demand arising from any actual or alleged act, error, or omission by CONTRACTOR or its directors, officers, agents, employees, volunteers or guests arising from CONTRACTOR's duties and obligations described in this Agreement or imposed by law.

To the fullest extent allowed by law, LEA shall defend, indemnify and hold harmless CONTRACTOR and its directors, officers, agents, employees and guests against any claim or demand arising from any actual or alleged act, error, or omission by LEA or its directors, officers, agents, employees, volunteers or guests arising from LEA's duties and obligations described in this Agreement or imposed by law.

#### **17. INDEPENDENT CONTRACTOR**

Nothing herein contained shall be construed to imply a joint venture, partnership or principal-agent relationship between the LEA and CONTRACTOR. CONTRACTOR shall provide all services under this Agreement as an independent contractor, and neither party shall have the authority to bind or make any commitment on behalf of the other. Nothing contained in this Agreement shall be deemed to create any association, partnership, joint venture or relationship of principal and agent, master and servant, or employer and employee between the parties or any affiliates of the parties, or between the LEA and any individual assigned by CONTRACTOR to perform any services for the LEA.

If the LEA is held to be a partner, joint venturer, co-principal, employer or co-employer of CONTRACTOR, CONTRACTOR shall indemnify and hold harmless the LEA from and against any and all claims for loss, liability, or damages arising from that holding, as well as any expenses, costs, taxes, penalties and interest charges incurred by the LEA as a result of that holding. If CONTRACTOR is held to be a joint venturer, employer, or co-principal of the LEA, then the LEA shall indemnify and hold harmless the CONTRACTOR.

#### **18. SUBCONTRACTING**

CONTRACTOR shall not enter into any subcontracting relationship without first obtaining the written approval of the LEA. CONTRACTOR shall incorporate all of the provisions of this Master Contract in all subcontracts, unless written approval for any change is first obtained by the LEA. Furthermore, when CONTRACTOR enters into subcontracts for the provision of special education and/or related services (including without limitation transportation) for any LEA student, CONTRACTOR shall cause each subcontractor to procure and maintain insurance during the term of each subcontract. Such subcontractor's insurance shall comply with the provisions of Section 15. Each subcontractor shall furnish the LEA with original endorsements and certificates of insurance effecting coverage required by Section 15. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the LEA. All endorsements are to be received and approved by the LEA before the subcontractor's work commences. The Commercial General Liability and Automobile Liability policies shall name the LEA and the LEA/District Board of Education as additional insured.

As an alternative to the LEA's forms, a subcontractor's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by this Master Contract. All Certificates of Insurance shall reference the LEA contract number, name of the school or agency submitting the certificate, indication if nonpublic school or nonpublic agency, and the location of the school or agency submitting the certificate. In addition, all sub-contractors must meet the requirements as contained in Section 45 (Clearance Requirements) and Section 46 (Staff Qualifications) of this Master Contract.

## **19. CONFLICTS OF INTEREST**

CONTRACTOR shall provide to the LEA a copy of its current bylaws and a current list of its Board of Directors (or Trustees), if it is incorporated. CONTRACTOR and any member of its Board of Directors (or Trustees) shall avoid any relationship with the LEA that constitutes or may constitute a conflict of interest pursuant to California Education Code section 56042 including, but not limited to, employment with LEA, provision of private party assessments and/or reports, and attendance at IEP team meetings acting as a student's advocate. Pursuant to California Education Code section 56042, an attorney or advocate for a parent of an individual with exceptional needs shall not recommend placement at CONTRACTOR's facility if the attorney or advocate is employed or contracted by the CONTRACTOR, or will receive a benefit from the CONTRACTOR, or otherwise has a conflict of interest.

Unless CONTRACTOR and the LEA otherwise agree in writing, the LEA shall neither execute an ISA with CONTRACTOR nor amend an existing ISA for a LEA student when a recommendation for special education and/or related services is based in whole or in part on assessment(s) or reports provided by CONTRACTOR to the LEA student without prior written authorization by LEA. This paragraph shall apply to CONTRACTOR regardless of when an assessment is performed or a report is prepared (i.e. before or after the LEA student is enrolled in CONTRACTOR's school/agency) or whether an assessment of the LEA student is performed or a report is prepared in the normal course of the services provided to the LEA student by CONTRACTOR. To avoid a conflict of interest, and in order to ensure the appropriateness of an Independent Educational Evaluation (hereinafter referred to as "IEE") and its recommendations, the District may, in its discretion, not fund an IEE by an evaluator who provides ongoing service(s) or is sought to provide service(s) to the student for whom the IEE is requested. Likewise, the LEA may, in its discretion, not fund services through the evaluator whose IEE the District agrees to fund. When no other appropriate assessor is available, the LEA may request and if CONTRACTOR agrees, the CONTRACTOR may provide an IEE.

When the CONTRACTOR is a nonpublic agency, the CONTRACTOR acknowledges that its authorized representative has read and understands Education Code section 56366.3 which provides, in relevant part, that no special education and/or related services provided by CONTRACTOR shall be paid for by the LEA if provided by an individual who was an employee of the LEA within the three hundred and sixty five (365) days prior to executing this Master Contract. This provision does not apply to any person who is able to



provide designated instruction and services during the extended school year because he or she is otherwise employed for up to ten months of the school year by the LEA.

**20. NON-DISCRIMINATION**

CONTRACTOR shall not unlawfully discriminate on the basis of race, religion, sex, national origin, age, sexual orientation, or disability in employment or operation of its programs.

**EDUCATIONAL PROGRAM**

**21. FREE AND APPROPRIATE PUBLIC EDUCATION**

LEA shall provide CONTRACTOR with a copy of the IEP including the Individualized Transition Plan (hereinafter referred to as "ITP") of each LEA student served by CONTRACTOR. CONTRACTOR shall provide to each LEA student special education and/or related services (including transition services) within the nonpublic school or nonpublic agency consistent with the LEA student's IEP and as specified in the ISA. If CONTRACTOR is a nonpublic school, CONTRACTOR shall not accept a LEA student if it cannot provide or ensure the provision of the services outlined in the student's IEP.

Unless otherwise agreed to between CONTRACTOR and LEA, CONTRACTOR shall be responsible for the provision of all appropriate supplies, equipment, and/or facilities for LEA students, as specified in the LEA student's IEP and ISA. CONTRACTOR shall make no charge of any kind to parents for special education and/or related services as specified in the LEA student's IEP and ISA (including, but not limited to, screenings, assessments, or interviews that occur prior to or as a condition of the LEA student's enrollment under the terms of this Master Contract). CONTRACTOR may charge a LEA student's parent(s) for services and/or activities not necessary for the LEA student to receive a free appropriate public education after: (a) written notification to the LEA student's parent(s) of the cost and voluntary nature of the services and/or activities; and (b) receipt by the LEA of the written notification and a written acknowledgment signed by the LEA student's parent(s) of the cost and voluntary nature of the services and/or activities. CONTRACTOR shall adhere to all LEA requirements concerning parent acknowledgment of financial responsibility as specified in the LEA Procedures.

Voluntary services and/or activities not necessary for the LEA student to receive a free appropriate public education shall not interfere with the LEA student's receipt of special education and/or related services as specified in the LEA student's IEP and ISA unless the LEA and CONTRACTOR agree otherwise in writing.

**22. GENERAL PROGRAM OF INSTRUCTION**

All nonpublic school and nonpublic agency services shall be provided consistent with the area of certification specified by CDE Certification and as defined in California Education Code section 56366 et seq.

When CONTRACTOR is a nonpublic school, CONTRACTOR's general program of instruction shall: (a) be consistent with LEA's standards regarding the particular course of study and curriculum; (b) include curriculum that addresses mathematics, literacy and the use of educational, assistive technology and transition services; (c) be consistent with CDE's standards regarding the particular course of study and curriculum; (d) provide the services as specified in the LEA student's IEP and ISA. LEA students shall have access to: (a) State Board of Education (SBE) - adopted standards-based, core curriculum and the same instructional materials for kindergarten and grades 1 to 8, inclusive; and provide standards – aligned core curriculum and instructional materials for grades 9 to 12, inclusive, used by a local education agency (LEA), that contracts with the nonpublic school: (b) college preparation courses; (c) extracurricular activities, such as art, sports, music and academic clubs; (d) career preparation and vocational training, consistent with transition plans pursuant to state and federal law and; (e) supplemental assistance, including individual academic tutoring, psychological counseling, and career and college counseling.

CONTRACTOR's general program of instruction shall be described in writing and a copy provided to LEA prior to the effective date of this Master Contract.

When CONTRACTOR serves LEA students in grades nine through twelve inclusive, LEA shall provide to CONTRACTOR a specific list of the course requirements to be satisfied by the CONTRACTOR leading toward graduation or completion of LEA's diploma requirements. CONTRACTOR shall not award a high school diploma to LEA students who have not successfully completed all of the LEA's graduation requirements, including, but not limited to, passing the California High School Exit Exam (CAHSEE) per state guidelines.

When CONTRACTOR is a nonpublic agency and/or related services provider, CONTRACTOR's general program of instruction and/or services shall be consistent with LEA and CDE guidelines and certification, and provided as specified in the LEA student's IEP and ISA. The nonpublic agency providing Behavior Intervention services shall develop a written treatment plan that specifies the nature of their nonpublic agency service for each student within thirty (30) days of enrollment and shall be provided in writing to the LEA. School-based services may not be unilaterally converted by CONTRACTOR to a substitute program or provided at a location not specifically authorized by the IEP team. All services not provided in the school setting require the presence of a parent, guardian or adult caregiver during the delivery of services, provided such guardian or caregiver have a signed authorization by the parent or legal guardian to authorize emergency services as requested. CONTRACTOR shall immediately notify LEA in writing if no parent, guardian or adult care giver is present. CONTRACTOR shall provide to the LEA a written description of the services and location provided prior to the effective date of this Master Contract. Contractors providing Behavior Intervention services must have a trained Behavior Intervention Case Manager (BICM) or trained equivalent on staff. It is understood that Behavior Intervention services are limited per CDE Certification and do not constitute as an instructional program.

When CONTRACTOR is a nonpublic agency, CONTRACTOR shall not provide transportation nor subcontract for transportation services.

## **23. INSTRUCTIONAL MINUTES**

When CONTRACTOR is a nonpublic school, the total number of instructional minutes per school day provided by CONTRACTOR shall be at least equivalent to the number of instructional minutes per school day provided to LEA students at like grade level, attending LEA schools and shall be specified in the LEA student's ISA developed in accordance with the LEA student's IEP.

For LEA students in grades pre-kindergarten through 12, unless otherwise specified in the LEA student's IEP and ISA, the number of instructional minutes, excluding breakfast, recess, lunch, and passing time, shall be at least:

310 instructional minutes for LEA students in grades pre-kindergarten through five inclusive.

314 instructional minutes for LEA students in grades six through twelve inclusive.

The total number of annual instructional minutes shall be at least equivalent to the total number of annual instructional minutes provided to LEA students attending LEA schools in like grade levels unless otherwise specified in the LEA student's IEP.

When CONTRACTOR is a nonpublic agency and/or related services provider, the total number of minutes per school day provided by CONTRACTOR shall be specified in the LEA student's ISA developed in accordance with the LEA student's IEP.

## **24. CLASS SIZE**

When CONTRACTOR is a nonpublic school, CONTRACTOR shall ensure that class size shall not exceed a ratio of one teacher per twelve (12) students unless CONTRACTOR and the LEA agree otherwise, in writing.

In the event a nonpublic school is unable to fill a vacant teaching position responsible for direct instruction to students, and the vacancy has direct impact on the California Department of Education Certification of that school, the nonpublic school shall develop a plan to assure appropriate coverage of students by first utilizing existing certificated staff. The nonpublic school and the LEA may agree to one 30 school day period per contract year where class size may be increased to assure coverage by an appropriately credentialed teacher. Such an agreement shall be in writing and signed by both parties. This provision does not apply to a nonpublic agency.

CONTRACTOR providing special education instruction for individuals with exceptional needs between the ages of three and five years, inclusive, shall also comply with the appropriate instructional adult to child ratios pursuant to California Education Code sections 56440 et seq.

## **25. CALENDARS**

When CONTRACTOR is a nonpublic school, CONTRACTOR shall submit to the LEA/SELPA a school calendar with the total number of billable days not to exceed 180 days, plus extended school year billable days equivalent to the number of days determined by the LEA's extended school year calendar. Billable days shall include only those days that are included on the submitted and approved school calendar, and/or required by the IEP (developed by the LEA) for each student. CONTRACTOR shall not be allowed to change its school calendar and/or amend the number of billable days without the prior written approval of the LEA. Nothing in this Master Contract shall be interpreted to require the LEA to accept any requests for calendar changes.

Unless otherwise specified by the students' IEP, educational services shall occur at the school site. A student shall only be eligible for extended school year services if such are recommended by his/her IEP Team and the provision of such is specifically included in the ISA. Extended school year shall consist of 20 instructional days, unless otherwise agreed upon by the IEP Team convened by the LEA. Any days of extended school year in excess of 20 billable days must be mutually agreed to, in writing, prior to the start of the extended school year.

Student must have actually been in attendance during the regular school year and/or during extended school year and actually received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any nonpublic school service. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

CONTRACTOR shall observe the same legal holidays as the LEA. Those holidays are Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day, New Year's Day, may include Martin Luther King, Jr. Day, Cesar Chavez Day, President's Day, Memorial Day and Independence Day. With the approval of the LEA, CONTRACTOR may revise the date upon which CONTRACTOR closes in observance of any of the holidays observed by LEA.

When CONTRACTOR is a nonpublic agency, CONTRACTOR shall be provided with a LEA-developed/approved calendar prior to the initiation of services. CONTRACTOR herein agrees to observe holidays as specified in the LEA-developed/approved calendar. CONTRACTOR shall provide services pursuant to the LEA-developed/approved calendar; or as specified in the LEA student's IEP and ISA. Unless otherwise specified in the LEA student's ISA, CONTRACTOR shall provide related services to LEA students on only those days that the LEA student's school of attendance is in session and the LEA

student attends school. CONTRACTOR shall bill only for services provided on billable days of attendance as indicated on the LEA calendar unless CONTRACTOR and the LEA agree otherwise, in writing. Student must have actually been in attendance and/or received services on a billable day of attendance in order for CONTRACTOR to be eligible for payment. It is specifically understood that services may not be provided on weekends/holidays and other times when school is not in session, unless agreed to by the LEA, in writing, in advance of the delivery of any nonpublic agency service provided by CONTRACTOR. Any instructional days provided without this written agreement shall be at the sole financial responsibility of the CONTRACTOR.

## **26. DATA REPORTING**

CONTRACTOR shall agree to provide to the LEA, all data related to students who are served by the CONTRACTOR. This shall include any and all data related to any section of this Master Contract. CONTRACTOR agrees to provide all the information in the format required by the LEA. It is understood that all nonpublic schools and nonpublic agencies shall utilize the Special Education Information System (SEIS) or comparable system approved by the LEA/SELPA for all IEP development and progress reporting. Additional progress reporting may be required by the LEA. The LEA shall provide the CONTRACTOR with appropriate software, user training and proper internet permissions to allow adequate access so that this information may be compiled.

The LEA shall provide the CONTRACTOR with approved forms and/or format for such data including but not limited to invoicing, attendance reports and progress reports. The LEA may approve use of CONTRACTOR-provided forms at their discretion.

## **27. LEAST RESTRICTIVE ENVIRONMENT/DUAL ENROLLMENT**

CONTRACTOR and the LEA shall both follow all LEA policies and procedures that support Least Restrictive Environment ("LRE") options (and/or dual enrollment options if available and appropriate) for students to have access to the general curriculum and to be educated with their nondisabled peers to the maximum extent appropriate.

CONTRACTOR shall ensure that LRE placement options are addressed at all IEP team meetings regarding students for whom ISAs have been or may be executed. This shall include IEP team consideration of supplementary aids and services and goals and objectives necessary for placement in the LRE and necessary to enable students to transition to less restrictive settings.

When an IEP team has determined that a student should be transitioned into the public school setting, CONTRACTOR shall assist the LEA in implementing the IEP team's recommendations and/or activities to support the transition.

## **28. STATEWIDE ACHIEVEMENT TESTING AND HIGH SCHOOL EXIT EXAMINATION**

Where CONTRACTOR is a nonpublic school, CONTRACTOR is subject to the alternative accountability system developed pursuant to Education Code section 52052, in the same manner as public schools and each LEA student placed with CONTRACTOR by the LEA shall be tested by qualified staff of CONTRACTOR in accordance with that accountability program. LEA shall provide test administration training to CONTRACTOR's qualified staff; CONTRACTOR shall attend LEA test training and comply with completion of all coding requirements as required by LEA. Contractor shall report the test results to the CDE as required by Education Code section 56366(a)(8)(A).

Where CONTRACTOR is a nonpublic school, CONTRACTOR shall administer all statewide achievement tests and the California High School Exit Examination as mandated by the LEA and pursuant to the LEA, state and federal guidelines.

**29. SELPA MANDATED ATTENDANCE AT MEETINGS**

CONTRACTOR shall attend SELPA mandated meetings when legal mandates, and/or LEA policy and procedures are reviewed, including but not limited to the areas of: curriculum, high school graduation, standards-based instruction, behavior intervention, cultural and linguistic needs of students with disabilities, dual enrollment responsibilities, LRE responsibilities, transition services, and standardized testing. The LEA shall provide CONTRACTOR with reasonable notice of mandated meetings. Attendance at such meetings shall not constitute a billable service hour(s).

**30. POSITIVE BEHAVIOR INTERVENTIONS**

CONTRACTOR shall comply with the requirements of Title 5 of the California Code of Regulations sections 3001(c)-(f) and 3052(l)(1-8) regarding positive behavior interventions including, but not limited to: the completion of functional analysis assessments; the development, implementation, monitoring, supervision, modification, and evaluation of behavior intervention plans; and emergency interventions. It is understood that the LEA may require additional requirements for staff qualifications beyond what is required in Title 5 Regulation, 3064 and 3065. Such requirements will be provided in writing to the behavior intervention agency prior to entering into any contract for services. Failure to maintain adherence to staff qualification requirements shall constitute sufficient cause for contract termination. Behavior intervention agencies shall provide the LEA with all training protocols for behavior intervention staff employed by a nonpublic agency who do not possess a license, credential or recognized certification as part of their Master Contract application. Behavior intervention nonpublic agencies shall provide certification that all behavior aides who do not possess a license, credential or recognized certification have completed required training protocols within ten days of the start of providing behavior intervention services to a LEA student. Failure to do so shall constitute sufficient cause for termination.

CONTRACTOR shall designate an individual employed, contracted, and/or otherwise hired by CONTRACTOR as a "behavior intervention case manager" as that term is defined in Title 5 of the California Code of Regulations section 3001(e). CONTRACTOR shall maintain a written policy in compliance with Title 5 of the California Code of Regulations section 3052(i) and (k) regarding emergency interventions and Behavioral Emergency Reports. Evidence of such training shall be submitted to the LEA at the beginning of the school year and within 6 days of any new hire. CONTRACTOR shall ensure that all of its staff members are trained annually in crisis intervention and emergency procedures as related to appropriate behavior management strategies.

CONTRACTOR shall not authorize, order, consent to, or pay for any of the following prohibited interventions, or any other intervention similar to or like the following: (a) any intervention that is designed to, or likely to, cause physical pain; (b) releasing noxious, toxic, or otherwise unpleasant sprays, mists, or substances in proximity to the LEA student's face; (c) any intervention which denies adequate sleep, food, water, shelter, bedding, physical comfort, or access to bathroom facilities; (d) any intervention which is designed to subject, used to subject, or likely to subject the LEA student to verbal abuse, ridicule, or humiliation, or which can be expected to cause excessive emotional trauma; (e) restrictive interventions which employ a device, material, or objects that simultaneously immobilize all four extremities, including the procedure known as prone containment, except that prone containment or similar techniques may be used as a short term emergency intervention by CONTRACTOR's trained and qualified personnel as allowable by applicable law and regulations; (f) locked seclusion except as allowable by applicable law and regulations; (g) any intervention that precludes adequate supervision of individual; and (h) any intervention which deprives the LEA student of one or more of his or her senses, pursuant to California Code of Regulations 3052(l) (1-8).

**31. STUDENT DISCIPLINE**

CONTRACTOR shall maintain and abide by a written policy for student discipline that is consistent with state and federal law and regulations.

When CONTRACTOR seeks to remove a LEA student from his/her current educational placement for disciplinary reasons, CONTRACTOR shall immediately submit a written discipline report to the LEA and a manifestation IEP team meeting shall be scheduled. Written discipline reports shall include, but not be limited to: the LEA student's name; the time, date, and description of the misconduct; the disciplinary action taken by CONTRACTOR; and the rationale for such disciplinary action. A copy of the LEA student's behavior plan, if any, shall be submitted with the written discipline report. CONTRACTOR and LEA agree to participate in a manifestation determination at an IEP meeting no later than the tenth (10<sup>th</sup>) day of suspension. CONTRACTOR shall notify and invite LEA representatives to the IEP team meeting where the manifestation determination will be made.

### 32. IEP TEAM MEETINGS

An IEP team meeting shall be convened at least annually to evaluate: (1) the educational progress of each student placed with CONTRACTOR, including all state assessment results pursuant to the requirements of Education Code section 52052; (2) whether or not the needs of the student continue to be best met at the nonpublic school and/or by the nonpublic agency; and (3) whether changes to the student's IEP are necessary, including whether the student may be transitioned to a public school setting. (California Education Code sections 56366(a)(2)(B)(i) and (ii).) If a LEA student is to be transferred from a nonpublic school setting into a regular class setting in a public school for any part of the school day, the IEP team shall document, if appropriate, a description of activities provided to integrate the student into the regular education program, including the nature of each activity as well as the time spent on the activity each day or week and a description of the activities provided to support the transition of the student from the special education program into the regular education program. Except as otherwise provided in the Master Contract, CONTRACTOR and the LEA shall participate in all IEP team meetings regarding LEA students for whom ISAs have been or may be executed. At any time during the term of this Master Contract, a parent, the CONTRACTOR or the LEA may request a review of the student's IEP, subject to all procedural safeguards required by law, including reasonable notice given to, and participation of, the CONTRACTOR in the meeting. Every effort shall be made to schedule IEP team meetings at a time and place that is mutually convenient to the parent(s), the CONTRACTOR and the LEA. CONTRACTOR shall provide to the LEA any and all assessments (including testing protocols) and written assessment reports created by CONTRACTOR and any of its agents or subcontractors, upon request and/or pursuant to LEA policy and procedures.

It is understood that the CONTRACTOR shall utilize the Special Education Information System (SEIS) for all IEP planning and progress reporting. The SELPA shall provide training for any nonpublic school and nonpublic agency to assure access to SEIS. The nonpublic school and/or nonpublic agency shall maintain confidentiality of all IEP data on SEIS and shall protect the password requirements of the system. When a student disenrolls from the nonpublic school or stops receiving services from the nonpublic agency, such CONTRACTOR shall discontinue use of SEIS for that student.

Changes in any LEA student's educational program, including instruction, services, or instructional setting, provided under this Master Contract may only be made on the basis of revisions to the student's IEP. In the event that the CONTRACTOR believes the student requires a change of placement, the CONTRACTOR may request a review of the student's IEP for the purposes of considering a change in the student's placement. Student is entitled to remain in the last agreed upon and implemented placement unless parent agrees otherwise, or unless an interim alternative educational placement is deemed lawful and appropriate by the LEA or OAH.

### 33. SURROGATE PARENTS

CONTRACTOR shall comply with all LEA surrogate parent assignments.

**34. DUE PROCESS PROCEEDINGS**

CONTRACTOR shall fully participate in special education due process proceedings including mediations and hearings, as requested by the LEA. CONTRACTOR shall also fully participate in the investigation of any complaint filed with the State of California, the Office for Civil Rights, or any other state and/or federal governmental body or agency. Full participation shall include but in no way be limited to cooperating with LEA representatives to provide complete answers raised by any investigator and/or the immediate provision of any and all documentation that pertains to the operation of CONTRACTOR's program and/or the implementation of a particular student's ISP.

**35. COMPLAINT PROCEDURES**

CONTRACTOR shall maintain and adhere to its own written procedures for responding to parent complaints. These procedures shall include annually notifying and providing parents of LEA students with appropriate information (including complaint forms) for the following: (1) Uniform Complaint Procedures pursuant to Title 5 of the California Code of Regulations section 4600 et seq.; (2) Nondiscrimination policies pursuant to Title 5 of the California Code of Regulations section 4960 (a); (3) Sexual Harassment Policies pursuant to California Education Code 231.5(a)(b)(c); (4) Student Grievance Procedure pursuant to Title IX 106.8 (a)(d) and 106.9 (a); and (5) Notice of Privacy Practices in compliance with Health Insurance Portability and Accountability Act (HIPPA). CONTRACTOR shall include verification of these procedures to the LEA.

**36. LEA STUDENT PROGRESS REPORTS/REPORT CARDS AND ASSESSMENTS**

Unless the LEA requests in writing that progress reports be provided on a monthly basis, CONTRACTOR shall provide to parents at least four written progress reports/reports cards. At a minimum, progress reports shall include progress over time towards IEP goals and objectives. A copy of the progress reports/report cards shall be maintained at the CONTRACTOR's place of business and shall be submitted to the LEA within 10 days of the LEA's request.

CONTRACTOR shall also provide an LEA representative access to supporting documentation used to determine progress on any goal or objective, including but not limited to log sheets, observation notes, data sheets, pre/post tests, rubrics and other similar data collection used to determine progress or lack of progress on approved goals, objectives, transition plans or behavior support plans. The LEA may request copies of such data at any time within five years of the date of service. CONTRACTOR agrees to maintain the information for at least five years and also shall provide this data supporting progress within 5 business days of request. Additional time may be granted as needed by the LEA.

CONTRACTOR shall complete academic or other assessment of the LEA student one month prior to the LEA student's annual or triennial review IEP team meeting for the purpose of reporting the LEA student's present levels of performance at the IEP team meeting as required by state and federal laws and regulations and pursuant to LEA policies, procedures, and/or practices. CONTRACTOR shall maintain supporting documentation such as test protocols and data collection, which shall be made available to LEA within 5 business days of request.

CONTRACTOR is responsible for all assessment costs regarding the updating of goals and objectives, progress reporting and the development of present levels of performance. All assessments shall be provided by the LEA unless the LEA specifies in writing a request that CONTRACTOR perform such additional assessment. Any assessment costs may be added to the ISA and/or approved separately by the LEA at the LEA's sole discretion.

It is understood that all billable hours must be in direct services to pupils as specified in the ISA. For nonpublic agency services, supervision provided by a qualified individual as specified in Title 5 Regulation, subsection 3065, shall be determined as appropriate and included in the ISA. Supervision

means the direct observation of services, data review, case conferencing and program design consistent with professional standards for each professional's license, certification, or credential.

CONTRACTOR shall not charge the LEA student's parent(s) or LEA for the provision of progress reports, report cards, and/or any assessments, interviews, or meetings. It is understood that all billable hours have limits to those specified on the ISA consistent with the IEP. It is understood that copies of data collection notes, forms, charts and other such data are part of the pupil's record and shall be made available to the LEA upon written request.

**37. TRANSCRIPTS**

When CONTRACTOR is a nonpublic school, CONTRACTOR shall prepare transcripts at the close of each semester, or upon LEA student transfer, for LEA students in grades nine through twelve inclusive. CONTRACTOR shall submit all transcripts on LEA approved forms to the LEA student's school of residence, for evaluation of progress toward completion of diploma requirements as specified in LEA Procedures. CONTRACTOR shall submit to the LEA names of LEA students and their schools of residence for whom transcripts have been submitted as specified by the LEA.

**38. LEA STUDENT CHANGE OF RESIDENCE**

Upon enrollment, CONTRACTOR shall notify parents in writing of their obligation to notify CONTRACTOR of the LEA student's change of residence. CONTRACTOR shall maintain, and provide upon request by LEA, documentation of such notice to parents. Within five (5) school days after CONTRACTOR becomes aware of a LEA student's change of residence, CONTRACTOR shall notify the LEA, in writing, of the LEA student's change of residence.

If CONTRACTOR had knowledge or should reasonably have had knowledge of the LEA student's change of residence boundaries and CONTRACTOR fails to follow the procedures specified in this provision, the LEA shall not be responsible for the costs of services delivered after the LEA student's change of residence.

**39. WITHDRAWAL OF LEA STUDENT FROM PROGRAM**

CONTRACTOR shall immediately report, by telephone, to the LEA Representative responsible for overseeing nonpublic schools and nonpublic agencies, and any other required representative from the California Department of Education, when a LEA student is withdrawn from school and/or services. CONTRACTOR shall confirm such telephone call on LEA approved forms and submit to the LEA and the Department of Education, if required, within five (5) business days of the withdrawal. CONTRACTOR shall assist LEA to verify and clear potential dropouts three times per year, as required by the 2001 Elementary and Secondary Education Act (No Child Left Behind; NCLB), as documentation of graduation rate is one of the indicators of Adequate Yearly Progress (AYP).

**40. PARENT ACCESS**

CONTRACTOR shall provide for reasonable parental access to LEA students and all facilities including, but not limited to, the instructional setting, recreational activity areas, meeting rooms and LEA student living quarters. CONTRACTOR shall comply with any known court orders regarding parental visits and access to LEA students.

CONTRACTOR, if operating a program with a residential component, shall cooperate with a parent's reasonable request for LEA student visits in their home during, but not limited to, holidays and weekends. CONTRACTOR shall ensure that parents obtain prior written authorization for therapeutic visits from the CONTRACTOR and the LEA.



#### **41. SERVICES AND SUPERVISION AND PROFESSIONAL CONDUCT**

If CONTRACTOR provides services on a LEA public school campus, CONTRACTOR shall comply with Penal Code section 627.1 et seq., as well as all other LEA and campus-specific policies and procedures regarding visitors to/on school campuses. CONTRACTOR shall be responsible for the purchase and provision of the supplies and assessment tools necessary to implement the provision of CONTRACTOR services on LEA public school campuses.

It is understood that the public school credentialed classroom teacher is responsible for the educational program.

It is understood that all employees, subcontractors and volunteers of any certified nonpublic school or agency shall adhere to customary professional standards when providing services. All practices shall be within the scope of professional responsibility as defined in the professional code of conduct for each profession. Reports regarding student progress shall be consistent with the provision of the Master Contract.

CONTRACTOR, if providing services in a student's home as specified in the ISP, shall assure that at least one parent of the child or an adult caregiver with written and signed authorization to make decisions in an emergency is present during the provision of services. The names of any adult caregiver other than the parent shall be provided to the LEA prior to the start of any home based services, including written and signed authorization in emergency situations. The parent shall inform the LEA of any changes of caregivers and provide written authorization for emergency situations. The adult caregiver cannot also be an employee or volunteer associated with the nonpublic school/nonpublic agency service provider. All problems and/or concerns reported to parents, both verbal and written shall also be provided to the LEA.

#### **42. LICENSED CHILDREN'S INSTITUTION CONTRACTORS**

If CONTRACTOR is a licensed children's institution (hereinafter referred to as "LCI"), CONTRACTOR shall adhere to all legal requirements regarding educational placements for LCI students as stated in Education Code sections 56366(a)(2)(C) and 56366.9, Health and Safety Code section 1501.1(b), (AB1858, AB490 (Chapter 862, Statutes of 2003)) and the procedures set forth in the LEA Procedures. A LCI shall not require that a pupil be placed in its nonpublic school as a condition of being placed in its residential facility.

If CONTRACTOR is a nonpublic, nonsectarian school that is owned, operated by, or associated with a LCI, CONTRACTOR shall provide to the LEA, on a quarterly basis, a list of all LEA students, including those identified as eligible for special education. For those identified special education students, the list shall include: 1) special education eligibility at the time of enrollment and 2) the educational placement and services specified in each student's IEP at the time of enrollment.

Unless placement is made pursuant to a Office of Administrative Hearings order or a lawfully executed agreement between the LEA and parent, the LEA is not responsible for the costs associated with nonpublic school placement until the date on which an IEP team meeting is convened, the IEP team determines that a nonpublic school placement is appropriate, and the IEP is signed by the LEA student's parent or another adult with educational decision-making rights.

#### **43. STATE MEAL MANDATE**

When CONTRACTOR is a nonpublic school, CONTRACTOR and LEA shall satisfy the State Meal Mandate under California Education Code sections 49530, 49530.5 and 49550.

#### **44. MONITORING**

CONTRACTOR shall allow representatives from the LEA access to its facilities for the purpose of monitoring each LEA student's instructional program. LEA shall have access to observe each LEA student at work, observe the instructional setting, interview CONTRACTOR, and review each LEA student's records and progress. Such access shall include unannounced monitoring visits. When making site visits, LEA shall initially report to CONTRACTOR's site administrative office. CONTRACTOR shall be invited to participate in the review of each student's progress.

If CONTRACTOR is also a LCI, the SELPA shall annually evaluate whether CONTRACTOR is in compliance with Education Code section 56366.9 and Health and Safety Code section 1501.1(b).

The State Superintendent of Public Instruction ("Superintendent") shall monitor CONTRACTOR'S facilities, the educational environment, and the quality of the educational program, including the teaching staff, the credentials authorizing service, the standards-based core curriculum being employed, and the standard focused instructional materials used on a three-year cycle, as follows: (1) CONTRACTOR shall complete a self-review in year one; (2) the Superintendent shall conduct an onsite review in year two; and (3) the Superintendent shall conduct a follow-up visit in year three.

CONTRACTOR shall fully participate in the CDE On-Site and Self Review and if applicable, District Validation Review. This review will address programmatic aspects of the nonpublic school/agency, compliance with relevant state and federal regulations, and Master Contract compliance. CONTRACTOR shall complete and submit a Nonpublic School/Agency Self-Review Assessment submitted as specified by the LEA.

CONTRACTOR understands that the LEA reserves the right to institute a program audit with or without cause. The program audit may include, but is not limited to, a review of core compliance areas of health and safety; curriculum/instruction; related services; and contractual, legal, and procedural compliance.

When CONTRACTOR is a nonpublic school, CONTRACTOR shall collect all applicable data and prepare the applicable portion of a School Accountability Report Card in accordance with California Education Code Section 33126.

#### **PERSONNEL**

#### **45. CLEARANCE REQUIREMENTS**

CONTRACTOR shall comply with the requirements of California Education Code section 44237, 35021.1 and 35021.2 including, but not limited to: obtaining clearance from both the California Department of Justice (hereinafter referred to as "CDOJ") and clearance from the Federal Bureau of Investigation (hereinafter referred to as "FBI") for all of CONTRACTOR's employees and volunteers who will have or likely may have any direct contact with LEA students. CONTRACTOR hereby agrees that CONTRACTOR's employees and volunteers who will have or likely may have direct contact with LEA students shall not come in contact with LEA students until both CDOJ and FBI clearance are ascertained. CONTRACTOR shall further certify in writing to the LEA that none of its employees, volunteers, or subcontractors who will have or likely may have any direct contact with LEA students have been convicted of a violent or serious felony as those terms are defined in California Education Code section 44237(h), unless despite the employee's conviction of a violent or serious felony, he or she has met the criteria to be eligible for employment pursuant to California Education Code section 44237(i) or (j). Clearance certification shall be submitted to the LEA. In addition, CONTRACTOR shall make a request for subsequent arrest service from the CDOJ as required by California Penal Code section 11105.2.

#### **46. STAFF QUALIFICATIONS**

CONTRACTOR shall ensure that all individuals employed, contracted, and/or otherwise hired by CONTRACTOR to provide classroom and/or individualized instruction or provide related services hold a license, certificate, permit, or other document equivalent to that which staff in a public school are required to hold to render the service consistent with Education Code section 56366.1(n)(1) and are qualified pursuant to Title 34 of the Code of Federal Regulations sections 200.56 and 200.58, and Title 5 of the California Code of Regulations sections 3001(y), 3064 and 3065. Such qualified staff may only provide related services within the scope of their professional license, certification or credential and ethical standards set by each profession and not assume responsibility or authority for another related services provider or special education teacher's scope of practice.

Only those nonpublic, nonsectarian schools or agencies located outside of California that employ staff who hold a current valid credential or license to render special education and related services as required by that state shall be eligible to be certified.

CONTRACTOR shall comply with personnel standards and qualifications regarding instructional aides and teacher assistants respectively pursuant to Federal requirements and California Education Code sections 45340 et seq. and 45350 et seq. Specifically, all paraprofessionals, including, but not limited to instructional aides and teacher assistants, employed, contracted, and/or otherwise hired by CONTRACTOR to provide classroom and/or individualized instruction or related services, shall possess a high school diploma (or higher) degree; or met a rigorous standard of quality and can demonstrate, through a formal state or local assessment (i) knowledge of, and the ability to assist in instructing, reading, writing, and mathematics; or (ii) knowledge of, and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate. CONTRACTOR shall comply with all laws and regulations governing the licensed professions, including but not limited to, the provisions with respect to supervision.

#### **47. VERIFICATION OF LICENSES, CREDENTIALS AND OTHER DOCUMENTS**

CONTRACTOR shall submit to the LEA and SELPA a staff list, and copies of all current licenses, credentials, permits and/or other documents which entitle the holder to provide special education and/or related services by individuals employed, contracted, and/or otherwise hired or sub-contracted by CONTRACTOR. CONTRACTOR shall ensure that all licenses, credentials, permits or other documents are on file at the office of the County Superintendent of Schools. CONTRACTOR shall notify the LEA in writing within thirty (30) days when personnel changes occur which may affect the provision of special education and/or related services to LEA students as specified in the LEA Procedures. CONTRACTOR shall provide the LEA with the verified dates of fingerprint clearance, Department of Justice clearance and Tuberculosis Test clearance for all employees, approved subcontractors and/or volunteers prior to such individuals starting to work with any student.

CONTRACTOR shall monitor the status of licenses, credentials, permits and/or other documents for all individuals employed, contracted, and/or otherwise hired by CONTRACTOR. CONTRACTOR shall provide to the LEA updated information regarding the status of licenses, credentials, permits and/or other documents within than 30 days of any known changes.

#### **48. STAFF ABSENCE**

When CONTRACTOR is a nonpublic school and CONTRACTOR's classroom teacher is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California Education Code section 56061. CONTRACTOR shall provide to the LEA documentation of substitute coverage on the LEA substitute teacher log. Substitute teachers shall remain with their assigned class during all instructional time. The LEA shall not be responsible for any payment for instruction and/or services when an appropriately credentialed substitute teacher is not provided.

When CONTRACTOR is a nonpublic agency and/or related services provider, and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in section seven (7) of this agreement and as determined by the LEA) substitute, unless the LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. It is understood that the parent of a student shall not be deemed to be a qualified substitute for his/her student. The LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and an authorized LEA representative.

**49. STAFF PROFESSIONAL BEHAVIOR WHEN PROVIDING SERVICES AT SCHOOL OR SCHOOL RELATED EVENTS OR AT SCHOOL FACILITY AND/OR IN THE HOME**

It is understood that all employees, subcontractors, and volunteers of any certified nonpublic school or nonpublic agency shall adhere to the customary professional and ethical standards when providing services. All practices shall only be within the scope of professional responsibility as defined in the professional code of conduct for each profession as well as any LEA professional standards as specified in Board policies and/or regulations when made available to the CONTRACTOR. Reports regarding student progress shall be consistent with the provision of this Master Contract.

For services provided on a public school campus, sign in/out procedures shall be followed by nonpublic agency providers working in a public school classroom along with all other procedures for being on campus consistent with school and LEA policy. It is understood that the public school credentialed classroom teacher is responsible for the instructional program, and all nonpublic agency service providers shall work collaboratively with the classroom teacher, who shall remain in charge of the instructional program.

For services provided in a pupil's home as specified in the IEP, CONTRACTOR must assure that the parent or an LEA-approved responsible adult is present during the provision of services. All problems and/or concerns reported to parents, both verbal and written shall also be provided to the LEA.

**HEALTH AND SAFETY MANDATES**

**50. HEALTH AND SAFETY**

CONTRACTOR shall comply with all applicable federal, state, local, and LEA laws, regulations, ordinances, policies, and procedures regarding student and employee health and safety. CONTRACTOR shall comply with the requirements of California Education Code sections 35021 et seq., 49406, and Health and Safety Code section 3454(a) regarding the examination of CONTRACTOR's employees and volunteers for tuberculosis. CONTRACTOR shall provide to the LEA documentation for each individual volunteering, employed, contracted, and/or otherwise hired by CONTRACTOR of such compliance before an individual comes in contact with an LEA student.

CONTRACTOR shall comply with OSHA Blood Borne Pathogens Standards, 29 Code of Federal Regulations (CFR) section 1910.1030, when providing medical treatment or assistance to a student. CONTRACTOR further agrees to provide annual training regarding universal health care precautions and to post required notices in areas designated in the California Health and Safety Code.

**51. FACILITIES AND FACILITIES MODIFICATIONS**

CONTRACTOR shall provide special education and/or related services to LEA students in facilities that comply with all applicable federal, state, and local laws, regulations, and ordinances related, but not limited to: disability access; fire, health, sanitation, and building standards and safety; fire warning systems;

zoning permits; and occupancy capacity. When CONTRACTOR is a nonpublic school, CONTRACTOR shall conduct fire drills as required by Title 5 California Code of Regulations section 550. CONTRACTOR shall be responsible for any structural changes and/or modifications to CONTRACTOR's facilities as required to comply with applicable federal, state, and local laws, regulations, and ordinances.

**52. ADMINISTRATION OF MEDICATION**

Unless otherwise set forth in the student's ISP, CONTRACTOR shall comply with the requirements of California Education Code section 49423 when CONTRACTOR serves a LEA student that is required to take prescription and/or over-the-counter medication during the school day. CONTRACTOR may designate personnel to assist the LEA student with the administration of such medication after the LEA student's parent(s) provides to CONTRACTOR: (a) a written statement from a physician detailing the type, administration method, amount, and time schedules by which such medication shall be taken; and (b) a written statement from the LEA student's parent(s) granting CONTRACTOR permission to administer medication(s) as specified in the physician's statement. CONTRACTOR shall maintain, and provide to the LEA upon request, copies of such written statements. CONTRACTOR shall maintain a written log for each LEA student to whom medication is administered. Such written log shall specify the LEA student's name; the type of medication; the date, time, and amount of each administration; and the name of CONTRACTOR's employee who administered the medication. CONTRACTOR maintains full responsibility for assuring appropriate staff training in the administration of such medication consistent with student's physician's written orders. Any change in medication type, administration method, amount or schedule must be authorized by both a licensed physician and parent.

**53. INCIDENT/ACCIDENT REPORTING**

CONTRACTOR shall submit within 24 hours by fax and mail, any accident or incident report to the LEA. CONTRACTOR shall properly submit required accident or incident reports pursuant to the procedures specified in LEA Procedures.

**54. CHILD ABUSE REPORTING**

CONTRACTOR hereby agrees to annually train all staff members, including volunteers, so that they are familiar with and agree to adhere to its own child and dependent adult abuse reporting obligations and procedures as specified in California Penal Code section 11164 et seq. To protect the privacy rights of all parties involved (i.e. reporter, child and alleged abuser), reports will remain confidential as required by law and professional ethical mandates. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be submitted to the LEA.

**55. SEXUAL HARASSMENT/DISCRIMINATION**

CONTRACTOR shall have a Sexual and Gender Identity Harassment Policy that clearly describes the kinds of conduct that constitutes sexual harassment and that is prohibited by the CONTRACTOR's policy, as well as federal and state law. The policy should include procedures to make complaints without fear of retaliation, and for prompt and objective investigations of all sexual harassment complaints. CONTRACTOR further agrees to provide annual training to all employees regarding the laws concerning sexual harassment and related procedures.

**56. REPORTING OF MISSING CHILDREN**

CONTRACTOR assures the LEA that all staff members, including volunteers, are familiar with and agree to adhere to requirements for reporting missing children as specified in California Education Code section 49370. A written statement acknowledging the legal requirements of such reporting and verification of staff adherence to such reporting shall be properly submitted to the LEA. The written statement shall be submitted as specified by the LEA.

## **FINANCIAL**

### **57. ENROLLMENT, CONTRACTING, SERVICE TRACKING, ATTENDANCE REPORTING, AND BILLING PROCEDURES**

CONTRACTOR shall assure that the nonpublic school or nonpublic agency has the necessary financial resources to provide an appropriate education for the children enrolled and will distribute those resources in such a manner to implement the IEP and ISA for each and every child.

CONTRACTOR shall comply with all LEA procedures concerning enrollment, contracting, attendance reporting, service tracking and billing, including requirements of electronic billing, as specified by the LEA Procedures. CONTRACTOR shall be paid for the provision of special education and/or related services specified in the LEA student's IEP and ISA which are provided on billable days of attendance. All payments by LEA shall be made in accordance with the terms and conditions of this Master Contract and in compliance with the LEA Procedures, and will be governed by all applicable federal and state laws.

CONTRACTOR shall maintain separate registers for the basic education program, each related service, and services provided by instructional assistants, behavior intervention aides and bus aides. Original attendance forms (i.e., roll books for the basic education program service tracking documents and notes for instructional assistants, behavioral intervention aides, bus aides, and each related service) shall be completed by the actual service provider whose signature shall appear on such forms and shall be available for review, inspection, or audit by the LEA during the effective period of this Master Contract and for a period of five (5) years thereafter. CONTRACTOR shall verify the accuracy of minutes of reported attendance that is the basis of services being billed for payment.

CONTRACTOR shall submit invoices and related documents to the LEA for payment, for each calendar month when education or related services were provided. Invoices and related documents shall be properly submitted electronically and in addition, on a LEA form with signatures in the manner prescribed by LEA in the LEA Procedures. At a minimum, each invoice must contain the following information: month of service; specific days and times of services coordinated by the LEA approved calendar unless otherwise specified in the ISP or agreed to by the LEA; name of staff who provided the service; approved cost of each invoice; total for each service and total for the monthly invoice; date invoice was mailed; signature of the nonpublic school/nonpublic agency administrator authorizing that the information is accurate and consistent with the ISA, CDE certificates and staff notification; verification that attendance report is attached as appropriate; indication of any made-up session consistent with this Master Contract; verification that progress reports have been provided consistent with the ISA (monthly or quarterly unless specified otherwise on the ISA); and the name or initials of each student for when the service was provided.

In the event services were not provided, rationale for why the services were not provided shall be included.

Such an invoice is subject to all conditions of this Master Contract. At the discretion of the LEA, an electronic invoice may be required provided such notice has been made in writing and training provided to the CONTRACTOR at no additional charge for such training.

Invoices shall be submitted no later than thirty (30) days after the end of the attendance accounting period in which the services were rendered. LEA shall make payment to CONTRACTOR based on the number of billable days of attendance and hours of service at rates specified in this Master Contract within forty-five (45) days of LEA's receipt of properly submitted hard copy of invoices prepared and submitted as specified in California Education Code Section 56366.5 and the LEA. CONTRACTOR shall correct deficiencies and submit rebilling invoices no later than thirty (30) calendar days after the invoice is returned by LEA. LEA shall pay properly submitted re-billing invoices no later than forty-five (45) days after the date a completely corrected re-billing invoice is received by the LEA.

In no case shall initial payment claim submission for any Master Contract fiscal year (July through June) extend beyond December 31<sup>st</sup> after the close of the fiscal year. In no case shall any rebilling for the Master

Contract fiscal year (July through June) extend beyond six months after the close of the fiscal year unless approved by the LEA to resolve billing issues including rebilling issues directly related to a delay in obtaining information from the Commission on Teacher Credentialing regarding teacher qualification, but no later than 12 months from the close of the fiscal year. If the billing or rebilling error is the responsibility of the LEA, then no limit is set provided that the LEA and CONTRACTOR have communicated such concerns in writing during the 12-month period following the close of the fiscal year. SELPA will not pay mileage for NPA employee.

#### **58. RIGHT TO WITHHOLD PAYMENT**

The LEA may withhold payment to CONTRACTOR when: (a) CONTRACTOR has failed to perform, in whole or in part, under the terms of this Master Contract; (b) CONTRACTOR has billed for services rendered on days other than billable days of attendance or for days when student was not in attendance and/or did not receive services; (c) CONTRACTOR was overpaid by LEA as determined by inspection, review, and/or audit of its program, work, and/or records; (d) CONTRACTOR has failed to provide supporting documentation with an invoice, as required by EC 56366(c)(2); (e) education and/or related services are provided to LEA students by personnel who are not appropriately credentialed, licensed, or otherwise qualified; (f) LEA has not received, prior to school closure or contract termination, all documents concerning one or more LEA students enrolled in CONTRACTOR's educational program; (g) CONTRACTOR fails to confirm a student's change of residence to another district or confirms the change or residence to another district, but fails to notify LEA with five (5) days of such confirmation; or (h) CONTRACTOR receives payment from Medi-Cal or from any other agency or funding source for a service provided to a LEA student. It is understood that no payments shall be made for any invoices that are not received by six months following the close of the prior fiscal year, for services provided in that year.

The amount which may be withheld by the LEA with respect to each of the subparagraphs of the preceding paragraph are as follows: (a): the value of the service CONTRACTOR failed to perform; (b): the amount of overpayment; (c): the entire amount of the invoice for which satisfactory documentation has not been provided by CONTRACTOR (d): the amount invoiced for services provided by the individual not appropriately credentialed, licensed, or otherwise qualified; (e): the proportionate amount of the invoice related to the applicable pupil for the time period from the date of the violation occurred and until the violation is cured; or (f): the amount paid to CONTRACTOR by Medi-Cal or another agency or funding source for the service provided to the LEA student.

If the LEA determines that cause exists to withhold payment to CONTRACTOR, LEA shall, within ten (10) business days of this determination, provide to CONTRACTOR written notice that LEA is withholding payment. Such notice shall specify the basis or bases for the LEA's withholding payment and the amount to be withheld. Within thirty (30) days from the date of receipt of such notice, CONTRACTOR shall take all necessary and appropriate action to correct the deficiencies that form the basis for the LEA's withholding payment or submit a written request for extension of time to correct the deficiencies. Upon receipt of CONTRACTOR's written request showing good cause, the LEA shall extend CONTRACTOR's time to correct deficiencies (usually an additional thirty (30) days), otherwise payment will be denied.

If after subsequent request for payment has been denied and CONTRACTOR believes that payment should not be withheld, CONTRACTOR shall send written notice to the LEA specifying the reason it believes payment should not be withheld. The LEA shall respond to CONTRACTOR's notice within thirty (30) business days by indicating that a warrant for the amount of payment will be made or stating the reason the LEA believes payment should not be made. If the LEA fails to respond within thirty (30) business days or a dispute regarding the withholding of payment continues after the LEA's response to CONTRACTOR's notice, CONTRACTOR may invoke the following escalation policy.

After forty-five (45) business days: The CONTRACTOR may notify the Authorized LEA's Representative of the dispute in writing. The LEA Authorized Representative shall respond to the CONTRACTOR in writing within fifteen (15) business days.

After sixty (60) business days: Disagreements between the LEA and CONTRACTOR concerning the Master Contract may be appealed to the County Superintendent of Schools or the State Superintendent of Public Instruction pursuant to the provisions of California Education Code Section 56366(c)(2).

**59. PAYMENT FROM OUTSIDE AGENCIES**

CONTRACTOR shall notify the LEA when Medi-Cal or any other agency is billed for the costs associated with the provision of special education and/or related services to LEA students. Upon request, CONTRACTOR shall provide to the LEA any and all documentation regarding reports, billing, and/or payment by Medi-Cal or any other agency for the costs associated with the provision of special education and/or related services to LEA students.

**60. PAYMENT FOR ABSENCES**

**NONPUBLIC SCHOOL STAFF ABSENCE**

Whenever a classroom teacher employed by CONTRACTOR is absent, CONTRACTOR shall provide an appropriately credentialed substitute teacher in the absent teacher's classroom in accordance with California Education Code section 56061. CONTRACTOR shall provide to the LEA documentation of substitute coverage pursuant to the LEA Procedures. Substitute teachers shall remain with their assigned class during all instructional time. The LEA will not pay for instruction and/or services unless said instruction or service is provided by an appropriately credentialed substitute teacher.

Whenever a related service provider is absent, CONTRACTOR shall provide a qualified (as defined in section seven (7) of this agreement and as determined by LEA) substitute. The LEA will not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided unless otherwise agreed in LEA student's IEP or ISA.

**NONPUBLIC SCHOOL STUDENT ABSENCE**

If CONTRACTOR is a nonpublic school, no later than the tenth (10) cumulative day of the LEA student's unexcused absence, CONTRACTOR shall notify the LEA of such absence as specified in the LEA Procedures.

Criteria for a billable day for payment purposes is one day of attendance as defined in California Education Code, sections 46010, 46010.3 and 46307. The LEA shall not pay for services provided on days that a student's attendance does not qualify for Average Daily Attendance (ADA) reimbursement under state law. *Per Diem* rates for students whose IEPs authorize less than a full instructional day may be adjusted on a pro rata basis in accordance with the actual proportion of the school day the student was served. The LEA shall not be responsible for payment of DIS or related services for days on which a student's attendance does not qualify for Average Daily Attendance (ADA) reimbursement under state law, nor shall student be eligible for make-up services.

**NONPUBLIC AGENCY STAFF ABSENCE**

When CONTRACTOR is a nonpublic agency and CONTRACTOR's service provider is absent, CONTRACTOR shall provide a qualified (as defined in section seven (7) of this Agreement and as determined by the LEA) substitute, unless the LEA provides appropriate coverage in lieu of CONTRACTOR's service providers. The LEA shall not pay for services unless a qualified substitute is provided and/or CONTRACTOR provides documentation evidencing the provision of "make-up" services by a qualified service provider within thirty (30) calendar days from the date on which the services should have been provided. CONTRACTOR shall not "bank" or "carry over" make up service hours under any circumstances, unless otherwise agreed to in writing by CONTRACTOR and the LEA. In the event services were not provided, reasons for why the services were not provided shall be included.



## NONPUBLIC AGENCY STUDENT ABSENCE

IF CONTRACTOR is a nonpublic agency, it shall notify LEA of the absence of a LEA student no later than the fifth consecutive service day of the student's absence, as specified in the LEA Procedures. The LEA shall not be responsible for the payment of services when a student is absent.

## INSPECTION AND AUDIT

The CONTRACTOR shall maintain and the LEA shall have the right to examine and audit all of the books, records, documents, accounting procedures and practices and other evidence that reflect all costs claimed to have been incurred or fees claimed to have been earned under this Agreement.

CONTRACTOR shall provide the LEA access to all records including, but not limited to: student records as defined by California Education Code section 49061(b); registers and rollbooks of teachers; daily service logs and notes or other documents used to record the provision of related services; Medi-Cal/daily service logs and notes used to record provision of services provided by instructional assistants, behavior intervention aides, bus aides, and supervisors; absence verification records (parent/doctor notes, telephone logs, and related documents); bus rosters; staff lists specifying credentials held, business licenses held, documents evidencing other qualifications, social security numbers, dates of hire, and dates of termination; staff time sheets; non-paid staff and volunteer sign-in sheets; transportation and other related service subcontractors; school calendars; bell/class schedules when applicable; liability and worker's compensation insurance policies; state nonpublic school and/or agency certifications; by-laws; lists of current board of directors/trustees; if incorporated; other documents evidencing financial expenditures; federal/state payroll quarterly reports Form 941/DE3DP; and bank statements and canceled checks or facsimile thereof. Such access shall include unannounced inspections by the LEA. CONTRACTOR shall make available to the LEA all budgetary information including operating budgets submitted by CONTRACTOR to the LEA for the relevant contract period being audited.

CONTRACTOR shall make all records available at the office of the LEA or CONTRACTOR's offices (to be specified by the LEA) at all reasonable times and without charge. All records shall be provided to the LEA within five (5) working days of a written request from the LEA. CONTRACTOR shall, at no cost to the LEA, provide assistance for such examination or audit. The LEA's rights under this section shall also include access to CONTRACTOR's offices for purposes of interviewing CONTRACTOR's employees. If any document or evidence is stored in an electronic form, a hard copy shall be made available to the LEA, unless the LEA agrees to the use of the electronic format.

CONTRACTOR shall obtain from its subcontractors and suppliers written agreements to the requirements of this section and shall provide a copy of such agreements to the LEA upon request by the LEA. If an inspection, review, or audit by the LEA, a state agency, a federal agency, and/or an independent agency/firm determines that CONTRACTOR owes the LEA monies as a result of CONTRACTOR's over billing or failure to perform, in whole or in part, any of its obligations under this Master Contract, the LEA shall provide to CONTRACTOR written notice demanding payment from CONTRACTOR and specifying the basis or bases for such demand. Unless CONTRACTOR and the LEA otherwise agree in writing, CONTRACTOR shall pay to the LEA the full amount owed as result of CONTRACTOR's over billing and/or failure to perform, in whole or in part, any of its obligations under this Master Contract, as determined by an inspection, review, or audit by the LEA, a state agency, a federal agency, and/or an independent agency/firm. CONTRACTOR shall make such payment to the LEA within thirty (30) days of receipt of the LEA's written notice demanding payment.

## RATE SCHEDULE

The attached rate schedule (Exhibit A) limits the number of LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Per Diem rates for LEA students whose IEPs authorize less than a full

instructional day may be adjusted proportionally. In such cases only, the adjustments in basic education rate shall be based on the percentage of a 310-minute instructional day.

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

### 63. DEPARTMENT CERTIFICATION

By signing this agreement, CONTRACTOR certifies that:

- (a) CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and
- (b) Has/have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective on the 1<sup>st</sup> day of July 2011 and terminates at 5:00 P.M. on June 30, 2012, unless sooner terminated as provide herein.

CONTRACTOR,  
BECA  
Nonpublic School/Agency

LEA,  
Center Joint Unified School District

By:

By:

Signature

Date

Signature

Date

Name and Title of Authorized  
Representative

Scott A. Loehr, Superintendent

Name and Title of Authorized  
Representative

Notices to CONTRACTOR shall be addressed to:		Notices to LEA shall be addressed to:	
Kristi Myers, Associate Director		Scott A. Loehr, Superintendent	
Name		Name and Title	
BECA		Center Joint Unified School District	
Nonpublic School/Agency/Related Service Provider		LEA	
2555 Third St., Suite 210		8408 Watt Avenue	
Address		Address	
Sacramento, CA 95818		Antelope, CA 95843	
City State Zip		City State Zip	
916-444-2784		916-338-6320	
Phone		Phone	
916-443-2477		916-338-6322	
Fax		Fax	
kmyers@BECA-ABA.com		probinson@centerusd.org	
Email		Email	

Additional LEA Notification  
(Required if completed)

Paula Robinson, Executive Assistant	
Name and Title	
8408 Watt Avenue	
Address	
Antelope, CA 95843	
City State Zip	
916-338-6320	
Phone	
916-338-6322	
Fax	
probinson@centerusd.org	
Email	

## EXHIBIT A: RATES

**CONTRACTOR: BECA**  
**(NONPUBLIC SCHOOL OR AGENCY)**

**CONTRACTOR NUMBER:**  
**2011-2012 Contract Year**

Per CDE Certification, total enrollment may not exceed \_\_\_\_\_

If blank, the number shall be as determine by CDE Certification.

**Rate Schedule.** This rate schedule limits the number of LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

Payment under this contract may not exceed \_\_\_\_\_

Total LEA enrollment may not exceed \_\_\_\_\_

	<u>Rate</u>	<u>Period</u>
A. <u>Basic Education Program/Special Education Instruction</u>		
Basic Education Program/Dual Enrollment	_____	_____

Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally.

### B. Related Services

(1)	a. Transportation – Round Trip	_____	_____
	b. Transportation – One Way	_____	_____
	c. Transportation-Dual Enrollment	_____	_____
	d. Public Transportation	_____	_____
	e. Parent*	_____	_____
(2)	a. One to One Aide/Consultation	51.00	6/30/12
	b. Educational Counseling – Group of	_____	_____
	c. Counseling – Parent	_____	_____
(3)	a. Adapted Physical Education – Individual	_____	_____
	b. Adapted Physical Education – Group of _____	_____	_____
	c. Adapted Physical Education – Group of _____	_____	_____
(4)	a. Language and Speech Therapy – Individual	_____	_____
	b. Language and Speech Therapy – Group of 2	_____	_____
	c. Language and Speech Therapy – Group of 3	_____	_____
	d. Language and Speech Therapy – Per diem	_____	_____
	e. Language and Speech - Consultation Rate	_____	_____
(5)	a. Additional Instructional Assistant - Individual (must be authorized on IEP)	_____	_____
	b. Additional Instructional Assistant – Group of 2	_____	_____
	c. Additional Instructional Assistant – Group of 3	_____	_____
(6)	Intensive Special Education Instruction**	_____	_____
(7)	a. Occupational Therapy – Individual	_____	_____
	b. Occupational Therapy – Group of 2	_____	_____
	c. Occupational Therapy – Group of 3	_____	_____
	d. Occupational Therapy – Group of 4 - 7	_____	_____
	e. Occupational Therapy - Consultation Rate	_____	_____
(8)	Intake/Review/Observation/Assessment/Analysis/Recommendations	_____	_____

By signing this agreement, CONTRACTOR certifies that:

- (a) CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by

any Federal agency, and

- (c) Has/have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective on the 1<sup>st</sup> day of July 2011 and terminates at 5:00 P.M. on June 30, 2012 unless sooner terminated as provide herein.

CONTRACTOR,  
BECA  
Nonpublic School/Agency

LEA,  
Center Joint Unified School District

By:

By:

Signature

Date

Signature

Date

\_\_\_\_\_  
Name and Title of Authorized  
Representative

Scott A. Loehr, Superintendent

Name and Title of Authorized  
Representative

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

**EXHIBIT A: RATES**

**CONTRACTOR:** Bright Futures Therapy  
**(NONPUBLIC SCHOOL OR AGENCY)**

**CONTRACTOR NUMBER:** 02  
**2011-2012 Contract Year**

**Per CDE Certification, total enrollment may not exceed** \_\_\_\_\_

If blank, the number shall be as determine by CDE Certification.

**Rate Schedule.** This rate schedule limits the number of LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

Payment under this contract may not exceed \_\_\_\_\_

Total LEA enrollment may not exceed \_\_\_\_\_

	<u>Rate</u>	<u>Period</u>
A. <u>Basic Education Program/Special Education Instruction</u>		
Basic Education Program/Dual Enrollment	_____	_____

Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally.

**B. Related Services**

(1)	a. Transportation – Round Trip	N/A	_____
	b. Transportation – One Way	_____	_____
	c. Transportation-Dual Enrollment	_____	_____
	d. Public Transportation	_____	_____
	e. Parent*	_____	_____
(2)	a. Educational Counseling – Individual	_____	_____
	b. Educational Counseling – Group of	_____	_____
	c. Counseling – Parent	_____	_____
(3)	a. Adapted Physical Education – Individual	_____	_____
	b. Adapted Physical Education – Group of _____	_____	_____
	c. Adapted Physical Education – Group of _____	_____	_____
(4)	a. Language and Speech Therapy – Individual	_____	_____
	b. Language and Speech Therapy – Group of 2	_____	_____
	c. Language and Speech Therapy – Group of 3	_____	_____
	d. Language and Speech Therapy – Per diem	_____	_____
	e. Language and Speech - Consultation Rate	_____	_____
(5)	a. Additional Instructional Assistant - Individual (must be authorized on IEP)	_____	_____
	b. Additional Instructional Assistant – Group of 2	_____	_____
	c. Additional Instructional Assistant – Group of 3	_____	_____
(6)	Intensive Special Education Instruction**	_____	_____
(7)	a. Occupational Therapy – Individual	80.00	6/30/12
	b. Occupational Therapy – Group of 2	_____	_____
	c. Occupational Therapy – Group of 3	_____	_____
	d. Occupational Therapy – Group of 4 - 7	_____	_____
	e. Occupational Therapy - Consultation Rate	_____	_____
(9)	Physical Therapy	_____	_____
(10)	a. Behavior Intervention – BII	_____	_____
	b. Behavior Intervention – BID	_____	_____
	Provided by: _____	_____	_____

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

By signing this agreement, CONTRACTOR certifies that:

- (a) CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and
- (c) Has/have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective on the 1<sup>st</sup> day of July 2011 and terminates at 5:00 P.M. on June 30, 2012, unless sooner terminated as provide herein.

CONTRACTOR,  
Bright Futures Therapy  
Nonpublic School/Agency

LEA,  
Center Joint Unified School District

By:

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Michael Pullmann

Scott A. Loehr, Superintendent

Name and Title of Authorized  
Representative

Name and Title of Authorized  
Representative

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

**EXHIBIT A: RATES**

**CONTRACTOR: Burger Physical Therapy  
(NONPUBLIC SCHOOL OR AGENCY)**

**CONTRACTOR NUMBER: 03  
2011-2012 Contract Year**

**Per CDE Certification, total enrollment may not exceed**

**If blank, the number shall be as determine by CDE Certification.**

**Rate Schedule.** This rate schedule limits the number of LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

Payment under this contract may not exceed \_\_\_\_\_

Total LEA enrollment may not exceed \_\_\_\_\_

Rate                      Period

**A. Basic Education Program/Special Education Instruction  
Basic Education Program/Dual Enrollment**

Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally.

**B. Related Services**

- |      |  |        |         |
|------|--|--------|---------|
| (1)  | a. Transportation – Round Trip   |        |         |
|      | b. Transportation – One Way  |        |         |
|      | c. Transportation-Dual Enrollment  |        |         |
|      | d. Public Transportation   |        |         |
|      | e. Parent*   |        |         |
| (2)  | a. Educational Counseling – Individual   |        |         |
|      | b. Educational Counseling – Group of   |        |         |
|      | c. Counseling – Parent   |        |         |
| (3)  | a. Adapted Physical Education – Individual                                     |        |         |
|      | b. Adapted Physical Education – Group of _____                                 |        |         |
|      | c. Adapted Physical Education – Group of _____                                 |        |         |
| (4)  | a. Language and Speech Therapy – Individual                                    | 100.00 | 6/30/12 |
|      | b. Language and Speech Therapy – Group of 2                                    |        |         |
|      | c. Language and Speech Therapy – Group of 3                                    |        |         |
|      | d. Language and Speech Therapy – Per diem                                      |        |         |
|      | e. Language and Speech - Consultation Rate                                     |        |         |
| (5)  | a. Additional Instructional Assistant - Individual (must be authorized on IEP) |        |         |
|      | b. Additional Instructional Assistant – Group of 2                             |        |         |
|      | c. Additional Instructional Assistant – Group of 3                             |        |         |
| (6)  | Intensive Special Education Instruction**                                      |        |         |
| (7)  | a. Occupational Therapy – Individual   | 100.00 | 6/30/12 |
|      | b. Occupational Therapy – Group of 2   |        |         |
|      | c. Occupational Therapy – Group of 3   |        |         |
|      | d. Occupational Therapy – Group of 4 - 7                                       |        |         |
|      | e. Occupational Therapy - Consultation Rate                                    |        |         |
| (9)  | Physical Therapy   | 100.00 | 6/30/12 |
| (10) | a. Behavior Intervention – BII   |        |         |
|      | b. Behavior Intervention – BID   |        |         |



**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

**63. DEPARTMENT CERTIFICATION**

By signing this agreement, CONTRACTOR certifies that:

- (a) CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and
- (c) Has/have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective on the 1<sup>st</sup> day of July 2011 and terminates at 5:00 P.M. on June 30, 2012, unless sooner terminated as provide herein.

CONTRACTOR,  
Burger Physical Therapy  
Nonpublic School/Agency

LEA,  
Center Joint Unified School District

By:

By:

Signature

Date

Signature

Date

\_\_\_\_\_  
Name and Title of Authorized  
Representative

Scott A. Loehr, Superintendent

\_\_\_\_\_  
Name and Title of Authorized  
Representative

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

**EXHIBIT A: RATES**

**CONTRACTOR: CCHAT CENTER SACRAMENTO CONTRACTOR NUMBER: 04**  
**(NONPUBLIC SCHOOL OR AGENCY) 2011-2012 Contract Year**

**Per CDE Certification, total enrollment may not exceed**

**If blank, the number shall be as determine by CDE Certification.**

**Rate Schedule.** This rate schedule limits the number of LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

Payment under this contract may not exceed \_\_\_\_\_

Total LEA enrollment may not exceed \_\_\_\_\_

	<u>Rate</u>	<u>Period</u>
A. <u>Basic Education Program/Special Education Instruction</u>	124.17	6/30/12
Basic Education Program/Dual Enrollment		

Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally.

**B. Related Services**

- (1)
    - a. Transportation – Round Trip
    - b. Transportation – One Way
    - c. Transportation-Dual Enrollment
    - d. Public Transportation
    - e. Parent\*
  - (2)
    - a. Educational Counseling – Individual
    - b. Educational Counseling – Group of
    - c. Counseling – Parent
  - (3)
    - a. Adapted Physical Education – Individual
    - b. Adapted Physical Education – Group of \_\_\_\_\_
    - c. Adapted Physical Education – Group of \_\_\_\_\_
  - (4)
    - a. Language and Speech Therapy – Individual
    - b. Language and Speech Therapy – Group of 2
    - c. Language and Speech Therapy – Group of 3
    - d. Language and Speech Therapy – Per diem
    - e. Language and Speech - Consultation Rate
  - (5)
    - a. Additional Instructional Assistant - Individual (must be authorized on IEP)
    - b. Additional Instructional Assistant – Group of 2
    - c. Additional Instructional Assistant – Group of 3
  - (6) Intensive Special Education Instruction\*\*
  - (7)
    - a. Occupational Therapy – Individual
    - b. Occupational Therapy – Group of 2
    - c. Occupational Therapy – Group of 3
    - d. Occupational Therapy – Group of 4 - 7
    - e. Occupational Therapy - Consultation Rate
  - (9) Physical Therapy
  - (10)
    - a. Behavior Intervention – BII
    - b. Behavior Intervention – BID
- Provided by: \_\_\_\_\_

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

**63. DEPARTMENT CERTIFICATION**

By signing this agreement, CONTRACTOR certifies that:

- (a) CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and
- (b) Has/have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective on the 1<sup>st</sup> day of July 2011 and terminates at 5:00 P.M. on June 30, 2012, unless sooner terminated as provide herein.

CONTRACTOR,  
CCHAT CENTER SACRAMENTO  
Nonpublic School/Agency

LEA,  
Center Joint Unified School District

By:

By:

Signature

Date

Signature

Date

\_\_\_\_\_  
Name and Title of Authorized  
Representative

Scott A. Loehr, Superintendent

\_\_\_\_\_  
Name and Title of Authorized  
Representative

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

**EXHIBIT A: RATES**

**CONTRACTOR: Capitol Academy  
(NONPUBLIC SCHOOL OR AGENCY)**

**CONTRACTOR NUMBER: 08  
2011-2012 Contract Year**

**Per CDE Certification, total enrollment may not exceed**

If blank, the number shall be as determine by CDE Certification.

**Rate Schedule.** This rate schedule limits the number of LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

Payment under this contract may not exceed \_\_\_\_\_

Total LEA enrollment may not exceed \_\_\_\_\_

	<u>Rate</u>	<u>Period</u>
A. <u>Basic Education Program/Special Education Instruction</u> *Approved by SELPA	145.60	6/30/12
Basic Education Program/Dual Enrollment		

Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally.

**B. Related Services**

(1)	a. Transportation – Round Trip	25.00	6/30/12
	b. Transportation – One Way		
	c. Transportation-Dual Enrollment		
	d. Public Transportation		
	e. Parent*		
(2)	a. Educational Counseling – Individual		
	b. Educational Counseling – Group of		
	c. Counseling – Parent		
(3)	a. Adapted Physical Education – Individual		
	b. Adapted Physical Education – Group of _____		
	c. Adapted Physical Education – Group of _____		
(4)	a. Language and Speech Therapy – Individual		
	b. Language and Speech Therapy – Group of 2		
	c. Language and Speech Therapy – Group of 3		
	d. Language and Speech Therapy – Per diem		
	e. Language and Speech - Consultation Rate		
(5)	a. Additional Instructional Assistant - Individual (must be authorized on IEP)		
	b. Additional Instructional Assistant – Group of 2		
	c. Additional Instructional Assistant – Group of 3		
(6)	Intensive Special Education Instruction**		
(7)	a. Occupational Therapy – Individual		
	b. Occupational Therapy – Group of 2		
	c. Occupational Therapy – Group of 3		
	d. Occupational Therapy – Group of 4 - 7		
	e. Occupational Therapy - Consultation Rate		
(9)	Physical Therapy		
(10)	a. Behavior Intervention – BII		
	b. Behavior Intervention – BID		
	Provided by: _____		

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

**63. DEPARTMENT CERTIFICATION**

By signing this agreement, CONTRACTOR certifies that:

- (a) CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and
- (b) Has/have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective on the 1<sup>st</sup> day of January 2011 and terminates at 5:00 P.M. on June 30, 2012, unless sooner terminated as provide herein.

CONTRACTOR,  
**Capitol Academy**  
Nonpublic School/Agency

LEA,  
Center Joint Unified School District

By:

By:

Signature

Date

Signature

Date

\_\_\_\_\_  
Name and Title of Authorized  
Representative

Scott A. Loehr, Superintendent

\_\_\_\_\_  
Name and Title of Authorized  
Representative

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

**EXHIBIT A: RATES**

**CONTRACTOR: Creekside Academy (UHS)  
(NONPUBLIC SCHOOL OR AGENCY)**

**CONTRACTOR NUMBER: 05  
2011-2012 Contract Year**

**Per CDE Certification, total enrollment may not exceed**

**If blank, the number shall be as determine by CDE Certification.**

**Rate Schedule.** This rate schedule limits the number of LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

Payment under this contract may not exceed \_\_\_\_\_

Total LEA enrollment may not exceed \_\_\_\_\_

	<u>Rate</u>	<u>Period</u>
A. <u>Basic Education Program/Special Education Instruction</u> *Speech/OT not included	145.19 LH	6/30/12
	167.04 SH	6/30/12
Basic Education Program/Dual Enrollment		

Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally.

**B. Related Services**

(1)	a. Transportation – Round Trip	19.55	6/30/12
	b. Transportation – One Way	9.97	6/30/12
	c. Transportation-Dual Enrollment		
	d. Public Transportation		
	e. Parent*		
(2)	a. Educational Counseling – Individual		
	b. Educational Counseling – Group of		
	c. Counseling – Parent		
(3)	a. Adapted Physical Education – Individual		
	b. Adapted Physical Education – Group of _____		
	c. Adapted Physical Education – Group of _____		
(4)	a. Language and Speech Therapy – Individual	n/a	6/30/12
	b. Language and Speech Therapy – Group of 2		
	c. Language and Speech Therapy – Group of 3		
	d. Language and Speech Therapy – Per diem		
	e. Language and Speech - Consultation Rate		
(5)	a. Additional Instructional Assistant - Individual (must be authorized on IEP)	16.36	6/30/12
	b. Additional Instructional Assistant – Group of 2		
	c. Additional Instructional Assistant – Group of 3		
(6)	Intensive Special Education Instruction**		
(7)	a. Occupational Therapy – Individual	n/a	6/30/12
	b. Occupational Therapy – Group of 2		
	c. Occupational Therapy – Group of 3		
	d. Occupational Therapy – Group of 4 - 7		
	e. Occupational Therapy - Consultation Rate	85.00	6/30/12
(8)	f. Behavior Intervention	275.00 /4 hrs	6/30/12
(9)	a. Behavior Intervention – BII		
	b. Behavior Intervention – BID		

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

**63. DEPARTMENT CERTIFICATION**

By signing this agreement, CONTRACTOR certifies that:

- (a) CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and
- (b) Has/have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective on the 1<sup>st</sup> day of July 2011 and terminates at 5:00 P.M. on June 30, 2012, unless sooner terminated as provide herein.

CONTRACTOR,  
**Creekside Academy (UHS)**  
Nonpublic School/Agency

LEA,  
Center Joint Unified School District

By:

By:

Signature

Date

Signature

Date

\_\_\_\_\_  
Name and Title of Authorized  
Representative

Scott A. Loehr, Superintendent

\_\_\_\_\_  
Name and Title of Authorized  
Representative

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

**EXHIBIT A: RATES**

**CONTRACTOR: Easter Seal Society of CA, Inc.  
(NONPUBLIC SCHOOL OR AGENCY)**

**CONTRACTOR NUMBER: 06  
2011-2012 Contract Year**

**Per CDE Certification, total enrollment may not exceed**

If blank, the number shall be as determine by CDE Certification.

**Rate Schedule.** This rate schedule limits the number of LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

Payment under this contract may not exceed \_\_\_\_\_

Total LEA enrollment may not exceed \_\_\_\_\_

Rate                      Period

**A. Basic Education Program/Special Education Instruction  
Basic Education Program/Dual Enrollment**

Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally.

**B. Related Services**

- |      |  |       |         |
|------|--|-------|---------|
| (1)  | a. Transportation – Round Trip   |       |         |
|      | b. Transportation – One Way  |       |         |
|      | c. Transportation-Dual Enrollment  |       |         |
|      | d. Public Transportation   |       |         |
|      | e. Parent*   |       |         |
| (2)  | a. Educational Counseling – Individual   |       |         |
|      | b. Educational Counseling – Group of   |       |         |
|      | c. Counseling – Parent   |       |         |
| (3)  | a. Adapted Physical Education – Individual                                     |       |         |
|      | b. Adapted Physical Education – Group of _____                                 |       |         |
|      | c. Adapted Physical Education – Group of _____                                 |       |         |
| (4)  | a. Language and Speech Therapy – Individual                                    |       |         |
|      | b. Language and Speech Therapy – Group of 2                                    |       |         |
|      | c. Language and Speech Therapy – Group of 3                                    |       |         |
|      | d. Language and Speech Therapy – Per diem                                      |       |         |
|      | e. Language and Speech - Consultation Rate                                     |       |         |
| (5)  | a. Additional Instructional Assistant - Individual (must be authorized on IEP) |       |         |
|      | b. Additional Instructional Assistant – Group of 2                             |       |         |
|      | c. Additional Instructional Assistant – Group of 3                             |       |         |
| (6)  | Intensive Special Education Instruction**                                      |       |         |
| (7)  | a. Occupational Therapy – Individual   | 85.00 | 6/30/12 |
|      | b. Occupational Therapy – Group of 2   |       |         |
|      | c. Occupational Therapy – Group of 3   |       |         |
|      | d. Occupational Therapy – Group of 4 - 7                                       |       |         |
|      | e. Occupational Therapy - Consultation Rate                                    |       |         |
| (9)  | Physical Therapy   | 85.00 | 6/30/12 |
| (10) | a. Behavior Intervention – BII   |       |         |
|      | b. Behavior Intervention – BID   |       |         |
|      | Provided by: _____   |       |         |



**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

**63. DEPARTMENT CERTIFICATION**

By signing this agreement, CONTRACTOR certifies that:

- (a) CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and
- (b) Has/have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective on the 1<sup>st</sup> day of July 2011 and terminates at 5:00 P.M. on June 30, 2012, unless sooner terminated as provide herein.

CONTRACTOR,  
Easter Seal Society of CA, Inc.  
Nonpublic School/Agency

LEA,  
Center Joint Unified School District

By:

By:

Signature

Date

Signature

Date

\_\_\_\_\_  
Name and Title of Authorized  
Representative

Scott A. Loehr, Superintendent

\_\_\_\_\_  
Name and Title of Authorized  
Representative

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

**EXHIBIT A: RATES**

**CONTRACTOR: GUIDING HANDS SCHOOL, INC. CONTRACTOR NUMBER: 07  
(NONPUBLIC SCHOOL OR AGENCY) 2011-2012 Contract Year**

**Per CDE Certification, total enrollment may not exceed**

If blank, the number shall be as determine by CDE Certification.

**Rate Schedule.** This rate schedule limits the number of LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

Payment under this contract may not exceed \_\_\_\_\_

Total LEA enrollment may not exceed \_\_\_\_\_

	<u>Rate</u>	<u>Period</u>
A. <u>Basic Education Program/Special Education Instruction</u>	139.26	6/30/12
Basic Education Program/Dual Enrollment		

Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally.

**B. Related Services**

(1)	a. Transportation – Round Trip	11.28	6/30/12
	b. Transportation – One Way		
	c. Transportation-Dual Enrollment		
	d. Public Transportation		
	e. Parent*		
(2)	a. Educational Counseling – Individual		
	b. Educational Counseling – Group of		
	c. Counseling – Parent		
(3)	a. Adapted Physical Education – Individual		
	b. Adapted Physical Education – Group of _____		
	c. Adapted Physical Education – Group of _____		
(4)	a. Language and Speech Therapy – Individual		
	b. Language and Speech Therapy – Group of 2		
	c. Language and Speech Therapy – Group of 3		
	d. Language and Speech Therapy – Per diem		
	e. Language and Speech - Consultation Rate		
(5)	a. Additional Instructional Assistant - Individual (must be authorized on IEP)		
	b. Additional Instructional Assistant – Group of 2		
	c. Additional Instructional Assistant – Group of 3		
(6)	Intensive Special Education Instruction**		
(7)	a. Occupational Therapy – Individual		
	b. Occupational Therapy – Group of 2		
	c. Occupational Therapy – Group of 3		
	d. Occupational Therapy – Group of 4 - 7		
	e. Occupational Therapy - Consultation Rate		
(9)	Physical Therapy		
(10)	a. Behavior Intervention – BII		
	b. Behavior Intervention – BID		
	Provided by: _____		

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

**63. DEPARTMENT CERTIFICATION**

By signing this agreement, CONTRACTOR certifies that:

- (a) CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and
- (b) Has/have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective on the 1<sup>st</sup> day of July 2011 and terminates at 5:00 P.M. on June 30, 2012, unless sooner terminated as provide herein.

CONTRACTOR,  
Guiding Hands, Inc.  
Nonpublic School/Agency

LEA,  
Center Joint Unified School District

By:

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Authorized  
Representative

Scott A. Loehr, Superintendent

\_\_\_\_\_  
Name and Title of Authorized  
Representative

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

**EXHIBIT A: RATES**

**CONTRACTOR: Med Trans Medical/Legal  
Ambulatory Transportation  
And Interpreting Services  
(NONPUBLIC SCHOOL OR AGENCY)**

**CONTRACTOR NUMBER: 10  
2011-2012 Contract Year**

**Per CDE Certification, total enrollment may not exceed**

If blank, the number shall be as determined by CDE Certification.

**Rate Schedule.** This rate schedule limits the number of LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

Payment under this contract may not exceed \_\_\_\_\_

Total LEA enrollment may not exceed \_\_\_\_\_

Rate                      Period

**A. Basic Education Program/Special Education Instruction  
Basic Education Program/Dual Enrollment**

Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally.

**B. Related Services**

- |     |  |       |         |
|-----|--|-------|---------|
| (1) | a. Transportation – Round Trip   |       |         |
|     | b. Transportation – One Way  |       |         |
|     | c. Transportation-Dual Enrollment  |       |         |
|     | d. Public Transportation   | 90.00 | 6/30/12 |
|     | e. Parent*   |       |         |
| (2) | a. Educational Counseling – Individual   |       |         |
|     | b. Educational Counseling – Group of   |       |         |
|     | c. Counseling – Parent   |       |         |
| (3) | a. Adapted Physical Education – Individual                                     |       |         |
|     | b. Adapted Physical Education – Group of _____                                 |       |         |
|     | c. Adapted Physical Education – Group of _____                                 |       |         |
| (4) | a. Language and Speech Therapy – Individual                                    |       |         |
|     | b. Language and Speech Therapy – Group of 2                                    |       |         |
|     | c. Language and Speech Therapy – Group of 3                                    |       |         |
|     | d. Language and Speech Therapy – Per diem                                      |       |         |
|     | e. Language and Speech Assistant   |       |         |
| (5) | a. Additional Instructional Assistant - Individual (must be authorized on IEP) |       |         |
|     | b. Additional Instructional Assistant – Group of 2                             |       |         |
|     | c. Additional Instructional Assistant – Group of 3                             |       |         |
| (6) | Intensive Special Education Instruction**                                      |       |         |
| (7) | a. Occupational Therapy – Individual   |       |         |
|     | b. Occupational Therapy – Group of 2   |       |         |
|     | c. Occupational Therapy – Group of 3   |       |         |
|     | d. Occupational Therapy – Group of 4 - 7                                       |       |         |
|     | e. Occupational Therapy - Consultation Rate                                    |       |         |
|     | e. Occupational Therapy - Assistant  |       |         |
| (8) | Physical Therapy   |       |         |
| (9) | a. Behavior Intervention – BII   |       |         |

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

these offenses.

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective on the 1<sup>st</sup> day of July 2011 and terminates at 5:00 P.M. on June 30, 2012, unless sooner terminated as provide herein.

CONTRACTOR,  
Med Trans Medical/Legal Ambulatory Transportation  
And Interpreting Services.  
Nonpublic School/Agency

LEA,  
Center Joint Unified School District

By:

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scott A. Loehr, Superintendent

Name and Title of Authorized  
Representative

Name and Title of Authorized  
Representative

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

**EXHIBIT A: RATES**

**CONTRACTOR: Medicab of Sacramento/Sierra  
(NONPUBLIC SCHOOL OR AGENCY)**

**CONTRACTOR NUMBER: 09  
2011-2012 Contract Year**

**Per CDE Certification, total enrollment may not exceed**

**If blank, the number shall be as determine by CDE Certification.**

**Rate Schedule.** This rate schedule limits the number of LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

Payment under this contract may not exceed \_\_\_\_\_

Total LEA enrollment may not exceed \_\_\_\_\_

Rate                      Period

**A. Basic Education Program/Special Education Instruction  
Basic Education Program/Dual Enrollment**

Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally.

**B. Related Services**

- |     |  |         |         |
|-----|--|---------|---------|
| (1) | a. Transportation – Round Trip plus \$1.50 per mile                            | \$50.00 | 6/30/12 |
|     | b. Transportation – One Way plus \$ 1.50 per mile                              | \$40.00 | 6/30/12 |
|     | c. Transportation-Dual Enrollment  |         |         |
|     | d. Public Transportation   |         |         |
|     | e. Parent*   |         |         |
| (2) | a. Educational Counseling – Individual   |         |         |
|     | b. Educational Counseling – Group of   |         |         |
|     | c. Counseling – Parent   |         |         |
| (3) | a. Adapted Physical Education – Individual                                     |         |         |
|     | b. Adapted Physical Education – Group of _____                                 |         |         |
|     | c. Adapted Physical Education – Group of _____                                 |         |         |
| (4) | a. Language and Speech Therapy – Individual                                    |         |         |
|     | b. Language and Speech Therapy – Group of 2                                    |         |         |
|     | c. Language and Speech Therapy – Group of 3                                    |         |         |
|     | d. Language and Speech Therapy – Per diem                                      |         |         |
|     | e. Language and Speech Assistant   |         |         |
| (5) | a. Additional Instructional Assistant - Individual (must be authorized on IEP) |         |         |
|     | b. Additional Instructional Assistant – Group of 2                             |         |         |
|     | c. Additional Instructional Assistant – Group of 3                             |         |         |
| (6) | Intensive Special Education Instruction**                                      |         |         |
| (7) | a. Occupational Therapy – Individual   |         |         |
|     | b. Occupational Therapy – Group of 2   |         |         |
|     | c. Occupational Therapy – Group of 3   |         |         |
|     | d. Occupational Therapy – Group of 4 - 7                                       |         |         |
|     | e. Occupational Therapy - Consultation Rate                                    |         |         |
|     | e. Occupational Therapy - Assistant  |         |         |
| (8) | Physical Therapy   |         |         |
| (9) | a. Behavior Intervention – BII   |         |         |

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

**63. DEPARTMENT CERTIFICATION**

By signing this agreement, CONTRACTOR certifies that:

- (a) CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and
- (b) Has/have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective on the 1<sup>st</sup> day of July 2011 and terminates at 5:00 P.M. on June 30, 2012, unless sooner terminated as provide herein.

CONTRACTOR,  
Medicab of Sacramento/Sierra  
Nonpublic School/Agency

LEA,  
Center Joint Unified School District

By:

By:

Signature

Date

Signature

Date

Name and Title of Authorized  
Representative

Scott A. Loehr, Superintendent

Name and Title of Authorized  
Representative

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

**EXHIBIT A: RATES**

**CONTRACTOR: Mingus Mountain Academy  
(NONPUBLIC SCHOOL OR AGENCY)**

**CONTRACTOR NUMBER: 11  
2011-2012 Contract Year**

**Per CDE Certification, total enrollment may not exceed**

If blank, the number shall be as determine by CDE Certification.

**Rate Schedule.** This rate schedule limits the number of LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

Payment under this contract may not exceed \_\_\_\_\_

Total LEA enrollment may not exceed \_\_\_\_\_

	<u>Rate</u>	<u>Period</u>
A. <u>Basic Education Program/Special Education Instruction</u> *Speech/OT not included	<u>125.00</u>	<u>6/30/12</u>
Basic Education Program/Dual Enrollment	_____	_____

Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally.

**B. Related Services**

(1)	a. Transportation – Round Trip	_____	_____
	b. Transportation – One Way	_____	_____
	c. Transportation-Dual Enrollment	_____	_____
	d. Public Transportation	_____	_____
	e. Parent*	_____	_____
(2)	a. Educational Counseling – Individual	_____	_____
	b. Educational Counseling – Group of	_____	_____
	c. Counseling – Parent	_____	_____
(3)	a. Adapted Physical Education – Individual	_____	_____
	b. Adapted Physical Education – Group of _____	_____	_____
	c. Adapted Physical Education – Group of _____	_____	_____
(4)	a. Language and Speech Therapy – Individual	_____	_____
	b. Language and Speech Therapy – Group of 2	_____	_____
	c. Language and Speech Therapy – Group of 3	_____	_____
	d. Language and Speech Therapy – Per diem	_____	_____
	e. Language and Speech - Consultation Rate	_____	_____
(5)	a. Additional Instructional Assistant - Individual (must be authorized on IEP)	_____	_____
	b. Additional Instructional Assistant – Group of 2	_____	_____
	c. Additional Instructional Assistant – Group of 3	_____	_____
(6)	Intensive Special Education Instruction**	_____	_____
(7)	a. Occupational Therapy – Individual	_____	_____
	b. Occupational Therapy – Group of 2	_____	_____
	c. Occupational Therapy – Group of 3	_____	_____
	d. Occupational Therapy – Group of 4 - 7	_____	_____
	e. Occupational Therapy - Consultation Rate	_____	_____
(8)	f. Behavior Intervention	_____	_____
(9)	a. Behavior Intervention – BII	_____	_____
	b. Behavior Intervention – BID	_____	_____



**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

**63. DEPARTMENT CERTIFICATION**

By signing this agreement, CONTRACTOR certifies that:

- (a) CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and
- (b) Has/have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective on the 1<sup>st</sup> day of July 2011 and terminates at 5:00 P.M. on June 30, 2012, unless sooner terminated as provide herein.

CONTRACTOR,  
**Mingus Mountain Academy**  
Nonpublic School/Agency

LEA,  
Center Joint Unified School District

By:

By:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Title of Authorized  
Representative

Scott A. Loehr, Superintendent

\_\_\_\_\_  
Name and Title of Authorized  
Representative

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

**EXHIBIT A: RATES**

**CONTRACTOR: ODYSSEY LEARNING CENTER**      **CONTRACTOR NUMBER: 12**  
**(NONPUBLIC SCHOOL OR AGENCY)**                      **2011-2012 Contract Year**

**Per CDE Certification, total enrollment may not exceed**

If blank, the number shall be as determine by CDE Certification.

**Rate Schedule.** This rate schedule limits the number of LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

Payment under this contract may not exceed \_\_\_\_\_

Total LEA enrollment may not exceed \_\_\_\_\_

	<u>Rate</u>	<u>Period</u>
A. <u>Basic Education Program/Special Education Instruction</u> *Speech/OT not included	159.84	6/30/12
Basic Education Program/Dual Enrollment		

Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally.

**B. Related Services**

(1)	a. Transportation – Round Trip	N/A	6/30/12
	b. Transportation – One Way		
	c. Transportation-Dual Enrollment		
	d. Public Transportation		
	e. Parent*		
(2)	a. Educational Counseling – Individual		
	b. Educational Counseling – Group of		
	c. Counseling – Parent		
(3)	a. Adapted Physical Education – Individual		
	b. Adapted Physical Education – Group of _____		
	c. Adapted Physical Education – Group of _____		
(4)	a. Language and Speech Therapy – Individual	80.20	6/30/12
	b. Language and Speech Therapy – Group of 2		
	c. Language and Speech Therapy – Group of 3		
	d. Language and Speech Therapy – Per diem		
	e. Language and Speech - Consultation Rate		
(5)	a. Additional Instructional Assistant - Individual (must be authorized on IEP)		
	b. Additional Instructional Assistant – Group of 2		
	c. Additional Instructional Assistant – Group of 3		
(6)	Intensive Special Education Instruction**		
(7)	a. Occupational Therapy – Individual	85.50	6/30/12
	b. Occupational Therapy – Group of 2		
	c. Occupational Therapy – Group of 3		
	d. Occupational Therapy – Group of 4 - 7		
	e. Occupational Therapy - Consultation Rate		
(9)	Physical Therapy		
(10)	a. Behavior Intervention – BII		
	b. Behavior Intervention – BID		
	Provided by: _____		

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

**63. DEPARTMENT CERTIFICATION**

By signing this agreement, CONTRACTOR certifies that:

- (a) CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and
- (b) Has/have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective on the 1<sup>st</sup> day of July 2011 and terminates at 5:00 P.M. on June 30, 2012, unless sooner terminated as provide herein.

CONTRACTOR,  
**Odyssey Learning Center**  
Nonpublic School/Agency

LEA,  
Center Joint Unified School District

By:

By:

Signature

Date

Signature

Date

\_\_\_\_\_  
Name and Title of Authorized  
Representative

Scott A. Loehr, Superintendent

\_\_\_\_\_  
Name and Title of Authorized  
Representative

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

**EXHIBIT A: RATES**

**CONTRACTOR: Placer Learning Center  
(NONPUBLIC SCHOOL OR AGENCY)**

**CONTRACTOR NUMBER: 13  
2011-2012 Contract Year**

**Per CDE Certification, total enrollment may not exceed**

If blank, the number shall be as determine by CDE Certification.

**Rate Schedule.** This rate schedule limits the number of LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

Payment under this contract may not exceed \_\_\_\_\_

Total LEA enrollment may not exceed \_\_\_\_\_

	<u>Rate</u>	<u>Period</u>
A. <u>Basic Education Program/Special Education Instruction *Approved by SELPA</u>	145.60	6/30/12
Basic Education Program/Dual Enrollment		

Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally.

**B. Related Services**

(1)	a. Transportation – Round Trip	25.00	6/30/12
	b. Transportation – One Way		
	c. Transportation-Dual Enrollment		
	d. Public Transportation		
	e. Parent*		
(2)	a. Educational Counseling – Individual		
	b. Educational Counseling – Group of		
	c. Counseling – Parent		
(3)	a. Adapted Physical Education – Individual		
	b. Adapted Physical Education – Group of _____		
	c. Adapted Physical Education – Group of _____		
(4)	a. Language and Speech Therapy – Individual		
	b. Language and Speech Therapy – Group of 2		
	c. Language and Speech Therapy – Group of 3		
	d. Language and Speech Therapy – Per diem		
	e. Language and Speech - Consultation Rate		
(5)	a. Additional Instructional Assistant - Individual (must be authorized on IEP)		
	b. Additional Instructional Assistant – Group of 2		
	c. Additional Instructional Assistant – Group of 3		
(6)	Intensive Special Education Instruction**		
(7)	a. Occupational Therapy – Individual		
	b. Occupational Therapy – Group of 2		
	c. Occupational Therapy – Group of 3		
	d. Occupational Therapy – Group of 4 - 7		
	e. Occupational Therapy - Consultation Rate		
(9)	Physical Therapy		
(10)	a. Behavior Intervention – BII		
	b. Behavior Intervention – BID		
	Provided by: _____		

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

**63. DEPARTMENT CERTIFICATION**

By signing this agreement, CONTRACTOR certifies that:

- (a) CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and
- (b) Has/have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective on the 1<sup>st</sup> day of July 2011 and terminates at 5:00 P.M. on June 30, 2012 unless sooner terminated as provide herein.

CONTRACTOR,  
**Placer Learning Center**  
Nonpublic School/Agency

LEA,  
Center Joint Unified School District

By:

By:

Signature

Date

Signature

Date

\_\_\_\_\_  
Name and Title of Authorized  
Representative

Scott A. Loehr, Superintendent

\_\_\_\_\_  
Name and Title of Authorized  
Representative

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

**EXHIBIT A: RATES**

**CONTRACTOR: Point Quest  
(NONPUBLIC SCHOOL OR AGENCY)**

**CONTRACTOR NUMBER: 14  
2011-2012 Contract Year**

**Per CDE Certification, total enrollment may not exceed**

If blank, the number shall be as determine by CDE Certification.

**Rate Schedule.** This rate schedule limits the number of LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

Payment under this contract may not exceed \_\_\_\_\_

Total LEA enrollment may not exceed \_\_\_\_\_

	<u>Rate</u>	<u>Period</u>
A. <u>Basic Education Program/Special Education Instruction</u> *Speech/OT not included	128.03	6/30/12
Basic Education Program/Dual Enrollment		

Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally.

**B. Related Services**

(1)	a. Transportation – Round Trip	17.74	6/30/12
	b. Transportation – One Way	Per Quote	6/30/12
	c. Transportation-Dual Enrollment		
	d. Public Transportation		
	e. Parent*		
(2)	a. Educational Counseling – Individual		
	b. Educational Counseling – Group of		
	c. Counseling – Parent		
(3)	a. Adapted Physical Education – Individual		
	b. Adapted Physical Education – Group of _____		
	c. Adapted Physical Education – Group of _____		
(4)	a. Language and Speech Therapy – Individual		
	b. Language and Speech Therapy – Group of 2		
	c. Language and Speech Therapy – Group of 3		
	d. Language and Speech Therapy – Per diem		
	e. Language and Speech - Consultation Rate		
(5)	a. Additional Instructional Assistant - Individual (must be authorized on IEP)		
	b. Additional Instructional Assistant – Group of 2		
	c. Additional Instructional Assistant – Group of 3		
(6)	Intensive Special Education Instruction**		
(7)	a. Occupational Therapy – Individual		
	b. Occupational Therapy – Group of 2		
	c. Occupational Therapy – Group of 3		
	d. Occupational Therapy – Group of 4 - 7		
	e. Occupational Therapy - Consultation Rate		
(9)	Physical Therapy		
(10)	a. Behavior Intervention – BII		
	b. Behavior Intervention – BID		
	Provided by: _____		

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

**63. DEPARTMENT CERTIFICATION**

By signing this agreement, CONTRACTOR certifies that:

- (a) CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and
- (b) Has/have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective on the 1<sup>st</sup> day of July 2011 and terminates at 5:00 P.M. on June 30, 2012, unless sooner terminated as provide herein.

CONTRACTOR,  
**Point Quest Education, Inc.**  
Nonpublic School/Agency

LEA,  
Center Joint Unified School District

By:

By:

Signature

Date

Signature

Date

\_\_\_\_\_  
Name and Title of Authorized  
Representative

Scott A. Loehr, Superintendent

\_\_\_\_\_  
Name and Title of Authorized  
Representative

**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

**EXHIBIT A: RATES**

**CONTRACTOR:** Sierra Pediatric Therapy Clinic  
**(NONPUBLIC SCHOOL OR AGENCY)**

**CONTRACTOR NUMBER:** 15  
**2011-2012 Contract Year**

**Per CDE Certification, total enrollment may not exceed**

If blank, the number shall be as determine by CDE Certification.

**Rate Schedule.** This rate schedule limits the number of LEA students that may be enrolled and the maximum dollar amount of the contract. It may also limit the maximum number of students that can be provided specific services. Special education and/or related services offered by CONTRACTOR, and the charges for such educational and/or related services during the term of this contract shall be as follows:

Payment under this contract may not exceed \_\_\_\_\_

Total LEA enrollment may not exceed \_\_\_\_\_

Rate                      Period

**A. Basic Education Program/Special Education Instruction**  
**Basic Education Program/Dual Enrollment**

Per diem rates for LEA students whose IEPs authorize less than a full instructional day shall be adjusted proportionally.

**B. Related Services**

- |             |   |               |                |
|-------------|---|---------------|----------------|
| <p>(1)</p>  | <p>a. Transportation – Round Trip<br/>b. Transportation – One Way<br/>c. Transportation-Dual Enrollment<br/>d. Public Transportation<br/>e. Parent*</p>   |               |                |
| <p>(2)</p>  | <p>a. Educational Counseling – Individual<br/>b. Educational Counseling – Group of<br/>c. Counseling – Parent</p>   |               |                |
| <p>(3)</p>  | <p>a. Adapted Physical Education – Individual<br/>b. Adapted Physical Education – Group of _____<br/>c. Adapted Physical Education – Group of _____</p>   |               |                |
| <p>(4)</p>  | <p>a. Language and Speech Therapy – Individual<br/>b. Language and Speech Therapy – Group of 2<br/>c. Language and Speech Therapy – Group of 3<br/>d. Language and Speech Therapy – Per diem<br/>e. Language and Speech - Consultation Rate</p> |               |                |
| <p>(5)</p>  | <p>a. Additional Instructional Assistant - Individual (must be authorized on IEP)<br/>b. Additional Instructional Assistant – Group of 2<br/>c. Additional Instructional Assistant – Group of 3</p>   |               |                |
| <p>(6)</p>  | <p>Intensive Special Education Instruction**</p>  |               |                |
| <p>(7)</p>  | <p>a. Occupational Therapy – Individual<br/>b. Occupational Therapy – Group of 2<br/>c. Occupational Therapy – Group of 3<br/>d. Occupational Therapy – Group of 4 - 7<br/>e. Occupational Therapy - Consultation Rate</p>                      |               |                |
| <p>(9)</p>  | <p>Physical Therapy</p>   | <p>125.00</p> | <p>6/30/12</p> |
| <p>(10)</p> | <p>a. Behavior Intervention – BII<br/>b. Behavior Intervention – BID</p>  |               |                |
|             | <p>Provided by: _____</p>   |               |                |



**DISTRICT MASTER CONTRACT  
GENERAL AGREEMENT FOR NONSECTARIAN,  
NONPUBLIC SCHOOL/AGENCY SERVICES  
2011-2012**

Special education and/or related services offered by CONTRACTOR shall be provided by qualified personnel as per State and Federal law, and the codes and charges for such educational and/or related services during the term of this contract, shall be as stated in Exhibit A.

**63. DEPARTMENT CERTIFICATION**

By signing this agreement, CONTRACTOR certifies that:

- (a) CONTRACTOR and any of its shareholders, partners, or executive officers are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and
- (b) Has/have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses.

The parties hereto have executed this Master Contract by and through their duly authorized agents or representatives. This Master Contract is effective on the 1<sup>st</sup> day of July 2011 and terminates at 5:00 P.M. on June 30, 2012, unless sooner terminated as provide herein.

CONTRACTOR,  
Sierra Pediatric Therapy Clinic  
Nonpublic School/Agency

LEA,  
Center Joint Unified School District

By:

By:

Signature

Date

Signature

Date

\_\_\_\_\_  
Name and Title of Authorized  
Representative

Scott A. Loehr, Superintendent

\_\_\_\_\_  
Name and Title of Authorized  
Representative

# *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Instructional Services

**Date:** June 15, 2011

**Action Item**   X  

**To:** Board of Trustees

**Information Item**

**From:** George Tigner  
Chief Administrative Officer

**# Attached Pages**

**Initials:** GT

**SUBJECT:** Consulting Agreement for enVision Consulting Group, Inc. for School Accountability Report Card services for the Center Joint Unified School District during the 2011/2012 fiscal year.

Please approve the Consulting Agreement for enVision Consulting Group, Inc. for the School Accountability Report Card services during the 2011/12 fiscal year.

**RECOMMENDATION:** CJUSD Board of Trustees to approve 2011/2012 Consulting Agreement for School Accountability Report Card services.

**CONSENT AGENDA**



# enVision Consulting Group

## Consulting Services Agreement

This agreement is hereby entered into on July 1, 2011 (Effective Date) and between the **Center Joint Unified School District**, hereinafter referred to as "District", and **enVision Consulting Group, Inc.**, (A California Corporation), hereinafter referred to as "Consultant."

WHEREAS, District is authorized by Section 53060 of the California Government Code to contract with and employ any persons for the furnishing of special services and advise in financial, economic, accounting, engineering, legal or administrative matters, if such persons are specially trained and experienced and competent to perform the special services required;

WHEREAS, District is in need of such special services and advice; and

WHEREAS, Consultant is specially trained and experienced and competent to perform the special services required by the District, and such services are needed on a limited basis;

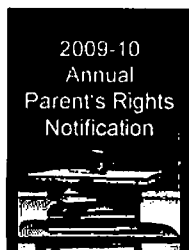
NOW, THEREFORE, the parties agree as follows:

**District accepts the following consulting services** (indicate selections by initialing in provided space):

- ☐ Annual Parent's Rights Notification Services (Appendix A)
- ☒ School Accountability Report Card Services (Appendix B)
- ☐ School Site Safety Plan Services (Appendix C)
- ☐ Single Plan for Student Achievement Services (Appendix D)
- ☐ Title I Notification Services (Appendix E)



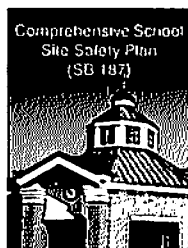
## Consulting Services



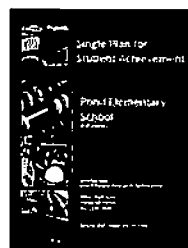
Annual Parent  
Notification



SARC



School Site Safety  
Plan



School Site Plan



Title I Notices



# enVision Consulting Group

## I. DISTRICT'S RESPONSIBILITIES

- I.1. District will provide Consultant with all the documents, records and information necessary, in both electronic and paper copies to complete services. District agrees to promptly pay Consultant for fees for services rendered. Payments are due and payable within 30 days after the invoice date.

## II. CONSULTANT'S RESPONSIBILITIES

- II.1. See Appendix related to individual service agreement for specific responsibilities.

## III. TERM

Consultant shall commence providing services under this agreement on Effective Date, and will diligently perform as required and complete services within timeframe indicated on Appendix A, B, C, D, or E (dependent upon services contracted out to Consultant).

## IV. EXPENSES

District shall not be liable to Consultant for any costs or expenses paid or incurred by Consultant in performing services for District.

## V. INDEPENDENT CONTRACTOR

Consultant, in the performance of this agreement, shall be and act as an independent contractor. Consultant understands and agrees that Consultant and all of Consultant's employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers' Compensation. Consultant assumes the full responsibility for the acts and/or omissions of its employees or agents as they relate to the services to be provided under this agreement. Consultant shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Consultant's employees.

## VI. MATERIALS

- VI.1. Consultant shall furnish, at its own expense, all labor, materials, equipment, supplies and other items necessary to complete the services to be provided pursuant to this agreement.
- VI.2. Consultant's services will be performed, findings obtained, reports and recommendations prepared in accordance with generally and currently accepted principles and practices of Consultant's profession.



# enVision Consulting Group

## VII. TERMINATION

District may, with or without reason, terminate this agreement and compensate Consultant for services rendered to the date of termination. District must submit termination request in writing and deliver via certified U. S. Mail to Consultant 30 days prior to actual date of termination of services by Contractor. Notice shall be deemed given when received by the Consultant or no later than three days after the day of mailing, whichever is sooner.

## VIII. HOLD HARMLESS

VIII.1. Consultant agrees to and does hereby indemnify, hold harmless and defend the District and its governing board, officers, employees and agents from every claim or demand made and every liability, loss, damage or expense, of any nature whatsoever, which may be incurred by reason of:

VIII.1.1. Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; or (3) any other loss, damage or expense arising out of (1) or (2) above, sustained by the Consultant or any person, firm or corporation employed by the Consultant, either directly or by independent contract, upon or in connection with the services called for in this agreement, however caused, except for liability for damage referred to above which result from the negligence or willful misconduct of the District or its officers, employees or agents.

VIII.1.2. Any injury to or death of any person(s), including the District's officers, employees and agents, or damage to or loss of any property caused by any act, neglect, default, or omission of the Consultant, or any person, firm or corporation employed by the Consultant, either directly or by independent contract, arising out of, or in any way connected with, the services covered by this agreement, whether said injury or damage occurs whether on or off District's property, except for liability for damages which result from the sole negligence or willful misconduct of the District or its officers, employees or agents.

VIII.1.3. Any liability for damages which may arise from the furnishing or use of any copyrighted or uncopyrighted matter or patented or unpatented invention under this agreement.

## IX. WORKERS' COMPENSATION

Consultant shall purchase and maintain policies of Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California.

## X. COMPLIANCE WITH APPLICABLE LAWS

The services completed herein must meet the approval of the District and shall be subject to the District's general right of inspection to secure the satisfactory completion thereof. Consultant agrees to comply with all federal, state and local laws, rules, regulations and ordinances that are now or may in the future become applicable to Consultant, Consultant's business, equipment and personnel engaged in services covered by this agreement or accruing out of the performance of such services.



# enVision Consulting Group

## XI. ENTIRE AGREEMENT/AMENDMENT

This agreement and any exhibits attached hereto constitute the entire agreement among the parties to it and supersedes any prior or contemporaneous understanding or agreement with respect to the services contemplated, and may be amended only by a written amendment executed by both parties to the Agreement.

## XII. NOTICE

All notices or demands to be given under this agreement by either party to the other, shall be in writing and given either by (a) personal service or (b) by U. S. Mail, mailed either by registered or certified mail, return receipt requested, with postage prepaid. Service shall be considered given when received if personally served or if mailed on the third day after deposit in any U. S. Post Office. The address to which notices or demands may be given by either party may be changed by written notice given in accordance with the notice provisions of this section. At the date of this agreement, the addresses of the parties are as follows:

### District:

Center Joint Unified School District  
8408 Watt Avenue  
Antelope, CA 95843

### Consultant:

enVision Consulting Group, Inc.  
8570 Utica Avenue, Suite 100  
Rancho Cucamonga, CA 91730

## XIII. SEVERABILITY

If any term, condition or provision of this agreement and any exhibit attached hereto is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

## XIV. ATTORNEY FEES/COSTS

Should litigation be necessary to enforce any terms or provisions of this agreement, then each party shall bear its own litigation and collection expenses, witness fees, court costs, and attorneys' fees.

THIS AGREEMENT IS ENTERED INTO THIS 1<sup>st</sup> DAY OF July 2010.

BOARD APPROVAL DATE: \_\_\_\_\_

Center Joint Unified School District

By: \_\_\_\_\_

(Signature of authorized representative)

George Tigner  
(Print name of authorized representative)

enVision Consulting Group, Inc.

By : \_\_\_\_\_

Beth Hunter, Partner

# *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Instructional Services  
**Date:** June 15, 2011  
**To:** Board of Trustees  
**From:** George Tigner  
Chief Administrative Officer  
Initials: G.T.

**Action Item**   X    
**Information Item**  
**# Attached Pages**   1  

**SUBJECT:** 2011-2012 Contract with Dr. Robert A. Hoffman O.D. MCT Vision Screening

Please approve the attached contract for MCT Vision screening services for students enrolled in Center Joint Unified School District.

Contractor or his agents agree to test up to approximately, but not limited to, Three Hundred (300) students per day. For these services, contractor shall be paid Three Dollars per student and not less than Four Hundred and Fifty dollars (\$450) Dollars per day, whichever is greater.

**RECOMMENDATION:** CJUSD Board of Trustees to approve 2011/2012 school year contract with Dr. Robert A Hoffman O.D., MCT Vision Screening Contract 2011/12

**CONSENT AGENDA**



DR. ROBERT A. HOFFMAN  
DR. LIANNE C. INOUE  
Optometrists

705 E. Bidwell, Suite 10  
Folsom, CA 95630

916.983.6211  
Fax 916.983.6608  
www.eyefinity.com/folsomeye

### MCT Vision Screening Contract 2011-2012

Contractor or his agents shall provide Modified Clinical Technique Vision Screening Services for children enrolled in Center Unified School District.

The specific days for testing are to be mutually agreed upon by contractor and School District. The School District shall designate which children are to be tested as well as the school site(s) where testing is to occur.

Contractor or his agents agree to test up to approximately Three Hundred ( 300) students per day. For these services contractor shall be paid Three Dollars per student and not less than four hundred and fifty dollars per day, whichever is greater.

Contractor must be notified at least ten (10) days prior to the cancellation of any screening day by the School District in order to avoid being charged for that testing day.

Payment for services is due thirty days after the final day of testing.

County(District) Office of Education

By: \_\_\_\_\_

Date: \_\_\_\_\_

6-1-11

Contractor

By: \_\_\_\_\_

Robert A. Hoffman O. D.

Tax ID 68-0201477

Date: \_\_\_\_\_

5/2/11



## Center Joint Unified School District

### AGENDA REQUEST FOR:

Dept./Site: Instructional Services

Date: June 15, 2011

Action Item   X  

To: Board of Trustees

Information Item

From: George Tigner  
Chief Admin. Officer  
Initials: \_\_\_\_\_

# Attached Pages

**SUBJECT:** Center JUSD Employees Certified for Expulsion Hearings

Each year the Board must certify which district employees may serve as panel members on expulsion hearings. Below are the employees that will be serving in this capacity.

Mike Jordan  
Kriss Hays  
Doug Hughey  
David DeArcos  
Shelly Hoover  
Joyce Frisch  
Steve Jackson  
Lisa Coronado  
Kathy Lord  
Kris Schmieder  
David Grimes  
Patty Spore

Scott Loehr  
George Tigner  
Craig Deason

Becky Lawson  
Tami J'Beily

**RECOMMENDATION:** Please approve the list of employees that will be serving as expulsion panel members during the 2011/12 school year.

CONSENT AGENDA

# *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Curriculum & Instruction

**Date:** June 15, 2011

**Action Item** XX

**To:** Board of Trustees

**Information Item**

**From:** George Tigner,  
Chief Administrative Officer

**# Attached Pages** 1

**Administrator's Initials:** GT

**SUBJECT:** Approval of 2011-12 Consolidated Application for Funding  
Categorical Aid Programs Part 1

**RECOMMENDATION:** The Center Joint Unified School District Board of  
Trustees approve the 2011-12 Consolidated Application for Funding  
Categorical Aid Programs Part 1.

CONSENT AGENDA

# 2011-12 Consolidated Application for Funding Categorical Aid Programs

California Department of Education

(Part I)

Consolidated Application

**Purpose:** To declare the agency's intent to apply for 2011-12 funding of Consolidated Categorical Aid Programs.

**Agency:**

Center Joint Unified

**CD code:**

3 4 7 3 9 7 3

**CDE Contact:** Anne Daniels 916-319-0295 ADaniels@cde.ca.gov

**LEA Plan Only:** Cheryl Tiner 916-319-0414 CTiner@cde.ca.gov

**Dates of project duration:**  
July 1, 2011 – June 30, 2012

**Legal status of agency:**

☒

School District

☐

County Office of Education

☐

Direct Funded Charter

Do not return the paper copy of this form to the California Department of Education.

The ConApp must be submitted electronically using the ConApp Data System (CADS).

**Date of approval by local governing board:** 06/15/2011

Our LEA Plan is current and is linked to our web site located at:

**Date of LEA Plan approval by State Board of Education:** 07/11/2003

www.centerusd.org

**Advisory Committees:** The undersigned certify that they have been given the opportunity to advise on the pages in this application related to compensatory education programs for English learners.

Signature-District Advisory Committee (DAC)\*  
(Required if the LEA operates a state Compensatory Education program.)

Date

OR,  
for each committee,  
check the appropriate  
box to the right

☒

Committee is N/A

☐

Committee refused to sign

☐

Committee is N/A

☐

Committee refused to sign

Signature-District English Learner Advisory Committee (DELAC)\*  
(Required if the LEA has 51 or more identified English learners.)

05/24/2011

Date

**Certification:** I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to have the use of these funds reviewed and/or audited according to the standards and criteria set forth in the California Department of Education's Categorical Program Monitoring (CPM) Manual. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this page are on file.

Signature of authorized representative

George Tigner

Printed name of authorized representative

Chief Administrative Officer

Title

06/15/2011

Date

☐

Electronic certification HAS been completed.

☐

Electronic certification has NOT been completed.

\* Signatures of appropriate committee chairpersons certifying opportunity to review and advise in the development of this application will be required in Part II.

2011-12 ConApp, Part I, page 1

Date: 05/24/2011

# Participation in 2011-12 Consolidated Programs

California Department of Education

Consolidated Application

**Purpose:** To declare that the LEA is applying for specified categorical funds for the 2011-12 school year.

**Agency:**

Center Joint Unified

**CD code:**

3 | 4 | 7 | 3 | 9 | 7 | 3

**CDE Contact:** Anne Daniels 916-319-0295 ADaniels@cde.ca.gov

*Note: Shaded areas ( ) indicate Federal programs.*

1*	3010	3025	4035
2*	Title I, Part A (Basic Grant) ESEA Sec. 1111 et. seq.	Title I, Part D (Delinquent) ESEA Sec. 1401	Title II, Part A (Teacher Quality) ESEA Sec. 2101
3*	YES	NO	YES
1*	4201	4203	
2*	Title III, Part A (Immigrant) ESEA Sec. 3102	Title III, Part A (LEP Students) ESEA Sec. 3102	Title VI Subpart 1 REAP Flexibility ESEA Sec. 6211
3*	NOT ELIGIBLE	YES	NOT ELIGIBLE
1*	5810	4126	7090, 7091
2*	Title VI, Subpart 1 Small Rural School Achievement ESEA Sec. 6211	Title VI, Subpart 2 Rural and Low-Income Grant ESEA Sec. 6221	Economic Impact Aid EC 54000
3*	NOT ELIGIBLE	NOT ELIGIBLE	YES

\* Rows within each type of program: 1. SACS Resource Code 2. Program Title 3. "Yes" if participating, "No" if not participating

2011-12 ConApp, Part I, page 2

Date: 06/03/2011

# 2011-12 Title I, Part A, (Basic) Services for Students in Private Nonprofit Schools

California Department of Education

Consolidated Application

**Purpose:** To identify private nonprofit schools that will participate in the ESEA Title I, Part A (Improving the Academic Achievement of the Disadvantaged).

**Agency:**

Center Joint Unified

**CD code:**

3 | 4 | 7 | 3 | 9 | 7 | 3

**CDE Contacts:** Jyoti Singh 916-319-0372 JySingh@cde.ca.gov  
Tony Salamanca 916-319-0276 TSalamanca@cde.ca.gov



This page is not applicable; no private schools have chosen to participate or the LEA does not receive Title I, Part A, (Basic Grant) funding on page 2 of the ConApp.

1. The LEA shall, after timely and meaningful consultation with appropriate private school officials, provide to eligible children, on an equitable basis, special educational services or other benefits that address their needs and shall ensure that teachers and families of the children have equitable participation in services and activities developed under Title I, Part A, Sections 1118 and 1119. (See Legal Assurance under ESEA Participation of Private Nonprofit School Students #1)
  2. The LEA will provide this consultation during the design and development of the program on issues such as how the children's needs will be identified; what services will be offered; how, where, and by whom the services will be provided; how the services will be assessed and how the results will be used to improve those services; and the method and sources of data used to determine the number of low income students from Title I attendance areas enrolled in private schools. (See Legal Assurance under ESEA Participation of Private Nonprofit School Students #3.)
  3. LEA maintains in the agency's records and upon request will provide to CDE a written affirmation signed by officials of each participating private school that the consultation required by ESEA Title I, Part A, Section 1120 (b) has occurred. (See Legal Assurance under NCLB Participation of Private Nonprofit School Students #7).
- Note: The LEA of residence is responsible for providing Title I, Part A, services to eligible students who reside in the LEA's Title I attendance area but attend a private school located outside the LEA's boundaries.

A. Name of school	B. School Code	C. District will provide direct services	D. District will contract with another provider for services	E. Affirmation on File	F. School is not participating
Antelope Christian Academy	6937544				X

# ESEA Participation and Reporting of Students in Private Nonprofit Schools

California Department of Education

Consolidated Application

**Purpose:** 1. To identify private nonprofit schools that will participate 2011-12 in ESEA Title II (Teacher Quality), Title II (Technology), and Title III (LEP), Title IV (Safe and Drug-free Schools and Communities).

2. To report in column F the number of private school English Learner (EL) students served in 2010-11.

**Agency:**

Center Joint Unified

**CD code:**

3 | 4 | 7 | 3 | 9 | 7 | 3

**CDE Contacts:** *Laura Nelson 916-319-0229 LNelson@cde.ca.gov*  
**(Column F/G Only)** *Patty Stevens 916-319-5838 PStevens@cde.ca.gov*



This page is not applicable because there are no private schools listed below

**LEA Responsibilities:**

1. The LEA must, after timely and meaningful consultation with appropriate private school officials, provide equitable services that address needs of private school students and staff under the programs listed in columns D - H below. (See Legal Assurance #1.)
2. To ensure timely and meaningful consultation, the LEA must consult with appropriate private school officials during the design and development of these programs. (See Legal Assurance #3 for details that must be addressed in consultation.)
3. To assure that equitable services were delivered to eligible students under Title III, Part A, the LEA must report the number of private school students receiving services in the 2010-11 year.

A	B	C	D	E	F	G	H
			4035	4045	4203: Title III, Part A		3710
Name of school	School Code	Enrollment	Title II, Part A (Teacher Quality)	Title II, Part D (Technology)	Count of private school ELs served in 2010-11	(LEP)	Title IV , Part A (SDFSC) (Carryover Only)
Antelope Christian Academy	6937544	82	NO	NO	0	NO	NO

# 2011-12 EIA/SCE Ranking Decisions

California Department of Education

Consolidated Application

<b>Purpose:</b> To identify options used in ranking schools to determine eligibility for EIA/SCE.	<b>Agency:</b> Center Joint Unified  <b>CD code:</b> <div style="display: flex; justify-content: space-around; width: 100%;"> <span>  3  </span> <span>  4  </span> <span>  7  </span> <span>  3  </span> <span>  9  </span> <span>  7  </span> <span>  3  </span> </div>
<b>CDE Contacts:</b> Richard Graham 916-319-0303 <a href="mailto:RGraham@cde.ca.gov">RGraham@cde.ca.gov</a> Mark Klinesteker 916-319-0420 <a href="mailto:MKlinesteker@cde.ca.gov">MKlinesteker@cde.ca.gov</a>	<input type="checkbox"/> This page is not applicable because the LEA did not apply for EIA funding on page 2 of the ConApp.

## A. EIA/SCE Ranking Decisions

1. Ranking Method	<input checked="" type="checkbox"/>	EIA/SCE method is used	<input type="checkbox"/>	Title I method is used
2. Ranking Order	<input type="checkbox"/>	Districtwide ranking	<input checked="" type="checkbox"/>	Grade span ranking
3. Ranking Type	<input checked="" type="checkbox"/>	Number of students in need	<input type="checkbox"/>	Percent of students in need

## B. Low Income Measure (check appropriate box)

X	Eligibility for Free and Reduced-Price Lunch
	Receipt of CalWORKS
	Poverty count from most recent Census Data
	Eligibility for Medicaid
	Composite of the above (Describe in a comment) (See directions for constructing a composite)

## C. Grade spans and poverty rate calculations (based on page 6 data)

Grade Span	Grades	Enrollment	Low Income	Poverty Rate
1	KK-05	2,295	1,327	57.8%
2	06-08	1,126	653	58.0%
3	09-12	1,740	814	46.8%
Districtwide	N/A	5,161	2,794	54.1%

# 2011-12 EIA Ranking of Public Schools

California Department of Education

Consolidated Application

<b>Purpose:</b> To identify options used in developing an intra-district allocation plan for EIA funds.						<b>Agency:</b> Center Joint Unified			
<b>CDE Contacts:</b> Richard Graham 916-319-0303 <a href="mailto:RGraham@cde.ca.gov">RGraham@cde.ca.gov</a> Mark Klinesteker 916-319-0420 <a href="mailto:MKlinesteker@cde.ca.gov">MKlinesteker@cde.ca.gov</a>						<b>CD code:</b> <div style="display: flex; justify-content: space-around; width: 100%;"> <span>3</span><span>4</span><span>7</span><span>3</span><span>9</span><span>7</span><span>3</span> </div>			
<input type="checkbox"/> Ranked using Title I, Part A method <input checked="" type="checkbox"/> Ranked using EIA/SCE method						<b>EIA/SCE Ranking orders:</b> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Districtwide  <input checked="" type="checkbox"/> Grade Span         </div> <div> <input checked="" type="checkbox"/> Number of students in need  <input type="checkbox"/> Percent of students in need         </div> </div>			

A		B	C	D	E	F	G	H	I	J
Name of School	School Code	Grade Span Group	Student Enrollment in Attend. Area	Number of Low-Income Students	Number of LEP Students	Number of EDY Students	Total Students in Need	Percent of Students in Need	EIA/SCE School Rank*	EIA Intended for Funding ("X")
Oak Hill Elementary KK-05	6107734	1	762	357	122	179	658	86.4%	( 1 )	
Arthur S. Dudley Elementary KK-05	6032908	1	669	368	120	154	642	96.0%	( 2 )	
North Country Elementary KK-05	6108948	1	516	333	117	151	601	116.5%	( 3 )	
Cyril Spinelli Elementary KK-05	6032924	1	348	269	79	126	474	136.2%	( 4 )	
Wilson C. Riles Middle 06-08	0108621	2	1,126	653	72	246	971	86.2%	( 1 )	
Center High 09-12	3430378	3	1,375	617	60	345	1,022	74.3%	( 1 )	X
Antelope View Charter 06-12	3430816	3	158	84	17	64	165	104.4%	( 2 )	
McClellan High (Continuation) 09-12	3430451	3	119	58	3	55	116	97.5%	( 3 )	X
Global Youth Charter High 09-12	0106377	3	88	55	11	27	93	105.7%	( 4 )	

\*If EIA/SCE ranking method used, ( ) indicates school is eligible based on 25% low-income students, 25% EL students or 50% EDY students.  
 \*If Title I ranking method used, () indicates school is eligible based on the district or grade-span poverty rate percent or 35%.



# 2011-12 Title I, Part A Ranking Decisions

California Department of Education

Consolidated Application

<b>Purpose:</b> To identify options used in ranking schools to determine eligibility for ESEA, Title I, Part A.	<b>Agency:</b> Center Joint Unified <b>CD code:</b> <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px;">3</td> <td style="width: 20px;">4</td> <td style="width: 20px;">7</td> <td style="width: 20px;">3</td> <td style="width: 20px;">9</td> <td style="width: 20px;">7</td> <td style="width: 20px;">3</td> </tr> </table>	3	4	7	3	9	7	3
3	4	7	3	9	7	3		
<b>CDE Contacts:</b> Paul Jacobs 916-319-0256 PJacobs@cde.ca.gov Judi Brown 916-319-0942 JBrown@cde.ca.gov	<input type="checkbox"/> This page is not applicable because the LEA did not apply for Title I, Part A, (Basic Grant) funding on page 2 of the ConApp.							

<b>A. Title I Ranking Decisions</b>  <input type="checkbox"/> The LEA has an enrollment of fewer than 1,000 students or has only one school per grade span.  1. Ranking Order:     Districtwide ranking     X Grade span ranking  2. Low-Income Measure (check appropriate boxes) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">X</td> <td>Eligibility for Free and Reduced-Price Lunch</td> </tr> <tr> <td></td> <td>Receipt of CalWORKS</td> </tr> <tr> <td></td> <td>Poverty count from most recent Census Data</td> </tr> <tr> <td></td> <td>Eligibility for Medicaid</td> </tr> <tr> <td></td> <td>Composite of the above (Describe in a comment) (See directions for constructing a composite)</td> </tr> </table>	X	Eligibility for Free and Reduced-Price Lunch		Receipt of CalWORKS		Poverty count from most recent Census Data		Eligibility for Medicaid		Composite of the above (Describe in a comment) (See directions for constructing a composite)	<b>C. Title I Ranking Exceptions</b>  Use the following alpha codes to indicate exceptions used in column G on page 8.  a. At least 35% low income b. Public school poverty rate (rather than attendance area poverty rate) above District poverty rate. c. Skipping school that will be served by state or local program that meets the requirements of Title I, Part A. (must receive at least the same allocation as under Title I, Part A.) d. Desegregation-25% waiver. An approved waiver is on file. e. Additional year of funding (grandfather provision). f. Feeder pattern.
X	Eligibility for Free and Reduced-Price Lunch										
	Receipt of CalWORKS										
	Poverty count from most recent Census Data										
	Eligibility for Medicaid										
	Composite of the above (Describe in a comment) (See directions for constructing a composite)										

B. Grade spans and poverty rate calculations (based on page 8 data)				
Grade Span	Grades	Enrollment	Low Income	Poverty Rate
1	KK-05	2,295	1,327	57.8%
2	06-08	1,126	653	58.0%
3	09-12	1,740	814	46.8%
Districtwide	N/A	5,161	2,794	54.1%

# 2011-12 Title I, Part A Ranking of Public Schools

California Department of Education

Consolidated Application

**Purpose:** To document the process used to identify and rank schools Title I, Part A, schools for compensatory education funding/services.

Reminder: If a school below 35% is identified for funding in column H, the 125% rule will apply to all schools funded.

**Agency:**

Center Joint Unified

**CD code:**

3 | 4 | 7 | 3 | 9 | 7 | 3

**CDE Contact:** Paul Jacobs 916-319-0256 PJacobs@cde.ca.gov  
Judi Brown 916-319-0942 JBrown@cde.ca.gov

☐ This page is not applicable because the LEA did not apply for Title I, Part A, (Basic Grant) funding on page 2 of the ConApp.

Low-income measure: Free Lunch

Ranking order: Gradespan

Poverty rate(s): 57.8%

58.0%

46.8%

A		B	C	D	E	F	G	H	I	J
Name of School Grade Levels	School Code	Grade Span Group	Student Enrollment in Attend. Area	Number of Low-Income Students	Percent Low-Income Students	Title I Rank*	Ranking Exception (see page 7)	ESEA, Title I Intended for Funded ("X")	EIA/SCE Intended for Funded ("X")	Other State or Local Funded ("X")
Cyril Spinelli Elementary KK-05	6032924	1	348	269	77.3%	( 1)		X		
North Country Elementary KK-05	6108948	1	516	333	64.5%	( 2)		X		
Arthur S. Dudley Elementary KK-05	6032908	1	669	368	55.0%	[ 3]		X		
Oak Hill Elementary KK-05	6107734	1	762	357	46.9%	[ 4]				
Wilson C. Riles Middle 06-08	0108621	2	1,126	653	58.0%	( 1)		X		
Global Youth Charter High 09-12	0106377	3	88	55	62.5%	( 1)				
Antelope View Charter 06-12	3430816	3	158	84	53.2%	( 2)				
McClellan High (Continuation) 09-12	3430451	3	119	58	48.7%	( 3)				
Center High 09-12	3430378	3	1,375	617	44.9%	[ 4]				

\* ( ) Indicates school is at or above the district poverty rate and eligible;  
[ ] Indicates school is at or above 35% poverty and eligible.

2011-12 ConApp, Part I, page 8.1

Date: 06/03/2011

# 2010-11 LEA Reporting Form for Federal Gun-Free Schools Act (GFSA)

California Department of Education

Consolidated Application

**Purpose:** The Gun-Free Schools Act requires districts and county offices of education requesting Elementary and Secondary Education Act (ESEA) funds to submit to the CDE expulsion information related to firearms. Failure to complete this form places an LEA's federal funds in jeopardy.

Agency:

Center Joint Unified

CD code:

3

4

7

3

9

7

3

**CDE Contact: Stephanie Papas 916-445-8441 SPapas@cde.ca.gov**

A. Are there any expulsions to report for students who have brought a firearm to school or who have possessed a firearm at school?

☐ Yes

☒ No

Notes: 1. Only students who have been officially expelled, by vote of the governing board, during the 2010-11 school year are included in this report.

2. Expulsions for students who have brought a bb gun, pellet gun, stun gun, imitation/simulated gun, paint ball gun, cap gun, antique or replica of antique firearm, gun clip, ammunition, or Class-C common fireworks are not reportable in column E under the GFSA requirements. See instructions for further details.

B. School Code (7 digits)	C. School Name	D. Student's Grade Level	E. * Type of firearm for which student was expelled	F. Was this student referred to an alternative school or program?	Modifications on a case-by-case basis.	
					G. Was this expulsion shortened to a term of less than one year?	H. Was this student disabled as defined in Section 602(a)(1) of the IDEA?*
			<input type="checkbox"/> Handgun <input type="checkbox"/> Shotgun/Rifle <input type="checkbox"/> Other (Specify) _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

\*\* Refer to the instructions for a brief description of the IDEA.

**2010-11 LEA Reporting Form for ESEA Title I, Part D, Neglected, Delinquent, or At-Risk - Demographics**  
**California Department of Education** **Consolidated Application**

<b>Purpose:</b> To report the number of students served with Title I, Part D, funds during 2010-11.		<b>Agency:</b> Center Joint Unified										
<b>CDE Contacts:</b> Lorene Euerle 916-319-0728 LEuerle@cde.ca.gov Karen Neilsen 916-319-0946 KNeilsen@cde.ca.gov		<b>CD code:</b> <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100%;"> <tr> <td style="width: 16.6%;">3</td> <td style="width: 16.6%;">4</td> <td style="width: 16.6%;">7</td> <td style="width: 16.6%;">3</td> <td style="width: 16.6%;">9</td> <td style="width: 16.6%;">7</td> <td style="width: 16.6%;">3</td> </tr> </table>				3	4	7	3	9	7	3
3	4	7	3	9	7	3						
		<input checked="checked" type="checkbox"/> This page is not applicable because the LEA did not participate in Title I, Part D, Neglected, Delinquent, or At-Risk programs in 2010-11.										

Number of programs operating in a multiple purpose facility	0		
	At-Risk Programs	Neglected Programs	Juvenile Detention
Number of Facilities/Programs	0	0	0
	Students Served in At-Risk Programs	Students Served in Neglected Programs	Students Served in Juvenile Detention
<b>Race/Ethnicity</b>			
Hispanic or Latino of any race	0	0	0
American Indian or Alaskan Native, not Hispanic or Latino	0	0	0
Asian, not Hispanic or Latino	0	0	0
Black or African American, not Hispanic or Latino	0	0	0
Native Hawaiian or Pacific Islander, not Hispanic or Latino	0	0	0
White, not Hispanic or Latino	0	0	0
Multiracial, not Hispanic or Latino	0	0	0
No Response	0	0	0
<b>Gender</b>			
Male	0	0	0
Female	0	0	0
<b>Age</b>			
5-10 years old	0	0	0
11-15 years old	0	0	0
16-18 years old	0	0	0
19 years and older	0	0	0
<b>Total Unduplicated Students Served</b>	0	0	0
<b># of Long-term Students</b>	0	0	0

**2010-11 LEA Reporting Form for ESEA Title I, Part D, Neglected, Delinquent, or At-Risk - Offerings & Outcomes**  
 California Department of Education Consolidated Application

<b>Purpose:</b> To report the number of facilities and the academic and vocational outcomes of students served with Title I, Part D, funds during 2010-11.	<b>Agency:</b> Center Joint Unified							
<b>CDE Contacts:</b> Lorene Euerle 916-319-0728 LEuerle@cde.ca.gov Karen Neilsen 916-319-0946 KNeilsen@cde.ca.gov	<b>CD code:</b> <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center; width: 100%;"> <tr> <td style="width: 16.6%;">3</td> <td style="width: 16.6%;">4</td> <td style="width: 16.6%;">7</td> <td style="width: 16.6%;">3</td> <td style="width: 16.6%;">9</td> <td style="width: 16.6%;">7</td> <td style="width: 16.6%;">3</td> </tr> </table>	3	4	7	3	9	7	3
3	4	7	3	9	7	3		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px 5px; margin-bottom: 5px;">X</div> <div>                     This page is not applicable because the LEA did not participate in Title I, Part D, Neglected, Delinquent, or At-Risk programs in 2010-11.                 </div> </div>								

	Number of Facilities		
	At-Risk Programs	Neglected Programs	Juvenile Detention
<b>1. Facility Academic Offerings</b>			
1. Awarded high school course credit	0	0	0
2. Awarded high school diplomas	0	0	0
3. Awarded GED	0	0	0
	Number of Students		
	At-Risk Programs	Neglected Programs	Juvenile Detention
<b>2. Academic &amp; Vocational Outcomes</b>			
<b>1. Academic</b>			
<i>While in the facility, the number of students who...</i>			
1. Earned high school course credits	0	0	0
2. Were enrolled in a GED program	0	0	0
<i>While in the facility, or within 30 calendar days after exit, the number of students who...</i>			
3. Enrolled in their local district school	0	0	0
4. Earned a GED	0	0	0
5. Obtained high school diploma	0	0	0
6. Were accepted into post-secondary education	0	0	0
7. Enrolled in post-secondary education	0	0	0
<b>2. Vocational</b>			
<i>While in the facility, the number of students who...</i>			
1. Enrolled in elective job training	0	0	0
<i>While in the facility, or within 30 calendar days after exit, the number of students who...</i>			
2. Enrolled in external job training education	0	0	0
3. Obtained employment	0	0	0

# 2010-11 Title I, Part D, Neglected, Delinquent or At-Risk - Academic Performance Report

California Department of Education

Consolidated Application

<b>Purpose:</b> To report the academic performance of long-term students served with Title I, Part D, funds during 2010-11.				<b>Agency:</b> Center Joint Unified									
<b>CDE Contacts:</b> Lorene Euerle 916-319-0728 LEuerle@cde.ca.gov Karen Neilsen 916-319-0946 KNeilsen@cde.ca.gov				<b>CD code:</b> <table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; text-align: center;">3</td> <td style="border: 1px solid black; width: 20px; text-align: center;">4</td> <td style="border: 1px solid black; width: 20px; text-align: center;">7</td> <td style="border: 1px solid black; width: 20px; text-align: center;">3</td> <td style="border: 1px solid black; width: 20px; text-align: center;">9</td> <td style="border: 1px solid black; width: 20px; text-align: center;">7</td> <td style="border: 1px solid black; width: 20px; text-align: center;">3</td> </tr> </table>			3	4	7	3	9	7	3
3	4	7	3	9	7	3							
<div style="border: 1px solid black; display: inline-block; padding: 2px 5px; margin-bottom: 5px;">X</div> This page is not applicable because the LEA did not participate in Title I, Part D, Neglected, Delinquent, or At-Risk program in 2010-11.													

Performance Data (Based on most recent pre/post-test data)	Reading			Mathematics		
	At-risk Programs	Neglected Programs	Juvenile Corrections/ Detention	At-risk Programs	Neglected Programs	Juvenile Corrections/ Detention
1. Long-term students who tested below grade level upon entry	0	0	0	0	0	0
2. Long-term students who have completed pre- and post-test results (data)	0	0	0	0	0	0
3. Negative grade level change from the pre- to post-test exams	0	0	0	0	0	0
4. No change in grade level from the pre- to post-test exams	0	0	0	0	0	0
5. Improvement of up to 1/2 grade level from the pre- to post-test exams	0	0	0	0	0	0
6. Improvement from 1/2 up to one full grade level from the pre- to post-test exams	0	0	0	0	0	0
7. Improvement of more than one full grade level from the pre- to post-test exams	0	0	0	0	0	0

# 2010-11 LEA Reporting Form for ESEA Title I, Part A, Neglected

California Department of Education

Consolidated Application

**Purpose:** To be completed for each LEA that received ESEA Title I, Part A, Neglected Program funding to provide services to eligible youth during 2010-11. LEAs are to collect and aggregate data for all sites, enter combined totals, and submit one composite electronic form per LEA.

Agency:

Center Joint Unified

CD code:

3 | 4 | 7 | 3 | 9 | 7 | 3

**CDE Contacts:** Lorene Euerle 916-319-0728 LEuerle@cde.ca.gov  
Karen Neilsen 916-319-0946 KNeilsen@cde.ca.gov

☒ This page is not applicable because the LEA did not participate in Title I, Part A, Neglected in 2010-11.

## A. Student Participation by Grade Level 2010-11 School Year

Pre-K	0
K	0
1	0
2	0
3	0
4	0
5	0
6	0
7	0
8	0
9	0
10	0
11	0
12	0
Ungraded	0
TOTAL	0

## B. If student participation total is zero, the reason is as follows.

# 2010-11 School Reporting Form for Title I, Part A - 1

California Department of Education

Consolidated Application

**Purpose:** To be completed for each Public and Private school that received Title I, Part A, funding/services during 2010-11.

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: Wilson C. Riles Middle

School code: 0 1 0 8 6 2 1

**CDE Contacts:** Paul Jacobs 916-319-0256 PJacobs@cde.ca.gov  
Stephanie Smith 916-319-0948 SSmith@cde.ca.gov

☐ This page is not applicable because the school did not receive any Title I, Part A, (Basic Grant) funds.

**A.** 2010-11 Title I School Type: ☒ Schoolwide Program School (SWP) ☐ Targeted Assistance School (TAS)

**B.** 2010-11 Total Title I, Part A, Allocation: (do not include ARRA) 346,616

**C.** Program Participants By: 560 Male 543 Female

**D.** Program Participants: Enter the count of students who received ESEA, Title I, Part A, services.

Grade Level	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	Ungraded
Total Participants	0	0	0	0	0	0	0	348	377	378	0	0	0	0	0

**E.** Migrant 0 **F.** Students with Disabilities 152 **G.** LEP Participants 84

**H.** Racial/Ethnic Group: Enter by racial/ethnic group the number of students who received ESEA, Title I, Part A, services.

Hispanic or Latino of any race	American Indian or Alaskan Native, not Hispanic or Latino	Asian, not Hispanic or Latino	Black or African American, not Hispanic or Latino	Native Hawaiian or Pacific Islander, not Hispanic or Latino	White, not Hispanic or Latino	Multiracial, not Hispanic or Latino	No Response
231	17	125	143	17	553	16	1



# 2010-11 School Reporting Form for Title I, Part A - 1

California Department of Education

Consolidated Application

**Purpose:** To be completed for each Public and Private school that received Title I, Part A, funding/services during 2010-11.

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: Cyril Spinelli Elementary

School code: 6 0 3 2 9 2 4

**CDE Contacts:** Paul Jacobs 916-319-0256 PJacobs@cde.ca.gov  
Stephanie Smith 916-319-0948 SSmith@cde.ca.gov

☐ This page is not applicable because the school did not receive any Title I, Part A, (Basic Grant) funds.

**A.** 2010-11 Title I School Type: ☒ Schoolwide Program School (SWP) ☐ Targeted Assistance School (TAS)

**B.** 2010-11 Total Title I, Part A, Allocation: (do not include ARRA) 265,000

**C.** Program Participants By: 166 Male 170 Female

**D.** Program Participants: Enter the count of students who received ESEA, Title I, Part A, services.

Grade Level	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	Ungraded
Total Participants	0	44	48	48	43	55	40	0	0	0	0	0	0	0	58

**E.** Migrant 0

**F.** Students with Disabilities 92

**G.** LEP Participants 97

**H.** Racial/Ethnic Group: Enter by racial/ethnic group the number of students who received ESEA, Title I, Part A, services.

Hispanic or Latino of any race	American Indian or Alaskan Native, not Hispanic or Latino	Asian, not Hispanic or Latino	Black or African American, not Hispanic or Latino	Native Hawaiian or Pacific Islander, not Hispanic or Latino	White, not Hispanic or Latino	Multiracial, not Hispanic or Latino	No Response
66	6	45	46	5	152	16	0

# 2010-11 School Reporting Form for Title I, Part A - 1

California Department of Education

Consolidated Application

**Purpose:** To be completed for each Public and Private school that received Title I, Part A, funding/services during 2010-11.

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: North Country Elementary

School code: 6 1 0 8 9 4 8

**CDE Contacts:** Paul Jacobs 916-319-0256 PJacobs@cde.ca.gov  
Stephanie Smith 916-319-0948 SSmith@cde.ca.gov

☐ This page is not applicable because the school did not receive any Title I, Part A, (Basic Grant) funds.

**A.** 2010-11 Title I School Type: ☒ Schoolwide Program School (SWP) ☐ Targeted Assistance School (TAS)

**B.** 2010-11 Total Title I, Part A, Allocation: (do not include ARRA) 275,000

**C.** Program Participants By: 254 Male 254 Female

**D.** Program Participants: Enter the count of students who received ESEA, Title I, Part A, services.

Grade Level	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	Ungraded
Total Participants	0	91	84	86	86	79	82	0	0	0	0	0	0	0	0

**E.** Migrant 0 **F.** Students with Disabilities 54 **G.** LEP Participants 156

**H.** Racial/Ethnic Group: Enter by racial/ethnic group the number of students who received ESEA, Title I, Part A, services.

Hispanic or Latino of any race	American Indian or Alaskan Native, not Hispanic or Latino	Asian, not Hispanic or Latino	Black or African American, not Hispanic or Latino	Native Hawaiian or Pacific Islander, not Hispanic or Latino	White, not Hispanic or Latino	Multiracial, not Hispanic or Latino	No Response
105	6	30	72	18	242	35	0

# 2010-11 Title I Report of Program Improvement Activities

California Department of Education

Consolidated Application

**Purpose:** To report activities by the school as a result of being identified as a Title I Program Improvement School.

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School:

CD code: | | | | | | |

**CDE Contacts:** Paul Jacobs 916-319-0256 PJacobs@cde.ca.gov  
Malik Abul-Khaliq 916-319-0236 MAbdulKhaliq@cde.ca.gov

## A. Year of Program Improvement (PI) in 2010-11

1. The number of students in PI schools Years 1 or above who applied for Public School Choice (Choice) under Elementary and Secondary Education (ESEA) Act.	0
2. The number of students who transferred from a PI school Years 1 or above to attend a non-PI school under ESEA.	0
3. The number of students who transferred from a PI school Year 1 or above to attend a non-PI school under a local or state school choice program.	0
4. The number of students in PI schools Year 2 or above who applied for supplemental educational services (SES).	0
5. The number of students in PI schools Year 2 or above who received SES.	0

## B. For a PI School in Year 3, the LEA implemented at least one of the following corrective actions (check all that apply):

<input type="checkbox"/>	1. Replaced school staff relevant to the failure to make adequate yearly progress (AYP).
<input type="checkbox"/>	2. Implemented a new curriculum, including appropriate professional development.
<input type="checkbox"/>	3. Decreased management authority at the school level.
<input type="checkbox"/>	4. Appointed an outside expert to advise the school on making AYP based on its school plan.
<input type="checkbox"/>	5. Extended the school year or school day.
<input type="checkbox"/>	6. Restructured the internal organizational structure of the school.

## C. For a PI School in Year 4, the LEA developed an alternative governance plan to restructure the school's governance and staffing using at least one of the following approaches (check all that apply):

<input type="checkbox"/>	1. Reopen the school as a public charter school.
<input type="checkbox"/>	2. Replace all or most of the staff (may include the principal) relevant to the failure to make AYP.
<input type="checkbox"/>	3. Contract with an outside entity with a record of effectiveness to operate the public school.
<input type="checkbox"/>	4. Institute other major restructuring of the school's governance.

## D. For a PI School in Year 5, the LEA implemented at least one of the following alternative governance approaches (check all that apply):

<input type="checkbox"/>	1. Reopened the school as a public charter school.
<input type="checkbox"/>	2. Replaced all or most of the staff (may include the principal) relevant to the failure to make AYP.
<input type="checkbox"/>	3. Contracted with an outside entity with a record of effectiveness to operate the public school.
<input type="checkbox"/>	4. Instituted other major restructuring of the school's governance.

# 2010-11 Title I, Part A, End-of-Year Expenditure Report for School Choice and SES

California Department of Education

Consolidated Application

<b>Purpose:</b> To report on end-of-year expenditures of Title I, Part A funds on Public School Choice (Choice) and Supplemental Educational Services (SES).	<b>Agency:</b> Center Joint Unified							
	<b>CD code:</b> <table style="display: inline-table; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; width: 20px; text-align: center;">3</td> <td style="border: 1px solid black; width: 20px; text-align: center;">4</td> <td style="border: 1px solid black; width: 20px; text-align: center;">7</td> <td style="border: 1px solid black; width: 20px; text-align: center;">3</td> <td style="border: 1px solid black; width: 20px; text-align: center;">9</td> <td style="border: 1px solid black; width: 20px; text-align: center;">7</td> <td style="border: 1px solid black; width: 20px; text-align: center;">3</td> </tr> </table>	3	4	7	3	9	7	3
3	4	7	3	9	7	3		
<b>CDE Contacts:</b> <i>Paul Jacobs</i> <b>916 319-0256</b> <i>PJacobs@cde.ca.gov</i> <i>Malik Abdul-Khaliq</i> <b>916 319-0236</b> <i>MAbdulKhaliq@cde.ca.gov</i>	<input checked="" type="checkbox"/> This page is not applicable because the LEA did not have schools in Program Improvement in 2010-11.							

A.	Expenditures for Choice Transportation and Supplemental Education Services (SES)	Title I, Part A	Non-Title I, Part A
1.	Amount of funds expended and encumbered for Choice transportation for students who transferred from a PI school to a non-PI school under ESEA.	0	0
2.	Amount of funds expended and encumbered for eligible students who received SES.	0	0
3.	Amount of funds expended for parent outreach activities for Choice and SES. (0.2% = 2,096)*	0	0
4.	Total expended and encumbered amount for Choice and SES (A1 + A2 + A3).	0	0
5.	Amount of unspent funds. (20% of 2010-11 LEA Title I allocation ( 209,639 )** - line A4).	0	0

If the amount in line A.5. is larger than 0, continue to Section B.

B.	Circumstances in Which the LEA is Not Subject to the Reallocation Criteria (check all boxes that apply)	Check if Applies
1.	Provided Choice and/or SES to ALL eligible students using less than the 20 percent.	<input type="checkbox"/>
2.	Encumbered 100 percent of the 20 percent obligation in SES contracts and in Choice transportation.	<input type="checkbox"/>
3.	The LEA has only one school in each grade span and has not been able to establish interdistrict transfer agreements. The LEA could not offer SES because it was not served by any approved providers including online providers.	<input type="checkbox"/>

If none of the boxes are checked, the LEA must complete Section C.

C.	Reallocation Criteria for Unspent Funds of the 20% Obligation (check all boxes that apply)	Yes	No	N/A
1.	Partnered or made efforts to partner with groups such as community-based organizations to inform eligible students and their parents of the opportunity to sign up for Choice and SES.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Provided timely and accurate notice of the availability of Choice and SES to eligible students and their parents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Ensured that sign-up forms for SES are distributed directly to eligible students and their parents and made widely available and accessible through broad means of dissemination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Provided a minimum of two enrollment "windows," at separate points in the school year for eligible students and their parents to sign up for SES.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Ensured that approved SES providers are given access to school facilities, using a fair, open, and objective process, on the same basis and terms as are available to other groups that seek access to school facilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* This is 0.2% of the LEA's 2010-11 Title I, Part A, allocation after transfer (line 4 on page 34).

\*\* This is 20% of the LEA's 2010-11 Title I, Part A, allocation after transfer (line 4 on page 34).

# 2010-11 LEA Reporting Form for ESEA Title I, Part A and Homeless Education

California Department of Education

Consolidated Application

**Purpose:** To provide the number of homeless children and youth in the LEA and their primary nighttime residence.

**Agency:**

Center Joint Unified

**CD Code:**

3 | 4 | 7 | 3 | 9 | 7 | 3

**CDE Contacts:** *Leanne Wheeler* 916-319-0383 *LWheeler@cde.ca.gov*  
*Pat Boncella* 916-319-0384 *PBoncell@cde.ca.gov*

## A. McKinney-Vento Homeless Education Funding

- ☒ LEA received three-year McKinney-Vento Homeless Education funding.
- ☐ LEA did not receive three-year McKinney-Vento Homeless Education funding.

## B. Enrollment

Grade Level	Pre-K	K	1	2	3	4	5	6	7	8	9	10	11	12	Ungraded*	Total
Number of Homeless	3	32	30	26	20	14	21	18	19	23	18	30	25	24	0	303

\*Ungraded means served in an educational unit that has no separate grades.

## C. Primary Nighttime Residency

Type of Residency	Shelters	Doubled-up/Tripled-up	Unsheltered*	Hotels/Motels	Total
Number of Homeless	10	267	7	19	303

\*Unsheltered (e.g., cars, parks, campgrounds, etc.)

# 2010-11 Rural and Low-Income School Program (Title VI, Part B, Subpart 2)

California Department of Education

Consolidated Application

<b>Purpose:</b> To determine how LEAs that received Rural and Low-Income School (RLIS) grants used their funds.	<b>Agency:</b> Center Joint Unified								
<b>CDE Contact:</b> Bob Storelli 916-319-0482 BStorelli@cde.ca.gov	<b>CD code:</b> <table border="1"> <tr> <td>3</td> <td>4</td> <td>7</td> <td>3</td> <td>9</td> <td>7</td> <td>3</td> </tr> </table> <input checked="checked" type="checkbox"/> This page is not applicable. The LEA received no RLIS funds in 2010-11.		3	4	7	3	9	7	3
3	4	7	3	9	7	3			
<b>Check all boxes that apply to the LEA's participation in the RLIS Program</b>									
<b>Use of Funds</b>	<b>2010-11</b>								
1. No RLIS funds expended (if checked, no other boxes should be checked for the year in question)	<input type="checkbox"/>								
2. Teacher recruitment and retention, including the use of signing bonuses and other financial incentives	<input type="checkbox"/>								
3. Teacher professional development, including programs that train teachers to utilize technology to improve teaching and to train special needs teachers	<input type="checkbox"/>								
4. Educational technology, including software and hardware as described in Title II, Part D	<input type="checkbox"/>								
5. Parental involvement activities	<input type="checkbox"/>								
6. Activities authorized under Title IV, Part A (Safe and Drug-Free Schools Program)	<input type="checkbox"/>								
7. Activities authorized under Title I, Part A	<input type="checkbox"/>								
8. Activities authorized under Title III (Language instruction for LEP and immigrant students)	<input type="checkbox"/>								

# 2010-11 School Reporting Form for UMIRS Data

California Department of Education

Consolidated Application

**Purpose:** To collect student expulsion, suspension, and truancy information to satisfy ESEA requirements related to "persistently dangerous" schools and the uniform management information reporting system (UMIRS).

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: Global Youth Charter High

School Code: 0 1 0 6 3 7 7

**CDE Contact: Stephanie Papas 916-445-8441 SPapas@cde.ca.gov**

October 2010 CBEDS Enrollment:	86	Number of students with an unexcused absence of more than 30 minutes on 3 or more days:	5	Truancy Rate (Number at left + enrollement):	5.8%*
Ed Codes	Ed Code Text			Number of Expulsions	Number of Suspensions

<b>NOTE TO LEA:</b> Please read instructions carefully. Do not photocopy hard copies of this form in order to collect data from individual school sites. Background, guidance, and a data input form (to collect data from school sites) are available at <a href="http://www.cde.ca.gov/lr/ss/se/umirs.asp">http://www.cde.ca.gov/lr/ss/se/umirs.asp</a>	Overall Total:	0	0
	Violence/Drug Total:	0	0
	Violence/Drug Rate (Violence/Drug Total ÷ Enrollment):	0.0%	0.0%
	Total of Persistently Dangerous Expulsions Only:	0	N/A
	Number of Non-Student Firearm Incidents:	0	
Was school at risk of being designated "persistently dangerous" for 2008-09?	No	Was school at risk of being designated "persistently dangerous" for 2009-10?	No
		Is school at risk of being designated "persistently dangerous" for 2010-11?	No

\* If this reads 'N/A' it means that the enrollment figure is missing.

# 2010-11 School Reporting Form for UMIRS Data

California Department of Education

Consolidated Application

**Purpose:** To collect student expulsion, suspension, and truancy information to satisfy ESEA requirements related to "persistently dangerous" schools and the uniform management information reporting system (UMIRS).

Agency: Center Joint Unified

CD code: 3 | 4 | 7 | 3 | 9 | 7 | 3

School: Wilson C. Riles Middle

School Code: 0 | 1 | 0 | 8 | 6 | 2 | 1

**CDE Contact: Stephanie Papas 916-445-8441 SPapas@cde.ca.gov**

October 2010 CBEDS Enrollment:	1098	Number of students with an unexcused absence of more than 30 minutes on 3 or more days:	230	Truancy Rate (Number at left + enrollement):	20.9%*
Ed Codes	Ed Code Text	Number of Expulsions	Number of Suspensions		
48900(a)(1)	Related to physical injury to another person	1	114		
48900(a)(2)	Related to use of force or violence	0	8		
48900(b)	Related to firearms, knives, explosive devices, etc.	1	6		
48900(c)	Related to possession or sale of controlled substances, alcohol, or intoxicants.	2	3		
48900(d)	Related to sale of controlled substances, alcohol, or intoxicants.	0	1		
48900(f)	Caused or attempted to cause damage to school property or private property	0	8		
48900(g)	Stole or attempted to steal school property or private property	0	14		
48900(i)	Committed an obscene act or engaged in habitual profanity or vulgarity	0	14		

<b>NOTE TO LEA:</b> Please read instructions carefully. Do not photocopy hard copies of this form in order to collect data from individual school sites. Background, guidance, and a data input form (to collect data from school sites) are available at <a href="http://www.cde.ca.gov/lr/ss/se/umirs.asp">http://www.cde.ca.gov/lr/ss/se/umirs.asp</a>	Overall Total:	7	241
	Violence/Drug Total:	7	144
	Violence/Drug Rate (Violence/Drug Total ÷ Enrollment):	0.6%	13.1%
	Total of Persistently Dangerous Expulsions Only:	2	N/A
	Number of Non-Student Firearm Incidents:	0	
Was school at risk of being designated "persistently dangerous" for 2008-09?	No	Was school at risk of being designated "persistently dangerous" for 2009-10?	No
		Is school at risk of being designated "persistently dangerous" for 2010-11?	No

\* If this reads 'N/A' it means that the enrollment figure is missing.



# 2010-11 School Reporting Form for UMIRS Data

California Department of Education

Consolidated Application

**Purpose:** To collect student expulsion, suspension, and truancy information to satisfy ESEA requirements related to "persistently dangerous" schools and the uniform management information reporting system (UMIRS).

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: Wilson C. Riles Middle

School Code: 0 1 0 8 6 2 1

**CDE Contact: Stephanie Papas 916-445-8441 SPapas@cde.ca.gov**

October 2010 CBEDS Enrollment: 1098	Number of students with an unexcused absence of more than 30 minutes on 3 or more days: 230	Truancy Rate (Number at left + enrollement): 20.9%*
-------------------------------------	---	---

Ed Codes	Ed Code Text	Number of Expulsions	Number of Suspensions
48900(j)	Related to possession or sale of drug paraphernalia	0	1
48900(k)	Related to disruption of school activities or willfull defiance	0	57
48900(m)	Possessed an imitation firearm	0	1
48900(o)	Related to intimidation of a witness	0	1
48900(r)	Related to bullying and bullying through electronic means	0	4
48900.2	Related to sexual harassment	0	4
48900.4	Related to harassment, threats, or intimidation	0	1
48900.7	Related to terroristic threats	0	2

<b>NOTE TO LEA:</b> Please read instructions carefully. Do not photocopy hard copies of this form in order to collect data from individual school sites. Background, guidance, and a data input form (to collect data from school sites) are available at <a href="http://www.cde.ca.gov/ls/ss/se/umirs.asp">http://www.cde.ca.gov/ls/ss/se/umirs.asp</a>	<b>Overall Total:</b>	7	241
	<b>Violence/Drug Total:</b>	7	144
	<b>Violence/Drug Rate (Violence/Drug Total ÷ Enrollment):</b>	0.6%	13.1%
	<b>Total of Persistently Dangerous Expulsions Only:</b>	2	N/A
	<b>Number of Non-Student Firearm Incidents:</b>	0	
Was school at risk of being designated "persistently dangerous" for 2008-09? No	Was school at risk of being designated "persistently dangerous" for 2009-10? No	Is school at risk of being designated "persistently dangerous" for 2010-11? No	

\* If this reads 'N/A' it means that the enrollment figure is missing.

# 2010-11 School Reporting Form for UMIRS Data

California Department of Education

Consolidated Application

**Purpose:** To collect student expulsion, suspension, and truancy information to satisfy ESEA requirements related to "persistently dangerous" schools and the uniform management information reporting system (UMIRS).

Agency: Center Joint Unified

CD code: 3 | 4 | 7 | 3 | 9 | 7 | 3

School: Wilson C. Riles Middle

School Code: 0 | 1 | 0 | 8 | 6 | 2 | 1

**CDE Contact: Stephanie Papas 916-445-8441 SPapas@cde.ca.gov**

October 2010 CBEDS Enrollment:	1098	Number of students with an unexcused absence of more than 30 minutes on 3 or more days:	230	Truancy Rate (Number at left + enrollement):	20.9%*
Ed Codes	Ed Code Text		Number of Expulsions	Number of Suspensions	
48915(a)(1)	PDS-Causing serious physical injury to another person, except in self-defense		1	0	
48915(a)(2)	Possession of any knife or other dangerous object of no reasonable use to the pupil		1	2	
48915(c)(2)	PDS-Brandishing a knife at another person		1	0	

<b>NOTE TO LEA:</b> Please read instructions carefully. Do not photocopy hard copies of this form in order to collect data from individual school sites. Background, guidance, and a data input form (to collect data from school sites) are available at <a href="http://www.cde.ca.gov/ls/ss/se/umirs.asp">http://www.cde.ca.gov/ls/ss/se/umirs.asp</a>	Overall Total:	7	241
	Violence/Drug Total:	7	144
	Violence/Drug Rate (Violence/Drug Total ÷ Enrollment):	0.6%*	13.1%*
	Total of Persistently Dangerous Expulsions Only:	2	N/A
	Number of Non-Student Firearm Incidents:	0	
Was school at risk of being designated "persistently dangerous" for 2008-09?	No	Was school at risk of being designated "persistently dangerous" for 2009-10?	No
		Is school at risk of being designated "persistently dangerous" for 2010-11?	No

\* If this reads 'N/A' it means that the enrollment figure is missing.

# 2010-11 School Reporting Form for UMIRS Data

California Department of Education

Consolidated Application

**Purpose:** To collect student expulsion, suspension, and truancy information to satisfy ESEA requirements related to "persistently dangerous" schools and the uniform management information reporting system (UMIRS).

Agency: Center Joint Unified

CD code: 3 | 4 | 7 | 3 | 9 | 7 | 3

School: Center High

School Code: 3 | 4 | 3 | 0 | 3 | 7 | 8

**CDE Contact: Stephanie Papas 916-445-8441 SPapas@cde.ca.gov**

October 2010 CBEDS Enrollment: 1351	Number of students with an unexcused absence of more than 30 minutes on 3 or more days: 767	Truancy Rate (Number at left + enrollement): 56.8% *
-------------------------------------	---	--

Ed Codes	Ed Code Text	Number of Expulsions	Number of Suspensions
48900(a)(1)	Related to physical injury to another person	1	53
48900(a)(2)	Related to use of force or violence	1	1
48900(c)	Related to possession or sale of controlled substances, alcohol, or intoxicants.	1	24
48900(d)	Related to sale of controlled substances, alcohol, or intoxicants.	0	1
48900(f)	Caused or attempted to cause damage to school property or private property	0	3
48900(g)	Stole or attempted to steal school property or private property	0	9
48900(i)	Committed an obscene act or engaged in habitual profanity or vulgarity	0	19
48900(k)	Related to disruption of school activities or willfull defiance	1	46

<b>NOTE TO LEA:</b> Please read instructions carefully. Do not photocopy hard copies of this form in order to collect data from individual school sites. Background, guidance, and a data input form (to collect data from school sites) are available at <a href="http://www.cde.ca.gov/lr/ss/se/umirs.asp">http://www.cde.ca.gov/lr/ss/se/umirs.asp</a>	<b>Overall Total:</b>	11	170
	<b>Violence/Drug Total:</b>	9	90
	<b>Violence/Drug Rate (Violence/Drug Total ÷ Enrollment):</b>	0.7%	6.7%
	<b>Total of Persistently Dangerous Expulsions Only:</b>	5	N/A
	<b>Number of Non-Student Firearm Incidents:</b>	0	
Was school at risk of being designated "persistently dangerous" for 2008-09? No	Was school at risk of being designated "persistently dangerous" for 2009-10? No	Is school at risk of being designated "persistently dangerous" for 2010-11? No	

\* If this reads 'N/A' it means that the enrollment figure is missing.

# 2010-11 School Reporting Form for UMIRS Data

California Department of Education

Consolidated Application

**Purpose:** To collect student expulsion, suspension, and truancy information to satisfy ESEA requirements related to "persistently dangerous" schools and the uniform management information reporting system (UMIRS).

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: Center High

School Code: 3 4 3 0 3 7 8

**CDE Contact: Stephanie Papas 916-445-8441 SPapas@cde.ca.gov**

October 2010 CBEDS Enrollment: 1351	Number of students with an unexcused absence of more than 30 minutes on 3 or more days: 767	Truancy Rate (Number at left + enrollment): 56.8% *
-------------------------------------	---	---

Ed Codes	Ed Code Text	Number of Expulsions	Number of Suspensions
48900(r)	Related to bullying and bullying through electronic means	1	3
48900.2	Related to sexual harassment	0	2
48900.4	Related to harassment, threats, or intimidation	0	1
48915(a)(1)	PDS-Causing serious physical injury to another person, except in self-defense	1	0
48915(a)(2)	Possession of any knife or other dangerous object of no reasonable use to the pupil	1	4
48915(a)(3)	Related to unlawful possession of controlled substances	0	1
48915(a)(5)	PDS-Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon	1	2
48915(c)(1)	PDS-Related to possessing, selling, or otherwise furnishing a firearm	1	0

<b>NOTE TO LEA:</b> Please read instructions carefully. Do not photocopy hard copies of this form in order to collect data from individual school sites. Background, guidance, and a data input form (to collect data from school sites) are available at <a href="http://www.cde.ca.gov/lss/se/umirs.asp">http://www.cde.ca.gov/lss/se/umirs.asp</a>	Overall Total:	11	170
	Violence/Drug Total:	9	90
	Violence/Drug Rate (Violence/Drug Total ÷ Enrollment):	0.7%	6.7%
	Total of Persistently Dangerous Expulsions Only:	5	N/A
	Number of Non-Student Firearm Incidents:	0	
Was school at risk of being designated "persistently dangerous" for 2008-09?	No	Was school at risk of being designated "persistently dangerous" for 2009-10?	No
		Is school at risk of being designated "persistently dangerous" for 2010-11?	No

\* If this reads 'N/A' it means that the enrollment figure is missing.

# 2010-11 School Reporting Form for UMIRS Data

California Department of Education

Consolidated Application

**Purpose:** To collect student expulsion, suspension, and truancy information to satisfy ESEA requirements related to "persistently dangerous" schools and the uniform management information reporting system (UMIRS).

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: Center High

School Code: 3 4 3 0 3 7 8

**CDE Contact: Stephanie Papas 916-445-8441 SPapas@cde.ca.gov**

October 2010 CBEDS Enrollment:	1351	Number of students with an unexcused absence of more than 30 minutes on 3 or more days:	767	Truancy Rate (Number at left + enrollement):	56.8%*
Ed Codes	Ed Code Text		Number of Expulsions	Number of Suspensions	
48915(c)(3)	PDS-Unlawfully selling a controlled substance listed in Chapter 2 (commencing with		2	1	

<b>NOTE TO LEA:</b> Please read instructions carefully. Do not photocopy hard copies of this form in order to collect data from individual school sites. Background, guidance, and a data input form (to collect data from school sites) are available at <a href="http://www.cde.ca.gov/lr/ss/se/umirs.asp">http://www.cde.ca.gov/lr/ss/se/umirs.asp</a>	<b>Overall Total:</b>		11	170	
	<b>Violence/Drug Total:</b>		9	90	
	<b>Violence/Drug Rate (Violence/Drug Total ÷ Enrollment):</b>		0.7%	6.7%	
	<b>Total of Persistently Dangerous Expulsions Only:</b>		5	N/A	
	<b>Number of Non-Student Firearm Incidents:</b>		0		
Was school at risk of being designated "persistently dangerous" for 2008-09?	No	Was school at risk of being designated "persistently dangerous" for 2009-10?	No	Is school at risk of being designated "persistently dangerous" for 2010-11?	No

\* If this reads 'N/A' it means that the enrollment figure is missing.

# 2010-11 School Reporting Form for UMIRS Data

California Department of Education

Consolidated Application

**Purpose:** To collect student expulsion, suspension, and truancy information to satisfy ESEA requirements related to "persistently dangerous" schools and the uniform management information reporting system (UMIRS).

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: McClellan High (Continuation)

School Code: 3 4 3 0 4 5 1

**CDE Contact: Stephanie Papas 916-445-8441 SPapas@cde.ca.gov**

October 2010 CBEDS Enrollment:	109	Number of students with an unexcused absence of more than 30 minutes on 3 or more days:	66	Truancy Rate (Number at left + enrollement):	60.6%*
Ed Codes	Ed Code Text	Number of Expulsions	Number of Suspensions		
48900(a)(1)	Related to physical injury to another person	0	12		
48900(c)	Related to possession or sale of controlled substances, alcohol, or intoxicants.	0	6		
48900(f)	Caused or attempted to cause damage to school property or private property	0	7		
48900(i)	Committed an obscene act or engaged in habitual profanity or vulgarity	0	5		
48900(k)	Related to disruption of school activities or willfull defiance	0	174		
48900(r)	Related to bullying and bullying through electronic means	0	2		
48900.4	Related to harassment, threats, or intimidation	0	4		
48915(a)(1)	PDS-Causing serious physical injury to another person, except in self-defense	1	1		

<b>NOTE TO LEA:</b> Please read instructions carefully. Do not photocopy hard copies of this form in order to collect data from individual school sites. Background, guidance, and a data input form (to collect data from school sites) are available at <a href="http://www.cde.ca.gov/lss/se/umirs.asp">http://www.cde.ca.gov/lss/se/umirs.asp</a>	Overall Total:	2	212
	Violence/Drug Total:	2	24
	Violence/Drug Rate (Violence/Drug Total ÷ Enrollment):	1.8%	22.0%
	Total of Persistently Dangerous Expulsions Only:	1	N/A
	Number of Non-Student Firearm Incidents:	0	
Was school at risk of being designated "persistently dangerous" for 2008-09?	No	Was school at risk of being designated "persistently dangerous" for 2009-10?	No
		Is school at risk of being designated "persistently dangerous" for 2010-11?	No

\* If this reads 'N/A' it means that the enrollment figure is missing.

# 2010-11 School Reporting Form for UMIRS Data

California Department of Education

Consolidated Application

**Purpose:** To collect student expulsion, suspension, and truancy information to satisfy ESEA requirements related to "persistently dangerous" schools and the uniform management information reporting system (UMIRS).

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: McClellan High (Continuation)

School Code: 3 4 3 0 4 5 1

**CDE Contact: Stephanie Papas 916-445-8441 SPapas@cde.ca.gov**

October 2010 CBEDS Enrollment: 109	Number of students with an unexcused absence of more than 30 minutes on 3 or more days: 66	Truancy Rate (Number at left + enrollement): 60.6% *
------------------------------------	--	--

Ed Codes	Ed Code Text	Number of Expulsions	Number of Suspensions
48915(a)(3)	Related to unlawful possession of controlled substances	1	0
48915(c)(3)	PDS-Unlawfully selling a controlled substance listed in Chapter 2 (commencing with	0	1

**NOTE TO LEA:** Please read instructions carefully. Do not photocopy hard copies of this form in order to collect data from individual school sites. Background, guidance, and a data input form (to collect data from school sites) are available at <http://www.cde.ca.gov/lr/ss/se/umirs.asp>

Overall Total:	2	212
Violence/Drug Total:	2	24
Violence/Drug Rate (Violence/Drug Total ÷ Enrollment):	1.8%	22.0%
Total of Persistently Dangerous Expulsions Only:	1	N/A
Number of Non-Student Firearm Incidents:	0	

Was school at risk of being designated "persistently dangerous" for 2008-09? No

Was school at risk of being designated "persistently dangerous" for 2009-10? No

Is school at risk of being designated "persistently dangerous" for 2010-11? No

\* If this reads 'N/A' it means that the enrollment figure is missing.

# 2010-11 School Reporting Form for UMIRS Data

California Department of Education

Consolidated Application

**Purpose:** To collect student expulsion, suspension, and truancy information to satisfy ESEA requirements related to "persistently dangerous" schools and the uniform management information reporting system (UMIRS).

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: Antelope View Charter

School Code: 3 4 3 0 8 1 6

**CDE Contact: Stephanie Papas 916-445-8441 SPapas@cde.ca.gov**

October 2010 CBEDS Enrollment:	152	Number of students with an unexcused absence of more than 30 minutes on 3 or more days:	1	Truancy Rate (Number at left + enrollement):	* 0.7%
Ed Codes	Ed Code Text			Number of Expulsions	Number of Suspensions
48900(k)	Related to disruption of school activities or willfull defiance			0	3

<b>NOTE TO LEA:</b> Please read instructions carefully. Do not photocopy hard copies of this form in order to collect data from individual school sites. Background, guidance, and a data input form (to collect data from school sites) are available at <a href="http://www.cde.ca.gov/ls/ss/se/umirs.asp">http://www.cde.ca.gov/ls/ss/se/umirs.asp</a>	Overall Total:	0	3
	Violence/Drug Total:	0	0
	Violence/Drug Rate (Violence/Drug Total ÷ Enrollment):	0.0%	0.0%
	Total of Persistently Dangerous Expulsions Only:	0	N/A
	Number of Non-Student Firearm Incidents:	0	
Was school at risk of being designated "persistently dangerous" for 2008-09?	No	Was school at risk of being designated "persistently dangerous" for 2009-10?	No
		Is school at risk of being designated "persistently dangerous" for 2010-11?	No

\* If this reads 'N/A' it means that the enrollment figure is missing.



# 2010-11 School Reporting Form for UMIRS Data

California Department of Education

Consolidated Application

**Purpose:** To collect student expulsion, suspension, and truancy information to satisfy ESEA requirements related to "persistently dangerous" schools and the uniform management information reporting system (UMIRS).

Agency: Center Joint Unified

CD code: 3 | 4 | 7 | 3 | 9 | 7 | 3

School: Arthur S. Dudley Elementary

School Code: 6 | 0 | 3 | 2 | 9 | 0 | 8

**CDE Contact: Stephanie Papas 916-445-8441 SPapas@cde.ca.gov**

October 2010 CBEDS Enrollment: 659	Number of students with an unexcused absence of more than 30 minutes on 3 or more days: 220	Truancy Rate (Number at left + enrollement): 33.4% *
------------------------------------	---	--

Ed Codes	Ed Code Text	Number of Expulsions	Number of Suspensions
48900(a)(1)	Related to physical injury to another person	0	23
48900(a)(2)	Related to use of force or violence	0	9
48900(g)	Stole or attempted to steal school property or private property	0	1
48900(k)	Related to disruption of school activities or willfull defiance	0	6

**NOTE TO LEA:** Please read instructions carefully. Do not photocopy hard copies of this form in order to collect data from individual school sites. Background, guidance, and a data input form (to collect data from school sites) are available at <http://www.cde.ca.gov/ls/ss/se/umirs.asp>

Overall Total:	0	39
Violence/Drug Total:	0	32
Violence/Drug Rate (Violence/Drug Total ÷ Enrollment):	0.0%	4.9%
Total of Persistently Dangerous Expulsions Only:	0	N/A
Number of Non-Student Firearm Incidents:	0	

Was school at risk of being designated "persistently dangerous" for 2008-09?

No

Was school at risk of being designated "persistently dangerous" for 2009-10?

No

Is school at risk of being designated "persistently dangerous" for 2010-11?

No

\* If this reads 'N/A' it means that the enrollment figure is missing.

# 2010-11 School Reporting Form for UMIRS Data

California Department of Education

Consolidated Application

<b>Purpose:</b> To collect student expulsion, suspension, and truancy information to satisfy ESEA requirements related to "persistently dangerous" schools and the uniform management information reporting system (UMIRS).	<b>Agency:</b> Center Joint Unified							
	<b>CD code:</b>	3	4	7	3	9	7	3
	<b>School:</b> Cyril Spinelli Elementary							
	<b>School Code:</b>	6	0	3	2	9	2	4

**CDE Contact: Stephanie Papas 916-445-8441 SPapas@cde.ca.gov**

October 2010 CBEDS Enrollment:	353	Number of students with an unexcused absence of more than 30 minutes on 3 or more days:	107	Truancy Rate (Number at left + enrollement):	30.3%*
Ed Codes	Ed Code Text		Number of Expulsions	Number of Suspensions	
48900(a)(1)	Related to physical injury to another person		0	8	
48900(a)(2)	Related to use of force or violence		0	10	
48900(b)	Related to firearms, knives, explosive devices, etc.		0	1	
48900(f)	Caused or attempted to cause damage to school property or private property		0	2	
48900(g)	Stole or attempted to steal school property or private property		0	4	
48900(i)	Committed an obscene act or engaged in habitual profanity or vulgarity		0	3	
48900(k)	Related to disruption of school activities or willfull defiance		0	6	
48900.4	Related to harassment, threats, or intimidation		0	1	

<b>NOTE TO LEA:</b> Please read instructions carefully. Do not photocopy hard copies of this form in order to collect data from individual school sites. Background, guidance, and a data input form (to collect data from school sites) are available at <a href="http://www.cde.ca.gov/lr/ss/se/umirs.asp">http://www.cde.ca.gov/lr/ss/se/umirs.asp</a>	<b>Overall Total:</b>	0	35		
	<b>Violence/Drug Total:</b>	0	20		
	<b>Violence/Drug Rate (Violence/Drug Total ÷ Enrollment):</b>	0.0%	57%*		
	<b>Total of Persistently Dangerous Expulsions Only:</b>	0	N/A		
	<b>Number of Non-Student Firearm Incidents:</b>	0			
Was school at risk of being designated "persistently dangerous" for 2008-09?	No	Was school at risk of being designated "persistently dangerous" for 2009-10?	No	Is school at risk of being designated "persistently dangerous" for 2010-11?	No

\* If this reads 'N/A' it means that the enrollment figure is missing.

# 2010-11 School Reporting Form for UMIRS Data

California Department of Education

Consolidated Application

**Purpose:** To collect student expulsion, suspension, and truancy information to satisfy ESEA requirements related to "persistently dangerous" schools and the uniform management information reporting system (UMIRS).

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: Oak Hill Elementary

School Code: 6 1 0 7 7 3 4

**CDE Contact: Stephanie Papas 916-445-8441 SPapas@cde.ca.gov**

October 2010 CBEDS Enrollment:	748	Number of students with an unexcused absence of more than 30 minutes on 3 or more days:	17	Truancy Rate (Number at left + enrollement):	2.3%*
Ed Codes	Ed Code Text		Number of Expulsions	Number of Suspensions	
48900(a)(1)	Related to physical injury to another person		0	19	
48900(a)(2)	Related to use of force or violence		0	11	
48900(b)	Related to firearms, knives, explosive devices, etc.		0	1	
48900(g)	Stole or attempted to steal school property or private property		0	1	
48900(k)	Related to disruption of school activities or willfull defiance		0	2	
48915(a)(5)	PDS-Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon		0	2	

<b>NOTE TO LEA:</b> Please read instructions carefully. Do not photocopy hard copies of this form in order to collect data from individual school sites. Background, guidance, and a data input form (to collect data from school sites) are available at <a href="http://www.cde.ca.gov/lr/ss/se/umirs.asp">http://www.cde.ca.gov/lr/ss/se/umirs.asp</a>	Overall Total:	0	36
	Violence/Drug Total:	0	33
	Violence/Drug Rate (Violence/Drug Total ÷ Enrollment):	0.0%	4.4%
	Total of Persistently Dangerous Expulsions Only:	0	N/A
	Number of Non-Student Firearm Incidents:	0	
Was school at risk of being designated "persistently dangerous" for 2008-09?	No	Was school at risk of being designated "persistently dangerous" for 2009-10?	No
		Is school at risk of being designated "persistently dangerous" for 2010-11?	No

\* If this reads 'N/A' it means that the enrollment figure is missing.

# 2010-11 School Reporting Form for UMIRS Data

California Department of Education

Consolidated Application

<b>Purpose:</b> To collect student expulsion, suspension, and truancy information to satisfy ESEA requirements related to "persistently dangerous" schools and the uniform management information reporting system (UMIRS).	Agency: Center Joint Unified							
	CD code:	3	4	7	3	9	7	3
	School: North Country Elementary							
	School Code:	6	1	0	8	9	4	8

**CDE Contact: Stephanie Papas 916-445-8441 SPapas@cde.ca.gov**

October 2010 CBEDS Enrollment:	503	Number of students with an unexcused absence of more than 30 minutes on 3 or more days:	147	Truancy Rate (Number at left + enrollement):	29.2%*
--------------------------------	-----	---	-----	---	--------

Ed Codes	Ed Code Text	Number of Expulsions	Number of Suspensions
48900(a)(1)	Related to physical injury to another person	0	23
48900(a)(2)	Related to use of force or violence	0	2
48900(f)	Caused or attempted to cause damage to school property or private property	0	1
48900(i)	Committed an obscene act or engaged in habitual profanity or vulgarity	0	1
48900(k)	Related to disruption of school activities or willfull defiance	0	9
48900(r)	Related to bullying and bullying through electronic means	0	5

<b>NOTE TO LEA:</b> Please read instructions carefully. Do not photocopy hard copies of this form in order to collect data from individual school sites. Background, guidance, and a data input form (to collect data from school sites) are available at <a href="http://www.cde.ca.gov/lr/ss/se/umirs.asp">http://www.cde.ca.gov/lr/ss/se/umirs.asp</a>	<b>Overall Total:</b>	0	41		
	<b>Violence/Drug Total:</b>	0	25		
	<b>Violence/Drug Rate (Violence/Drug Total ÷ Enrollment):</b>	0.0%	5.0%		
	<b>Total of Persistently Dangerous Expulsions Only:</b>	0	N/A		
	<b>Number of Non-Student Firearm Incidents:</b>	0			
Was school at risk of being designated "persistently dangerous" for 2008-09?	No	Was school at risk of being designated "persistently dangerous" for 2009-10?	No	Is school at risk of being designated "persistently dangerous" for 2010-11?	No

\* If this reads 'N/A' it means that the enrollment figure is missing.

# 2010-11 School Reporting Form for Teacher and Paraprofessional Requirements

California Department of Education

Consolidated Application

**Purpose:** To collect school-level data, as required by the ESEA, about teachers funded by Title II funds in Class Size Reduction and teachers and instructional paraprofessionals in Title I, Part A, (Basic Grant) programs.

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: Global Youth Charter High

School code: 0 1 0 6 3 7 7

**CDE Contacts:** Jackie Rose 916-322-9503 JRose@cde.ca.gov (Section A)  
Stephanie Smith 916-319-0948 SSmith@cde.ca.gov (Section B and C)

## A. Teachers in Class Size Reduction in 2010-11

1. Total number of teachers in 2010-11 in Class Size Reduction paid for with local, state and federal funds	0
2. Of the total in line 1, number paid with Title II funds	0
3. Number of teachers in line 1 who meet the ESEA teacher requirements	0

☒ The school did NOT receive Title I, Part A for 2010-11.

If this box is checked, this page is now complete. If not checked, complete sections B and C.

## B. New Teachers Hired Into Title I Funded Programs in 2010-11

1. Total number of Title I teachers including Schoolwide and Targeted Assistance	0
2. Number of these teachers who did not meet the ESEA teacher requirements	0

## C. ESEA Compliant Paraprofessionals in 2010-11 (Complete items 1-4 if either of the bottom two boxes are checked)

☒ The school is NOT using Title I, Part A funds to employ paraprofessionals to assist in instruction in 2010-11.

☐ The school uses Title I, Part A funds to employ paraprofessionals to assist in instruction in Title I Targeted Assistance Programs.

☐ The school uses paraprofessionals to assist in instruction in Schoolwide Title I Schools.

1. Number of FTE paraprofessionals in Title I schools	0.00
2. Number of these FTE paraprofessionals who meet the ESEA requirements	0.00
3. Percentage of these FTE paraprofessionals who meet the ESEA requirements	0.00%
4. Target percentage for June 30, 2011	100%

# 2010-11 School Reporting Form for Teacher and Paraprofessional Requirements

California Department of Education

Consolidated Application

**Purpose:** To collect school-level data, as required by the ESEA, about teachers funded by Title II funds in Class Size Reduction and teachers and instructional paraprofessionals in Title I, Part A, (Basic Grant) programs.

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: Wilson C. Riles Middle

School code: 0 1 0 8 6 2 1

**CDE Contacts:** Jackie Rose

916-322-9503

JRose@cde.ca.gov (Section A)

Stephanie Smith

916-319-0948

SSmith@cde.ca.gov (Section B and C)

## A. Teachers in Class Size Reduction in 2010-11

1. Total number of teachers in 2010-11 in Class Size Reduction paid for with local, state and federal funds	0
2. Of the total in line 1, number paid with Title II funds	0
3. Number of teachers in line 1 who meet the ESEA teacher requirements	0

☐ The school did NOT receive Title I, Part A for 2010-11.

If this box is checked, this page is now complete. If not checked, complete sections B and C.

## B. New Teachers Hired Into Title I Funded Programs in 2010-11

1. Total number of Title I teachers including Schoolwide and Targeted Assistance	2
2. Number of these teachers who did not meet the ESEA teacher requirements	2

## C. ESEA Compliant Paraprofessionals in 2010-11 (Complete items 1-4 if either of the bottom two boxes are checked)

☐ The school is NOT using Title I, Part A funds to employ paraprofessionals to assist in instruction in 2010-11.

☐ The school uses Title I, Part A funds to employ paraprofessionals to assist in instruction in Title I Targeted Assistance Programs.

☒ The school uses paraprofessionals to assist in instruction in Schoolwide Title I Schools.

1. Number of FTE paraprofessionals in Title I schools	0.50
2. Number of these FTE paraprofessionals who meet the ESEA requirements	0.50
3. Percentage of these FTE paraprofessionals who meet the ESEA requirements	100.00%
4. Target percentage for June 30, 2011	100%

# 2010-11 School Reporting Form for Teacher and Paraprofessional Requirements

California Department of Education

Consolidated Application

**Purpose:** To collect school-level data, as required by the ESEA, about teachers funded by Title II funds in Class Size Reduction and teachers and instructional paraprofessionals in Title I, Part A, (Basic Grant) programs.

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: Center High

School code: 3 4 3 0 3 7 8

**CDE Contacts:** Jackie Rose 916-322-9503 JRose@cde.ca.gov (Section A)  
Stephanie Smith 916-319-0948 SSmith@cde.ca.gov (Section B and C)

## A. Teachers in Class Size Reduction in 2010-11

1. Total number of teachers in 2010-11 in Class Size Reduction paid for with local, state and federal funds	0
2. Of the total in line 1, number paid with Title II funds	0
3. Number of teachers in line 1 who meet the ESEA teacher requirements	0

☒ The school did NOT receive Title I, Part A for 2010-11.

If this box is checked, this page is now complete. If not checked, complete sections B and C.

## B. New Teachers Hired Into Title I Funded Programs in 2010-11

1. Total number of Title I teachers including Schoolwide and Targeted Assistance	0
2. Number of these teachers who did not meet the ESEA teacher requirements	0

## C. ESEA Compliant Paraprofessionals in 2010-11 (Complete items 1-4 if either of the bottom two boxes are checked)

☒ The school is NOT using Title I, Part A funds to employ paraprofessionals to assist in instruction in 2010-11.

☐ The school uses Title I, Part A funds to employ paraprofessionals to assist in instruction in Title I Targeted Assistance Programs.

☐ The school uses paraprofessionals to assist in instruction in Schoolwide Title I Schools.

1. Number of FTE paraprofessionals in Title I schools	0.00
2. Number of these FTE paraprofessionals who meet the ESEA requirements	0.00
3. Percentage of these FTE paraprofessionals who meet the ESEA requirements	0.00%
4. Target percentage for June 30, 2011	100%

# 2010-11 School Reporting Form for Teacher and Paraprofessional Requirements

California Department of Education

Consolidated Application

**Purpose:** To collect school-level data, as required by the ESEA, about teachers funded by Title II funds in Class Size Reduction and teachers and instructional paraprofessionals in Title I, Part A, (Basic Grant) programs.

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: McClellan High (Continuation)

School code: 3 4 3 0 4 5 1

**CDE Contacts:** Jackie Rose 916-322-9503 JRose@cde.ca.gov (Section A)  
Stephanie Smith 916-319-0948 SSmith@cde.ca.gov (Section B and C)

## A. Teachers in Class Size Reduction in 2010-11

1. Total number of teachers in 2010-11 in Class Size Reduction paid for with local, state and federal funds	0
2. Of the total in line 1, number paid with Title II funds	0
3. Number of teachers in line 1 who meet the ESEA teacher requirements	0

- ☒ The school did NOT receive Title I, Part A for 2010-11.  
If this box is checked, this page is now complete. If not checked, complete sections B and C.

## B. New Teachers Hired Into Title I Funded Programs in 2010-11

1. Total number of Title I teachers including Schoolwide and Targeted Assistance	0
2. Number of these teachers who did not meet the ESEA teacher requirements	0

## C. ESEA Compliant Paraprofessionals in 2010-11 (Complete items 1-4 if either of the bottom two boxes are checked)

- ☒ The school is NOT using Title I, Part A funds to employ paraprofessionals to assist in instruction in 2010-11.  
☐ The school uses Title I, Part A funds to employ paraprofessionals to assist in instruction in Title I Targeted Assistance Programs.  
☐ The school uses paraprofessionals to assist in instruction in Schoolwide Title I Schools.

1. Number of FTE paraprofessionals in Title I schools	0.00
2. Number of these FTE paraprofessionals who meet the ESEA requirements	0.00
3. Percentage of these FTE paraprofessionals who meet the ESEA requirements	0.00%
4. Target percentage for June 30, 2011	100%



# 2010-11 School Reporting Form for Teacher and Paraprofessional Requirements

California Department of Education

Consolidated Application

**Purpose:** To collect school-level data, as required by the ESEA, about teachers funded by Title II funds in Class Size Reduction and teachers and instructional paraprofessionals in Title I, Part A, (Basic Grant) programs.

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: Antelope View Charter

School code: 3 4 3 0 8 1 6

**CDE Contacts:** Jackie Rose 916-322-9503 JRose@cde.ca.gov (Section A)  
Stephanie Smith 916-319-0948 SSmith@cde.ca.gov (Section B and C)

## A. Teachers in Class Size Reduction in 2010-11

1. Total number of teachers in 2010-11 in Class Size Reduction paid for with local, state and federal funds	0
2. Of the total in line 1, number paid with Title II funds	0
3. Number of teachers in line 1 who meet the ESEA teacher requirements	0

☒ The school did NOT receive Title I, Part A for 2010-11.

If this box is checked, this page is now complete. If not checked, complete sections B and C.

## B. New Teachers Hired Into Title I Funded Programs in 2010-11

1. Total number of Title I teachers including Schoolwide and Targeted Assistance	0
2. Number of these teachers who did not meet the ESEA teacher requirements	0

## C. ESEA Compliant Paraprofessionals in 2010-11 (Complete items 1-4 if either of the bottom two boxes are checked)

☒ The school is NOT using Title I, Part A funds to employ paraprofessionals to assist in instruction in 2010-11.

☐ The school uses Title I, Part A funds to employ paraprofessionals to assist in instruction in Title I Targeted Assistance Programs.

☐ The school uses paraprofessionals to assist in instruction in Schoolwide Title I Schools.

1. Number of FTE paraprofessionals in Title I schools	0.00
2. Number of these FTE paraprofessionals who meet the ESEA requirements	0.00
3. Percentage of these FTE paraprofessionals who meet the ESEA requirements	0.00%
4. Target percentage for June 30, 2011	100%

# 2010-11 School Reporting Form for Teacher and Paraprofessional Requirements

California Department of Education

Consolidated Application

**Purpose:** To collect school-level data, as required by the ESEA, about teachers funded by Title II funds in Class Size Reduction and teachers and instructional paraprofessionals in Title I, Part A, (Basic Grant) programs.

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: Arthur S. Dudley Elementary

School code: 6 0 3 2 9 0 8

**CDE Contacts:** Jackie Rose 916-322-9503 JRose@cde.ca.gov (Section A)  
Stephanie Smith 916-319-0948 SSmith@cde.ca.gov (Section B and C)

## A. Teachers in Class Size Reduction in 2010-11

1. Total number of teachers in 2010-11 in Class Size Reduction paid for with local, state and federal funds	17
2. Of the total in line 1, number paid with Title II funds	0
3. Number of teachers in line 1 who meet the ESEA teacher requirements	17

☒ The school did NOT receive Title I, Part A for 2010-11.

If this box is checked, this page is now complete. If not checked, complete sections B and C.

## B. New Teachers Hired Into Title I Funded Programs in 2010-11

1. Total number of Title I teachers including Schoolwide and Targeted Assistance	0
2. Number of these teachers who did not meet the ESEA teacher requirements	0

## C. ESEA Compliant Paraprofessionals in 2010-11 (Complete items 1-4 if either of the bottom two boxes are checked)

☒ The school is NOT using Title I, Part A funds to employ paraprofessionals to assist in instruction in 2010-11.

☐ The school uses Title I, Part A funds to employ paraprofessionals to assist in instruction in Title I Targeted Assistance Programs.

☐ The school uses paraprofessionals to assist in instruction in Schoolwide Title I Schools.

1. Number of FTE paraprofessionals in Title I schools	0.00
2. Number of these FTE paraprofessionals who meet the ESEA requirements	0.00
3. Percentage of these FTE paraprofessionals who meet the ESEA requirements	0.00%
4. Target percentage for June 30, 2011	100%

# 2010-11 School Reporting Form for Teacher and Paraprofessional Requirements

California Department of Education

Consolidated Application

**Purpose:** To collect school-level data, as required by the ESEA, about teachers funded by Title II funds in Class Size Reduction and teachers and instructional paraprofessionals in Title I, Part A, (Basic Grant) programs.

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: Cyril Spinelli Elementary

School code: 6 0 3 2 9 2 4

**CDE Contacts:** Jackie Rose 916-322-9503 JRose@cde.ca.gov (Section A)  
Stephanie Smith 916-319-0948 SSmith@cde.ca.gov (Section B and C)

## A. Teachers in Class Size Reduction in 2010-11

1. Total number of teachers in 2010-11 in Class Size Reduction paid for with local, state and federal funds	8
2. Of the total in line 1, number paid with Title II funds	0
3. Number of teachers in line 1 who meet the ESEA teacher requirements	8

☐ The school did NOT receive Title I, Part A for 2010-11.  
If this box is checked, this page is now complete. If not checked, complete sections B and C.

## B. New Teachers Hired Into Title I Funded Programs in 2010-11

1. Total number of Title I teachers including Schoolwide and Targeted Assistance	1
2. Number of these teachers who did not meet the ESEA teacher requirements	1

## C. ESEA Compliant Paraprofessionals in 2010-11 (Complete items 1-4 if either of the bottom two boxes are checked)

☐ The school is NOT using Title I, Part A funds to employ paraprofessionals to assist in instruction in 2010-11.  
☐ The school uses Title I, Part A funds to employ paraprofessionals to assist in instruction in Title I Targeted Assistance Programs.  
☒ The school uses paraprofessionals to assist in instruction in Schoolwide Title I Schools.

1. Number of FTE paraprofessionals in Title I schools	2.25
2. Number of these FTE paraprofessionals who meet the ESEA requirements	2.25
3. Percentage of these FTE paraprofessionals who meet the ESEA requirements	100.00%
4. Target percentage for June 30, 2011	100%

# 2010-11 School Reporting Form for Teacher and Paraprofessional Requirements

California Department of Education

Consolidated Application

**Purpose:** To collect school-level data, as required by the ESEA, about teachers funded by Title II funds in Class Size Reduction and teachers and instructional paraprofessionals in Title I, Part A, (Basic Grant) programs.

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: Oak Hill Elementary

School code: 6 1 0 7 7 3 4

**CDE Contacts:** Jackie Rose 916-322-9503 JRose@cde.ca.gov (Section A)  
Stephanie Smith 916-319-0948 SSmith@cde.ca.gov (Section B and C)

## A. Teachers in Class Size Reduction in 2010-11

1. Total number of teachers in 2010-11 in Class Size Reduction paid for with local, state and federal funds	23
2. Of the total in line 1, number paid with Title II funds	0
3. Number of teachers in line 1 who meet the ESEA teacher requirements	23

☒ The school did NOT receive Title I, Part A for 2010-11.

If this box is checked, this page is now complete. If not checked, complete sections B and C.

## B. New Teachers Hired Into Title I Funded Programs in 2010-11

1. Total number of Title I teachers including Schoolwide and Targeted Assistance	0
2. Number of these teachers who did not meet the ESEA teacher requirements	0

## C. ESEA Compliant Paraprofessionals in 2010-11 (Complete items 1-4 if either of the bottom two boxes are checked)

☒ The school is NOT using Title I, Part A funds to employ paraprofessionals to assist in instruction in 2010-11.

☐ The school uses Title I, Part A funds to employ paraprofessionals to assist in instruction in Title I Targeted Assistance Programs.

☐ The school uses paraprofessionals to assist in instruction in Schoolwide Title I Schools.

1. Number of FTE paraprofessionals in Title I schools	0.00
2. Number of these FTE paraprofessionals who meet the ESEA requirements	0.00
3. Percentage of these FTE paraprofessionals who meet the ESEA requirements	0.00%
4. Target percentage for June 30, 2011	100%

# 2010-11 School Reporting Form for Teacher and Paraprofessional Requirements

California Department of Education

Consolidated Application

**Purpose:** To collect school-level data, as required by the ESEA, about teachers funded by Title II funds in Class Size Reduction and teachers and instructional paraprofessionals in Title I, Part A, (Basic Grant) programs.

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: North Country Elementary

School code: 6 1 0 8 9 4 8

**CDE Contacts:** Jackie Rose 916-322-9503 JRose@cde.ca.gov (Section A)  
Stephanie Smith 916-319-0948 SSmith@cde.ca.gov (Section B and C)

## A. Teachers in Class Size Reduction in 2010-11

1. Total number of teachers in 2010-11 in Class Size Reduction paid for with local, state and federal funds	14
2. Of the total in line 1, number paid with Title II funds	0
3. Number of teachers in line 1 who meet the ESEA teacher requirements	14

☐ The school did NOT receive Title I, Part A for 2010-11.

If this box is checked, this page is now complete. If not checked, complete sections B and C.

## B. New Teachers Hired Into Title I Funded Programs in 2010-11

1. Total number of Title I teachers including Schoolwide and Targeted Assistance	1
2. Number of these teachers who did not meet the ESEA teacher requirements	1

## C. ESEA Compliant Paraprofessionals in 2010-11 (Complete items 1-4 if either of the bottom two boxes are checked)

☐ The school is NOT using Title I, Part A funds to employ paraprofessionals to assist in instruction in 2010-11.

☐ The school uses Title I, Part A funds to employ paraprofessionals to assist in instruction in Title I Targeted Assistance Programs.

☒ The school uses paraprofessionals to assist in instruction in Schoolwide Title I Schools.

1. Number of FTE paraprofessionals in Title I schools	2.01
2. Number of these FTE paraprofessionals who meet the ESEA requirements	2.01
3. Percentage of these FTE paraprofessionals who meet the ESEA requirements	100.00%
4. Target percentage for June 30, 2011	100%

# 2009-10 and 2010-11 Year-to-Date Expenditure Report for Selected Federal Programs

California Department of Education

Consolidated Application

**Purpose:** To report year-to-date expenditures for 2009-10 and 2010-11. Each LEA that received a subgrant for Title II, Part A in either fiscal year must complete this page.

Agency:  
Center Joint Unified

CD Code: 3 | 4 | 7 | 3 | 9 | 7 | 3

**CDE Contacts:** Jackie Rose 916-322-9503 JRose@cde.ca.gov  
Kelly Heffington 916-324-5689 KHeffington@cde.ca.gov

☐ This page is not applicable because the LEA did not participate in any of the listed programs.

SACS Code	Description	2009-10	2010-11
4035	1. Total Title II, Part A expenditures	\$ 184,242	\$ 184,751
	a. Amount of line 1 spent on Professional Development	\$ 0	\$ 0
	b. Amount of line 1 spent on exam and test prep	\$ 0	\$ 0
	c. Amount of line 1 spent on recruiting, training, and retaining	\$ 0	\$ 0
	d. Amount of line 1 spent on Class Size Reduction	\$ 184,242	\$ 184,751

# 2011-12 Title III Immigrant Actual and Proposed Expenditure Report

California Department of Education

Consolidated Application

**Purpose:** To report Title III Immigrant funds expenditures for fiscal year (FY) 2009-10 and 2010-11 and proposed expenditures for FY 2011-12. Projected funding from the CDE Request for Applications Web page at:  
<http://www.cde.ca.gov/fg/fo/r22/imm11rfa.asp>

**Agency:**  
Center Joint Unified

**CD Code:** 3 | 4 | 7 | 3 | 9 | 7 | 3

**CDE Contact: Jim Shields 916-319-0267 JShields@cde.ca.gov**

☒ This page is not applicable because the LEA is not participating in Title III Immigrant funding.

Sub grantee Activities			2009-10	2010-11	2011-12
			Entitlement	Entitlement	Projected Entitlement
Section 3115 (e)(1)			0	0	0
(e) ACTIVITIES BY AGENCIES EXPERIENCING SUBSTANTIAL INCREASES IN IMMIGRANT CHILDREN AND YOUTH-					
(1) IN GENERAL-An eligible entity receiving funds under section 3114(d)(1) shall use the funds to pay for activities that provide enhanced instructional (opportunities for immigrant children and youth, which may include -					
(A) family literacy, parent outreach, and training activities designed to assist parents to become active participants in the education of their children;					
(B) support for personnel, including teacher aides who have been specifically trained, or are being trained, to provide services to immigrant children and youth;					
(C) provision of tutorials, mentoring, and academic or career counseling for immigrant children and youth;					
(D) identification and acquisition of curricular materials, educational software, and technologies to be used in the program carried out with funds;					
(E) basic instruction services that are directly attributable to the presence in the school district involved of immigrant children and youth, including the payment of costs of providing additional classroom supplies, costs of transportation, or such other costs as are directly attributable to such additional basic instruction services;					
(F) other instruction services that are designed to assist immigrant children and youth to achieve in elementary schools and secondary schools in the United States, such as programs of introduction to the educational system and civics education; and					
(G) activities, coordinated with community-based organizations, institutions of higher education, private sector entities with expertise in working with immigrants, to assist parents of immigrant children and youth by offering comprehensive community services.					
Object Code	Activities	Actual Expenditures	Actual Expenditures	Proposed Expenditures	
1000-1999	Certificated Personnel Salaries		\$ 0	\$ 0	
2000-2999	Classified Personnel Salaries		\$ 0	\$ 0	
3000-3999	Employee Benefits		\$ 0	\$ 0	
4000-4999	Books and Supplies		\$ 0	\$ 0	
5000-5999	Services & Other Operating Expenditures		\$ 0	\$ 0	
	Administrative & Indirect Costs		\$ 0	\$ 0	
	Total	\$ 0	\$ 0	\$ 0	

# 2011-12 Title III LEP Actual and Proposed Expenditure Report

California Department of Education

Consolidated Application

**Purpose:** To report Title III LEP funds expenditures for fiscal year (FY) 2009-10 and 2010-11 and proposed expenditures for 2011-12. Projected funding from the CDE Request for Applications Web page at: <http://www.cde.ca.gov/fg/fo/r22/lep11rfa.asp>.

**Agency:**  
Center Joint Unified

**CD Code:**      3    4    7    3    9    7    3

**CDE Contact:** *Patty Stevens 916-323-5838 PStevens@cde.ca.gov*

☐ This page is not applicable because the LEA is not participating in Title III LEP funding.

## Required/Authorized Sub grantee Activities

### Required

Section 3115 (c)(1) To increase the English Proficiency by providing high-quality language instruction educational programs that are based on scientifically based research demonstrating the effectiveness of the programs.

Section 3115 (c)(2) To provide high quality professional development to classroom teachers (including teachers in classroom settings that are not the settings of language instruction educational programs), principals, administrators, and other school or community-based organizational personnel.

### Authorized

Section 3115(d)

- (1) Upgrading program objectives and effective instruction strategies.
- (2) Improving the instruction program for limited English proficient children by identifying acquiring and upgrading curricula, instruction materials, educational software, and assessment procedures
- (3) Providing tutorials and academic or vocational education for limited English proficient children and intensified instruction
- (4) Developing and implementing elementary school or secondary school language instruction educational programs that are coordinated with other relevant programs and services
- (5) Improving the English proficiency and academic achievement of limited English proficient children.
- (6) Providing community participation programs, family literacy services and parent outreach and training activities to limited English proficient children and their families.

Required/Authorized Sub grantee Activities		2009-10	2010-11	2011-12
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p><b>Object Code</b></p> <p>1000-1999</p> <p>2000-2999</p> <p>3000-3999</p> <p>4000-4999</p> <p>5000-5999</p> <p>Administrative &amp; Indirect Costs (2% Cap)</p> <p><b>Total</b></p> </div> <div style="width: 30%;"> <p><b>Activities</b></p> <p>Certificated Personnel Salaries</p> <p>Classified Personnel Salaries</p> <p>Employee Benefits</p> <p>Books and Supplies</p> <p>Services &amp; Other Operating Expenditures</p> </div> </div>		<p><b>Entitlement</b></p> <p>66,000</p>	<p><b>Entitlement</b></p> <p>61,970</p>	<p><b>Projected Entitlement</b></p> <p>65,509</p>
		<b>Actual Expenditures</b>	<b>Actual Expenditures</b>	<b>Proposed Expenditures</b>
			\$ 23,797	\$ 28,592
			\$ 19,482	\$ 18,185
			\$ 18,671	\$ 9,706
			\$ 0	\$ 7,716
			\$ 20	\$ 0
			\$ 0	\$ 1,310
		\$ 66,000	\$ 61,970	\$ 65,509



# 2011-12 Constitutionally Protected Prayer LEA Policy

California Department of Education

Consolidated Application

**Purpose:** To meet annual federal requirements specified in Section 9524(b) of the ESEA Act regarding constitutionally protected prayer in public elementary and secondary schools.

Agency:

Center Joint Unified

CD code:

3

4

7

3

9

7

3

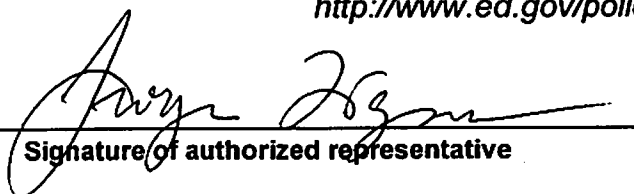
**CDE Contacts:** Franco Rozic 916-319-0269 [FRozic@cde.ca.gov](mailto:FRozic@cde.ca.gov)

Mary Payne 916-319-0379 [MPayne@cde.ca.gov](mailto:MPayne@cde.ca.gov)

## Protected Prayer Certification

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools." This document can be located at the following Web site address:

[http://www.ed.gov/policy/gen/guid/religionandschools/prayer\\_guidance.html](http://www.ed.gov/policy/gen/guid/religionandschools/prayer_guidance.html)



Signature of authorized representative

George Tigner

Printed name of authorized representative

Chief Administrative Officer

Title

06/15/2011

Date

☒ The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the CDE upon request or as part of an audit, a compliance review, or a complaint investigation.

☐ The LEA cannot certify at this time.

# 2010-11 Title I, Part A, LEA-level Parent Involvement Policy

California Department of Education

Consolidated Application

**Purpose:** To meet annual federal requirements specified in ESEA Sections 1116(c)(1) and 1118 regarding Title I LEA-level programs, activities, and procedures for the involvement of parents in Title I programs.

**Agency:**  
Center Joint Unified

**CD code:** 3 | 4 | 7 | 3 | 9 | 7 | 3

**CDE Contacts:** Lorene Euerle 916-319-0728 LEuerle@cde.ca.gov  
Tony Salamanca 916-319-0276 TSalamanca@cde.ca.gov

## A. 2010-11 Title I Parent Involvement Certification

☐ This section is not applicable because the LEA did not receive Title I, Part A, funding in 2010-11.

Each LEA shall develop jointly with, agree on with, and distribute to parents of Title I children, a written Title I parent involvement policy (ESEA Section 1118(a)). The policy describes how the LEA will:

- a) Involve parents in the joint development of the LEA Plan and the process of school review and improvement for program improvement schools under ESEA Section 1116;
- b) Help schools to plan and implement effective parent involvement activities to improve student academic achievement and school performance;
- c) Build the schools' and parents' capacity for strong parental involvement;
- d) Coordinate and integrate parental involvement strategies under Part A and under other programs as specified;
- e) Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy and use the findings of the evaluation to design more effective parental involvement; and
- f) Involve parents in the activities of the Title I schools.

Does your current Title I district-level parent involvement board policy describe how your LEA will meet all six of these criteria? ☒ Yes ☐ No

Date of local board approval of the current Title I parent involvement policy: 05/02/2007

## B. 2010-11 Title I LEA-level Parent Involvement Policy Required Annual Evaluation of Content and Effectiveness

☐ This section is not applicable because the LEA did not receive Title I, Part A, funding in 2010-11.

Describe how the LEA involved parents in the 2010-11 required annual evaluation of the content and effectiveness of the Title I LEA-level parent involvement policy.

Parents/community members were invited and involved in the development and revisions of the current CJUSD T1 Parent Involvement Policy. Parents and staff used the NCLB guidance to ensure the policy meets the required components.

## C. 2010-11 Title I One Percent Set-aside to Carry Out ESEA, Section 1118, "Parent Involvement"

☐ This section is not applicable because the LEA did not receive Title I, Part A, funding in 2010-11 or did not receive a total of \$500,000 or more.

Describe how the LEA involved parents in the decisions regarding how the 1 percent set-aside for parental involvement activities was allotted.

Parents at individual schools are involved in site decisions. District level meetings are held for parental involvement.

# 2010-11 Title I, Part A, School-level Parent Involvement Policy

California Department of Education

Consolidated Application

**Purpose:** To meet federal requirements specified in ESEA Section 1118 to "review the LEA's parental involvement policies and practices to determine if the policies and practices meet the requirements of Section 1118." [ESEA 1118 (c)]

**Agency:** Center Joint Unified

**CD code:** 3 | 4 | 7 | 3 | 9 | 7 | 3

**School:** Wilson C. Riles Middle

**School code:** 0 | 1 | 0 | 8 | 6 | 2 | 1

**CDE Contacts:** Lorene Euerle 916-319-0728 LEuerle@cde.ca.gov  
Tony Salamanca 916-319-0276 TSalamanca@cde.ca.gov

☐ This page is not applicable because the school did not receive any Title I, Part A, (Basic Grant) funds.

1. The Title I school-level parental involvement policy describes the means for carrying out:

- (a) Involvement of parents in the policy
- (b) School-parent compacts
- (c) Building of capacity for involvement of parents
- (d) Accessibility and opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory students

☐ Yes ☒ No

2. Describe how the school involved parents of participating students, in an organized, ongoing, and timely way, in the planning, review, and improvement of its Title I programs and parental involvement policy.

Parents of students participating in the Title I Program discussed and revised the Parent Involvement Policy through the School Site Council meetings.

3. The Title I school-level parental involvement policy was jointly developed with parents: ☐ Yes ☒ No

4. Date last approved by school site council: 02/09/2011

5. School-site Parent Involvement contact:	Christine Rebello	Site Council Member
	Name	Title
	unknown	(916) 725-3531
	E-mail	Phone and Extension

# 2010-11 Title I, Part A, School-level Parent Involvement Policy

California Department of Education

Consolidated Application

**Purpose:** To meet federal requirements specified in ESEA Section 1118 to "review the LEA's parental involvement policies and practices to determine if the policies and practices meet the requirements of Section 1118." [ESEA 1118 (c)]

**Agency:** Center Joint Unified

**CD code:**

3 | 4 | 7 | 3 | 9 | 7 | 3

**School:** Cyril Spinelli Elementary

**School code:**

6 | 0 | 3 | 2 | 9 | 2 | 4

**CDE Contacts:** Lorene Euerle 916-319-0728 LEuerle@cde.ca.gov  
Tony Salamanca 916-319-0276 TSalamanca@cde.ca.gov

☐ This page is not applicable because the school did not receive any Title I, Part A, (Basic Grant) funds.

1. The Title I school-level parental involvement policy describes the means for carrying out:

- (a) Involvement of parents in the policy
- (b) School-parent compacts
- (c) Building of capacity for involvement of parents
- (d) Accessibility and opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory students

☒ Yes

☐ No

2. Describe how the school involved parents of participating students, in an organized, ongoing, and timely way, in the planning, review, and improvement of its Title I programs and parental involvement policy.

The Site Council met and discussed services provided for Title I students schoolwide. The Parent Involvement Policy was covered line by line with parents.

3. The Title I school-level parental involvement policy was jointly developed with parents: ☐ Yes ☒ No

4. Date last approved by school site council:

10/14/2010

5. School-site Parent Involvement contact:

Julie Opfer

Academic Coordinator

Name

Title

jopfer@centerusd.org

(916) 338-6490

E-mail

Phone and Extension

# 2010-11 Title I, Part A, School-level Parent Involvement Policy

California Department of Education

Consolidated Application

**Purpose:** To meet federal requirements specified in ESEA Section 1118 to "review the LEA's parental involvement policies and practices to determine if the policies and practices meet the requirements of Section 1118." [ESEA 1118 (c)]

Agency: Center Joint Unified

CD code: 3 4 7 3 9 7 3

School: North Country Elementary

School code: 6 1 0 8 9 4 8

**CDE Contacts:** Lorene Euerle 916-319-0728 LEuerle@cde.ca.gov  
Tony Salamanca 916-319-0276 TSalamanca@cde.ca.gov

☐ This page is not applicable because the school did not receive any Title I, Part A, (Basic Grant) funds.

1. The Title I school-level parental involvement policy describes the means for carrying out:
- (a) Involvement of parents in the policy
  - (b) School-parent compacts
  - (c) Building of capacity for involvement of parents
  - (d) Accessibility and opportunities for parents with limited English proficiency, parents with disabilities, and parents of migratory students

☐ Yes ☒ No

2. Describe how the school involved parents of participating students, in an organized, ongoing, and timely way, in the planning, review, and improvement of its Title I programs and parental involvement policy.

Parents attend morning intervention sessions, tour the AR program, visit the reading lab to learn what students are working on in their small reading group, view the Read Naturally program, are given flash cards and at-home reading tips, attend Open House in the lab, receive their child's profile and are given summer reading strategies. Parents discuss & review and update the Parent Involvement Policy in a SSC meeting.

3. The Title I school-level parental involvement policy was jointly developed with parents: ☐ Yes ☒ No

4. Date last approved by school site council: 04/07/2011

5. School-site Parent Involvement contact:	Felicia Montgomery	SSC President
	Name	Title
	unknown	(916) 993-9173
	E-mail	Phone and Extension

# 2011-12 Consolidated Application Contact Pages

California Department of Education

Consolidated Application

<b>Purpose:</b> To maintain a complete listing of contact information for each district.	<b>Agency:</b> Center Joint Unified						
	<b>CD code:</b>	3	4	7	3	9	7
<b>CDE Contact:</b> Linda Parker 916-319-0297 LParker@cde.ca.gov							

<b>Consolidated Application</b>	<b>Name</b> George Tigner	<b>Title</b> Chief Administrative Officer	<b>Salutation</b> Mr.
	<b>Phone</b> (916) 338-6413 Ext.	<b>FAX</b> (916) 338-6322	<b>E-mail</b> gtigner@centerusd.org

<b>Title I, Part A</b>  <input type="checkbox"/> Contact is N/A	<b>Name</b> George Tigner	<b>Title</b> Chief Administrative Officer	<b>Salutation</b> Mr.
	<b>Phone</b> (916) 338-6413 Ext.	<b>FAX</b> (916) 338-6322	<b>E-mail</b> gtigner@centerusd.org

<b>Title I, D, Neglected or Delinquent</b>  <input checked="" type="checkbox"/> Contact is N/A	<b>Name</b>	<b>Title</b>	<b>Salutation</b>
	<b>Phone</b> ( ) - Ext.	<b>FAX</b> ( ) -	<b>E-mail</b>

<b>Parent/Family Involvement</b>  <input type="checkbox"/> Contact is N/A	<b>Name</b> Tami JBeily	<b>Title</b> Categorical Program Specialist	<b>Salutation</b> Ms.
	<b>Phone</b> (916) 338-7581 Ext.	<b>FAX</b> (916) 338-6322	<b>E-mail</b> tjbeily@centerusd.org

<b>Title II, Part A (Teacher Quality)</b>  <input type="checkbox"/> Contact is N/A	<b>Name</b> George Tigner	<b>Title</b> Chief Administrative Officer	<b>Salutation</b> Mr.
	<b>Phone</b> (916) 338-6413 Ext.	<b>FAX</b> (916) 338-6322	<b>E-mail</b> gtigner@centerusd.org

<b>Title III, Part A (LEP/Immigrant)</b>  <input type="checkbox"/> Contact is N/A	<b>Name</b> George Tigner	<b>Title</b> Chief Administrative Officer	<b>Salutation</b> Mr.
	<b>Phone</b> (916) 338-6413 Ext.	<b>FAX</b> (916) 338-6322	<b>E-mail</b> gtigner@centerusd.org

# 2011-12 Consolidated Application Contact Pages

California Department of Education

Consolidated Application

<b>Purpose:</b> To maintain a complete listing of contact information for each district.		<b>Agency:</b> Center Joint Unified												
<b>CDE Contact:</b> Linda Parker 916-319-0297 LParker@cde.ca.gov		<b>CD code:</b> <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 20px;">3</td> <td style="width: 20px;">4</td> <td style="width: 20px;">7</td> <td style="width: 20px;">3</td> <td style="width: 20px;">9</td> <td style="width: 20px;">7</td> <td style="width: 20px;">3</td> </tr> </table>						3	4	7	3	9	7	3
3	4	7	3	9	7	3								

<b>Title IV (SDFSC)</b>	<b>Name</b> George Tigner	<b>Title</b> Chief Administrative Officer	<b>Salutation</b> Mr.
<input type="checkbox"/> Contact is N/A	<b>Phone</b> (916) 338-6413 Ext.	<b>FAX</b> (916) 338-6322	<b>E-mail</b> gtigner@centerusd.org

<b>Title I, Part A, Supplemental Ed. Services</b>	<b>Name</b> George Tigner	<b>Title</b> Chief Administrative Officer	<b>Salutation</b> Mr.
<input type="checkbox"/> Contact is N/A	<b>Phone</b> (916) 338-6413 Ext.	<b>FAX</b> (916) 338-6422	<b>E-mail</b> gtigner@centerusd.org

<b>Foster Youth Education Liaison</b>	<b>Name</b> Alyson Collier	<b>Title</b> Homeless Liaison	<b>Salutation</b>
<input type="checkbox"/> Contact is N/A	<b>Phone</b> (916) 338-6387 Ext.	<b>FAX</b> ( ) -	<b>E-mail</b> acollier@centerusd.org

<b>Homeless Liaison</b>	<b>Name</b> Alyson Collier	<b>Title</b> Homeless Liaison	<b>Salutation</b>
<input type="checkbox"/> Contact is N/A	<b>Phone</b> (916) 338-6387 Ext.	<b>FAX</b> ( ) -	<b>E-mail</b> acollier@centerusd.org

<b>Rural Education Achievement Program (REAP)</b>	<b>Name</b>	<b>Title</b>	<b>Salutation</b>
<input checked="" type="checkbox"/> Contact is N/A	<b>Phone</b> ( ) - Ext.	<b>FAX</b> ( ) -	<b>E-mail</b>

<b>School Safety &amp; Violence Prevention AB 1113, 1999</b>	<b>Name</b> George Tigner	<b>Title</b> Chief Administrative Officer	<b>Salutation</b> Mr.
<input type="checkbox"/> Contact is N/A	<b>Phone</b> (916) 338-6413 Ext.	<b>FAX</b> (916) 338-6322	<b>E-mail</b> gtigner@centerusd.org

# Center Joint Unified School District

<b>AGENDA REQUEST FOR:</b>	
Dept./Site: Healthy Start	Action Item <u>  X  </u>
To: Board of Trustees	Information Item <u>      </u>
Date: June 15, 2011	# Attached Pages <u>  14  </u>
From: Alyson Collier	
Principal/Administrator Initials: _____	

<b>SUBJECT: Professional Services Agreement</b>	
<b>CONSULTANT'S NAME:</b> Charles Steffens & Spencer Gorin	
<b>COMPANY NAME (if applicable):</b> Creative Spirit	
<b>SERVICES TO BE RENDERED:</b> to provide services as part of the bullying prevention demonstration site program at Dudley Elementary and Spinelli Elementary	
<b>DATES OF SERVICE:</b>	8/3/11 to 5/24/12
<b>PAYMENT PER DAY:</b>	
<b>TOTAL AMOUNT OF CONTRACT:</b>	\$7,670.00 - Dudley Elementary \$6,760.00 - Spinelli Elementary
<b>FUNDING SOURCE:</b>	NHSA funds from SCOE
<b>RECOMMENDATION:</b> CJUSD Board of Trustees Approve Professional Services Agreement as presented.	

**CONSENT AGENDA**



MAY-15-2011 06:40 From:HEALTHY START

916 338 6383

To:5207908038

P.3/4



Center Unified School District  
8408 Watt Avenue  
Antelope, California 95843

## PROFESSIONAL SERVICES AGREEMENT

This agreement for professional services is entered into this \_\_\_\_\_ day of \_\_\_\_\_ by and between the Center Unified School District and the person(s) or firm described below, hereinafter described as CONTRACTOR. Persons performing services under this contract hold themselves out to be independent contractors, not employees of the DISTRICT, and hold(s) the DISTRICT harmless from claims under workers' compensation laws. CONTRACTOR further declares that he/she/it is/are in the business of providing the described service for any and all persons/organizations desiring such services, that such services are not provided exclusively for Center Unified School District. CONTRACTOR also holds the DISTRICT harmless from claims arising from loss, damage, or injury while performing the stipulated services.

Contractor Name: Creative Spirit  
Address: 6062 East Beverly, Tucson, AZ 85711  
Phone: 800 742-0708 Taxpayer ID # 86-0714320

Full description of services to be provided: 6 hours of Faculty, monitor and parent training in "Healthy Play" for up to 50 participants. 10 hours of classroom sessions done over 3 days. Training will include basic Healthy Play philosophy, rules and approximately 12 activities demonstrated in a hands-on presentation. Handouts provided to participants.

Payment \$ 7,670.00 per training. CONTRACTOR will submit a signed invoice not more frequently than monthly, detailing services provided and charges. Payment will be made within forty-five days after receipt of invoice or service, whichever is later.

Beginning Date of Service: 8-3-11 Frequency of Service: Once  
Ending Date of Service: 5-24-12

Method of Payment and Tax Reporting: (check one)

- ☐ Variable Payroll - W-2 Generated (Requires completion of W-4 & I-9 in Personnel Dept.)  
☒ Accounts Payable - 1099 Generated (Requires completion of W-9 on back of this form).

Total amount of this contract \$ 7,670.00 Budget # NHSA funds from SCOE

Reason service cannot be provided by a District employee: No District employee is qualified to train others in "Healthy Play".

Signature of CONTRACTOR: [Signature] Date: 5/16/11  
Signature of District employee requesting service: [Signature] Date: 5/16/11  
Signature of Accounting Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
Date Board of Trustees Approved (If over \$500.00): \_\_\_\_\_  
Signature of Authorized Contracting Official: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\* CONTRACT NOT VALID WITHOUT AUTHORIZED DISTRICT SIGNATURE \*\*\*



Charlie Steffens and Spencer Gorin  
6062 East Beverly, Tucson, AZ 85711  
1-800-742-0708

## QUOTES TO ENGAGE CREATIVE SPIRIT

May 16, 2011

TO: Alyson Collier  
Center USD

The fee for Healthy Play services for the Dudley School is \$2,000.00 dollars. These services will include a Half Day 3-hour Healthy Play training for up to 50 participants (Teachers, monitors, parents, office staff etc.) The focus of the training will include the basic Healthy Play Philosophy, rules and approximately twelve activities demonstrated in a hands-on presentation. Handouts will be provided to all participants.


6 hours of faculty, monitor and parent training for up to 50 participants  
18 hours of classroom sessions done over 3 days.

**Fee for service: \$5,500.00**

### Expenses

Air travel from Tucson to Sacramento for 2 trainers	\$ 800.00
Lodging/meals for 3 nights for 2 trainers	\$ 840.00
Car rental for 3 or 4 days	<u>\$ 530.00</u>
<b>Expenses total</b>	<b>\$2,170.00</b>

**TOTAL COST \$ 7,670.00**

 Date 5/16/11  
Charlie Steffens  
Creative Spirit CEO

\_\_\_\_\_  
Alyson Collier, Center USD

Tax identification number EIN 86-0714320



Center Unified School District  
8408 Watt Avenue  
Antelope, California 95843

## PROFESSIONAL SERVICES AGREEMENT

This agreement for professional services is entered into this \_\_\_\_\_ day of \_\_\_\_\_ by and between the Center Unified School District and the person(s) or firm described below, hereinafter described as CONTRACTOR. Persons performing services under this contract hold themselves out to be independent contractors, not employees of the DISTRICT, and hold(s) the DISTRICT harmless from claims under workers' compensation laws. CONTRACTOR further declares that he/she/it is/are in the business of providing the described service for any and all persons/organizations desiring such services, that such services are not provided exclusively for Center Unified School District. CONTRACTOR also holds the DISTRICT harmless from claims arising from loss, damage, or injury while performing the stipulated services.

Contractor Name: Creative Spirit

Address: 6062 East Beverly, Tucson, AZ 85711

Phone: 609 742-0708

Taxpayer ID # 86-0714320

Full description of services to be provided: Services for Spinelli Elementary will include up to 6 hours of training in "Healthy Play" for up to 50 participants (teachers, office staff, monitors, and parents.) Additionally, 14 hours of class consultation will be done the day of the training and the following day. Handouts provided for all participants.

Payment \$ 6,760.00 per training CONTRACTOR will submit a signed invoice not more frequently than monthly, detailing services provided and charges. Payment will be made within forty-five days after receipt of invoice or service, whichever is later.

Beginning Date of Service: 8-3-11

Frequency of Service: Once

Ending Date of Service: 5-24-12

Method of Payment and Tax Reporting: (check one)

- ☒ Variable Payroll - W-2 Generated (Requires completion of W-4 & I-9 in Personnel Dept.)  
☒ Accounts Payable - 1099 Generated (Requires completion of W-9 on back of this form).

Total amount of this contract \$ 6,760.00 Budget # MHSA funds from SCOE

Reason service cannot be provided by a District employee: No District employee is qualified to train others in "Healthy Play".

Signature of CONTRACTOR: \_\_\_\_\_

Date: 5/16/11

Signature of District employee requesting service: \_\_\_\_\_

Date: 5/16/11

Signature of Accounting Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Date Board of Trustees Approved (If over \$500.00): \_\_\_\_\_

Signature of Authorized Contracting Official: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\* CONTRACT NOT VALID WITHOUT AUTHORIZED DISTRICT SIGNATURE \*\*\*



Charlie Steffens and Spencer Gorin  
6062 East Beverly, Tucson, AZ 85711  
1-800-742-0708

## QUOTES TO ENGAGE CREATIVE SPIRIT

January 4, 2011

TO: Alyson Collier  
Center USD  
8408 Watt Avenue  
Sacramento, CA 95843

The fee for Healthy Play services for the Center USD School is \$6,760.00 dollars. These services will include up to 6 hours of Training for up to 50 participants (teachers, office staff, monitors and parents). The training will be done on a date to be determined. Additionally, 14 hours of class consultations will be done on the day of the training and the following day. Handouts will be provided to all participants.

Learning to Play, Playing to Learn textbooks are available @ \$25.00 each plus 9.1% tax. Ordered books can be brought to the training to avoid shipping costs.

**Fee for service: \$ 5,000.00**

### Expenses:

Air travel for 2 trainers from Tucson to Sacramento	Estimated \$ 800.00
Lodging for 2 for 2 nights, includes meals	Estimated \$ 560.00
Car rental, gas, parking etc for 3 days	Estimated \$ 400.00

**Expenses total \$1,760.00**

**Total fees including expenses \$ 6,760.00**

\_\_\_\_\_  
Charlie Steffens  
Creative Spirit CEO

Date \_\_\_\_\_

\_\_\_\_\_  
Alyson Collier, Center USD

Date \_\_\_\_\_

Tax identification number EIN 86-0714320

# INDEPENDENT CONTRACTOR OR EMPLOYEE? DISTRICT GUIDELINES

## PART I

	YES	NO
1. Has this category of worker already been classified an "employee" by the IRS? <i>Refer to page 1 for individuals listed in IRS Publication SWR 40 and others identified during the IRS compliance studies in San Diego County.</i>		X
2. Is the individual working as an employee prescribed by the Education Code? <i>Education Code sections 45100-45451/88000-88263 define what constitutes classified service and 44800-45060/87000-87333 define certificated service. The IRS predisposes an employer/employee relationship when state law mandates such a relationship.</i>		X
3. Is the individual already an employee of the district in another capacity?		X
4. Has the individual performed substantially the same services for the district as an employee in the past? <i>Is the individual retired, returning to substitute, or train, etc.?</i>		X
5. Are there currently employees of the district doing substantially the same services as will be required of this individual?		X
6. Does the district have the legal right to control the method of performance by this individual? <i>Consider whether the district has to train this individual or give instruction as to when, where, how, and in what order to work. Does the district require the individual to submit reports or perform the services at a district site? These factors would indicate the district maintains control sufficient for an employer/employee relationship. However, it is <u>not necessary</u> that the district <u>exercise</u> this right or have the expertise required to do so. In many cases this would not be practical nor advisable.</i>		X
7. Are the services, as being provided, an integral part of school operations? <i>Are the services being provided necessary to the operation of the school, program, project, etc.? This indicates the district has an interest in the method of performance and implies the maintenance of legal control.</i>		X

If the answer to any of the above questions is "YES",

### STOP HERE

Do not complete the rest of the questions. The individual is the district employee and must be paid and reported accordingly.

If all of the above are "NO", continue...

## PART II

	YES	NO
8. Must the required service be performed by this individual? <i>Consider whether or not the individual may designate someone else to do the work without the district's knowledge or approval</i>		X
9. Does the district have a continuing relationship with this individual? <i>Is this a "one shot deal" or will the district continue to use this individual in the future? This could be on an infrequent or irregular basis but a continuous relationship exists.</i>		X
10. Can this relationship be terminated without the consent of <u>both</u> parties?		X

If the answer to questions 8, 9, or 10 is "YES", there is a good possibility that an employment relationship exists. Questions 8 & 9 are indicators of district control that, in conjunction with other factors, imply an employment relationship. Go back to PART I and re-evaluate each question. If questions 1-7 are still all "NO", continue...

PART II - continued

	YES	NO
<p>11. Does the individual operate an <u>independent</u> trade or business that is available to the general public?</p> <p><i>A determining factor in judging independence is the performance of services to the general public. In evaluating this criteria, school districts are considered to be separate entities. Keep in mind: if the district is utilizing this individual's services on a full-time basis, the individual is <u>not</u> available to the general public. NOTE: Possession of a business license or incorporation does <u>not</u> automatically satisfy this requirement. The determination <u>must</u> be made on the actual <u>relationship</u> between the district and the individual performing services.</i></p>	X	
<p>12. Does the individual have a substantial investment in his/her business, i.e. maintains a facility, equipment, etc.?</p> <p><i>This is indicative of economic risk inherent in business enterprises. An independent contractor must be able to make a profit or sustain a loss.</i></p>	X	

If either 11 or 12 are "NO", the individual is a district employee

**STOP HERE**

and process the individual through payroll.

If 11 and 12 are both "YES", continue

	YES	NO
<p>13. Does the individual provide all materials and support services necessary for the performance of this service?</p> <p><i>The district should not be providing office space, clerical, secretarial, or any other support for this individual such as materials, xeroxing, printing, office supplies, etc. Any necessary assistants would be hired by the individual.</i></p>	X	
14. Is this paid by the job or on a commission?	X	
<p>15. Does the individual bear the cost of any travel and business expenses incurred to perform this service?</p> <p><i>Generally, these types of expenses are paid by an employer, however, some contracts provide for payment of airfare, mileage, etc. for consultants.</i></p>	X	

If 11 and 12 are "YES", 13 through 15 should also be "YES" and are items that should be written into the consultant contract. This individual is an independent contractor. A "YES" on questions 13 through 15 supports the district's conclusion and substantiates a "reasonable basis" for treatment as an independent contractor. While there are circumstances where the district might pay contractually provided expenses, these should be kept at a minimum to avoid giving the impression of an employment relationship.

**Form W-9**  
(Rev. January 2011)  
Department of the Treasury  
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Name (as shown on your income tax return)  
**CHARLES STEFFENS & SPENCER GORIN DBA CREATIVE SPIRIT LLC**

Business name/disregarded entity name, if different from above  
**CREATIVE SPIRIT LLC**

Check appropriate box for federal tax classification (required): ☐ Individual/sole proprietor ☒ **LLC** ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ ☐ Exempt payee

☐ Other (see instructions) ▶

Address (number, street, and apt. or suite no.)  
**6062 East Beverly**

City, state, and ZIP code  
**Tucson, AZ, 85711**

Requester's name and address (optional)

List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

--	--	--	--	--	--	--	--	--	--

Employer identification number

86	-	07	14	320
----	---	----	----	-----

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶

Date ▶ **5/16/11**

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



Charlie Steffens and Spencer Gorin  
6062 East Beverly, Tucson, AZ 85711  
1-800-742-0708

## HEALTHY PLAY IS A SOLUTION!

*Principals notice the difference. Annabel Crites of Gale School reports "After three years of using Creative Spirit's Healthy Play we have realized a 95% decrease in the number of students being sent to me with problems. My average number of referrals is now (point) .5 students per week."*

*Teachers see results. "After five years of Goals 2000 study at 29 schools evaluating Creative Spirit's Healthy Play program, 85.5% of the teachers who used it in their curriculum 3, 4 or 5 times each week reported a behavioral problem reduction of 50% to 100% in acts of aggression, bullying, threats, non-cooperation and teasing."*

Healthy Play is about character education, classroom management and conflict resolution. Schools deal more and more with aggressive and unsociable behaviors both on and off campus. The net result is a decreased effectiveness in the learning process. Creative Spirit knows that healthy play is a solution! Our teacher-oriented training seminar provides the philosophy and practical skills to develop positive character traits in students. We accomplish this with our unique learning through play program which practices positive social behavior within the educational setting. Through a setting of fun and humor, children learn the basic essential character and socialization skills necessary to successfully interact with each other in an enjoyable and exciting manner.

Creative Spirit's HEALTHY PLAY IS A SOLUTION program consists of six hours of direct hands-on training with teachers. We teach the philosophy and underlying dynamics of using play curriculum in the educational setting. Our step by step approach demonstrates exactly how each teacher will develop a successful program for their class and use by the students during their playground recess. The experiential training enables teachers to easily transfer the concepts to their own specific classes. Each training will equip the teachers with 20 to 25 activities for immediate use with their students.

The HEALTHY PLAY IS A SOLUTION package can also include direct classroom instruction. This effectively initiates the process with the students and their teacher at your school. We've worked with over 300,000 students.

### BENEFITS:

- |  |  |
|--|--|
| * MANAGE AGGRESSIVE BEHAVIORS                        | * FOSTER COOPERATION                                       |
| * STRUCTURE RECESS ACTIVITIES                        | * ENHANCE SOCIAL SKILLS                                    |
| * INCREASE PHYSICAL HEALTH                           | * MAXIMIZE TOTAL PARTICIPATION                             |
| * REINFORCE ACADEMIC LEARNING                        | * ALLOW CHILDREN TO BE CHILDREN                            |
| * NURTURE EXISTING POSITIVE<br>CONDUCT AND BEHAVIORS | * DEVELOP A SUPPORTIVE SCHOOLWIDE<br>POSITIVE PEER CULTURE |

The additional benefit for your school in using this program is that it serves as a refreshing team building seminar for your teachers. Your school will have a training, which will reduce stress, build morale, cooperation and creativity.

FACILITATORS: CHARLIE STEFFENS AND SPENCER GORIN, CO-FOUNDERS OF CREATIVE SPIRIT™  
AUTHORS OF LEARNING TO PLAY, PLAYING TO LEARN



# **HOW TO USE HEALTHY PLAY AT YOUR SCHOOL**

## **A. Teacher Training and preparation**

Teachers receive 6 hours of philosophical components and direct hands on experience. The training includes:

1. Four lectures
  - A. Philosophy development
    1. "We play to have FUN."
    2. "The PEOPLE are the most important part of every game."
  - B. Creative play
  - C. Trust play
  - D. Soft aggression
2. Two primary rules
  - A. "Staying with an injured student until they are better"
  - B. "Taking disagreements out of the game."
3. Four processing sessions to establish classroom management skills.
4. 20-25 activities designed to be implemented to improve social skills, enhance academic curriculum and support classroom behavior management.

## **B. Implementation with students**

1. Initiating the process begins with a one hour session with the class. The teacher develops the two posters "Why do we Play?" and "What is the most important part of every game?" The initial lecture also covers the two basic rules of "Staying with an injured student until they are better" and "Taking disagreements out of the game." The teacher then plays two activities with the students. Students are instructed to observe their peers for the desired behaviors mentioned on their posters. The initial session is completed with a three minute processing period. Students may only share positive observations about the activity which was played as any problems should have been resolved during the game by using rule number two.

2. On a weekly basis teacher will plan three to five activity periods to do with the class. Each session must follow the basic philosophy and the two rules. Processing is essential in maximizing the positive goals in social skill enhancement and should be part of each session.

Creativity, taught during the training, allows the teacher to use play to support the weekly curriculum. Once fun (not entertainment) has been established as a successful learning tool, teachers will find play activities which support math, reading skills, science, writing and numerous other academic areas.

3. As the program progresses the teacher will transfer the learned skills and behaviors practiced during play activity times to include all aspects of the school day. Healthy Play becomes a successful conflict resolution process, a class meeting program and develops every individuals positive sense of personal responsibility.

The final outcome is that the process of education becomes a joy for the teacher and the student.

## **SUPPORT MATERIALS**

Twelve page handouts are given to all training participants.

Learning to Play, Playing to Learn books. Our most complete program description which includes 90 activities for children to play.

Email: [playingtolearn@cox.net](mailto:playingtolearn@cox.net)

Phone: Tucson 790-8038 OR 1-800-742-0708

# **HEALTHY PLAY IS A SOLUTION**

## **PONDEROSA AND MONTAGUE TRAINING LAURA WERNER COORDINATOR NOVEMBER 2, 2010**

	<u>Excellent</u>	<u>Very Good</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>N/A</u>
1. Was the presentation well organized and presented in an enjoyable manner?_____	90.5%	9.5%	0%	0%	0%	0%
2. Were materials appropriate for the presentation?_____	95.2%	4.8%	0%	0%	0%	0%
3. Did the presenters involve the participants in a positive manner?_____	95.2%	4.8%	0%	0%	0%	0%
4. Did you receive information that could be applied to your setting?_____	80.9%	19.1%	0%	0%	0%	0%
5. Overall effectiveness of this presentation as a morale and team building experience._____	90.5%	9.5%	0%	0%	0%	0%
6. Overall rating for this presentation._____	90.5%	9.5%	0%	0%	0%	0%

### **COMMENTS**

"It inspired and reminded me how important it is for my students and myself to include play daily. Participating in all the activities."

"I wish they had these programs when we were kids. Being able to use the tools right away. More, more, more! Spread this beautiful program everywhere."

"I didn't realize how many things I use in my classroom that came from the training 10 years ago."

"Thank you! Very accessible!!! Can use at various grade levels."

"As facilitators you modeled our roles all day long. Very good. The many game ideas to support the objectives."

"I love the idea of teaching the kids to be compassionate. Learning the games."

"Very engaging and helpful. Knowing the different types and how to modify them."

"Appreciated the many 'AH HAS'. The experiential method of training."

"Variety of games for different situations."

"Very interactive—A possibility for my district to bring aboard."

"Can't wait for the book. Can't wait to try out some of the games. The tools to get the kids to have fun, laugh and enjoy being at school."

"Wonderful team building for a classroom and school community. Games."

"I hope that healthy play is taken as a community effort at our school. Incorporating play and learning is incredibly valuable. You have nailed it! ☺"

"Excellent. Healthy, creative, learning games."

"I can apply this workshop to my classroom starting tomorrow. Students can self regulate."

"I really enjoyed it. It was well presented and gave me great ideas. Learning games to play that all kids can plan together."

"Very motivational—fun, upbeat. Helps with some ideas when we are all getting frustrated with the challenges that come with more and more kids. Games I can take back and implement immediately without prep."

"I like the fact that the games were all about playing not winning."

"Great! Immediately applicable—fosters independent problem solving."

"It was great! Posters, activities."

"Wow! I can't wait to bring the activities back to my classroom. Being able to play. The active participation allows for more learning and understanding of the games."

“Well organized and presented. How to implement the program was most useful.”

“Class management. A lot of game ideas. Keep up the sense of humor.”

“Terrific, organized presentation. Games insight.”

“Great ideas for our summer camp, recess, first week and maybe end of day transitions, management techniques. Book of games.”

“It seemed like the start time and end time was too early and too late. Especially since it was at a very far school site. 9:00-2:45 would allow travel time and not slap on 45 extra minutes of worktime and then also more time 40 + for travel. Too much. Teachers would appreciate the consideration. That’s why we’re teachers—the great occupation and schedule ☺. Games to play easily and safely. Modeling of it. How simple inexpensive items can be used for play and fun for all students.”

Very fun, liked being involved. Knowing ways to include everyone.”

“Usability and fun! Community building games.”

“It was informative and engaging. The tools to play and have all kids feel included.”

*Thanks for all your wonderful comments. We hope you and your students continue to learn, laugh and care for each other through play.*

Playfully,

Charlie and Spencer

# **HEALTHY PLAY IS A SOLUTION**

**BRALY AND BRIARWOOD TRAINING  
LAURA WERNER COORDINATOR  
NOVEMBER 8, 2010**

	<u>Excellent</u>	<u>Very Good</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>N/A</u>
1. Was the presentation well organized and presented in an enjoyable manner?_____	89.2%	10.8%	0%	0%	0%	0%
2. Were materials appropriate for the presentation?_____	83.8%	16.2%	0%	0%	0%	0%
3. Did the presenters involve the participants in a positive manner?_____	94.6%	5.4%	0%	0%	0%	0%
4. Did you receive information that could be applied to your setting?_____	81.1%	10.8%	2.7%	5.4%	0%	0%
5. Overall effectiveness of this presentation as a morale and team building experience._____	89.2%	10.8%	0%	0%	0%	0%
6. Overall rating for this presentation._____	89.2%	10.8%	0%	0%	0%	0%

## **COMMENTS**

"Great way of teaching social skills and help with classroom management. It's OK to have play as part of classroom."

"Learning games to foster positive teamwork and interactions."

"I'm ready to start tomorrow. Teaching good social skills."

"Well done and positive. Flexible games for variety of grade levels; used to teach positive life skills."

"Charlie was great! Teambuilding experience. It was awesome."

"Fun, informative, useful. Everything was useful."

"I enjoyed getting to play the games and try what we've learned. Building trust and fun in my classroom."

"Everything was great. I cannot wait to try it with my students. You can play everyday!"

"Very thoroughly covered, a shot in the arm to encouraging us to inspire good play. Plans for goals—references."

"Very informative and fun. All of it. Good as is."

"Enjoyable. Ideas for games—interested in looking at book."

"That was a fun day! The bank of games I learned."

"More play. Games."

"Fun, informative. All of it."

"This applies to all grade/ages...powerful. Establishing the ground rules/objectives."

"It was fantastic! So relevant, useful, fun and engaging. The philosophy, playing/experiencing the games."

"It was great to see how to structure play with the students. How to incorporate academics into games as well as social curriculum."

"Thanks! The great ideas for helping kids build team skills and have more positive play."

"FUN!!! Modeling."

"Very positive. Active participation in games so understand them when read about them later."

"How until you hear the stats and see the games—you forget how important play is for kids. The posters and reinforcing the reasons we play—love that responsibility is back on the kids."

"It was very good. Playing the games really helps to learn the games ☺."

"Very educational."

*Thanks for all your wonderful comments. We hope you and your students continue to learn, laugh and care for each other through play.*

Playfully,

Charlie and Spencer

# **HEALTHY PLAY IS A SOLUTION**

## **BRALY AND BRIARWOOD TRAINING LAURA WERNER COORDINATOR OCTOBER 25, 2010**

	<u>Excellent</u>	<u>Very Good</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>N/A</u>
1. Was the presentation well organized and presented in an enjoyable manner?_____	95%	5%	0%	0%	0%	0%
2. Were materials appropriate for the presentation?_____	85%	15%	0%	0%	0%	0%
3. Did the presenters involve the participants in a positive manner?_____	100%	0%	0%	0%	0%	0%
4. Did you receive information that could be applied to your setting?_____	80%	5%	15%	0%	0%	0%
5. Overall effectiveness of this presentation as a morale and team building experience._____	85%	15%	0%	0%	0%	0%
6. Overall rating for this presentation._____	85%	15%	0%	0%	0%	0%

### **COMMENTS**

"Practical, positive and team participation. Involving the participants and humor. Very little prep work is required to make it successful and fun!"

"Very good."

"Very engaging. Alternative ways to resolve conflicts other than 'Go to the office for a time out'".

"Wonderful entertainment. Everyone being involved."

"It was fun. How to include everyone."

"I enjoyed all the different games."

"The student can be happy—safe—respectful. More time—two days."

"At first I didn't like it, but after a while I loved it. Some of the games and the posters. My kids need visuals. There are probably enough special ed. Teachers to justify this—but more modifications for people who have autism would be wonderful. (EDITORS NOTE: AS PART OF THE EARLY MENTAL HEALTH GRANT WHICH IS SPONSORING HEALTHY PLAY, WE OFFER 50 TRAINING SPACES. WHEN ALL THE K-3 TEACHERS HAVE ATTENDED, WE OFFER THE REMAINING SPACES TO ALL OTHER STAFF. WE REALIZE THIS PARTICULAR TRAINING IS NOT GEARED TO THE NEEDS OF ALL SPECIAL ED. STUDENTS. HOWEVER, WE ARE GLAD WHEN SPECIAL ED. TEACHERS ATTEND AND CAN UTILIZE MANY ASPECTS OF HP WITH THEIR STUDENTS. ADDITIONALLY, KNOWING WHAT IS HAPPENING IN THE REGULAR K-3 CLASSES ALLOWS FOR A BETTER UNDERSTANDING OF WHAT MAINSTREAMING POSSIBILITIES CAN OCCUR FOR SPECIAL ED. KIDS. THANKS FOR YOU COMMENT.)

"All good."

"It's a really good program. How every game has people together. Everyone having fun."

"I had fun and got a lot of ideas to try with my class. Teacher friendly and students take ownership of behavior and problem solving for themselves."

"Everything was very applicable. It was hands on."

"Very good for general ed. Need more support for special ed. Learning."

"I've got lots of ideas to use. I can start right away."

"Great! Easy to implement—learning can be integrated, teach teamwork."

"I think this will be great. The ease to implement."

"It was fun, I enjoyed learning, playing and meeting new people. Learning new tools to teach children."

"It was so wonderful to experience what can be implemented right away with the kids ☺. Taking part in the activities that we will do with our kids. Having the time to talk/debrief and hearing the rationale. It was wonderful."

"Sharing. Most useful was the play."

"Lots of great ideas. Hands on activities."

"Loved playing the games. Sometimes I forget why I have my students play. It's what we use anyway, just enhanced. It teaches kids concepts that are so abstract."

Playfully,

Charlie and Spencer

# Center Joint Unified School District

**AGENDA REQUEST FOR:**

Dept./Site: Center High School

Date: May 25, 2011

To: Board of Trustees

From: Mike Jordan, Principal

Action Item X

Information Item

# Attached Pages 15

Administrator's Initials: MDJ

**SUBJECT: Application for Carl Perkins Funds for 2011-12**

Board approval of the Federal Carl Perkins Career Technical Education Application for school year 2011-12 is necessary for the CJUSD to receive the approximately \$35,000 given to improve, enhance, and expand Career Technical Education programs at Center High School.

**RECOMMENDATION:** The Center Joint Unified School District Board of Trustees approve the Application for Carl Perkins Funds for 2011-12

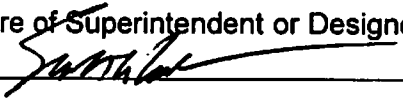
CONSENT AGENDA

**DUE DATE: June 1, 2011**

**Carl D. Perkins Career and Technical Education Improvement Act of 2006  
APPLICATION FOR 2011-12 FUNDING**

Local Educational Agency (LEA): <b>Center Joint Unified School District</b>		County-District (CD) Code: <b>34-37973</b>
Address of LEA: Center High School 3111 Center Court Lane Antelope, CA 95843		Check Appropriate Box: <input type="checkbox"/> Sec. 112 - State Institutions <input checked="" type="checkbox"/> Sec. 131 - Secondary <input type="checkbox"/> Sec. 132 - Adult/ROCP
Name of LEA Superintendent or Chief Administrator: Scott A. Loehr		
Allocation Amount: \$35,710		Board Approval Date: June 15, 2011
Name of Perkins Coordinator: Michael Myers Title: Perkins Coordinator	Telephone Number: 916-339-4772 Extension: Fax Number: 916-338-6434 E-mail Address: mhmyers@centerusd.org	
Perkins Coordinator's Address (If different from LEA address above):		
Name of LEAs CTE Advisory Committee Chair: Janice Parker	E-mail Address or Telephone Number: JParker@sacregionalfire.ca.gov	

**CERTIFICATION:** I hereby certify that all state and federal rules and regulations will be observed and that the assurances and certifications related to this program are accepted as the conditions in the operation of this program. The funds associated with this application will support the implementation of our 2008-2012 local Career Technical Education (CTE) Plan and provide a program that is of sufficient size, scope, and quality to effectively address the career preparation needs of our students. This funding will supplement state and local CTE funds and improve, enhance, or expand our CTE programs in the 2011-12 school year. I certify that, to the best of my knowledge, the information contained in this application is correct and complete.

Printed Name of Superintendent or Designee: <b>Scott A. Loehr</b>	Title (If not superintendent):
Signature of Superintendent or Designee: 	Date: <i>May 24, 2011</i>

CALIFORNIA DEPARTMENT OF EDUCATION USE ONLY	
Reviewed and Recommending Approval:	Date:
Final Approval:	Date:



## SECTION I

### SIGN-OFF FORM FOR FEDERAL AND STATE ASSURANCES AND CERTIFICATIONS

This application is a commitment to comply with the following assurances, certifications, terms, and conditions associated with the Carl D. Perkins Career and Technical Education Improvement Act of 2006. A signature on this page confirms that the documents listed below are complete and on file in the agency and that the superintendent or an authorized designee has reviewed the documents and agrees to comply with the assurances, certifications, terms, and conditions.

The general assurances and certification are available on the CDE Web site. See page 13 of the *Carl D. Perkins Career and Technical Education Improvement Act of 2006, 2011–12 Request for Application* for the specific link to each assurance and certification. The complete text of program specific assurance, certification, terms and conditions can be found on pages 26–32 in the *Request for Application*.

- California Department of Education General Assurances (CDE-100A)
- Drug Free Workplace Certification (CDE-100DF)
- U.S. Department of Education Debarment and Suspension (ED 80-0014)
- U.S. Department of Education Lobbying (ED80-0013)
- Perkins IV Assurances and Certifications (CDE 100)
- 2011–12 Grant Conditions

**CERTIFICATION:** As the duly authorized representative of the local educational agency applying for Carl D. Perkins Career and Technical Education Improvement Act of 2006, 2011–12 funding, I have read the assurances, certifications, terms, and conditions associated with this grant and I agree to comply with all requirements as a condition of funding.

Printed Name Michael Myers Title Perkins Coordinator \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_


## SECTION II

### SIGN-OFF FORM FOR REPRESENTATIVES OF SPECIAL POPULATIONS


The Carl D. Perkins Career and Technical Education Improvement Act of 2006 (Perkins IV) requires local educational agencies (LEAs) to implement strategies to overcome barriers that may be lowering special population students' rates of access to or success in career technical education (CTE) programs assisted with the funds. CTE programs must be designed to enable special population students to meet the performance level targets established for the programs. These programs must also provide the activities needed to prepare these students for high-skill, high-wage, or high-demand occupations that lead to self-sufficiency.

This form confirms that the LEA coordinators or administrators responsible for each of the programs associated with special population groups have reviewed and approved the 2011–12 Perkins IV application for funds. Each special population category **must** be signed by the LEA's designated administrator or the certificated representative responsible for that program.


#### Economically Disadvantaged (Title I Coordinator/Administrator)

Printed Name Scott Loehr Title Superintendent  
Signature  Date May 24, 2011


#### Limited English Proficiency (English Learner Coordinator/Administrator)

Printed Name Scott Loehr Title Superintendent  
Signature  Date May 24, 2011


#### Disabled (Handicapped) (Special Education Coordinator/Administrator)

Printed Name Scott Loehr Title Superintendent  
Signature  Date May 24, 2011

#### Single Parent or Single Pregnant Women (Title IX Coordinator/Administrator)

Printed Name Scott Loehr Title Superintendent  
Signature  Date May 24, 2011

#### Gender Equity or Nontraditional Training (Title IX Coordinator/Administrator)

Printed Name Scott Loehr Title Superintendent  
Signature  Date May 24, 2011

#### Displaced Homemaker (Title IX Coordinator/Administrator)

Note: Required only on Section 132 (Adult) applications

Printed Name \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION III: Assessment of Career Technical Education programs (core indicators).**

*Instructions are on page 19 of the Carl D. Perkins Career and Technical Education Improvement Act of 2006, 2010–11 Request for Application.*

Core Indicator	Definition	LEA Level 2007-08 *	LEA Level 2008-09 *	LEA Level 2009-10	State Level 2009-10	90% or more of the State Level
1S1 Academic Attainment- Reading/ Language Arts	Numerator: Number of 12th grade CTE concentrators who have met the proficient or advanced level on the reading/language arts portion of the California High School Exit Exam (CAHSEE).  Denominator: Number of 12th grade CTE concentrators.	100.00%	100.00%	100.00%	33.40%	30.06%  Yes
1S2 Academic Attainment- Mathematics	Numerator: Number of 12th grade CTE concentrators who have met the proficient or advanced level on the mathematics portion of the CAHSEE.  Denominator: Number of 12th grade CTE concentrators.	100.00%	100.00%	100.00%	23.00%	20.70%  Yes
2S1 Technical Skill Attainment	Numerator: Number of CTE concentrators enrolled in a capstone CTE course who received an "A", "B", or "C" grade in the course, or received an industry-recognized certification, or passed an end of program assessment aligned with industry-recognized standards.  Denominator: Number of CTE concentrators enrolled in capstone CTE courses during the reporting year.	100.00%	96.37%	100.00%	58.22%	52.40%  Yes
3S1 Secondary School Completion	Numerator: Number of 12th grade CTE concentrators who earned a high school diploma, or other state-recognized equivalent (including recognized alternative standards for individuals with disabilities).  Denominator: Number of 12th grade CTE concentrators who left secondary education during the reporting year.	100.00%	100.00%	100.00%	87.56%	78.80%  Yes
4S1 Student Graduation Rate	Numerator: Number of 12th grade CTE concentrators who, in the reporting year, were included as graduated in the states computation of its graduation rate.  Denominator: Number of 12th grade CTE concentrators.	N/A	100.00%	100.00%	83.40%	75.06%  Yes

Center Joint Unified					
* Please refer to fiscal year's core indicator formula					
SS1 Secondary Placement	6S1 Non- traditional Participation	6S2 Non- traditional Completion			
Numerator: Number of 12th grade CTE concentrators who left secondary education during the reporting year and entered postsecondary education or advanced training, military service, or employment, as reported on a survey six months following graduation. Denominator: Number of 12th grade CTE concentrators who left secondary education during the reporting year and responded to a follow-up survey.	Numerator: Number of CTE participants from underrepresented gender groups who were enrolled in a program sequence that leads to employment in nontraditional fields. Denominator: Number of CTE participants enrolled in a program sequence that leads to the employment in nontraditional fields.	Numerator: Number of CTE concentrators from underrepresented gender groups enrolled in a capstone CTE course that leads to employment in a nontraditional field who received an "A", "B", or "C" grade in the course, or passed an industry-recognized certification, or passed an end of program assessment aligned with industry-recognized standards. Denominator: Number of all CTE concentrators enrolled in a capstone CTE course that leads to employment in a nontraditional field.	0.00%	34.87%	22.22%
99.50%	37.69%	31.30%	35.00%	18.50%	16.65%
Yes	Yes	Yes			
72.50%	21.15%	16.65%			

**SECTION III: ASSESSMENT OF CAREER TECHNICAL EDUCATION PROGRAMS  
ADULT CORE INDICATORS**

Center High School does not offer Adult Education

Core Indicator	Definition	LEA Level 2007/08	LEA Level 2008/09	LEA Level 2009/10	State Level 2009/10	90% or more of the State level
<b>1A1 Technical Skill Attainment</b>	<b>Numerator:</b> Number of adult CTE concentrators enrolled in a CTE capstone course who passed an end-of-program assessment or earned a competency certificate during the reporting year.	_____ %	_____ %	_____ %	<b>72.5%</b>	65.25%
	<b>Denominator:</b> Number of adult CTE concentrators enrolled in a CTE capstone course who took an end of program assessment or who were eligible to earn a competency certificate in a CTE program.					<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2A1 Credential, Certificate, or Degree</b>	<b>Numerator:</b> Number of adult CTE concentrators enrolled in a CTE capstone course who earned an industry-recognized credential, certificate, degree, or completed a transfer program.	_____ %	_____ %	_____ %	<b>49.50%</b>	44.55%
	<b>Denominator:</b> Number of adult CTE concentrators who were enrolled in a CTE capstone course.					<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>4A1 Student Placement</b>	<b>Numerator:</b> Number of adult CTE concentrators who left adult education and enrolled in postsecondary education or advanced training, entered military service, or employment as reported on a survey six months following the program year.	_____ %	_____ %	_____ %	<b>67.50%</b>	60.75%
	<b>Denominator:</b> Number of adult CTE capstone concentrators who left adult education during the reporting year and responded to a follow-up survey.					<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>5A1 Non-traditional Participation</b>	<b>Numerator:</b> Number of adult CTE participants from underrepresented gender groups enrolled in a program sequence that leads to employment in nontraditional fields.	_____ %	_____ %	_____ %	<b>23.50%</b>	21.15%
	<b>Denominator:</b> Number of all adult CTE participants enrolled in a program sequence that leads to the employment in nontraditional fields.					<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>5A2 Non-traditional Completion</b>	<b>Numerator:</b> Number of adult CTE concentrators from underrepresented gender groups enrolled in a capstone CTE course that leads to employment in nontraditional fields who passed an end-of-program assessment or earned a competency certificate.	_____ %	_____ %	_____ %	<b>18.50%</b>	16.65%
	<b>Denominator:</b> Number of adult CTE concentrators enrolled in a capstone CTE course that leads to employment in nontraditional fields who took an end of program assessment or who were eligible to earn a competency certificate.					<input type="checkbox"/> Yes <input type="checkbox"/> No

## Program Improvement Form

An LEA that does not reach 90 percent of the state-established performance level for any core indicator must submit this form. Instructions are on page 20 of the *Carl D. Perkins Career and Technical Education Improvement Act 2006, 2011–12 Request for Application*.

Perkins Program Monitoring Status (Check One)							
Compliant Agency	<input checked="" type="checkbox"/>	Needs Improvement Agency	<input type="checkbox"/>	Priority Improvement Agency	<input type="checkbox"/>	Monitored Agency	<input type="checkbox"/>
Skip this section		Complete the table below		Action Plan required (skip this section) Download Action Plan from CDE webpage: <a href="http://www.cde.ca.gov/ci/ct/pk/forms.asp#Monitoring">http://www.cde.ca.gov/ci/ct/pk/forms.asp#Monitoring</a>			

**Note:** Any issues identified during the 2010–11 Perkins Program Monitoring must be resolved before the application will be approved.

EXAMPLE					
Core Indicator: (not meeting 90% level)	<b>Explanation (Why did the LEA not meet the state-established performance level for this core indicator?):</b> Low numbers of female students enrolled in automotive and building trades programs.			<b>Funding Source to be used to cover expenses:</b>	<b>Amount of funding:</b>
6S1	<b>Strategy to improve performance level (Describe the strategy that will be used to improve the performance level for this core indicator.):</b> Raise awareness among students and staff about non-traditional student participation.	<b>Planned activities (Describe the specific activities that will be employed to achieve the improvement strategy.):</b> 1. Meet with school counselors about non-traditional careers and student enrollment. 2. Produce handouts/brochures for students.		Perkins IV	\$200
Core Indicator	<b>Explanation:</b>			Funding source to be used to cover expenses:	Amount of funding:
	<b>Strategy to improve performance level:</b>	<b>Planned activities:</b>			

## **SECTION IV: PROGRESS REPORT TOWARD IMPLEMENTING THE LOCAL CTE PLAN**

The implementation of every LEA's local CTE plan directly affects the implementation of the State CTE Plan. Through the five-year duration of Perkins IV, 2008–2012, LEAs will report on the progress they have made toward implementation of their local CTE plan. This progress report is an opportunity to reflect on the goals outlined in the local CTE plan as well as noting the successes and challenges that occurred during the 2010–11 school year.

Additionally, the LEA should set measurable CTE outcomes for the 2011–12 school year based on what has been learned and the core indicator data reported in Section III.

LEA personnel must respond to the following prompts or questions:

1. In the 2010–11 application (Section IV, question 4), the LEA identified at least three goals from the local CTE plan on which it would focus during the 2010–11 school year. List these goals and share what progress the LEA has made toward achieving these specific goals? How has the LEA improved, enhanced, or expanded CTE for students during 2010–11?

The first goal was to make sure class sizes were not increased beyond safety or appropriate instructional levels. We were only partially successful in this goal. Fashion Design, Culinary Arts, Information Systems and Media Design pathways were kept at the number of seats available in the room. Unfortunately, the auto shop has been closed because the number of seats safely accommodated was too low for financial viability and woodshop has been reduced to one section, again, due to having too low an enrollment to offer more sections considering economic concerns.

Our second goal was to maintain and increase our CTSO existence in all areas and increase participation. Our FBLA chapter was very successful in this, having a State officer (President) throughout the year, and garnering many awards at regional competitions, and increasing membership by 25%. Our CTSO in auto shop disbanded this year (or rather, never formed), as the teacher was on medical leave for cancer. The CTSO in woods was difficult because of the loss of the teacher to English, and having to operate with only one section of woods instruction. The Fashion Design and Culinary Arts CTSO is currently in revision, as the teacher is retiring soon and wishes to rewrite the curriculum to include leadership in the curriculum itself.

Our third goal, of a block schedule or a 7-period day is meeting with success. There is a school-wide desire to increase opportunities for students, so we are seriously investigating having a zero period and/or a 7<sup>th</sup> period available to students, though not as a requirement.

We included a further goal in our application which was to increase our CTE offerings. Due to the valuable input of our advisory committee, we believe we will

attempt to offer a 911 Dispatcher program in the 2012-13 school year, with half of the money coming from the 2011-12 Perkins grant and half coming from the 2012-13 Perkins grant. Our Computer Aided Drafting teacher has also been successful in restarting his program, going from no periods this school year to two full sections of CAD in the 2011-12 school year.

2. During the 2010–11 school year, what opportunities were provided to teachers to ensure they were current and up to date with their own technical skills?

All teachers were offered opportunities for conferences, seminars, and visitations. All of the business, fashion design, and culinary arts department members took advantage of those opportunities.

They also visited work sites and interned during the summer or participated independently in their own fields of expertise. The woodshop teacher expected there to be no woodshop or computer aided drafting, and focused his efforts on preventing that loss (which was successful) and will spend this summer in CAD retraining. Unfortunately, the auto shop is closed and it is unclear whether the teacher will be healthy enough to return.

3. What process is used to annually evaluate the effectiveness of the CTE programs? Who is involved in the evaluation?

Each year, all CTE teachers evaluate the effectiveness of their programs, at various times in concert with the school board, the administration and the advisory committee. In fact, as a result of this evaluation, the school board insisted on an upgrade of hardware (memory) and an upgrade of software (from Office 2003 to Office 2010) which we had thought would be impossible requests to make at this time, and for which we did not even consider asking.

4. Identify at least three measurable outcomes from the local CTE plan on which the LEA will focus in 2011–12. Please be specific.

First, we are hoping for the continuation of the effort to increase student course offerings by adding a zero and/or 7<sup>th</sup> period to the schedule, which would, we hope, allow for the re-institution of a second year of woodshop, which will be at one year next year.

Second, we have gotten tentative approval for a 911 Dispatcher course, creating a new pathway parallel to our current pathway in Information Systems. Our connection to Sacramento Regional Fire Emergency Communications Center is an exciting opportunity we hope to take advantage of.



Third, we need to create an updated inventory for current and prior Carl Perkins fund purchases. It is not a "flashy" goal, but with constant changes in Perkins coordinators and 6 principals in 6 years, prior inventories have ended up lost, incomplete, or inaccessible. With the change in teachers, it adds to the problem, due to the necessary "re-training" in Perkins procedures and inventory requirements. We need to put consistent and understandable inventory procedures in place that can survive continual personnel changes.

## SECTION V: SEQUENCE OF COURSES TO BE FUNDED WITH PERKINS IV IN 2011–12

Instructions are on page 22 of the *Carl D. Perkins Career and Technical Education Improvement Act of 2006, 2011–12 Request for Application*

Only sequences of courses identified in the LEA's approved Local CTE Plan, added or modified in the previous application, or submitted in Section VII (Local CTE Plan Update) of this application can be supported by Perkins IV funds. List all CTE pathways even if they do not receive Perkins IV funds.

Industry Sector	Career Pathway	School Site Where the Sequence Is Offered	Amount of Perkins Funding Allocated to this Sequence	Page # in Local CTE Plan
Information Technology	Information Support & Services (computer graphics)	Center High School	\$23,857	35
Information Technology	Programming & Systems Development	Center High School	\$0	36
Information Technology	Information Support & Services (911 Dispatcher)	Center High School	\$9,463	43
Building Trades & Construction	Cabinetmaking & Wood Products	Center High School	\$0	37
Engineering & Design Industry	Engineering Design	Center High School	\$1000	38
Hospitality, Tourism & Recreation	Food Service & Hospitality	Center High School	\$0	39
Fashion & Interior Design	Fashion Design, Manufacturing, & Merchandising	Center High School	\$0	40
Transportation	Vehicle Maintenance, Services & Repair	Center High School	\$0	41
Arts, Media & Entertainment	Media & Design Arts (visual and performing arts computer design)	Center High School	\$0	42
		(4.05% administrative fee)	\$1,390	

**SECTION VI**  
**BUDGET AND EXPENDITURE SCHEDULE**  
**2011-12**

Local Educational Agency (LEA): Center Joint Unified School District

CD Code: 34-37973

Total Allocation: 35,710  
Indirect Cost Rate (percent): 4.05

Select One  
☒ ORIGINAL BUDGET  
☐ END-OF-YEAR CLAIM

Funding Source and Purpose:  
☐ Section 112 State Institutions  
☒ Section 131 Secondary  
☐ Section 132 ROCP and Adult

Object Code and Budget Category	(A) Instruction (Including Career Technical Student Organizations)	(B) Professional Development	(C) Curriculum Development	(D) Transportation and Child Care for Economically Disadvantaged Participants	(E) Special Populations Services	(F) Research Evaluation and Data Development	(G) Career and Academic Guidance and Counseling for Students Participating in CTE Programs	(H) Administration or Indirect Costs	(I) Total
Percentage of grant expenditures allowed	At least 85% of the grant must be spent in these areas						Not to exceed 10% of total expenditure	Not to exceed 5% of total expenditure	
1000 Certificated Salaries	1,500								1,500
2000 Classified Salaries									
3000 Employee Benefits									
4000 Books/Supplies	15,200				10,260				25,460
5000 Services/ Operating Expenses	7,360								7,360
6000 Capital Outlay									
7000 Indirect Costs								1,390	1,390
Total									35,710

Instructions are on page 23 of the *Carl D. Perkins Career and Technical Education Improvement Act of 2006, 2011-12 Request for Application*. An Excel version of this form is available on the Perkins website at: [www.cde.ca.gov/ci/ct/pk/forms](http://www.cde.ca.gov/ci/ct/pk/forms).

**SECTION VI: Budget Narrative**

Instructions are on page 24 of the *Carl D. Perkins Career and Technical Education Improvement Act of 2006, 2011–12 Request for Application*. See Appendix D, Sample Perkins IV Budget Narrative, to see the level of detail required in the budget narrative.

OBJECT #	EXPENDITURE DESCRIPTION	AMOUNT
1000	Certificated Salaries Substitute costs for teachers to attend free workshops, and CTSO student conferences, competitions and field trips (10 days x \$150 per day)	\$1,500
	Subtotal for 1000 category	
2000	Classified Salaries	\$0
	Subtotal for 2000 category	
3000	Benefits <ul style="list-style-type: none"> <li>▪ Certificated allocation:</li> <li>▪ Classified allocation:</li> </ul>	\$0
	Subtotal for 3000 category	
4000	Books and Supplies	
	-Publicity for all programs including non-funded programs to expand	\$500
	-Textbooks for new introductory career/computer course (year 1 of 3 year startup)	\$12,298
	-911 Dispatcher materials (textbooks, software, hardware, connectors, teacher materials) (year 1 of 3 year startup)	\$9,463
	-CAD supplementary materials (manual drafting equipment)	\$1,000
	-Supervisory software to monitor/control student computer stations	\$699
	-Dedicated printers (2 x \$750)	\$1,500
	Non-capitalized Equipment	
	Subtotal for 4000 category	
5000	Services and Other Operating Expenditures: Maintenance contract on dedicated CTE copier	\$3,360
	Travel and Conferences CTSO & FBLA conferences, competitions, workshops (advisor fees/expenses only)	\$4,000
	Subtotal for 5000 category	

6000	Capital Outlay (list items below)	
	Subtotal for 6000 category	
7000	Indirect Rate @ 4.05% (minus capital outlay)	\$1,390
	<b>GRAND TOTAL</b>	<b>\$35,710</b>

## SECTION VII: LOCAL CTE PLAN UPDATE

Applicants may update their local CTE plans annually, if necessary. This is a good time to review local CTE plan benchmarks and make adjustments to reflect progress or additions to the CTE program. This is particularly important if:

- New courses have been added to an existing program sequence.
- New sequences of courses have been developed for an existing industry sector.
- A new industry sector and the corresponding sequences of courses have been developed.

If Perkins IV funds will be used to support any new industry sectors or courses not included in the original Local CTE Plan, or submitted with the 2010–11 application and approved by the CDE, a new sequence of courses worksheet must be completed. Go to the CDE Perkins Forms and Files Web page at <http://www.cde.ca.gov/ci/ct/pk/forms.asp> and download the Sequence of Courses Worksheet from the Local CTE Plan Forms.

Other updates to the local CTE plan can be submitted in narrative form with a reference to the Local CTE Plan chapter, section, and question.

*Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Facilities & Operations Department

**To:** Board of Trustees

**Action Item** X

**Date:** June 15, 2011

**Information Item**     

**From:** Craig Deason, Assist. Supt.

**# Attached Pages** 1

**Assist. Supt. Initials:** CD

**SUBJECT:** Amendment No. 5 - Termination Agreement with  
Child Development Centers for Lease of Relocatables at Spinelli

The District has a five year contract with Child Development Centers to provide day care for students at North Country (4 relocatables), Arthur S. Dudley (2 relocatables), and Cyril Spinelli (3 relocatables) Elementary Schools. The proposed Amendment No. 5 terminates the lease pertaining to Cyril Spinelli (3 relocatables).

**Recommendation:** That the Board of Trustees approves Amendment No. 5 terminating the lease agreement between Child Development Centers and Center Joint Unified School District for day care services at Spinelli Elementary School.

**AMENDMENT # 5**  
**TERMINATION AGREEMENT**  
Lease between Center Unified School District  
and  
Child Development Centers

Original lease effective January 1, 2000

Premises: Three (3) Relocatable classrooms at Cyril Spinelli Elementary School

Termination Agreement to the Lease between Center Unified School District and Child Development Centers terminates via Lease Amendment #4, Section 2.

**Section 2. Term**

"The term of this lease shall be for two (2) years, commencing on July 1, 2010 and terminating on June 30, 2012, unless earlier terminated in accordance with the provisions of this lease."

And terminates via original lease effective January 1, 2000; Section 36.

**Section 36. Effect of Child Care Service Contract Termination.**

"Lessor subcontracts to Lessee responsibility for providing state-subsidized child care services. This subcontract comprises a majority of Lessee's revenue. Termination of this subcontract, for any reason, shall provide Lessee with the option of terminating this lease by giving written notice to Lessor of such intention to terminate."

Due to the State of California subsidized child care funding cuts, we are no longer able to provide child care services for Cyril Spinelli Child Development Center.

LESSOR:  
Center Unified School District

LESSEE:  
Child Development Centers

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Scott Loehr, Superintendent  
Name

Jason Gurahoo, CFO / MGR  
Name

\_\_\_\_\_  
Date

5/25/11  
Date



*Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Facilities & Operations Department

**To:** Board of Trustees

**Action Item**   X  

**Date:** June 15, 2011

**Information Item**       

**From:** Craig Deason, Assist. Supt.

**# Attached Pages**   6  

**Assist. Supt. Initials:**   CD  

**SUBJECT:** Deferred Maintenance Program

Attached is our Deferred Maintenance Five Year Plan that shows the State what we plan to repair or rebuild with State Deferred Maintenance Funds over the next four years. The report also shows what we have accomplished in the 2010-2011 year. This report needs Board approval prior to mailing to the State.

**RECOMMENDATION:** That the Board of Trustees approve the Deferred Maintenance Five Year Plan.

**CONSENT AGENDA**

## GENERAL INFORMATION

This Form is a summary of proposed deferred maintenance projects the applicant district plans on completing annually over the next five fiscal years using the Basic Grant, pursuant to Education Code Section 17591. The fiscal year the plan commences is determined by the fiscal year in which it was filed. New and revised plans are accepted on a continuous basis for the current fiscal year up to the last working day in June. Revisions are not accepted for prior fiscal years.

## SPECIFIC INSTRUCTIONS

### Part I—Authorized District Representative

Complete to designate or change the authorized district representative. Enter the name of the district employee that can act on behalf of the district. A consultant who is on contract with the district to communicate with the OPSC on behalf of the district's board may be listed.

### Part II—Estimated Fiscal Year Data

ITEM	DESCRIPTION	INSTRUCTIONS
1	Number of Projects	List the number of eligible projects in each of the project categories shown (refer to Regulation Section 1866.4.1).
2-6	Current and subsequent fiscal years	Enter the total estimated costs in each project category for each fiscal year identified for the projects reported in column 1.
7	Total Estimated Cost	For each project category enter the totals of columns 2-6.
8	Grand Total	Total all columns.
9	Remarks	Include any additional information for each category. If the district is applying for extreme hardship grants for any of the projects listed on the plan, identify those projects in this space. If additional space is needed, you may attach a separate sheet with your remarks to this form.
10	School Information	List the facilities where deferred maintenance projects are planned as reported in column 1 on this Five Year Plan (refer to Regulation Section 1866.4.1). If additional space is needed, you may attach a separate sheet.
11	Certification	Review and complete (refer to Regulation Section 1866.4 and EC Section 17584.1).

When completed mail this form to:

Office of Public School Construction  
Attn: Deferred Maintenance Program  
1130 K Street, Suite 400  
Sacramento, CA 95814

**NOTE:** Any Five Year Plan, SAB 40-20, not conforming to State Allocation Board (SAB) guidelines will be returned to the district. If you need assistance in completing this form, please contact the Office of Public School Construction, at 916.445.3160.

STATE OF CALIFORNIA  
**FIVE YEAR PLAN**  
**DEFERRED MAINTENANCE PROGRAM**  
SAB 40-20 (REV 01/05)

STATE ALLOCATION BOARD  
OFFICE OF PUBLIC SCHOOL CONSTRUCTION

Page 2 of 3

SCHOOL DISTRICT Center Joint Unified School District	FIVE-DIGIT DISTRICT CODE NUMBER (SEE CALIFORNIA PUBLIC SCHOOL DIRECTORY) 73973
COUNTY Sacramento	CURRENT FISCAL YEAR 2010/2011

The district:

- ☐ has not previously submitted a Five Year Plan.  
☒ is submitting this updated/revised Five Year Plan which supersedes the plan currently on file with SAB.

**Part I—Authorized District Representative**

The following individual has been designated as a district representative by the school board minutes:

DISTRICT REPRESENTATIVE Craig Deason	TITLE Assistant Superintendent
BUSINESS ADDRESS 8408 Watt Avenue, Antelope, CA 95843	TELEPHONE NUMBER 916-338-6337
E-MAIL ADDRESS cdeason@centerusd.org	FAX NUMBER 916-338-6339

**Part II—Estimated Fiscal Year Data**

PROJECT CATEGORY	1. NUMBER OF PROJECTS	2. CURRENT FISCAL YEAR	3. SECOND FISCAL YEAR	4. THIRD FISCAL YEAR	5. FOURTH FISCAL YEAR	6. FIFTH FISCAL YEAR	7. TOTAL ESTIMATE COST
Asbestos							0.00
Classroom Lighting				20,000.00	20,000.00	20,000.00	60,000.00
Electrical	2	8,809.23					8,809.23
Floor Covering	1	2,485.00	67,000.00	67,000.00	67,000.00	67,000.00	270,485.00
HVAC	5	17,435.83	66,000.00	66,000.00	66,000.00	66,000.00	281,435.83
Lead							0.00
Painting			40,000.00	40,000.00	40,000.00	40,000.00	160,000.00
Paving			50,000.00	50,000.00	50,000.00	50,000.00	200,000.00
Plumbing	6	9,558.71	10,000.00	10,000.00	10,000.00	10,000.00	49,558.71
Roofing	13	24,494.08	97,000.00	97,000.00	97,000.00	97,000.00	412,494.08
Underground Tanks							0.00
Wall Systems	12	12,152.27	50,000.00	50,000.00	50,000.00	50,000.00	212,152.27
8. Grand Total	39	74,935.12	380,000.00	400,000.00	400,000.00	400,000.00	1,654,935.12

**9. Remarks**

**10. List the school names where deferred maintenance projects are planned in this Five Year Plan:**

Dudley Elementary School  
North Country Elementary School  
Oak Hill Elementary School  
Spinelli Elementary School  
Wilson Riles Middle School  
Center High School  
McClellan High School  
Old Junior High School

**11. Certifications**

I certify as District Representative that:

- this work does not include ineligible items and that all work will be completed in accordance with program requirements, applicable laws and regulations. The district shall maintain proper documentation in the event of an audit; and,
- the district understands that should an audit reveal that these funds were expended for other than eligible deferred maintenance costs, the SAB will require the district to return all inappropriately expended funds; and,
- the plans and proposals for expenditures of funds as outlined in this report were discussed in a public hearing at a regularly scheduled school board meeting on June 15, 2011 ☒; and the district has complied with all the other requirements of Education Code Sections 17584.1 and 17584.2; and,
- Beginning with the 2005/2006 fiscal year, the district has complied with Education Code Section 17070.75 (e) by establishing a facilities inspection system to ensure that each of its schools is maintained in good repair; and,
- This Form is an exact duplicate (verbatim) of the form provided by the OPSC. In the event a conflict should exist, then the language in the OPSC form will prevail.
- I certify under penalty of perjury under the laws of the State of California that the statements in this application and supporting documents are true and correct.

SIGNATURE OF DISTRICT REPRESENTATIVE

DATE

June 16, 2011



# 2010 - 2011 Deferred Maintenance Improvement Projects

<i>School</i>	<i>Category</i>	<i>Project Description</i>	<i>Invoice Amount</i>	
<i>Center High School</i>				
	Floor Covering	Room 301	Carpet Tile	\$2,485.00
	HVAC	Gym	HVAC Repairs	\$390.00
	HVAC	Gym	HVAC Repairs	\$83.84
	HVAC	Gym	HVAC Repairs	\$390.00
	HVAC	Gym	HVAC Repairs	\$31.53
	HVAC	Gym	HVAC Repairs	\$1,940.00
	HVAC	Gym	HVAC Repairs	\$901.18
	HVAC	Gym	HVAC Repairs	\$309.92
	HVAC	Gym	HVAC Repairs	\$120.00
	HVAC	Gym	HVAC Repair/Replace	\$1,056.92
	Plumbing	Restroom - Boys'	Faucet Replacement	\$653.04
	Roofing	Room 401	Roof Repairs	\$190.00
	Roofing	Rooms 501 & 504	Roof Repairs	\$535.00
	Roofing	Rooms 501 & 504	Roof Repairs	\$535.00
	Roofing	Science Building	Roof Repairs	\$2,074.00
	Roofing	Room 604	Roof Repairs	\$1,314.00
	Wall Systems	Switch Room	Door Replacement	\$1,933.69
	Wall Systems	Door	Door Hardware	\$732.76
	Wall Systems	Room 600	Siding	\$78.80
<i>Summary for 'School' = Center High School (19 detail records)</i>				
<b>Sum</b>			<b>\$15,754.68</b>	
<i>Dudley Elementary School</i>				
	Roofing	M3, M2, & CDC	Roof Repairs	\$591.00
	Roofing	M5 & M7	Roof Repairs	\$428.00
	Wall Systems	In Wall Benches	Wall Systems	\$3,962.21
	Wall Systems	Room T-4, M-4, & C-7	Siding	\$1,231.70
<i>Summary for 'School' = Dudley Elementary School (4 detail records)</i>				
<b>Sum</b>			<b>\$6,212.91</b>	
<i>McClellan High School</i>				
	Electrical	Transformer	Electrical	\$89.23
	Roofing	Rain Gutters	Roof	\$1,715.00
	Roofing	Rain Gutters	Roof	\$2,295.00
	Roofing	Rain Gutters	Roof	\$3,370.00

<b>School</b>	<b>Category</b>	<b>Project Description</b>	<b>Invoice Amount</b>
<i>Summary for 'School' = McClellan High School (4 detail records)</i>			
<b>Sum</b>			<b>\$7,469.23</b>
<i>North Country Elementary School</i>			
	Electrical	Transformer	Electrical \$8,720.00
	HVAC	Kitchen	HVAC Repair/Replace \$2,608.32
	HVAC	Kitchen	HVAC Repair/Replace \$150.00
	Roofing	Cedar 3	Roof Repairs \$49.94
	Roofing	Cedar 3	Roof Repairs \$471.47
	Roofing	Cedar 3	Roof Repairs \$72.67
	Roofing	Cedar 3	Roof Repairs \$5,496.00
	Wall Systems	Oak 2	Door Hardware \$289.27
	Wall Systems	Lock - Oak 1, Maple 1 & 2	Door Hardware \$741.89
	Wall Systems	Lock - Library	Door Hardware \$289.27
<i>Summary for 'School' = North Country Elementary School (10 detail records)</i>			
<b>Sum</b>			<b>\$18,888.83</b>
<i>Oak Hill Elementary School</i>			
	HVAC	Drakes Bay	HVAC Repair/Replace \$3,615.52
	Plumbing	Pipefitting	Plumbing \$6,053.00
	Plumbing	Water Heater	Plumbing \$386.06
	Plumbing	Fountain Repair	Plumbing \$166.61
<i>Summary for 'School' = Oak Hill Elementary School (4 detail records)</i>			
<b>Sum</b>			<b>\$10,221.19</b>
<i>Old Junior High School</i>			
	HVAC	MP Room	HVAC Repairs \$5,838.60
	Roofing	AVCS MP & Ken Thomas	Roof Repairs \$330.00
	Roofing	AVCS MP & Ken Thomas	Roof Repairs \$782.00
	Roofing	Gym & Science Building	Roof Repairs \$1,412.00
	Roofing	Library	Roof Repairs \$1,700.00
	Wall Systems	Lock	Door Hardware \$378.43
	Wall Systems	GYCS & AVCS Rm 13 & 14	Siding \$619.00
<i>Summary for 'School' = Old Junior High School (7 detail records)</i>			
<b>Sum</b>			<b>\$11,060.03</b>
<i>Spinelli Elementary School</i>			
	Plumbing	Room 24	Faucet Replacement \$200.00
	Roofing	Rooms 13 & 15	Roof Repairs \$653.00
	Roofing	Room 10	Roof Repairs \$480.00
	Wall Systems	Hinges - MP Restrooms	Door Hardware \$1,648.93
	Wall Systems	Room 38	Siding \$246.32

<i><b>School</b></i>	<i><b>Category</b></i>	<i><b>Project Description</b></i>	<i><b>Invoice Amount</b></i>
<i>Summary for 'School' = Spinelli Elementary School (5 detail records)</i>			
<b>Sum</b>			<b>\$3,228.25</b>
<i>Wilson Riles Middle School</i>			
	Plumbing	Main Line Valve Replacement Plumbing	\$2,100.00
<i>Summary for 'School' = Wilson Riles Middle School (1 detail record)</i>			
<b>Sum</b>			<b>\$2,100.00</b>
<b>Grand Total</b>			<b>\$74,935.12</b>

# Center Joint Unified School District

**AGENDA REQUEST FOR:**

Dept/Site: Business Department

Date: 6/15/11

Action Item   X  

To: Board of Trustees

Information Item       

From: Jeanne Bess *JB*  
Director of Fiscal Services

# Attached Page       

**SUBJECT:**

**Athletic Trainer for 2011/12  
At Center High School**

Jeanne Bess, Director of Fiscal Services is requesting approval for the 2011/12 Athletic Trainer Contract.

This contract covers the service to all of the Center High School athletic teams beginning in August 8, 2011 and ending in May 31, 2012. This is a vital and necessary component of the Center High School Athletic Program.

The cost for the annual contract is \$23,000.

**RECOMMENDATION:** To approve the athletic trainer contract for 2011/12.

**CONSENT AGENDA**



## **ATHLETIC TRAINER SUPPORT AGREEMENT**

AGREEMENT, dated as of the 23<sup>rd</sup> day of May 2011, between THE PHYSICAL THERAPY CLINICS, INC ("PT CLINICS") and CENTER HIGH SCHOOL (the "SCHOOL").

### **WITNESSETH:**

WHEREAS, PT CLINICS maintains and operates an outpatient physical therapy facility with Certified Athletic Trainers and support employees;

WHEREAS, the SCHOOL is a fully accredited secondary educational institution offering academic and athletic opportunities to its students; and

WHEREAS, PT CLINICS desires to assist the SCHOOL in developing and maintaining an athletic program and the SCHOOL desires to obtain the assistance of PT CLINICS to compliment its interscholastic athletic events.

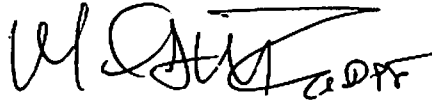
NOW, THEREFORE, in consideration of the mutual covenants and agreements herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby covenant and agree as follows:

1. The SCHOOL shall provide and maintain an appropriate level of athletic training supplies and provide appropriate space for the conduct of any athletic training program, including appropriate equipment for the development of preventative programs. The SCHOOL agrees to provide appropriate support for the development of a student athletic training program. The SCHOOL shall be solely responsible for determining the times of practice and for scheduling all athletic programs. The SCHOOL agrees to identify one or more duly licensed physicians who will be available and serve as "team physicians".
2. PT CLINICS agrees to provide certified athletic trainers, who shall be employees of, or under contract with, PT CLINICS. PT CLINICS shall be responsible for the payment of all compensation and for providing all employment support and benefits, including workers' compensation coverage, for such athletic trainers. PT CLINICS with the consent of the SCHOOL, shall designate an individual to serve as the primary athletic trainer. The primary athletic trainer shall coordinate alternate coverage with the athletic director of the SCHOOL.

3. PT CLINICS, using the services of the athletic trainer, shall provide the services listed on Exhibit A hereto. PT CLINICS athletic trainer will attend the practices and games of the SCHOOL as set forth on Exhibit B, except where the SCHOOL has scheduled two or more events at the same time. In the event of a conflict in the scheduling of the practices or games, PT CLINICS' athletic trainer, in conjunction with the SCHOOL's athletic director, will determine which athletic events are to be covered.
4. The hours provided by PT CLINICS hereunder shall not exceed 40 hours per week. In the event that the SCHOOL desires PT CLINICS' athletic trainer to cover other SCHOOL sporting events, PT CLINICS and the SCHOOL will attempt to mutually agree on the coverage of the event and the additional fee for such coverage.
5. The compensation to be paid by the SCHOOL and the payment terms are set forth on Exhibit C hereto. Such compensation will cover all the expenses of PT CLINICS' athletic trainer, except when the SCHOOL requests PT CLINICS' athletic trainer to participate in an out-of-town athletic event requiring travel and/or overnight lodging. In such situations, the SCHOOL shall provide and pay the direct costs of such additional expenses as they are incurred by or on behalf of PT CLINICS' athletic trainer.
6. PT CLINICS will be responsible for providing general liability and professional liability insurance for its services provided under this Agreement. The SCHOOL will be responsible for providing general liability and professional liability insurance for the activities of its employees and agents. Upon written request, both parties shall substantiate to the satisfaction of the other party that such insurance is in full force and effect. The SCHOOL's team physician shall be responsible for providing their own professional liability insurance.
7. Nothing in this Agreement shall be construed to consider either party or their respective employees as the agents or employees of the other party. Without limiting the generality of the foregoing, PT CLINICS shall not, and shall not be considered, to exercise any control over the SCHOOL's team physician or their professional judgment.
8. This Agreement shall be effective from the date written above. The term of this agreement shall begin on August 8<sup>th</sup>, 2011 and terminate on May 31st, 2012 subject to the right of either party to terminate this Agreement, for any reason, upon 30 days prior written notice to the other party hereto. Should PT CLINICS be unable to supply a qualified Athletic Trainer for any reason this agreement shall be terminated immediately upon such notice. This Agreement supercedes and replaces all prior agreements between the parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives on the day and year written above.

**The Physical Therapy Clinics, Inc.**



By: \_\_\_\_\_

Mark A. McCoy, D.P.T.

Title: Owner

Address: 10390 Coloma Road, Suite 7  
Rancho Cordova, CA 95670

Phone: (916) 858-0950

**Center High School**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## **EXHIBIT A**

### **Services provided by PT CLINICS**

1. Coordinate the establishment of an athletic training room at the SCHOOL.
2. Advise the SCHOOL as to the supplies and training equipment needed for the athletic training program.
3. Assist the SCHOOL faculty and athletic coaching staff in the design and implementation of a student athletic training program.
4. Assist the SCHOOL faculty and athletic coaching staff in the design and implementation of a continuing education program for the SCHOOL's athletic coaching staff.
5. Provide conditioning and flexibility training suggestions to the SCHOOL coaching staff with the advice and consent of the team physician.
6. Assist team physician in designing and implementing a medical records system for athletic injuries.
7. The services provided under this agreement are limited to services that can legally be provided by a Certified Athletic Trainer in California, and will only be provided on campus or at game venues.
8. Coordinate and provide injury follow-up and evaluation for the team physicians.

## **EXHIBIT B**

### **Games, Events and Practice Coverage**

1. Athletic trainer is to provide 20-25 hours per week of Athletic Training coverage of all athletic practices occurring on school grounds and during after school hours, during football and basketball seasons.
2. Athletic Trainer is to provide 20-25 hours per week of Athletic training coverage of all athletic practices occurring on school grounds and during after school hours, during the spring athletic season.
3. Athletic Trainer is to provide 20-25 hours per week of Athletic Training coverage for all home athletic contests occurring during after school hours, during football and basketball seasons.
4. Athletic Trainer is to provide 20-25 hours per week of Athletic Training coverage for all home athletic contests during after school hours, during the spring athletic season.
5. The Athletic trainer may provide coverage for all football games home and away with the permission of the Athletic Director.
6. School will allow PT CLINICS to display company banner at all home football and basketball games as space allows

## **EXHIBIT C**

### **Compensation and Payment Terms**

The SCHOOL will pay a total of \$ 23,000.<sup>00</sup> per year to PT CLINICS for the services hereunder, payable in Ten (10) monthly installments of \$ 2,300.<sup>00</sup> beginning August 2011 until paid in full.

Monthly invoices shall be sent from the PT CLINICS to the SCHOOL at the following address:

Address: 8408 Watt Avenue  
Antelope, CA 95843

ATT: \_\_\_\_\_

PO#: \_\_\_\_\_

# Center Joint Unified School District

**AGENDA REQUEST FOR:**

**Dept. /Site:** Business Department

**Date:** 06/01/11

**Action Item**

**To:** Board of Trustees

**Information Item**

**From:** Jeanne Bess

**# Attached Page** 1

**Principal's Initials:** \_\_\_\_\_

**SUBJECT:**

**APPROVAL OF CENTER JOINT UNIFIED SCHOOL DISTRICT  
PAYROLL ORDERS**

The Governing board is asked to approve the attached payroll  
Orders for July 2010 through May 2011

**RECOMMENDATION:** That the CJUSD Board of Trustees approve the  
District Payroll Orders for July 2010 through May 2011.

**CONSENT AGENDA**

<b>DISTRICT PAYROLL-SUMMARIZED FOR FISCAL YEAR ENDING JUNE 30,2011</b>
--

	REGULAR	VARIABLE	SPECIAL	TOTAL PAYROLL	#OF TRANSACTIONS
JULY	\$ 1,026,215.77			\$ 1,026,215.77	211
AUG	\$ 2,444,142.07			\$ 2,444,142.07	531
SEPT	\$ 2,459,830.73			\$ 2,459,830.73	632
OCT	\$ 2,473,924.01			\$ 2,473,924.01	647
NOV	\$ 2,499,817.17			\$ 2,499,817.17	656
DEC	\$ 640,309.35			\$ 640,309.35	366
3-Jan	\$ 1,819,777.61			\$ 1,819,777.61	288
JAN	\$ 2,440,497.66			\$ 2,440,497.66	643
FEB	\$ 2,465,513.21			\$ 2,465,513.21	653
MARCH	\$ 2,474,596.43			\$ 2,474,596.43	650
APRIL	\$ 2,508,672.57			\$ 2,508,672.57	652
MAY	\$ 2,575,072.96			\$ 2,575,072.96	651
JUNE				\$ -	
SPECIAL				\$ -	
SPECIAL					
	\$ 25,828,369.54	\$ -	\$ -	\$ 25,828,369.54	6580



# Center Joint Unified School District

**AGENDA REQUEST FOR:**

**Dept./Site:** Business Department

**Date:** May, 2011

**To:** Board of Trustees

**From:** Jeanne Bess

**Action Item**

**Information Item**

**# Attached Pages** 55

**SUBJECT: Supplemental Agenda – Commercial Warrant Registers**

May 5, 2011 \$171,181.66, May 12, 2011 \$168,215.72,  
May 19, 2011 \$309,214.25, May 25, 2011 \$314,974.04

The commercial warrant payments to vendors totals  
\$ 939,162.33

**RECOMMENDATION:** That the CJUSD Board of Trustees approve the  
Supplemental Agenda – Vendor Warrants as  
presented

**CONSENT AGENDA**

81 CENTER UNIFIED SCHOOL DIST.  
5-5-2011

ACCOUNTS PAYABLE PRELIST

J13501 APY500 H.02.05 05/05/11 PAGE 0

---

Batch status: A All

From batch: 0057

To batch: 0058

Include Revolving Cash: Y

Include Address: N

81 CENTER UNIFIED SCHOOL DIST.  
5-5-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0057 05-07-2011  
FUND : 01 GENERAL FUND

J13501 APY500 H.02.05 05/05/11 PAGE 1  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
011802/00	A-Z BUS SALES INC.						
367 PO-110305	05/03/2011	OI00711	1 01-7230-0-4300-112-0000-3600-007-000 NN P			163.13	163.13
367 PO-110305	05/03/2011	DI88348	1 01-7230-0-4300-112-0000-3600-007-000 NN P			77.65	77.65
367 PO-110305	05/03/2011	DI88406	1 01-7230-0-4300-112-0000-3600-007-000 NN P			164.65	164.65
TOTAL PAYMENT AMOUNT			405.43 *				405.43
013985/00	ALL DIESEL ELECTRIC INC.						
2117 PO-111739	05/05/2011	7097	1 01-7230-0-4300-112-0000-3600-007-000 NN F			439.67	439.67
TOTAL PAYMENT AMOUNT			439.67 *				439.67
021763/00	ALL STAR RENTS	342027888					
6 PO-110012	05/03/2011	231066,223418	1 01-8150-0-5600-106-0000-8110-007-000 NN P			194.76	194.76
TOTAL PAYMENT AMOUNT			194.76 *				194.76
010400/00	AT&T						
583 PO-110502	05/03/2011	24813481008413	1 01-0000-0-5902-106-0000-8110-007-000 NN P			7.82	7.82
TOTAL PAYMENT AMOUNT			7.82 *				7.82
011675/00	AT&T MESSAGING						
9 PO-110015	05/05/2011	6525940	1 01-0000-0-5902-106-0000-8110-007-000 NN P			720.00	720.00
TOTAL PAYMENT AMOUNT			720.00 *				720.00
018533/00	ATKINSON ANDELSON LOYA RUUD	953378600					
683 PO-110574	05/03/2011	379067	1 01-0000-0-5804-105-0000-7200-005-000 NE P			4,239.30	4,239.30
TOTAL PAYMENT AMOUNT			4,239.30 *				4,239.30
021604/00	ATLAS DISPOSAL INDUSTRIES						
8 PO-110014	05/05/2011	GV000019-001	1 01-0000-0-5550-106-0000-8110-007-000 NN P			221.41	221.41
8 PO-110014	05/05/2011	19-002	1 01-0000-0-5550-106-0000-8110-007-000 NN P			761.60	761.60
8 PO-110014	05/05/2011	003	1 01-0000-0-5550-106-0000-8110-007-000 NN P			518.67	518.67
8 PO-110014	05/05/2011	19-004	1 01-0000-0-5550-106-0000-8110-007-000 NN P			447.92	447.92
8 PO-110014	05/05/2011	19-005	1 01-0000-0-5550-106-0000-8110-007-000 NN P			288.49	288.49
8 PO-110014	05/05/2011	19-006	1 01-0000-0-5550-106-0000-8110-007-000 NN P			405.48	405.48
8 PO-110014	05/05/2011	19-007	1 01-0000-0-5550-106-0000-8110-007-000 NN P			1,484.93	1,484.93

81 CENTER UNIFIED SCHOOL DIST.  
5-5-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0057 05-07-2011  
FUND : 01 GENERAL FUND

J13501 APY500 H.02.05 05/05/11 PAGE 2  
<< Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	ABA num	Account num	Liq Amt	Net Amount
021604 (CONTINUED)								
8 PO-110014	05/05/2011	19-008		1 01-0000-0-5550-106-0000-8110-007-000 NN P			231.06	231.06
8 PO-110014	05/05/2011	19-009		1 01-0000-0-5550-106-0000-8110-007-000 NN P			1,098.37	1,098.37
TOTAL PAYMENT AMOUNT					5,457.93 *			5,457.93
013988/00 BUTTES/CENTER STATE PIPE								
16 PO-110022	05/03/2011	S006179268.001		1 01-8150-0-4300-106-0000-8110-007-000 NN P			200.54	200.54
TOTAL PAYMENT AMOUNT					200.54 *			200.54
010066/00 CALIFORNIA SCHOOL BOARD ASSN								
2095 PO-111720	05/03/2011	98613		1 01-0000-0-5200-120-0000-7110-001-000 NN F			245.00	245.00
TOTAL PAYMENT AMOUNT					245.00 *			245.00
010575/00 CAPITOL CLUTCH & BRAKE INC.								
2084 PO-111714	05/03/2011	1131295		1 01-7230-0-4300-112-0000-3600-007-000 NN P			437.03	437.03
TOTAL PAYMENT AMOUNT					437.03 *			437.03
014449/00 CENTER HIGH SCHOOL STUDENT								
2085 PO-111723	05/03/2011	FAMILY		1 01-3550-0-5200-472-1110-1000-014-000 NN F			497.41	497.41
TOTAL PAYMENT AMOUNT					497.41 *			497.41
010407/00 CENTER UNIFIED REVOLVING FUND 0000000000								
2094 PO-111719	05/03/2011	4017		1 01-0000-0-4300-101-0000-7150-002-000 NN F			20.00	20.00
2094 PO-111719	05/04/2011	4017		2 01-0000-0-4300-120-0000-7110-001-000 NN F			40.00	40.00
TOTAL PAYMENT AMOUNT					60.00 *			60.00
014033/00 CHIDLAW, DIANE								
2109 PO-111731	05/03/2011	REIMB		1 01-3010-0-4300-236-1110-1000-009-000 N F			109.88	109.88
TOTAL PAYMENT AMOUNT					109.88 *			109.88

81 CENTER UNIFIED SCHOOL DIST.  
5-5-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0057 05-07-2011  
FUND : 01 GENERAL FUND

J13501 APY500 H.02.05 05/05/11 PAGE 3  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount			
015699/00	CLARK SECURITY PRODUCTS							
20 PO-110026	05/03/2011	SA04382201	1 01-8150-0-4300-106-0000-8110-007-000 NN P	17.28	17.28			
			TOTAL PAYMENT AMOUNT	17.28 *	17.28			
010832/00	COMMERCIAL SPEEDOMETER SERVICE							
1983 PO-111634	05/04/2011	39110	1 01-7230-0-4300-112-0000-3600-007-000 NN P	165.94	165.94			
			TOTAL PAYMENT AMOUNT	165.94 *	165.94			
010236/00	CREATIVE BUS SALES							
2118 PO-111740	05/05/2011	0031952	1 01-7230-0-4300-112-0000-3600-007-000 NN F	339.81	339.81			
			TOTAL PAYMENT AMOUNT	339.81 *	339.81			
021477/00	CUMMINGS, CATHY							
2082 PO-111722	05/03/2011	REIMB	1 01-3550-0-5200-472-1110-1000-014-000 NN F	655.08	655.09			
			TOTAL PAYMENT AMOUNT	655.09 *	655.09			
010063/00	CURRICULUM ASSOCIATES INC							
1980 PO-111632	05/05/2011	90097715	1 01-6300-0-4300-236-1110-1000-009-000 NN F	101.08	113.04			
			TOTAL PAYMENT AMOUNT	113.04 *	113.04			
017676/00	DAWSON OIL COMPANY INC.							
2070 PO-111705	05/03/2011	4074420	1 01-7230-0-4300-112-0000-3600-007-000 NN P	7.70	7.70			
			TOTAL PAYMENT AMOUNT	7.70 *	7.70			
015800/00	DISCOUNT SCHOOL SUPPLY							
1996 PO-111647	05/05/2011	D13889120101	1 01-6250-0-4300-601-0000-3110-017-000 NN F	448.47	451.50			
2042 PO-111681	05/03/2011	0006667497	1 01-5635-0-4300-601-1220-1000-017-000 NN F	189.95	173.95			
2043 PO-111682	05/03/2011	D13889200102	1 01-5635-0-4300-601-1220-1000-017-000 NN F	132.06	132.06			
			TOTAL PAYMENT AMOUNT	757.51 *	757.51			

81 CENTER UNIFIED SCHOOL DIST.  
5-5-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0057 05-07-2011  
FUND : 01 GENERAL FUND

J13501 APY500 H.02.05 05/05/11 PAGE 4  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
014003/00	DIVISION OF THE STATE						
2110 PO-111736	05/05/2011	02 5018	1 01-0000-0-5800-106-0000-8110-007-000 NN F			76.50	76.50
TOTAL PAYMENT AMOUNT			76.50 *				76.50
010336/00	ECOTECH PEST MANAGEMENT INC	273189708					
757 PO-110632	05/03/2011	247	1 01-0000-0-5500-106-0000-8110-007-000 NN P			712.00	712.00
TOTAL PAYMENT AMOUNT			712.00 *				712.00
017445/00	EFILLIATE INCORPORATED	943348750					
2017 PO-111662	05/03/2011	p071134601017	1 01-3010-0-4300-240-1110-1000-011-000 NN F			15.88	13.33
TOTAL PAYMENT AMOUNT			13.33 *				13.33
022149/00	FITNESS FINDERS						
1997 PO-111648	05/05/2011	126207	1 01-0000-0-4300-601-9728-1006-017-000 YN F			1,251.51	1,156.08
1998 PO-111649	05/05/2011	126195	1 01-0000-0-4300-601-9728-1006-017-000 NN F			1,387.35	1,281.56
2029 PO-111670	05/05/2011	126232	1 01-0000-0-4300-601-9728-1006-017-000 NN F			783.10	724.41
TOTAL PAYMENT AMOUNT			3,162.05 *				3,162.05
TOTAL USE TAX AMOUNT			101.16				
010186/00	FOLLETT EDUCATIONAL SERVICES						
2038 PO-111679	05/03/2011	1104020A	1 01-0000-0-4100-472-1251-1000-014-000 NN F			386.67	386.67
TOTAL PAYMENT AMOUNT			386.67 *				386.67
017948/00	GOODMAN, SHELIA						
PV-111082	05/03/2011	GARNISHMENT REFUND	01-0000-0-3402-472-1110-1000-000-000 NN				361.17
TOTAL PAYMENT AMOUNT			361.17 *				361.17
019059/00	HOME POINT						
55 PO-110055	05/05/2011	TR71099	1 01-0000-0-5500-106-0000-8110-007-000 NN P			91.00	91.00
55 PO-110055	05/05/2011	TR72628	1 01-0000-0-5500-106-0000-8110-007-000 NN P			57.00	57.00
TOTAL PAYMENT AMOUNT			148.00 *				148.00

81 CENTER UNIFIED SCHOOL DIST.  
5-5-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0057 05-07-2011  
FUND : 01 GENERAL FUND

J13501 APY500 H.02.05 05/05/11 PAGE 5  
<< Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT	ABA num GOAL FUNC	Account num RES DEP T9MP	Liq Amt	Net Amount
015311/00	HOWARD TARAS MD							
2101 PO-111726	05/03/2011	SPEECH		1 01-5640-0-5800-103-0000-3140-003-000	NY F		60.00	60.00
TOTAL PAYMENT AMOUNT							60.00 *	60.00
014651/00	MARANON, ISABELLA							
2072 PO-111706	05/03/2011	REIMB		1 01-7230-0-5800-112-0000-3600-007-000	NY P		50.00	50.00
TOTAL PAYMENT AMOUNT							50.00 *	50.00
019545/00	MICHAEL WRIGHT							
2103 PO-111727	05/03/2011	REIMB		1 01-0000-0-4300-472-1275-1000-014-000	NN F		178.06	178.06
TOTAL PAYMENT AMOUNT							178.06 *	178.06
017576/00	OFFICE DEPOT/BUS.SERVICES DIV							
1961 PO-111616	05/03/2011	560809276001		1 01-6500-0-4300-102-5770-1110-003-010	NN F		83.73	83.73
1973 PO-111627	05/03/2011	562331004001		1 01-0000-0-4300-234-0000-2700-008-000	NN F		69.95	69.95
1979 PO-111631	05/03/2011	562330389001		1 01-0000-0-4300-238-1110-1000-010-000	NN F		90.56	90.56
1993 PO-111646	05/03/2011	562331732001		1 01-3010-0-4300-371-1110-1000-012-000	NN F		79.82	79.46
TOTAL PAYMENT AMOUNT							323.70 *	323.70
015373/00	ORIENTAL TRADING COMPANY							
2035 PO-111676	05/03/2011	6474226486		1 01-0000-0-4300-475-3200-2700-015-000	NN P		49.99	49.99
2035 PO-111676	05/03/2011	644226486-02		1 01-0000-0-4300-475-3200-2700-015-000	NN F		70.05	62.50
TOTAL PAYMENT AMOUNT							112.49 *	112.49
010253/00	PEARSON ASSESSMENTS							
1626 PO-111335	05/03/2011	73061907		1 01-5640-0-4300-601-9728-3150-017-000	NN P		119.84	119.84
1626 PO-111335	05/03/2011	73114807		1 01-5640-0-4300-601-9728-3150-017-000	NN F		677.19	682.50
TOTAL PAYMENT AMOUNT							802.34 *	802.34
014069/00	PLATT ELECTRIC SUPPLY							
1908 PO-111567	05/04/2011	9356132		1 01-8150-0-4300-106-0000-8110-007-000	NN P		228.38	228.38
1908 PO-111567	05/04/2011	9428221		1 01-8150-0-4300-106-0000-8110-007-000	NN P		559.19	559.19
1908 PO-111567	05/04/2011	9410128		1 01-8150-0-4300-106-0000-8110-007-000	NN P		902.76	902.76
TOTAL PAYMENT AMOUNT							1,690.33 *	1,690.33

81 CENTER UNIFIED SCHOOL DIST.  
5-5-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0057 05-07-2011  
FUND : 01 GENERAL FUND

J13501 APY500 H.02.05 05/05/11 PAGE 6  
<< Open >>

Vendor/Addr	Remit name	Req Reference	Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
							FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP			
014023/00	PRO-ED									
1927	PO-111599	05/04/2011	1992421				1 01-5640-0-4300-601-9728-3150-017-000 YN F		10.73	10.73
1927	PO-111599	05/04/2011	1992421				2 01-6500-0-4300-102-5770-1191-003-042 YN F		17.97	15.67
							TOTAL PAYMENT AMOUNT		26.40 *	26.40
							TOTAL USE TAX AMOUNT		2.31	
011238/00	RELIABLE TIRE									
2019	PO-111663	05/05/2011	83172				1 01-7230-0-4300-112-0000-3600-007-000 NN P		80.00	80.00
							TOTAL PAYMENT AMOUNT		80.00 *	80.00
017657/00	RENAISSANCE LEARNING INC.				391559474					
2012	PO-111690	05/05/2011	INV3787059				1 01-3010-0-4400-240-1110-1000-011-000 NN F		1,873.88	1,876.68
							TOTAL PAYMENT AMOUNT		1,876.68 *	1,876.68
018529/00	RISO PRODUCTS OF SACRAMENTO									
1989	PO-111643	05/05/2011	72972				1 01-0000-0-4300-240-1110-1000-011-000 NN F		306.02	305.57
							TOTAL PAYMENT AMOUNT		305.57 *	305.57
010546/00	RIVERSIDE PUBLISHING CO.									
1958	PO-111614	05/05/2011	947051142				1 01-6500-0-4300-102-5770-1190-003-000 NN F		115.09	112.03
							TOTAL PAYMENT AMOUNT		112.03 *	112.03
016136/00	ROBERTSON, MICHELLE									
2112	PO-111737	05/05/2011	mileage				1 01-3010-0-5800-103-1110-1000-003-000 NN F		210.94	210.94
							TOTAL PAYMENT AMOUNT		210.94 *	210.94
020981/00	SAVE MART SUPERMARKETS									
503	PO-110442	05/04/2011	2582265				1 01-0000-0-4300-601-9728-1006-017-000 NN P		21.04	21.04
							TOTAL PAYMENT AMOUNT		21.04 *	21.04



81 CENTER UNIFIED SCHOOL DIST.  
5-5-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0057 05-07-2011  
FUND : 01 GENERAL FUND

J13501 APY500 H.02.05 05/05/11 PAGE 7  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Reg Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
018385/00	SCHOOL NURSE SUPPLY INC.						
1999 PO-111650	05/05/2011	0354005	1 01-5640-0-4300-601-9728-3140-017-000 NN F			547.07	501.06
TOTAL PAYMENT AMOUNT			501.06 *				501.06
018930/00	SCHOOL SPECIALTY INC	390971239					
1829 PO-111506	05/04/2011	308100899341	1 01-5635-0-4300-601-1220-1000-017-000 NN F			1,921.10	1,921.10
TOTAL PAYMENT AMOUNT			1,921.10 *				1,921.10
017787/00	SENIOR CLASS/GRAD GEAR						
2025 PO-111667	05/03/2011	2704	1 01-0000-0-4300-475-3200-2700-015-000 NN F			75.26	77.20
TOTAL PAYMENT AMOUNT			77.20 *				77.20
017287/00	SHERIFF'S CIVIL DIVISION						
PV-111083	05/03/2011	GARNISHMENT	01-0000-0-3402-472-1110-1000-000-000 NN				368.27
TOTAL PAYMENT AMOUNT			368.27 *				368.27
020983/00	SIERRA PACIFIC TURF SUPPLY						
77 PO-110077	05/03/2011	0349955-IN	1 01-0000-0-4300-106-0000-8110-007-000 NN P			706.88	706.88
TOTAL PAYMENT AMOUNT			706.88 *				706.88
010263/00	SMUD						
. 81 PO-110081	05/03/2011	APRIL	1 01-0000-0-5530-106-0000-8110-007-000 NN P			43,311.94	43,311.94
TOTAL PAYMENT AMOUNT			43,311.94 *				43,311.94
020462/00	STAPLES ADVANTAGE	841248716					
1974 PO-111628	05/03/2011	108193763	1 01-6500-0-4300-102-5770-1110-003-013 NN F			256.82	255.64
1991 PO-111645	05/03/2011	10193788	1 01-0000-0-4300-371-0000-2700-012-000 NN F			568.36	565.74
TOTAL PAYMENT AMOUNT			821.38 *				821.38

81 CENTER UNIFIED SCHOOL DIST.  
5-5-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0057 05-07-2011  
FUND : 01 GENERAL FUND

J13501 APY500 H.02.05 05/05/11 PAGE 8  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount			
011377/00	STERLING COMPUTER PRODUCTS	954482042						
2044 PO-111683	05/05/2011	107945	1 01-5635-0-4300-601-1220-1000-017-000 NN F	756.90	756.90			
			TOTAL PAYMENT AMOUNT	756.90 *	756.90			
016980/00	TEES UNLIMITED							
2086 PO-111724	05/03/2011	1686	1 01-0000-0-5800-472-1801-1000-014-000 NN F	650.00	650.00			
			TOTAL PAYMENT AMOUNT	650.00 *	650.00			
014079/00	THYSSENKRUPP ELEVATOR CORP							
87 PO-110090	05/03/2011	1090092739	1 01-0000-0-5600-106-0000-8110-007-000 NN P	132.36	132.36			
			TOTAL PAYMENT AMOUNT	132.36 *	132.36			
016889/00	WATER RITE PRODUCTS INC.	942993560						
97 PO-110097	05/03/2011	487375	1 01-0000-0-4300-106-0000-8110-007-000 NN P	146.20	146.20			
			TOTAL PAYMENT AMOUNT	146.20 *	146.20			
019842/00	WFCB-OSH COMMERCIAL SERVICES	954214111						
58 PO-110058	05/03/2011	5780-9700-1009-9025	1 01-8150-0-4300-106-0000-8110-007-000 NN P	459.04	459.04			
			TOTAL PAYMENT AMOUNT	459.04 *	459.04			
022348/00	WILSON, SHERRY							
388 PO-110326	05/03/2011	10-239	1 01-7230-0-5800-112-0000-3600-007-000 NN P	11.92	11.92			
			TOTAL PAYMENT AMOUNT	11.92 *	11.92			
			TOTAL FUND PAYMENT	75,644.69 **				
			TOTAL USE TAX AMOUNT	103.47				75,644.69



81 CENTER UNIFIED SCHOOL DIST.  
5-5-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0057 05-07-2011  
FUND : 11 ADULT EDUCATION FUND

J13501 APY500 H.02.05 05/05/11 PAGE 10  
<< Open >>

Vendor/Addr	Remit name		Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP		Liq Amt	Net Amount
010669/00		ALHAMBRA & SIERRA SPRINGS						
197	PO-110190	05/03/2011	27018317069912		1 11-0030-0-4300-601-4130-1000-017-000 NN P		4.75	4.75
				TOTAL PAYMENT AMOUNT	4.75 *			4.75
011377/00		STERLING COMPUTER PRODUCTS	954482042					
2044	PO-111683	05/05/2011	107945		2 11-0030-0-4300-601-4130-1000-017-000 NN F		63.08	59.31
				TOTAL PAYMENT AMOUNT	59.31 *			59.31
				TOTAL FUND	PAYMENT	64.06 **		64.06

81 CENTER UNIFIED SCHOOL DIST.  
5-5-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0057 05-07-2011  
FUND : 12 CHILD DEVELOPMEN FUND

J13501 APY500 H.02.05 05/05/11 PAGE 11  
<< Open >>

Vendor/Addr	Remit name		Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP		Liq Amt	Net Amount
-----								
018143/00		CHILD DEVELOPMENT CENTERS INC						
950 PO-110807	05/04/2011	5030-311		1	12-6105-0-5800-100-8500-1000-005-000 NN P		58,024.73	58,024.73
TOTAL PAYMENT AMOUNT							58,024.73 *	58,024.73
TOTAL FUND PAYMENT							58,024.73 **	58,024.73

81 CENTER UNIFIED SCHOOL DIST.  
5-5-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0057 05-07-2011  
FUND : 13 CAFETERIA FUND

J13501 APY500 H.02.05 05/05/11 PAGE 12  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
011602/00	DANIELSEN CO., THE						
134 PO-110123	05/04/2011	1390999	3 13-5310-0-4700-108-0000-3700-007-000 N P			6,697.70	6,697.70
TOTAL PAYMENT AMOUNT						6,697.70 *	6,697.70
021080/00	ED JONES FOOD SERVICE INC	942828211					
139 PO-110128	05/03/2011	APRIL	2 13-5310-0-4700-108-0000-3700-007-000 NN F			4,094.66	4,049.66
139 PO-110128	05/03/2011	APRIL	3 13-5310-0-4700-108-0000-3700-007-000 NN F			474.90	474.90
139 PO-110128	05/04/2011	APRIL	4 13-5310-0-4700-108-0000-3700-007-000 NN P			16,354.42	16,354.42
TOTAL PAYMENT AMOUNT						20,878.98 *	20,878.98
022364/00	HEARTLAND PAYMENT SYSTEMS						
142 PO-110131	05/03/2011	MSB0000000008	1 13-5310-0-5300-108-0000-3700-007-000 NN P			226.80	226.80
TOTAL PAYMENT AMOUNT						226.80 *	226.80
011462/00	HOBART SERVICE						
1579 PO-111298	05/03/2011	04196453 BAL	1 13-5310-0-5600-108-0000-3700-007-000 NN P			125.74	125.74
TOTAL PAYMENT AMOUNT						125.74 *	125.74
019993/00	PROPACIFIC FRESH						
145 PO-110134	05/03/2011	OAK HILL	1 13-5310-0-4700-108-0000-3700-007-000 NN P			660.55	660.55
145 PO-110134	05/03/2011	CHS	1 13-5310-0-4700-108-0000-3700-007-000 NN P			1,289.65	1,289.65
145 PO-110134	05/03/2011	DUDLEY	1 13-5310-0-4700-108-0000-3700-007-000 NN P			448.35	448.35
145 PO-110134	05/03/2011	N. COUNTRY	1 13-5310-0-4700-108-0000-3700-007-000 NN P			393.39	393.39
145 PO-110134	05/03/2011	SPINELLI	1 13-5310-0-4700-108-0000-3700-007-000 NN P			388.24	388.24
145 PO-110134	05/03/2011	WCR	1 13-5310-0-4700-108-0000-3700-007-000 NN P			922.81	922.81
145 PO-110134	05/03/2011	GLOBAL	1 13-5310-0-4700-108-0000-3700-007-000 NN P			217.45	217.45
TOTAL PAYMENT AMOUNT						4,320.44 *	4,320.44
017334/00	SEVEN UP BOTTLING CO. OF S.F.						
967 PO-110809	05/03/2011	2190308926	1 13-5310-0-4700-108-0000-3700-007-000 NN P			854.73	854.73
TOTAL PAYMENT AMOUNT						854.73 *	854.73

81 CENTER UNIFIED SCHOOL DIST.  
5-5-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0057 05-07-2011  
FUND : 13 CAFETERIA FUND

J13501 APY500 H.02.05 05/05/11 PAGE 13  
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP			
020462/00	STAPLES ADVANTAGE		841248716					
131 PO-110121	05/03/2011	108004847		1	13-5310-0-4300-108-0000-3700-007-000 NN P		108.12	108.12
					TOTAL PAYMENT AMOUNT		108.12 *	108.12
019842/00	WFCB-OSH COMMERCIAL SERVICES		954214111					
979 PO-111408	05/03/2011	5780-9700-1009-9025		1	13-5310-0-4300-108-0000-3700-007-000 NN P		121.69	121.69
					TOTAL PAYMENT AMOUNT		121.69 *	121.69
					TOTAL FUND PAYMENT		33,334.20 **	33,334.20

81 CENTER UNIFIED SCHOOL DIST.  
5-5-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0057 05-07-2011  
FUND : 14 DEFERRED MAINTENANCE FUND

J13501 APY500 H.02.05 05/05/11 PAGE 14  
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Lig Amt	Net Amount
Req Reference	Date			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
015121/00	B.J. FLOORING INC		270588058					
2104 PO-111728	05/03/2011	2009074		1 14-0024-0-5600-106-9611-8110-007-000 NN F			2,485.00	2,485.00
TOTAL PAYMENT AMOUNT							2,485.00 *	2,485.00
010706/00	BURKE ENGINEERING CO							
2074 PO-111709	05/04/2011	S3146584.1		1 14-0024-0-4300-106-9607-8110-007-000 NN P			1,056.92	1,056.92
TOTAL PAYMENT AMOUNT							1,056.92 *	1,056.92
TOTAL FUND PAYMENT							3,541.92 **	3,541.92
TOTAL BATCH PAYMENT							171,181.66 ***	171,181.66
TOTAL USE TAX AMOUNT							103.47	



81 CENTER UNIFIED SCHOOL DIST.  
5-5-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0058 0-batch  
FUND : 01 GENERAL FUND

J13501 APY500 H.02.05 05/05/11 PAGE 15  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
022347/00		GIVE SOMETHING BACK					
1915 PO-111578	05/03/2011	CLOSE	1 01-0000-0-4300-475-3200-2700-015-000 NN C			39.91	0.00
		TOTAL PAYMENT AMOUNT	0.00 *				0.00
010602/00		HI-LINE ELECTRICAL & MECH					
1012 PO-110839	05/04/2011	CLOSE	1 01-7230-0-4300-112-0000-3600-007-000 NN C			108.69	0.00
		TOTAL PAYMENT AMOUNT	0.00 *				0.00
014651/00		MARANON, ISABELLA					
831 PO-110700	05/03/2011	CLOSE	1 01-7230-0-5800-112-0000-3600-007-000 NY C			3,950.00	0.00
		TOTAL PAYMENT AMOUNT	0.00 *				0.00
017313/00		XEROX CORPORATION					
1706 PO-111410	05/03/2011	close	1 01-0000-0-5715-601-9728-1006-017-000 NN C			75.00	0.00
		TOTAL PAYMENT AMOUNT	0.00 *				0.00
		TOTAL FUND PAYMENT	0.00 **				0.00

81 CENTER UNIFIED SCHOOL DIST.  
5-5-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0058 0-batch  
FUND : 21 BUILDING FUND

J13501 APY500 H.02.05 05/05/11 PAGE 16  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP			Liq Amt	Net Amount
019750/00	CAPITAL PROGRAM MGMT INC	364447158					
	PO-000258 05/03/2011 close		1 21-0000-0-5800-106-9615-8500-007-000 NN C			223,390.41	0.00
			TOTAL PAYMENT AMOUNT	0.00 *			0.00
			TOTAL FUND PAYMENT	0.00 **			0.00
			TOTAL BATCH PAYMENT	0.00 ***	0.00		0.00
			TOTAL DISTRICT PAYMENT	171,181.66 ****	0.00		171,181.66
			TOTAL USE TAX AMOUNT	103.47			
			TOTAL FOR ALL DISTRICTS:	171,181.66 ****	0.00		171,181.66
			TOTAL USE TAX AMOUNT	103.47			

Number of warrants to be printed: 70, not counting voids due to stub overflows.

81 CENTER UNIFIED SCHOOL DIST.  
05-12-2011

ACCOUNTS PAYABLE PRELIST

J13728 APY500 H.02.05 05/12/11 PAGE 0

Batch status: A All

From batch: 0059

To batch: 0059

Include Revolving Cash: Y

Include Address: N

81 CENTER UNIFIED SCHOOL DIST.  
05-12-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0059 05-12-2011  
FUND : 01 GENERAL FUND

J13728 APY500 H.02.05 05/12/11 PAGE 1  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP T9MP	Liq Amt	Net Amount
019433/00	ADI							
2136 PO-111756	05/10/2011	DBVC8101	1	01-8150-0-4300-106-0000-8110-007-000	NN P		18.48	18.48
TOTAL PAYMENT AMOUNT							18.48 *	18.48
017264/00	ADVENT TECHNOLOGIES							
2148 PO-111768	05/12/2011	2663	1	01-8150-0-5600-106-0000-8110-007-000	NN F		261.25	261.25
TOTAL PAYMENT AMOUNT							261.25 *	261.25
014733/00	ALL WEST COACHLINES INC.							
2132 PO-111752	05/10/2011	37127	1	01-0000-0-5810-371-1110-1050-012-000	NN F		2,250.00	2,250.00
2133 PO-111753	05/10/2011	37188	1	01-0000-0-5810-238-1110-1000-010-000	NN F		2,754.00	2,754.00
TOTAL PAYMENT AMOUNT							5,004.00 *	5,004.00
016805/00	BATES, CHERYL							
729 PO-110612	05/10/2011	MILEAGE	1	01-6500-0-5800-102-5750-1180-003-000	NY P		31.80	31.80
729 PO-110612	05/10/2011	INSTRUCTION	1	01-6500-0-5800-102-5750-1180-003-000	NY P		405.00	405.00
TOTAL PAYMENT AMOUNT							436.80 *	436.80
021235/00	BECKER, LEE ANN							
1768 PO-111454	05/10/2011	APRIL	1	01-0000-0-5210-102-0000-3140-003-000	NN P		31.11	31.11
TOTAL PAYMENT AMOUNT							31.11 *	31.11
014056/00	BENDER, LINDA							
2116 PO-111745	05/10/2011	REIMB	1	01-6520-0-5200-472-5770-1110-003-000	N F		32.13	32.13
TOTAL PAYMENT AMOUNT							32.13 *	32.13
018173/00	BURGER PHYSICAL THERAPY SERV.							
1235 PO-111026	05/12/2011	APRIL	1	01-6500-0-5800-102-5750-1180-003-000	NN P		200.00	200.00
TOTAL PAYMENT AMOUNT							200.00 *	200.00

81 CENTER UNIFIED SCHOOL DIST.  
05-12-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0059 05-12-2011  
FUND : 01 GENERAL FUND

J13728 APY500 H.02.05 05/12/11 PAGE 2  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
016077/00	CAN YOU IMAGINE THAT! INC						
2089 PO-111715	05/11/2011	23251	1 01-3010-0-4300-236-1110-1000-009-000 NN F			200.00	200.00
TOTAL PAYMENT AMOUNT			200.00 *				200.00
021678/00	CAPITOL ACADEMY						
694 PO-110576	05/11/2011	APRIL	2 01-6500-0-5800-102-5750-1180-003-000 NN P			6,994.60	6,994.60
TOTAL PAYMENT AMOUNT			6,994.60 *				6,994.60
021036/00	CCHAT CENTER						
598 PO-110527	05/12/2011	CENT4-2011	1 01-6500-0-5800-102-5750-1180-003-000 NN P			1,738.38	1,738.38
TOTAL PAYMENT AMOUNT			1,738.38 *				1,738.38
020305/00	CDW GOVERNMENT INC.						
2014 PO-111659	05/12/2011	XGD1818,XFC9675	1 01-3010-0-4300-240-1110-1000-011-000 NN F			215.75	229.29
2036 PO-111677	05/11/2011	XDX4000	1 01-0000-0-4400-115-0000-7700-007-000 NN P			126.57	126.57
2036 PO-111677	05/11/2011	XD23126	1 01-0000-0-4400-115-0000-7700-007-000 NN F			799.32	799.32
TOTAL PAYMENT AMOUNT			1,155.18 *				1,155.18
014449/00	CENTER HIGH SCHOOL STUDENT						
2128 PO-111749	05/10/2011	TEN DINNER	1 01-0000-0-4300-101-0000-7150-002-000 NN F			30.00	30.00
2128 PO-111749	05/10/2011	TEN DINNER	2 01-0000-0-4300-120-0000-7110-001-000 NN F			60.00	60.00
TOTAL PAYMENT AMOUNT			90.00 *				90.00
021059/00	COMCAST						
40 PO-110006	05/10/2011	8155600391425215	1 01-0000-0-5800-240-0000-2700-011-000 NN P			2.61	2.61
TOTAL PAYMENT AMOUNT			2.61 *				2.61
010832/00	COMMERCIAL SPEEDOMETER SERVICE						
1983 PO-111634	05/10/2011	39003,39129	1 01-7230-0-4300-112-0000-3600-007-000 NN F			334.06	357.89
TOTAL PAYMENT AMOUNT			357.89 *				357.89

81 CENTER UNIFIED SCHOOL DIST.  
05-12-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0059 05-12-2011  
FUND : 01 GENERAL FUND

J13728 APY500 H.02.05 05/12/11 PAGE 3  
<< Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
010236/00	CREATIVE BUS SALES							
2130 PO-111751	05/10/2011	0032344		1 01-7230-0-4300-112-0000-3600-007-000 NN F			100.44	100.44
				TOTAL PAYMENT AMOUNT	100.44 *			100.44
018079/00	DAUBENHIRE, TRACIE							
2131 PO-111761	05/11/2011	REIMB		1 01-6500-0-5210-102-5001-2700-003-000 NN F			26.22	26.22
				TOTAL PAYMENT AMOUNT	26.22 *			26.22
011290/00	DISCOUNT GLASS & SCREEN CO							
26 PO-110032	05/10/2011	744209		1 01-8150-0-4300-106-0000-8110-007-000 NN P			342.57	342.57
				TOTAL PAYMENT AMOUNT	342.57 *			342.57
018277/00	EASTER SEAL SOCIETY OF CA. INC							
826 PO-110695	05/10/2011	MARCH		1 01-6500-0-5800-102-5750-1180-003-000 NN P			1,509.00	1,509.00
				TOTAL PAYMENT AMOUNT	1,509.00 *			1,509.00
019262/00	ENTERPRISE RENT A CAR							
2134 PO-111754	05/10/2011	D846055		1 01-0000-0-5810-472-1110-4000-014-915 NN F			161.14	161.14
2135 PO-111755	05/10/2011	D846054		1 01-0000-0-5810-472-1110-4000-014-915 NN F			91.66	91.66
2137 PO-111757	05/10/2011	D846062		1 01-0000-0-5810-472-1110-4000-014-915 NN F			544.58	544.58
				TOTAL PAYMENT AMOUNT	797.38 *			797.38
016266/00	ENVISION CONSULTING GROUP INC							
2081 PO-111735	05/10/2011	2011006		1 01-0000-0-5800-103-0000-2110-003-000 NN F			540.00	540.00
				TOTAL PAYMENT AMOUNT	540.00 *			540.00
020850/00	FINNELL, SUZANNE							
2114 PO-111744	05/10/2011	REIMB		1 01-5635-0-5800-601-1220-1000-017-000 NN F			123.42	123.42
				TOTAL PAYMENT AMOUNT	123.42 *			123.42

81 CENTER UNIFIED SCHOOL DIST.  
05-12-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0059 05-12-2011  
FUND : 01 GENERAL FUND

J13728 APY500 H.02.05 05/12/11 PAGE 4  
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
019523/00	FOLLETT EDUCATIONAL SERVICES							
1776 PO-111461	05/11/2011	0807035A		1 01-0000-0-4200-103-0000-2110-003-000 NN F			97.65	96.97
				TOTAL PAYMENT AMOUNT	96.97 *			96.97
017315/00	GENUINE PARTS COMPANY-SAC							
377 PO-110315	05/11/2011	APRIL		1 01-7230-0-4300-112-0000-3600-007-000 NN P			711.77	711.77
				TOTAL PAYMENT AMOUNT	711.77 *			711.77
022347/00	GIVE SOMETHING BACK							
2102 PO-111725	05/10/2011	1815334-0		1 01-0000-0-4300-472-1224-1000-014-000 NN F			218.44	218.44
				TOTAL PAYMENT AMOUNT	218.44 *			218.44
017577/00	GOMES, JOE							
2122 PO-111748	05/10/2011	REIMB		1 01-3550-0-5200-472-1110-1000-014-000 N F			243.04	243.04
				TOTAL PAYMENT AMOUNT	243.04 *			243.04
010191/00	GRAINGER W.W. INC.							
35 PO-110037	05/10/2011	9524584761		1 01-8150-0-4300-106-0000-8110-007-000 NN P			16.03	16.03
				TOTAL PAYMENT AMOUNT	16.03 *			16.03
017718/00	GUIDING HANDS INC.							
814 PO-110704	05/11/2011	D11180,D11164		1 01-6500-0-5800-102-5750-1180-003-000 NN P			2,070.09	2,070.09
				TOTAL PAYMENT AMOUNT	2,070.09 *			2,070.09
014933/00	HAMMOND & STEPHENS							
1994 PO-111639	05/10/2011	204500138969		1 01-0000-0-5800-238-1110-1000-010-000 NN F			172.91	172.42
				TOTAL PAYMENT AMOUNT	172.42 *			172.42
021609/00	HIMENES, ALAN							
2144 PO-111766	05/11/2011	reimb		1 01-8150-0-4300-106-0000-8110-007-000 NN F			242.52	242.52
				TOTAL PAYMENT AMOUNT	242.52 *			242.52

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount
021346/00	HUBERT				
2046 PO-111685	05/10/2011	354826	1 01-5635-0-4300-601-1220-1000-017-000 NN F	1,205.99	1,145.86
		TOTAL PAYMENT AMOUNT	1,145.86 *		1,145.86
022366/00	INDOOR ENVIRONMENTAL SERVICES				
2119 PO-111741	05/10/2011	155994	1 01-8150-0-5600-106-0000-8110-007-000 NN F	300.00	300.00
		TOTAL PAYMENT AMOUNT	300.00 *		300.00
018990/00	INTERSTATE BATTERY SYSTEM				
375 PO-110312	05/10/2011	20070787	1 01-7230-0-4300-112-0000-3600-007-000 NN P	284.76	284.76
		TOTAL PAYMENT AMOUNT	284.76 *		284.76
022170/00	JAPPERT, APRIL				
716 PO-110606	05/10/2011	APRIL	1 01-6500-0-5800-102-5770-3600-003-000 NN P	244.80	244.80
		TOTAL PAYMENT AMOUNT	244.80 *		244.80
019280/00	KENNEDY, SOPHIA				
2111 PO-111743	05/10/2011	REIMB	1 01-0000-0-5210-110-0000-7200-004-000 NN F	9.54	9.54
		TOTAL PAYMENT AMOUNT	9.54 *		9.54
017726/00	LOS ANGELES FREIGHTLINER				
1792 PO-111471	05/11/2011	BN20047	1 01-7230-0-4300-112-0000-3600-007-000 NN P	45.47	45.47
		TOTAL PAYMENT AMOUNT	45.47 *		45.47
022230/00	MANAGED HEALTH NETWORK	953817988			
89 PO-110087	05/10/2011	3200023741	1 01-0000-0-3401-100-1110-1000-000-000 NN P	1,173.15	1,173.15
		TOTAL PAYMENT AMOUNT	1,173.15 *		1,173.15
019999/00	MCGRAW HILL				
1722 PO-111413	05/10/2011	60040725001	1 01-0000-0-4200-106-9750-8500-007-928 NN F	638.89	648.31
		TOTAL PAYMENT AMOUNT	648.31 *		648.31



81 CENTER UNIFIED SCHOOL DIST.  
05-12-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0059 05-12-2011  
FUND : 01 GENERAL FUND

J13728 APY500 H.02.05 05/12/11 PAGE 6  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
022172/00	MED TRANS	MEDICAL/LEGAL					
1834 PO-111508	05/11/2011	632	1 01-6500-0-5800-102-5750-1180-003-000 NN P			5,290.00	5,290.00
TOTAL PAYMENT AMOUNT			5,290.00 *				5,290.00
022309/00	MEDICAB OF SACRAMENTO	205384496					
783 PO-110647	05/12/2011	RTO411	1 01-6500-0-5800-102-5750-1180-003-000 NN P			508.50	508.50
TOTAL PAYMENT AMOUNT			508.50 *				508.50
016584/00	MICKI THOMPSON						
2121 PO-111747	05/10/2011	REIMB	1 01-5635-0-5800-601-1220-1000-017-000 NN F			231.95	231.95
TOTAL PAYMENT AMOUNT			231.95 *				231.95
021692/00	MONOPRICE INC						
2091 PO-111716	05/12/2011	4525420	1 01-5635-0-4300-601-1220-1000-017-000 NN F			8.83	9.10
TOTAL PAYMENT AMOUNT			9.10 *				9.10
022163/00	ODYSSEY						
638 PO-110544	05/12/2011	8002359	1 01-6500-0-5800-102-5750-1180-003-000 NN P			1,411.61	2,680.65
TOTAL PAYMENT AMOUNT			2,680.65 *				2,680.65
017865/00	PARENT INSTITUTE						
1932 PO-111589	05/10/2011	BX02661869	1 01-3010-0-4300-371-1110-1000-012-000 Y F			357.79	329.00
TOTAL PAYMENT AMOUNT			329.00 *				329.00
TOTAL USE TAX AMOUNT			28.79				
021157/00	PHYSICAL THERAPY CLINICS INC						
542 PO-110474	05/10/2011	31010	1 01-0000-0-5800-100-1110-1000-005-955 NN F			2,300.00	2,300.00
TOTAL PAYMENT AMOUNT			2,300.00 *				2,300.00

81 CENTER UNIFIED SCHOOL DIST.  
05-12-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0059 05-12-2011  
FUND : 01 GENERAL FUND

J13728 APY500 H.02.05 05/12/11 PAGE 7  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P OBJE SIT	GOAL FUNC	RES DEP T9MP	Liq Amt	Net Amount	
011345/00	PLACER LEARNING CENTER							
1836 PO-111510	05/11/2011	APRIL	1	01-6500-0-5800-102-5750-1180-003-000	NN P	9,724.20	9,724.20	
TOTAL PAYMENT AMOUNT						9,724.20 *	9,724.20	
018535/00	POINT QUEST EDUCATION INC							
1877 PO-111546	05/11/2011	APRIL	1	01-6500-0-5800-102-5750-1180-003-000	NN P	3,935.79	3,935.79	
TOTAL PAYMENT AMOUNT						3,935.79 *	3,935.79	
020926/00	POWR FLITE							
2004 PO-111653	05/10/2011	5021950	1	01-0000-0-4300-111-0000-8200-007-000	NN F	86.35	66.79	
TOTAL PAYMENT AMOUNT						66.79 *	66.79	
021401/00	PRACTI-CAL INC	200704949						
2120 PO-111746	05/10/2011	17267,17863,18019	1	01-5640-0-5800-103-0000-3140-003-000	NN F	3,875.82	3,875.82	
TOTAL PAYMENT AMOUNT						3,875.82 *	3,875.82	
021194/00	PRUDENTIAL OVERALL SUPPLY INC							
119 PO-110111	05/11/2011	11823-00	1	01-0000-0-5800-111-0000-8200-007-000	NN P	211.72	211.72	
380 PO-110318	05/11/2011	11823-01	1	01-7230-0-5800-112-0000-3600-007-000	NN P	211.80	211.80	
TOTAL PAYMENT AMOUNT						423.52 *	423.52	
010257/00	RADIO SHACK CORPORATION							
67 PO-110067	05/10/2011	041157	1	01-8150-0-4300-106-0000-8110-007-000	NN P	12.26	12.26	
TOTAL PAYMENT AMOUNT						12.26 *	12.26	
011238/00	RELIABLE TIRE							
2019 PO-111663	05/10/2011	84066	1	01-7230-0-4300-112-0000-3600-007-000	NN P	1,185.85	1,185.85	
TOTAL PAYMENT AMOUNT						1,185.85 *	1,185.85	

81 CENTER UNIFIED SCHOOL DIST.  
05-12-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0059 05-12-2011  
FUND : 01 GENERAL FUND

J13728 APY500 H.02.05 05/12/11 PAGE 8  
<< Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT	ABA num GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
017657/00	RENAISSANCE LEARNING INC.		391559474					
2078 PO-111712	05/12/2011	inv3788102		1 01-3010-0-4200-236-1110-1000-009-000 NN F			852.15	852.15
TOTAL PAYMENT AMOUNT							852.15 *	852.15
010627/00	RIVERVIEW INTERNATIONAL TRUCKS							
1887 PO-111553	05/10/2011	732429		1 01-7230-0-4300-112-0000-3600-007-000 NN P			142.13	142.13
TOTAL PAYMENT AMOUNT							142.13 *	142.13
019951/00	ROBINSON, PAULA							
2140 PO-111762	05/12/2011	reimb		1 01-0000-0-5901-102-9745-3130-003-000 NN F			17.48	17.48
2141 PO-111763	05/12/2011	reimb		1 01-0000-0-5210-103-0000-2110-003-000 NN F			12.89	12.89
TOTAL PAYMENT AMOUNT							30.37 *	30.37
010552/00	SAC VAL JANITORIAL							
1546 PO-111273	05/10/2011	01938644		1 01-0000-0-9320-000-0000-0000-000-000 NN P			20.69	20.69
1546 PO-111273	05/10/2011	01938650		1 01-0000-0-9320-000-0000-0000-000-000 NN P			53.29	53.29
1546 PO-111273	05/10/2011	01938259		1 01-0000-0-9320-000-0000-0000-000-000 NN P			2,941.96	2,941.96
1546 PO-111273	05/11/2011	01938910		1 01-0000-0-9320-000-0000-0000-000-000 NN P			343.84	343.84
TOTAL PAYMENT AMOUNT							3,359.78 *	3,359.78
020981/00	SAVE MART SUPERMARKETS							
337 PO-110292	05/10/2011	2295702		1 01-0000-0-4300-101-0000-7150-002-000 NN P			7.97	7.97
502 PO-110441	05/10/2011	2581637		1 01-0000-0-4300-601-9728-1006-017-000 NN P			69.35	85.94
TOTAL PAYMENT AMOUNT							93.91 *	93.91
011500/00	SIA / DELTA DENTAL							
PV-111084	05/11/2011	MAY		01-0000-0-9552-000-0000-0000-000-000 NN				45,416.02
TOTAL PAYMENT AMOUNT							45,416.02 *	45,416.02
019222/00	SIERRA PEDIATRICS		942869623					
629 PO-110538	05/10/2011	CABA000001		1 01-6500-0-5800-102-5750-1180-003-000 NY P			875.00	875.00
TOTAL PAYMENT AMOUNT							875.00 *	875.00

81 CENTER UNIFIED SCHOOL DIST.  
05-12-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0059 05-12-2011  
FUND : 01 GENERAL FUND

J13728 APY500 H.02.05 05/12/11 PAGE 9  
<< Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT	ABA num GOAL FUNC RES DEP T9MP	Account num	Liq Amt	Net Amount
017883/00	SIMPLEX GRINNELL LP							
79 PO-110079	05/10/2011	74328712		2	01-8150-0-5600-106-0000-8110-007-000	NN P	4,676.45	4,676.45
TOTAL PAYMENT AMOUNT							4,676.45 *	4,676.45
022327/00	SOLUTION TREE							
2002 PO-111651	05/10/2011	646901		1	01-3010-0-4300-371-1110-1000-012-000	YN F	484.10	405.46
TOTAL PAYMENT AMOUNT							405.46 *	405.46
TOTAL USE TAX AMOUNT							35.48	
014558/00	SPURR							
82 PO-110082	05/10/2011	39779		1	01-0000-0-5520-106-0000-8110-007-000	NN P	6,409.21	6,409.21
TOTAL PAYMENT AMOUNT							6,409.21 *	6,409.21
020462/00	STAPLES ADVANTAGE							
2027 PO-111669	05/10/2011	108193777	841248716	1	01-6520-0-4300-472-5770-1110-003-000	NN F	200.85	200.86
TOTAL PAYMENT AMOUNT							200.86 *	200.86
021813/00	SUREWEST							
105 PO-110103	05/10/2011	APRIL		1	01-0000-0-5902-106-0000-8110-007-000	NN P	1,024.41	1,024.41
TOTAL PAYMENT AMOUNT							1,024.41 *	1,024.41
020075/00	TATYANA SILCHUK							
769 PO-110657	05/10/2011	APRIL		1	01-6500-0-5800-102-5770-3600-003-000	NN P	171.94	171.94
TOTAL PAYMENT AMOUNT							171.94 *	171.94
010394/00	THE SMITH COMPANY INC							
1930 PO-111585	05/10/2011	j2011118742D		1	01-8150-0-4300-106-0000-8110-007-000	NN F	6,684.00	6,684.00
TOTAL PAYMENT AMOUNT							6,684.00 *	6,684.00

81 CENTER UNIFIED SCHOOL DIST.  
05-12-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0059 05-12-2011  
FUND : 01 GENERAL FUND

J13728 APY500 H.02.05 05/12/11 PAGE 10  
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
021841/00	TOGO'S/BASKIN-ROBBINS							
2127 PO-111742	05/10/2011	274180		1 01-0000-0-4300-101-0000-7150-002-000 NN F			39.99	39.99
TOTAL PAYMENT AMOUNT							39.99 *	39.99
016370/00	TWIN RIVERS UNIFIED SCH DIST							
671 PO-110564	05/10/2011	112404		1 01-0031-0-5801-110-0000-8300-004-000 NN P			11,000.00	11,000.00
TOTAL PAYMENT AMOUNT							11,000.00 *	11,000.00
014863/00	UHS SCHOOLS							
634 PO-110540	05/10/2011	APRIL		1 01-6500-0-5800-102-5750-1180-003-000 NN P			2,985.44	2,985.44
TOTAL PAYMENT AMOUNT							2,985.44 *	2,985.44
015191/00	WACHOB, CYNTHIA							
612 PO-110512	05/10/2011	APRIL		2 01-6500-0-5210-102-5060-2110-003-000 N P			92.82	92.82
TOTAL PAYMENT AMOUNT							92.82 *	92.82
022348/00	WILSON, SHERRY							
388 PO-110326	05/10/2011	10-166,10-130		1 01-7230-0-5800-112-0000-3600-007-000 NN P			20.19	20.19
TOTAL PAYMENT AMOUNT							20.19 *	20.19
010649/00	WOODLAND TRACTOR							
101 PO-110101	05/10/2011	P08076		1 01-0000-0-4300-106-0000-8110-007-000 NN P			471.53	471.53
TOTAL PAYMENT AMOUNT							471.53 *	471.53
TOTAL FUND PAYMENT							143,109.72 **	143,109.72
TOTAL USE TAX AMOUNT							64.27	

ACCOUNTS PAYABLE PRELIST  
BATCH: 0059 05-12-2011  
FUND : 11 ADULT EDUCATION FUND

Vendor/Addr	Remit name		Tax ID num	Deposit type	ABA num	Account num					Liq Amt	Net Amount
Req Reference	Date	Description		FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP								
011596/00		NEW READERS PRESS										
2031 PO-111672	05/10/2011	6290254		1 11-0030-0-4200-601-4130-1000-017-000 NN F						133.83	125.19	
2031 PO-111672	05/12/2011	6290254		2 11-0030-0-4300-601-4130-1000-017-000 YN F						133.96	125.18	
				TOTAL PAYMENT AMOUNT			250.37 *				250.37	
				TOTAL USE TAX AMOUNT			10.95					
				TOTAL FUND PAYMENT			250.37 **				250.37	
				TOTAL USE TAX AMOUNT			10.95					

81 CENTER UNIFIED SCHOOL DIST.  
05-12-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0059 05-12-2011  
FUND : 13 CAFETERIA FUND

J13728 APY500 H.02.05 05/12/11 PAGE 12  
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
010700/00	ARAMARK UNIFORM SERVICES INC							
148 PO-110137	05/10/2011	471338001		1 13-5310-0-5800-108-0000-3700-007-000 NN P			304.86	304.86
TOTAL PAYMENT AMOUNT							304.86 *	304.86
020098/00	BIG TRAY		830503020					
130 PO-110120	05/11/2011	539556		1 13-5310-0-4400-108-0000-3700-007-000 NN P			91.74	91.74
130 PO-110120	05/11/2011	541049		1 13-5310-0-4400-108-0000-3700-007-000 NN P			184.44	184.44
TOTAL PAYMENT AMOUNT							276.18 *	276.18
017730/00	HARRIS COMPUTER SYSTEMS							
146 PO-110135	05/12/2011	mn0001031		1 13-5310-0-5612-108-0000-3700-007-000 NN P			7,739.90	7,739.90
TOTAL PAYMENT AMOUNT							7,739.90 *	7,739.90
022364/00	HEARTLAND PAYMENT SYSTEMS							
142 PO-110131	05/11/2011	MSB000000000078		1 13-5310-0-5300-108-0000-3700-007-000 NN P			187.65	187.65
TOTAL PAYMENT AMOUNT							187.65 *	187.65
011423/00	PLATH DISTRIBUTION INC							
144 PO-110133	05/11/2011	8460		2 13-5310-0-4700-108-0000-3700-007-000 NN P			11,922.14	11,922.14
TOTAL PAYMENT AMOUNT							11,922.14 *	11,922.14
011255/00	SARA LEE BAKERY GROUP							
137 PO-110126	05/11/2011	933944191		1 13-5310-0-4700-108-0000-3700-007-000 NN P			1,542.90	1,542.90
TOTAL PAYMENT AMOUNT							1,542.90 *	1,542.90
TOTAL FUND PAYMENT							21,973.63 **	21,973.63

J13728 APY500 H.02.05 05/12/11 PAGE 13  
 << Open >>

31



81 CENTER UNIFIED SCHOOL DIST.  
05-12-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0059 05-12-2011  
FUND : 35 SCHOOL FACILITIES FUND

J13728 APY500 H.02.05 05/12/11 PAGE 14  
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP			
016164/00	LUND, MONTE							
2142 PO-111764	05/11/2011	DISKING			1 35-7710-0-5800-106-9615-8500-007-000 NN F		700.00	700.00
					TOTAL PAYMENT AMOUNT		700.00 *	700.00
					TOTAL FUND PAYMENT		700.00 **	700.00
					TOTAL BATCH PAYMENT	168,215.72 ***	0.00	168,215.72
					TOTAL USE TAX AMOUNT	75.22		
					TOTAL DISTRICT PAYMENT	168,215.72 ****	0.00	168,215.72
					TOTAL USE TAX AMOUNT	75.22		
					TOTAL FOR ALL DISTRICTS:	168,215.72 ****	0.00	168,215.72
					TOTAL USE TAX AMOUNT	75.22		

Number of warrants to be printed: 80, not counting voids due to stub overflows.

Batch status: A All

From batch: 0060

To batch: 0060

Include Revolving Cash: Y

Include Address: N

81 CENTER UNIFIED SCHOOL DIST.  
05-19-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0060 05-19-11  
FUND : 01 GENERAL FUND

J14089 APY500 H.02.05 05/19/11 PAGE 1  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
020734/00	AAA SERVICES	942544629					
222 PO-110155	05/18/2011	229491	1 01-8150-0-4300-106-0000-8110-007-000 NN P			187.50	187.50
TOTAL PAYMENT AMOUNT			187.50 *				187.50
010669/00	ALHAMBRA & SIERRA SPRINGS						
602 PO-110506	05/18/2011	27045224780818	1 01-0000-0-4300-105-0000-7200-005-000 NN P			32.85	32.85
TOTAL PAYMENT AMOUNT			32.85 *				32.85
014420/00	ALL AMERICAN TEXTBOOKS						
2009 PO-111656	05/18/2011	A11020	1 01-0000-0-4100-472-1251-1000-014-000 NN F			576.97	576.97
TOTAL PAYMENT AMOUNT			576.97 *				576.97
010896/00	AT&T MOBILITY						
428 PO-110405	05/18/2011	APRIL	1 01-0000-0-5903-110-0000-7200-004-000 NN P			93.05	93.05
TOTAL PAYMENT AMOUNT			93.05 *				93.05
018533/00	ATKINSON ANDELSON LOYA RUUD	953378600					
683 PO-110574	05/18/2011	380630	1 01-0000-0-5804-105-0000-7200-005-000 NE P			7,855.23	7,855.23
TOTAL PAYMENT AMOUNT			7,855.23 *				7,855.23
019500/00	AVID CENTER						
2124 PO-111760	05/18/2011	REGIST. FOR AVID	1 01-3010-0-9330-000-0000-0000-000-000 NN F			2,876.00	2,876.00
TOTAL PAYMENT AMOUNT			2,876.00 *				2,876.00
019504/00	B & H PHOTO-VIDEO						
1990 PO-111644	05/18/2011	50355650	1 01-3010-0-4300-240-1110-1000-011-000 YN F			391.50	359.50
TOTAL PAYMENT AMOUNT			359.50 *				359.50
TOTAL USE TAX AMOUNT			31.46				

81 CENTER UNIFIED SCHOOL DIST.  
05-19-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0060 05-19-11  
FUND : 01 GENERAL FUND

J14089 APY500 H.02.05 05/19/11 PAGE 2  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
016295/00	BAKER GUPTIL	STRUCTURAL					
2181 PO-111799	05/18/2011	1282	1 01-0000-0-5800-236-1110-1000-009-000 NN F			1,950.00	1,950.00
			TOTAL PAYMENT AMOUNT	1,950.00 *			1,950.00
015662/00	BEHAVIORAL EDUCATION FOR						
605 PO-110530	05/18/2011	1249	1 01-6500-0-5800-102-5750-1180-003-000 NN P			90.78	90.78
			TOTAL PAYMENT AMOUNT	90.78 *			90.78
019075/00	BRIGHT FUTURES THERAPY						
2050 PO-111689	05/18/2011	APRIL	1 01-6500-0-5800-102-5750-1180-003-000 NN P			8,970.00	8,970.00
			TOTAL PAYMENT AMOUNT	8,970.00 *			8,970.00
010340/00	CALIFORNIA STATE DEPARTMENT OF						
107 PO-110105	05/18/2011	846783	1 01-0000-0-5800-110-0000-7200-004-000 NN P			32.00	32.00
			TOTAL PAYMENT AMOUNT	32.00 *			32.00
013942/00	CALLOWAY HOUSE						
1909 PO-111574	05/18/2011	2422996	1 01-5640-0-4300-601-9728-1000-017-083 Y F			342.92	317.65
			TOTAL PAYMENT AMOUNT	317.65 *			317.65
			TOTAL USE TAX AMOUNT	27.79			
010575/00	CAPITOL CLUTCH & BRAKE INC.						
373 PO-110310	05/19/2011	1135612	1 01-7230-0-4300-112-0000-3600-007-000 NN P			510.97	627.75
			TOTAL PAYMENT AMOUNT	627.75 *			627.75
010407/00	CENTER UNIFIED REVOLVING FUND	000000000					
2155 PO-111774	05/18/2011	4018	1 01-0000-0-5800-110-0000-7200-004-000 NN F			69.27	69.27
			TOTAL PAYMENT AMOUNT	69.27 *			69.27

81 CENTER UNIFIED SCHOOL DIST.  
05-19-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0060 05-19-11  
FUND : 01 GENERAL FUND

J14089 APY500 H.02.05 05/19/11 PAGE 3  
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
016355/00	CHILD THERAPY TOYS.COM							
1881 PO-111640	05/18/2011	10635		1 01-6250-0-4300-601-0000-3110-017-238 YN F			154.07	133.60
				TOTAL PAYMENT AMOUNT	133.60 *			133.60
				TOTAL USE TAX AMOUNT	11.69			
016320/00	COLLIER, ALYSON							
2143 PO-111779	05/18/2011	REIMB		2 01-5635-0-4300-601-1220-1000-017-000 NN F			391.50	391.50
2143 PO-111779	05/18/2011	REIMB		1 01-5635-0-4400-601-1220-1000-017-000 NN F			391.49	391.49
				TOTAL PAYMENT AMOUNT	782.99 *			782.99
014524/00	CONTINENTAL ATHLETIC							
2179 PO-111797	05/18/2011	CUST 2015		1 01-0000-0-5800-472-1263-4000-014-000 NN F			4,134.14	4,134.14
				TOTAL PAYMENT AMOUNT	4,134.14 *			4,134.14
021979/00	COUNTY OF SACRAMENTO							
2158 PO-111776	05/18/2011	3RD QUARTER		1 01-0000-0-5800-100-0000-7200-005-000 NN F			2,360.36	2,360.36
				TOTAL PAYMENT AMOUNT	2,360.36 *			2,360.36
015718/00	CUSTOM BENEFIT ADMINISTRATORS							
PV-111085	05/18/2011	MAY		01-0000-0-9552-000-0000-0000-000-000 NN				2,670.19
				TOTAL PAYMENT AMOUNT	2,670.19 *			2,670.19
018959/00	DEARCOS, DAVID							
2018 PO-111784	05/18/2011	REIMB		1 01-0000-0-4300-475-3200-2700-015-000 NN F			138.76	138.76
				TOTAL PAYMENT AMOUNT	138.76 *			138.76
011613/00	DITTO PRINT & COPY							
1824 PO-111500	05/18/2011	4455		1 01-0000-0-5800-105-0000-7200-005-000 NN F			1,100.75	1,210.82
				TOTAL PAYMENT AMOUNT	1,210.82 *			1,210.82

81 CENTER UNIFIED SCHOOL DIST.  
05-19-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0060 05-19-11  
FUND : 01 GENERAL FUND

J14089 APY500 H.02.05 05/19/11 PAGE 4  
<< Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
021610/00	EATON INTERPRETING SERVICES		200448077					
1574 PO-111296	05/18/2011	109370		1 01-0000-0-5800-103-0000-7200-003-000 NN F			0.00	125.00
TOTAL PAYMENT AMOUNT							125.00 *	125.00
015512/00	EMPLOYMENT DEVELOPMENT DEPT.							
2162 PO-111782	05/18/2011	942-1902-9		1 01-0000-0-9557-000-0000-0000-000-000 NN F			5,638.59	5,638.59
TOTAL PAYMENT AMOUNT							5,638.59 *	5,638.59
019262/00	ENTERPRISE RENT A CAR							
2173 PO-111794	05/18/2011	D846083		1 01-0000-0-5810-472-1110-4000-014-915 NN F			91.66	91.66
2174 PO-111795	05/18/2011	D846126		1 01-0000-0-5810-472-1110-4000-014-915 NN F			91.66	91.66
TOTAL PAYMENT AMOUNT							183.32 *	183.32
021764/00	FUTURE FORD OF SACRAMENTO		941459396					
650 PO-110554	05/19/2011	184866		2 01-7230-0-4300-112-0000-3600-007-000 NN P			803.46	803.46
TOTAL PAYMENT AMOUNT							803.46 *	803.46
022347/00	GIVE SOMETHING BACK							
2022 PO-111664	05/18/2011	1811006-0		1 01-0000-0-4300-110-0000-7200-004-000 NN F			256.17	242.25
2146 PO-111767	05/18/2011	1819497-0		1 01-0000-0-4300-102-0000-3140-003-000 NN F			242.84	242.84
2157 PO-111775	05/18/2011	1820592-0		2 01-6500-0-4300-102-5770-1110-003-001 NN F			43.49	86.98
2157 PO-111775	05/18/2011	1820592-0		1 01-6500-0-4300-102-5770-1110-003-014 NN F			36.96	36.96
TOTAL PAYMENT AMOUNT							609.03 *	609.03
017002/00	HOME DEPOT CREDIT SERVICES							
45 PO-110046	05/18/2011	60353225323854507		1 01-8150-0-4300-106-0000-8110-007-000 NN P			416.11	416.11
TOTAL PAYMENT AMOUNT							416.11 *	416.11
010728/00	JOHNSTONE SUPPLY OF SACRAMENTO							
52 PO-110052	05/18/2011	27-S1688005.00		1 01-8150-0-4300-106-0000-8110-007-000 NN P			594.12	594.12
TOTAL PAYMENT AMOUNT							594.12 *	594.12

81 CENTER UNIFIED SCHOOL DIST.  
05-19-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0060 05-19-11  
FUND : 01 GENERAL FUND

J14089 APY500 H.02.05 05/19/11 PAGE 5  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
017069/00	JOSTENS						
1727 PO-111417	05/19/2011	14450184	1 01-0000-0-5800-472-0000-2700-014-000 NN F			1,677.77	1,559.12
TOTAL PAYMENT AMOUNT			1,559.12 *				1,559.12
019100/00	KELLY WRIGHT-MUHAMMAD						
2169 PO-111787	05/18/2011	REIMB	1 01-5635-0-5800-601-1220-1000-017-000 NN F			584.46	584.46
TOTAL PAYMENT AMOUNT			584.46 *				584.46
016042/00	L&H AIRCO	680013989					
54 PO-110054	05/18/2011	5530	1 01-8150-0-4300-106-0000-8110-007-000 NN P			315.00	315.00
TOTAL PAYMENT AMOUNT			315.00 *				315.00
017726/00	LOS ANGELES FREIGHTLINER						
1792 PO-111471	05/19/2011	BN20276	1 01-7230-0-4300-112-0000-3600-007-000 NN P			398.74	398.74
TOTAL PAYMENT AMOUNT			398.74 *				398.74
022230/00	MANAGED HEALTH NETWORK	953817988					
89 PO-110087	05/18/2011	3200027315	1 01-0000-0-3401-100-1110-1000-000-000 NN P			1,173.15	1,173.15
TOTAL PAYMENT AMOUNT			1,173.15 *				1,173.15
011197/00	MINGUS MOUNTAIN ACADEMY						
676 PO-110568	05/18/2011	0411	1 01-6500-0-5800-102-5750-1180-003-000 NN P			2,625.00	2,625.00
TOTAL PAYMENT AMOUNT			2,625.00 *				2,625.00
020461/00	MITCHELL, CYNDY						
2154 PO-111773	05/18/2011	10-130	1 01-7230-0-5800-112-0000-3600-007-000 NN P			13.93	13.93
2154 PO-111773	05/18/2011	10-130	1 01-7230-0-5800-112-0000-3600-007-000 NN P			8.16	8.16
2154 PO-111773	05/18/2011	5-11	1 01-7230-0-5800-112-0000-3600-007-000 NN P			11.11	11.11
2154 PO-111773	05/18/2011	5-12	1 01-7230-0-5800-112-0000-3600-007-000 NN P			11.11	11.11
TOTAL PAYMENT AMOUNT			44.31 *				44.31

81 CENTER UNIFIED SCHOOL DIST.  
05-19-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0060 05-19-11  
FUND : 01 GENERAL FUND

J14089 APY500 H.02.05 05/19/11 PAGE 6  
<< Open >>

Vendor/Addr Reg Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
017576/00		OFFICE DEPOT/BUS.SERVICES DIV						
533 PO-111495	05/18/2011	556373903001		1 01-0000-0-4300-234-0000-2700-008-000 NN F			84.66	84.66
2028 PO-111691	05/18/2011	561810654001		1 01-6520-0-4300-472-5770-1110-003-000 NN F			129.13	129.13
2028 PO-111691	05/18/2011	561810655001		2 01-6520-0-5800-472-5770-1110-003-000 NN F			28.38	21.94
TOTAL PAYMENT AMOUNT							235.73 *	235.73
010549/00		OLYMPIC SUPPLY						
2055 PO-111697	05/18/2011	8348335-00		1 01-8150-0-4300-106-0000-8110-007-000 NN P			272.85	272.85
TOTAL PAYMENT AMOUNT							272.85 *	272.85
021249/00		PERRY, HEATHER						
994 PO-110830	05/19/2011	MILEAGE		1 01-6500-0-5211-102-5001-2700-003-000 NN P			17.85	17.85
TOTAL PAYMENT AMOUNT							17.85 *	17.85
014069/00		PLATT ELECTRIC SUPPLY						
64 PO-110064	05/18/2011	9528476		1 01-8150-0-4300-106-0000-8110-007-000 NN P			14.14	14.14
1296 PO-111076	05/18/2011	9528315		1 01-0000-0-9320-000-0000-0000-000-000 NN F			169.62	230.01
2171 PO-111788	05/18/2011	955476,9551605		1 01-0000-0-4300-472-1801-1000-014-000 NN P			161.66	161.66
TOTAL PAYMENT AMOUNT							405.81 *	405.81
022525/00		POST-IT LLC						
2054 PO-111696	05/18/2011	APRIL		1 01-0000-0-5800-110-0000-7200-004-000 NN P			20.00	20.00
TOTAL PAYMENT AMOUNT							20.00 *	20.00
010096/00		POSTAGE BY PHONE RESERVE ACCT	841386389					
2160 PO-111780	05/18/2011	15072143		1 01-0000-0-5901-105-0000-7200-005-000 NN F			5,000.00	5,000.00
TOTAL PAYMENT AMOUNT							5,000.00 *	5,000.00
021401/00		PRACTI-CAL INC	200704949					
2176 PO-111796	05/18/2011	18219		1 01-5640-0-5800-103-0000-3140-003-000 NN F			987.37	987.37
TOTAL PAYMENT AMOUNT							987.37 *	987.37



81 CENTER UNIFIED SCHOOL DIST.  
05-19-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0060 05-19-11  
FUND : 01 GENERAL FUND

J14089 APY500 H.02.05 05/19/11 PAGE 7  
<< Open >>

Vendor/Addr	Remit name		Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description		FD RESO P	OBJE SIT	GOAL FUNC	RES DEP T9MP	Liq Amt	Net Amount
014339/00	RED ROCK CANYON SCHOOL								
695 PO-110577	05/18/2011	3663		1	01-6500-0-5800-102-5750-1180-003-000	NN P		1,750.00	1,750.00
				TOTAL PAYMENT AMOUNT				1,750.00 *	1,750.00
011238/00	RELIABLE TIRE								
2138 PO-111758	05/18/2011	84080		1	01-7230-0-4300-112-0000-3600-007-000	NN P		2,512.32	2,512.32
				TOTAL PAYMENT AMOUNT				2,512.32 *	2,512.32
016136/00	ROBERTSON, MICHELLE								
2170 PO-111793	05/18/2011	MILEAGE		1	01-3010-0-5800-103-1110-1000-003-000	NN F		139.94	139.94
				TOTAL PAYMENT AMOUNT				139.94 *	139.94
015126/00	RONETTE MILLER-DAVIS								
2180 PO-111798	05/18/2011	MILEAGE		1	01-3010-0-5800-103-1110-1000-003-000	NN F		178.50	178.50
				TOTAL PAYMENT AMOUNT				178.50 *	178.50
010552/00	SAC VAL JANITORIAL								
118 PO-110110	05/18/2011	INVOICES		1	01-0000-0-4300-111-0000-8200-007-000	NN F		15.02	428.45
				TOTAL PAYMENT AMOUNT				428.45 *	428.45
010264/00	SACRAMENTO BEE								
2153 PO-111772	05/18/2011	00772480		1	01-0000-0-4300-105-0000-7200-005-000	NN F		143.00	143.00
				TOTAL PAYMENT AMOUNT				143.00 *	143.00
010315/00	SACRAMENTO COUNTY OFFICE OF ED								
2163 PO-111791	05/18/2011	111647		1	01-6500-0-7142-102-5770-9200-003-000	NN F		203,275.00	203,275.00
				TOTAL PAYMENT AMOUNT				203,275.00 *	203,275.00
013973/00	SAMBA HOLDINGS INC								
385 PO-110323	05/18/2011	0143754-IN		1	01-7230-0-5600-112-0000-3600-007-000	NN P		79.90	79.90
				TOTAL PAYMENT AMOUNT				79.90 *	79.90

81 CENTER UNIFIED SCHOOL DIST.  
05-19-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0060 05-19-11  
FUND : 01 GENERAL FUND

J14089 APY500 H.02.05 05/19/11 PAGE 8  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
020981/00	SAVE MART SUPERMARKETS						
503 PO-110442	05/18/2011	2295703	1 01-0000-0-4300-601-9728-1006-017-000 NN P			31.48	31.48
503 PO-110442	05/18/2011	2295707	1 01-0000-0-4300-601-9728-1006-017-000 NN P			38.22	38.22
TOTAL PAYMENT AMOUNT			69.70 *				69.70
018988/00	SCHOLASTIC TEACHER RESOURCES						
2083 PO-111713	05/18/2011	3930729	1 01-3010-0-4200-236-1110-1000-009-000 NN F			1,166.63	1,173.53
TOTAL PAYMENT AMOUNT			1,173.53 *				1,173.53
010373/00	SCHOOLS INSURANCE AUTHORITY						
823 PO-110690	05/18/2011	2011UST-KAM.024	1 01-7230-0-5800-112-0000-3600-007-000 NN P			150.00	150.00
TOTAL PAYMENT AMOUNT			150.00 *				150.00
017883/00	SIMPLEX GRINNELL LP						
79 PO-110079	05/18/2011	74354754	1 01-8150-0-5800-106-0000-8110-007-000 NN P			150.00	150.00
79 PO-110079	05/18/2011	74355892	1 01-8150-0-5800-106-0000-8110-007-000 NN P			150.00	150.00
79 PO-110079	05/18/2011	74355893	1 01-8150-0-5800-106-0000-8110-007-000 NN P			187.50	187.50
79 PO-110079	05/18/2011	74355894	1 01-8150-0-5800-106-0000-8110-007-000 NN P			150.00	150.00
TOTAL PAYMENT AMOUNT			637.50 *				637.50
018370/00	STANLEY CONVERGENT SECURITY						
83 PO-110083	05/18/2011	8284387	1 01-0000-0-5800-106-0000-8110-007-000 NN P			135.48	135.48
83 PO-110083	05/18/2011	8249054	1 01-0000-0-5800-106-0000-8110-007-000 NN P			71.97	71.97
TOTAL PAYMENT AMOUNT			207.45 *				207.45
017507/00	TALBERT, SYLVIA						
2145 PO-111785	05/18/2011	MILEAGE	1 01-5635-0-5800-601-1220-1000-017-000 NN F			403.00	403.00
TOTAL PAYMENT AMOUNT			403.00 *				403.00
TOTAL FUND PAYMENT			268,626.72 **				268,626.72
TOTAL USE TAX AMOUNT			70.94				

ACCOUNTS PAYABLE PRELIST  
BATCH: 0060 05-19-11  
FUND : 09 CHARTER SCHOOLS

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount
020377/00	EGAN, DANISE				
2151 PO-111770	05/18/2011	REIMB	1 09-1100-0-4300-501-1110-1000-016-000 NN F	21.76	21.76
<b>TOTAL PAYMENT AMOUNT</b>				21.76 *	21.76
010186/00	FOLLETT EDUCATIONAL SERVICES				
2096 PO-111732	05/18/2011	1107453A	1 09-6300-0-4300-501-1110-1000-016-000 NN F	233.30	233.30
<b>TOTAL PAYMENT AMOUNT</b>				233.30 *	233.30
020274/00	LEVIN, DANIEL				
2164 PO-111792	05/18/2011	reimb	1 09-0700-0-4200-503-1110-1000-018-000 NN F	229.46	229.46
<b>TOTAL PAYMENT AMOUNT</b>				229.46 *	229.46
<b>TOTAL FUND</b>				PAYMENT	484.52 **
					484.52

81 CENTER UNIFIED SCHOOL DIST.  
05-19-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0060 05-19-11  
FUND : 11 ADULT EDUCATION FUND

J14089 APY500 H.02.05 05/19/11 PAGE 10  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE	SIT GOAL	FUNC RES DEP T9MP		
-----							
013988/00	BUTTES/CENTER STATE PIPE						
2168 PO-111786	05/18/2011	S006198707.001	1	11-0028-0-4300-601-0000-8110-017-777	NN F	467.63	467.63
TOTAL PAYMENT AMOUNT				467.63 *			467.63
017576/00	OFFICE DEPOT/BUS.SERVICES DIV						
1831 PO-111514	05/18/2011	557037567001	1	11-0030-0-4300-601-4130-1000-017-000	NN P	77.89	77.89
1831 PO-111514	05/18/2011	557294819001	1	11-0030-0-4300-601-4130-1000-017-000	NN F	37.95	17.67
TOTAL PAYMENT AMOUNT				95.56 *			95.56
TOTAL FUND			PAYMENT	563.19 **			563.19

81 CENTER UNIFIED SCHOOL DIST.  
05-19-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0060 05-19-11  
FUND : 13 CAFETERIA FUND

J14089 APY500 H.02.05 05/19/11 PAGE 11  
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
021080/00	ED JONES FOOD SERVICE INC		942828211					
139 PO-110128	05/19/2011 MAY			4 13-5310-0-4700-108-0000-3700-007-000 NN P		13,333.35	13,333.35	
				TOTAL PAYMENT AMOUNT	13,333.35 *		13,333.35	
014686/00	FONTES, RICHELLE							
2165 PO-111783	05/18/2011 REFUND			1 13-5310-0-8634-000-0000-0000-000-000 NN F		21.40	21.40	
				TOTAL PAYMENT AMOUNT	21.40 *		21.40	
011422/00	SYSKO OF SAN FRANCISCO							
135 PO-110124	05/18/2011 095638			5 13-5310-0-4700-108-0000-3700-007-000 NN P		12,403.25	12,403.25	
2149 PO-111769	05/18/2011 095638			2 13-5310-0-4300-108-0000-3700-007-000 NN P		5,290.44	5,290.44	
				TOTAL PAYMENT AMOUNT	17,693.69 *		17,693.69	
				TOTAL FUND PAYMENT	31,048.44 **		31,048.44	

81 CENTER UNIFIED SCHOOL DIST.  
05-19-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0060 05-19-11  
FUND : 14 DEFERRED MAINTENANCE FUND

J14089 APY500 H.02.05 05/19/11 PAGE 12  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
017002/00		HOME DEPOT CREDIT SERVICES					
2052 PO-111694	05/18/2011	6014653	1 14-0024-0-4300-106-9605-8110-007-000 NN P			49.94	49.94
2052 PO-111694	05/18/2011	6024944	1 14-0024-0-4300-106-9605-8110-007-000 NN P			72.67	72.67
2052 PO-111694	05/18/2011	6282936	1 14-0024-0-4300-106-9605-8110-007-000 NN P			471.47	471.47
TOTAL PAYMENT AMOUNT				594.08 *			594.08
020742/00		LEGACY ROOFING & WATERPROOFING	522362959				
1757 PO-111444	05/19/2011	200379A	1 14-0024-0-5600-106-9605-8110-007-000 NN F			5,496.00	5,496.00
TOTAL PAYMENT AMOUNT				5,496.00 *			5,496.00
TOTAL FUND PAYMENT				6,090.08 **			6,090.08

81 CENTER UNIFIED SCHOOL DIST.  
05-19-2011

ACCOUNTS PAYABLE PRELIST  
BATCH: 0060 05-19-11  
FUND : 21 BUILDING FUND

J14089 APY500 H.02.05 05/19/11 PAGE 13  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount		
019750/00	CAPITAL PROGRAM MGMT INC	364447158					
PO-002185	05/18/2011	#46	1 21-0000-0-6234-106-9600-8500-007-000 NN P	2,401.30	2,401.30		
		TOTAL PAYMENT AMOUNT	2,401.30 *		2,401.30		
		TOTAL FUND PAYMENT	2,401.30 **		2,401.30		
		TOTAL BATCH PAYMENT	309,214.25 ***	0.00	309,214.25		
		TOTAL USE TAX AMOUNT	70.94				
		TOTAL DISTRICT PAYMENT	309,214.25 ****	0.00	309,214.25		
		TOTAL USE TAX AMOUNT	70.94				
		TOTAL FOR ALL DISTRICTS:	309,214.25 ****	0.00	309,214.25		
		TOTAL USE TAX AMOUNT	70.94				

Number of warrants to be printed: 67, not counting voids due to stub overflows.

---

Batch status: A All

From batch: 0061

To batch: 0062

Include Revolving Cash: Y

Include Address: N



81 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0061 0-BATCH  
 FUND : 01 GENERAL FUND

J14343 APY500 H.02.05 05/25/11 PAGE 1  
 << Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
018951/00	DELL						
1652 PO-111357	05/24/2011	CANCEL	1 01-9520-0-4400-472-1110-1000-003-000 NN C		1,050.21	0.00	
1795 PO-111472	05/24/2011	QUOTE-----\60.55	1 01-0000-0-4400-106-9750-8500-007-928 NN C		60.55	0.00	
		TOTAL PAYMENT AMOUNT		0.00 *		0.00	
		TOTAL FUND PAYMENT		0.00 **		0.00	
		TOTAL BATCH PAYMENT		0.00 ***	0.00	0.00	

81 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0062 05-25-11  
 FUND : 01 GENERAL FUND

J14343 APY500 H.02.05 05/25/11 PAGE 2  
 << Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	ABA num	Account num	Liq Amt	Net Amount
010669/00 ALHAMBRA & SIERRA SPRINGS								
5 PO-110011	05/24/2011	270533844788453		1 01-8150-0-4300-106-0000-8110-007-000 NN P			64.33	64.33
266 PO-110239	05/24/2011	27045104780794		1 01-0000-0-4300-103-0000-7200-003-000 NN P			26.86	26.86
370 PO-110307	05/24/2011	27047404781257		1 01-7230-0-4300-112-0000-3600-007-000 NN P			26.86	26.86
TOTAL PAYMENT AMOUNT							118.05 *	118.05
019769/00 AMERICAN EXPRESS								
2106 PO-111734	05/24/2011	0-03000		1 01-0000-0-4200-101-0000-7150-002-000 NH F			284.23	261.36
TOTAL PAYMENT AMOUNT							261.36 *	261.36
010706/00 BURKE ENGINEERING CO								
15 PO-110021	05/24/2011	S3156545.1		1 01-8150-0-4300-106-0000-8110-007-000 NN P			891.90	891.90
TOTAL PAYMENT AMOUNT							891.90 *	891.90
020305/00 CDW GOVERNMENT INC.								
2161 PO-111781	05/24/2011	XKP1901		1 01-0000-0-4300-472-0000-2700-014-000 NN F			110.75	110.75
TOTAL PAYMENT AMOUNT							110.75 *	110.75
016069/00 CORRALEJO, BONNIE								
1681 PO-111374	05/25/2011	10-229A		1 01-7230-0-5800-112-0000-3600-007-000 NN P			10.00	10.00
TOTAL PAYMENT AMOUNT							10.00 *	10.00
010236/00 CREATIVE BUS SALES								
2188 PO-111805	05/24/2011	0031952		1 01-7230-0-4300-112-0000-3600-007-000 NN P			339.81	339.81
TOTAL PAYMENT AMOUNT							339.81 *	339.81
015512/00 EMPLOYMENT DEVELOPMENT DEPT.								
2152 PO-111771	05/24/2011	942-1902-9		1 01-0000-0-9557-000-0000-0000-000-000 NN P			813.28	813.28
TOTAL PAYMENT AMOUNT							813.28 *	813.28

81 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0062 05-25-11  
 FUND : 01 GENERAL FUND

J14343 APY500 H.02.05 05/25/11 PAGE 3  
 << Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE	ABA num SIT GOAL FUNC	Account num RES DEP T9MP	Liq Amt	Net Amount
011132/00	FEDEX							
125 PO-110117	05/24/2011	1119-5563-8		1	01-8150-0-5901-106-0000-8110-007-000	NN P	22.04	22.04
TOTAL PAYMENT AMOUNT							22.04 *	22.04
022347/00	GIVE SOMETHING BACK							
2185 PO-111801	05/24/2011	1822481-0		1	01-0000-0-4300-105-0000-7200-005-000	NN P	78.87	78.87
2185 PO-111801	05/24/2011	1822481-1		1	01-0000-0-4300-105-0000-7200-005-000	NN F	6.94	11.42
TOTAL PAYMENT AMOUNT							90.29 *	90.29
010355/00	KAISER							
PV-111087	05/25/2011	JUNE			01-0000-0-9552-000-0000-0000-000-000	NN		157,037.04
TOTAL PAYMENT AMOUNT							157,037.04 *	157,037.04
014590/00	MERAFUENTES, NICOLE							
2191 PO-111809	05/24/2011	REIMB		1	01-5640-0-5800-103-0000-3140-003-000	NN F	21.01	21.01
TOTAL PAYMENT AMOUNT							21.01 *	21.01
017576/00	OFFICE DEPOT/BUS.SERVICES DIV							
2093 PO-111718	05/24/2011	564957207001		1	01-5635-0-4300-601-1220-1000-017-000	NN F	1,407.13	1,411.52
TOTAL PAYMENT AMOUNT							1,411.52 *	1,411.52
010890/00	PERMABOUND/HERTZBERG							
1672 PO-111369	05/24/2011	1415205-02		1	01-0054-0-4200-240-1110-1000-011-000	NN P	68.15	68.15
1672 PO-111369	05/24/2011	1415205-01		1	01-0054-0-4200-240-1110-1000-011-000	NN P	142.99	142.99
1672 PO-111369	05/25/2011	1415205-01		1	01-0054-0-4200-240-1110-1000-011-000	NN P	709.37	709.37
1672 PO-111369	05/25/2011	1415205-03		1	01-0054-0-4200-240-1110-1000-011-000	NN F	52.92	40.87
2003 PO-111652	05/25/2011	1425682-00		1	01-3010-0-4200-371-1110-1000-012-000	NN F	1,115.61	1,115.61
2003 PO-111652	05/24/2011	1425682-00		2	01-3010-0-4300-371-1110-1000-012-000	NN F	172.34	109.81
TOTAL PAYMENT AMOUNT							2,186.80 *	2,186.80
017593/00	ROSENAU W. MOTORS		94-2431769					
70 PO-110070	05/24/2011	7088		1	01-8150-0-5600-106-0000-8110-007-000	N P	500.54	500.54
TOTAL PAYMENT AMOUNT							500.54 *	500.54

81 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0062 05-25-11  
 FUND : 01 GENERAL FUND

J14343 APY500 H.02.05 05/25/11 PAGE 4  
 << Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
010552/00		SAC VAL JANITORIAL					
2187 PO-111804	05/24/2011	01940473	1 01-7230-0-4300-112-0000-3600-007-000 NN F			50.00	45.42
		TOTAL PAYMENT AMOUNT	45.42 *				45.42
010266/00		SACRAMENTO COUNTY UTILITIES					
72 PO-110072	05/24/2011	50008418859	2 01-0000-0-5540-106-0000-8110-007-000 N P			2,746.91	2,746.91
		TOTAL PAYMENT AMOUNT	2,746.91 *				2,746.91
020981/00		SAVE MART SUPERMARKETS					
1123 PO-110937	05/25/2011	2582268	1 01-5640-0-4300-601-9728-1000-017-000 NN F			29.98	133.55
		TOTAL PAYMENT AMOUNT	133.55 *				133.55
014786/00		SCHOOL SPECIALTY	390971239				
2092 PO-111717	05/24/2011	30811010917623	1 01-3010-0-4300-236-1110-1000-009-000 NN F			1,859.31	1,612.04
		TOTAL PAYMENT AMOUNT	1,612.04 *				1,612.04
021813/00		SUREWEST					
85 PO-110085	05/24/2011	604800-0001	1 01-0000-0-5902-106-0000-8110-007-000 NN F			713.60	1,125.86
		TOTAL PAYMENT AMOUNT	1,125.86 *				1,125.86
020800/00		SWIFT, WINDIGO					
2196 PO-111812	05/24/2011	REIMB	1 01-0000-0-4300-371-1110-1000-012-000 NN F			43.53	43.53
		TOTAL PAYMENT AMOUNT	43.53 *				43.53
010680/00		TRI-C PUBLICATIONS INC					
2123 PO-111759	05/24/2011	00724-11	1 01-3010-0-4300-371-1110-1000-012-000 YN F			2,610.00	2,400.00
		TOTAL PAYMENT AMOUNT	2,400.00 *				2,400.00
		TOTAL USE TAX AMOUNT	210.00				

81 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0062 05-25-11  
 FUND : 01 GENERAL FUND

J14343 APY500 H.02.05 05/25/11 PAGE 5  
 << Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP				
011262/00	UNISOURCE WORLDWIDE INC							
2126 PO-111750	05/24/2011	628-33039130		1 01-0000-0-9320-000-0000-0000-000 NN F			135.37	135.38
				TOTAL PAYMENT AMOUNT	135.38 *			135.38
016889/00	WATER RITE PRODUCTS INC.		942993560					
97 PO-110097	05/24/2011	489174		1 01-0000-0-4300-106-0000-8110-007-000 NN P			363.75	363.75
				TOTAL PAYMENT AMOUNT	363.75 *			363.75
022221/00	WESTERN HEALTH ADVANTAGE							
PV-111086	05/25/2011	JUNE		01-0000-0-9552-000-0000-0000-000 NN				87,545.49
				TOTAL PAYMENT AMOUNT	87,545.49 *			87,545.49
				TOTAL FUND PAYMENT	259,966.32 **			259,966.32
				TOTAL USE TAX AMOUNT	210.00			

81 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST  
BATCH: 0062 05-25-11  
FUND : 09 CHARTER SCHOOLS

J14343 APY500 H.02.05 05/25/11 PAGE 6  
<< Open >>

Vendor/Addr	Remit name		Tax ID num	Deposit type	ABA num	Account num		
Req Reference	Date	Description		FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP			Liq Amt	Net Amount
019999/00		MCGRAW HILL						
2099 PO-111733	05/24/2011	611407720001		1 09-6300-0-4300-501-1110-1000-016-000 NN F			392.86	392.86
				TOTAL PAYMENT AMOUNT			392.86 *	392.86
				TOTAL FUND PAYMENT			392.86 **	392.86

81 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0062 05-25-11  
 FUND : 12 CHILD DEVELOPMEN FUND

J14343 APY500 H.02.05 05/25/11 PAGE 7  
 << Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num			
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MP	Liq Amt Net Amount
018143/00		CHILD DEVELOPMENT CENTERS INC						
950 PO-110807	05/24/2011	5030-411	1	12-6105-0-5800-100-8500-1000-005-000	NN	P		54,483.31 54,483.31
			TOTAL PAYMENT AMOUNT					54,483.31 *
			TOTAL FUND	PAYMENT				54,483.31 ** 54,483.31

81 CENTER UNIFIED SCHOOL DIST.

ACCOUNTS PAYABLE PRELIST  
 BATCH: 0062 05-25-11  
 FUND : 13 CAFETERIA FUND

J14343 APY500 H.02.05 05/25/11 PAGE 8  
 << Open >>

Vendor/Addr	Remit name		Tax ID num	Deposit type	ABA num	Account num							
Req Reference	Date	Description		FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MP	Liq Amt	Net Amount			
011462/00		HOBART SERVICE											
1579 PO-111298	05/25/2011	04303409		1	13-5310-0-5600-108-0000-3700-007-000	NN P			131.55	131.55			
TOTAL PAYMENT AMOUNT										131.55 *	131.55		
TOTAL FUND PAYMENT										131.55 **	131.55		
TOTAL BATCH PAYMENT										314,974.04 ***	0.00	314,974.04	
TOTAL USE TAX AMOUNT										210.00			
TOTAL DISTRICT PAYMENT										314,974.04 ****	0.00	314,974.04	
TOTAL USE TAX AMOUNT										210.00			
TOTAL FOR ALL DISTRICTS:										314,974.04 ****	0.00	314,974.04	
TOTAL USE TAX AMOUNT										210.00			

Number of warrants to be printed: 27, not counting voids due to stub overflows.



AGENDA ITEM # **XIV-1**

## Center Unified School District

**AGENDA REQUEST FOR:**

**Dept./Site:** Antelope View Charter School

**Action Item**

**Date:** May 31, 2011

**Information Item X**

**To:** Board of Trustees

**From:** David DeArcos

**Principal's Initials:**

*AD*

**SUBJECT:**

**WASC Accreditation Term of SIX years**

AGENDA ITEM # **XIV-1**



# Accrediting Commission for Schools

533 Airport Boulevard, Suite 200  
Burlingame, California 94010  
(650) 696-1060 • Fax (650) 696-1867  
mail@acswasc.org • www.acswasc.org

DAVID E. BROWN, Ph.D.  
*Executive Director*

MARILYN S. GEORGE, Ed.D.  
*Associate Executive Director*

LEE DUNCAN, Ed.D.  
*Associate Executive Director*

## COMMISSION MEMBERS

DALE MITCHELL  
*Chairperson*  
Association of California  
School Administrators

HARLAN LYSO  
*Assistant Chairperson*  
East Asia Regional Council of Schools

KELLY BOCK  
Pacific Union Conference of  
Seventh-day Adventists

RICHARD BRAY  
Association of California  
School Administrators

REBECCA BUETTNER  
Association of California  
School Administrators

JOHN COLLINS  
Western Catholic Educational Association

SUSAN DILLON  
Western Catholic Educational Association

WILLIAM ELLERBEE  
California Department of Education

MARTIN GRIFFIN  
Association of California  
School Administrators

SHABAKA HERU  
Public Member

JESUS HOLGUIN  
California School Boards Association

DAMON KERBY  
California Association of Independent  
Schools

PATRICIA LIVINGSTON  
Western Catholic Educational Association

MARY LUEBBEN  
Association of California  
School Administrators

GERRY MADRAZO  
Hawaii State Department of Education

STEVE MALVINI  
Public Member

GEORGE MARTINEZ  
California Federation of Teachers

ROBERT PETERS  
Hawaii Association of Independent Schools

KATHY RALSTON  
California Association of Private  
School Organizations

LINDA RESER  
Hawaii Association of Independent Schools

LORRAINE RICHARDS  
California Teachers Association

RICHARD SEXTON  
Western Catholic Educational Association

NANCY SODERBERG  
Hawaii Government Employees'  
Association

VALENE STALEY  
Association of California School  
Administrators

CARL TAKAMURA  
Public Member, Hawaii

ROSALINE TURNBULL  
California Congress of Parents and  
Teachers, Inc. (PTA)

WILLIAM WALNER  
Association of Christian  
Schools International

WILLIAM WONG  
Association of California  
School Administrators

May 11, 2011

Mr. David DeArcos  
Principal  
Antelope View Charter School  
3243 Center Court Lane  
Antelope, CA 95843

Dear Mr. DeArcos:

The Western Association of Schools and Colleges is pleased to announce the action taken by the Accrediting Commission for Schools granting Antelope View Charter School a six-year term of accreditation with a midterm review, expiring on June 30, 2017.

This action was taken after a careful study of the Visiting Committee Report, which noted many laudable aspects of the school. The Commission is confident that your continuing efforts to improve the school will be reinforced by prompt attention to the critical areas for follow-up within the action plan.

The midterm review will consist of a written report from the school outlining progress made in implementing the schoolwide action plan and a one day visit by a two member team. This review must be completed by the end of the third year of the six-year term.

Please accept our congratulations on the quality of instruction being offered in your school. A certificate of accreditation will be forwarded to you in the near future.

Very truly yours,

Dale J. Mitchell  
Commission Chair

DJM:cl

cc: Superintendent  
Visiting Committee Chairperson

*Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site: Superintendent's Office**

**Action Item**           X          

**To: Board of Trustees**

**Information Item** \_\_\_\_\_

**Date: June 15, 2011**

# Attached Pages \_\_\_\_\_

**From: Scott A. Loehr, Superintendent**

Principal/Administrator Initials:

**SUBJECT: Second Reading: Board Policies/Regulations/Exhibits**

Delete	BP/AR	0520.1	High Priority Schools Grant Program
Replace	BP	1100	Communication with the Public
Replace	BP	1160	Political Processes
Replace	BP/AR	3513.3	Tobacco-Free Schools
Replace	AR	3516.3	Earthquake Emergency Procedure System
Replace	BP/AR	3550	Food Service/Child Nutrition Program
Replace	BP/AR	3551	Food Service Operations/Cafeteria Fund
Replace	BP/AR	3553	Free and Reduced Price Meals
Replace	BP/AR	4158/4258/4358	Employee Security
Replace	BP/AR	5022	Student and Family Privacy Rights
Replace	BP/AR	5116.1	Intradistrict Open Enrollment
Replace	BP/AR/E	5118	Open Enrollment Act Transfers
Replace	BP	5131.62	Tobacco
Replace	BP/AR	5144	Discipline
Replace	E	5145.6	Parental Notifications
Replace	BP	6163.1	Library Media Centers
Replace	BP/AR	6163.2	Animals at School
Replace	BB	9123	Clerk
Replace	BB	9140	Board Representatives
Replace	BB	9323.2	Actions by the Board

**RECOMMENDATION: CUSD Board of Trustees approve the second reading of presented policies/regulations/exhibits.**

# Delete

## **Board Policy**

### **High Priority Schools Grant Program**

**BP 0520.1**

#### **Philosophy, Goals, Objectives and Comprehensive Plans**

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board recognizes that schools demonstrating the lowest performance on state indicators of student achievement need to develop and implement a comprehensive approach to school improvement in order to improve student learning. The Board shall provide all necessary support and assistance to any such high-priority school to help ensure a quality education for all students.

(cf. 0400 - Comprehensive Plans)

(cf. 0500 - Accountability)

(cf. 9000 - Role of the Board)

Whenever the Superintendent of Public Instruction (SPI) invites any district school to participate in the High Priority Schools Grant Program, the Board shall hold a public hearing at a regularly scheduled meeting to discuss whether or not to apply for participation and how to address the needs of the school and its students. If it is determined that the school will not accept the invitation to participate, the Board shall hold a public hearing at a regularly scheduled meeting to discuss the reasons and rationale for the decision and to explain how the district intends to address the needs of the school and its students. Neither of these discussions shall be placed on the consent calendar. (Education Code 52055.615)

(cf. 9322 - Agenda/Meeting Materials)

When the Board holds any public hearing required for this program, written notice shall be sent to representative parent organizations, including the parent-teacher association, parent-teacher clubs, and school site councils, and may be sent directly to parents/guardians in accordance with Education Code 48985. Notice also shall be sent to all local major media outlets, the local mayor, all members of the city council, all members of the county board of supervisors, the county superintendent of schools, and the county board of education. (Education Code 52055.615)

The Board shall, at a regularly scheduled meeting, approve an action plan for each participating school and certify that it contains all the essential components specified in Education Code 52055.625. (Education Code 52055.630)

**(cf. 9322 - Agenda/Meeting Materials)**

**In reviewing the proposed school action plan, the Board shall consider, at a minimum, the resources necessary to implement the plan, implications for the district's collective bargaining agreements, alignment of the action plan with the Title I local educational agency plan and/or other improvement plans, and the extent to which strategies in the plan are focused on areas of greatest need as identified through achievement data, self-assessments, and other district reports.**

**(cf. 3100 - Budget)**

**(cf. 4141/4241 - Collective Bargaining Agreement)**

**(cf. 6171 - Title I Programs)**

**The Superintendent or designee shall coordinate all school improvement efforts to provide a coherent strategy addressing student needs.**

**(cf. 0420 - School Plans/Site Councils)**

**(cf. 0520 - Intervention for Underperforming Schools)**

**(cf. 0520.2 - Title I Program Improvement Schools)**

**(cf. 0520.3 - Title I Program Improvement Districts)**

**(cf. 0520.4 - Quality Education Investment Schools)**

**(cf. 6020 - Parent Involvement)**

**The Board shall closely monitor the progress of any school participating in the program. The Superintendent or designee shall provide the Board with regular reports on the status and results of school improvement efforts.**

**As necessary, the Board may direct the school site council to review and revise the school action plan in order to raise student achievement. In the event that school improvement efforts do not produce adequate growth in achievement after two or more years of receiving program funding to implement the action plan, the Board shall cooperate with the SPI and the State Board of Education in the development of strategies to help the school succeed.**

**Legal Reference:**

**EDUCATION CODE**

**17014 Facilities maintenance**

**17032.5 Facilities maintenance**

**17070.75 Facilities maintenance**

**17089 Facilities maintenance**

**33126 School accountability report card**

**33400-33407 CDE evaluation of district programs**

**41507 Single plan, Pupil Retention Block Grant**

**41572 Single plan, School and Library Improvement Block Grant**

**44510-44517 Principal Training Program**

**45125.1 Criminal background checks for contractors**

**48985 Parental notifications, languages other than English**

**51041 Evaluation of the educational program**

51101 Rights of parents/guardians  
52050-52059 Public Schools Accountability Act, especially:  
52053-52055.55 Immediate Intervention/Underperforming Schools Program  
52055.600-52055.662 High Priority Schools Grant Program  
52055.700-52055.770 Quality Education Investment Act  
52070-52075 High School Pupil Success Act  
60119 Sufficiency of textbooks and instructional materials  
60640 Standardized Testing and Reporting Program  
60810 English language development test  
64001 Single plan for student achievement  
99220-99227 California Professional Development Institutes  
99230-99242 Mathematics and Reading Professional Development Program  
CODE OF REGULATIONS, TITLE 5  
1030.7-1030.8 Determination of significant academic growth  
UNITED STATES CODE, TITLE 20  
6301-6578 Academic achievement of the disadvantaged, including:  
6318 Parent involvement  
6319 Qualifications of highly qualified teachers  
6511-6518 Comprehensive School Reform program

**Management Resources:**

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

Cohort 2 HPSGP: Questions and Answers

High Priority Schools Grant Program: Guidance and Application

A Guide and Template for the Single Plan for Student Achievement: A Handbook for School Site Councils, November 2006

**WEB SITES**

CSBA: <http://www.csba.org>

California Department of Education, HPSG: <http://www.cde.ca.gov/ta/lp/hp>

# Delete

## **Administrative Regulation**

### **High Priority Schools Grant Program**

AR 0520.1

#### **Philosophy, Goals, Objectives and Comprehensive Plans**

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

#### **Development of Action Plan**

For each school participating in the High Priority Schools Grant Program (HPSGP), an action plan shall be developed, in partnership with the district, by the school site council or, if the school does not have one, by a schoolwide advisory group or school support group whose members are self-selected. (Education Code 52055.620)

(cf. 0420 - School Plans/Site Councils)

(cf. 0520 - Intervention for Underperforming Schools)

(cf. 1220 - Citizen Advisory Committees)

In developing a school action plan, the school and district shall use the technical assistance of district personnel, county offices of education, universities, or any other person or entity that has proven successful expertise specific to the challenges inherent in high-priority schools. (Education Code 52055.620)

The district shall involve teachers in the development of the action plan and shall certify that it has met and consulted with the exclusive representative of certificated employees on the plan. (Education Code 52055.630)

In developing the action plan, the school and district shall use the results of the initial needs assessment of the school's current conditions and performance, potential barriers to student achievement, and the nature and coherence of the district's support of the school's instructional program.

The action plan may include any existing plan that the school may have developed for another program, provided it addresses the components listed in Education Code 52055.625. (Education Code 52055.620)

#### **Content of Action Plan**

The action plan shall meet the requirements specified in Education Code 52054(d) and (e)

and 52055.620. (Education Code 52055.620, 52055.625)

The action plan shall include strategies to address each of the following essential components: (Education Code 52055.625)

**1. Student literacy and achievement**

The action plan shall include a strategy to increase student literacy and achievement, including necessary attention to the needs of English language learners. At a minimum, this strategy shall include a plan to achieve the following goals:

**a. Provide each student at the school with appropriate instructional materials aligned with state academic content and performance standards**

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 6011 - Academic Standards)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

**b. Increase achievement of each significant subgroup at the school on the Academic Performance Index (API) by the end of the implementation period**

**c. Increase performance of English language learners at the school on the English language development test required by Education Code 60810 and the achievement tests required by Education Code 60640**

(cf. 6162.5 - Student Assessment)

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6174 - Education for English Language Learners)

**2. Quality of staff, including highly qualified teachers as required by the federal No Child Left Behind Act and appropriately credentialed teachers for English learners**

(cf. 4111 - Recruitment and Selection)

(cf. 4112.2 - Certification)

(cf. 4112.22 - Staff Teaching Students of Limited English Proficiency)

(cf. 4112.23 - Special Education Staff)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

The action plan shall include a strategy to attract, retain, and fairly distribute the highest quality staff at the school, including teachers, administrators, and support staff. At a minimum, this strategy shall include a plan to achieve the following goals:

**a. Increase the number of credentialed teachers working at the school site**

**b. Increase or target professional development opportunities for teachers related to the goals of the action plan and state English language development standards, including, but not limited to, participation in professional development institutes established pursuant to Education Code 99220-99226**



- c. Ensure that school administrators successfully complete, by the end of the implementation period, a program designed to maximize leadership skills

The action plan shall include a strategy, jointly developed by the district and the exclusive bargaining representative of the district's certificated employees, for addressing the distribution of experienced, credentialed teachers throughout the district, including an agreement on how they are going to achieve a balance in that distribution. This collaboration shall take place outside of collective bargaining and shall include discussions on ways to maximize current options to recruit credentialed teachers, use regional recruitment centers, ensure that newly hired credentialed teachers are assigned in alignment with the goal of even distribution, and ensure that high-priority schools provide a teaching and learning environment conducive to retaining fully credentialed teachers. (Education Code 52055.620)

(cf. 4140/4240 - Bargaining Units)

### 3. Parental involvement

The action plan shall include a strategy to change the culture of the school community to recognize parents/guardians as partners in the education of their children and to prepare and educate parents/guardians in the learning and academic progress of their children. At a minimum, this strategy shall include:

- a. For any school that offers any of grades K-5, a commitment to jointly develop with parents/guardians a school-parent compact pursuant to 20 USC 6318, as required by Education Code 51101

(cf. 6020 - Parent Involvement)

(cf. 6171 - Title I Programs)

- b. A plan to achieve the goal of maintaining or increasing the number and frequency of personal parent/guardian contacts each year at the school site and school-home communications designed to promote parent/guardian support for meeting state standards and core curriculum requirements

(cf. 5020 - Parent Rights and Responsibilities)

4. Facilities maintained in good repair as specified in Education Code 17014, 17032.5, 17070.75, and 17089; curriculum; instructional materials consistent with the requirements of Education Code 60119; and support services

The action plan shall include a strategy to provide an environment that is conducive to teaching and learning and that includes the development of high-quality curriculum and instruction aligned with state content and performance standards and English language development standards to measure progress toward achieving English language proficiency. At a minimum, this strategy shall include the goal of providing adequate logistical support including, but not limited to, curriculum, quality instruction, instructional materials, support services, and supplies for every student.

(cf. 3517 - Facilities Inspection)

**(cf. 6141 - Curriculum Development and Evaluation)**

#### **District/School Liaison Team**

**The Superintendent or designee and the school site council of a participating school shall establish a district/school liaison team to facilitate communications between the district and school, assist with a self-assessment process, and assist with developing the school's action plan.**

#### **Required Professional Development**

**The district shall provide eligible administrators and teachers, including instructional aides and paraprofessionals, in each participating school with professional development activities pursuant to the Principal Training Program (Education Code 44510-44517) and the Mathematics and Reading Professional Development Program (Education Code 99230-99242), as appropriate. (Education Code 52055.647)**

**(cf. 4131 - Staff Development)**

**(cf. 4331 - Staff Development)**

#### **Progress Reports**

**Each year the Superintendent or designee shall submit a report to the Superintendent of Public Instruction (SPI) for each participating school that meets all the requirements of Education Code 52055.640 and 52055.656. Before submitting the report, the Governing Board shall review, at a regularly scheduled meeting, the school's progress toward achieving its goals. (Education Code 52055.640, 52055.656)**

**(cf. 0500 - Accountability)**

**The Board may require any participating school to use assessments of students' academic growth in core curriculum areas to annually review whether changes are needed in the school action plan.**

**Any school that uses assessments in this manner shall use the English language development test administered pursuant to Education Code 60810 to measure progress toward achieving English language proficiency, where appropriate, and the tests that are part of the Standardized Testing and Reporting Program pursuant to Education Code 60640. A school may use any additional curriculum-based achievement test to assess student growth if the test is proven to be valid and reliable. The results of these assessments shall be reported annually to the Board. (Education Code 52055.645)**

#### **Consequences After 24 Months of Implementation**

**If a school has not met its growth targets on the API each year for 24 months after receiving program funding to implement the school's action plan, the Board may, if so directed by the State Board of Education (SBE), take appropriate action and adopt appropriate strategies to provide corrective assistance to the school in order to achieve the components and benchmarks established in the school's action plan. (Education Code 52055.650)**

## **Consequences After 36 Months of Implementation**

After 36 months of receiving implementation funding, if a participating school has not met its growth targets each year but has demonstrated "significant growth" as defined in 5 CCR 1030.7-1030.8, it shall continue to be monitored by the SPI. (Education Code 52055.650; 5 CCR 1030.7-1030.8)

If a participating school has neither met its growth targets each year nor demonstrated "significant growth," it shall be deemed a state-monitored school and shall be subject to the actions specified in Education Code 52055.650, as determined by the SPI and approved by the SBE. The Board shall, at a regularly scheduled public meeting, inform parents/guardians of this fact as well as the fact that the corrective actions specified in Education Code 52055.650(h) may occur. (Education Code 52055.650)

Whenever the corrective action selected by the SPI and SBE provides that the district will enter into a contract with a school assistance and intervention team (SAIT) to provide intensive support and expertise to implement the school reform initiatives in the school's action plan: (Education Code 52055.650)

1. School staff, site planning teams, administrators, and district staff shall work with the SAIT to improve student literacy and achievement by assessing the degree of implementation of the school's current action plan, refining and revising the action plan, and making recommendations to maximize the use of fiscal resources and personnel in achieving the goals of the plan. The Superintendent or designee shall provide support and assistance to enhance the work of the team at the targeted school site. A report of recommended corrective actions shall be completed by the SAIT not later than 60 days after assignment of the SAIT to the school.

2. Not later than 90 days after the assignment of the SAIT to the school, the Board shall adopt the team's initial recommendations at a regularly scheduled meeting. Any subsequent recommendations proposed by the SAIT shall be submitted to the Board and adopted by the Board within 30 days of the submission. The adoption of recommendations shall not be placed on the Board's consent agenda.

(cf. 9322 - Agenda/Meeting Materials)

3. No less than three times during the year, the Superintendent or designee and the school site shall present the SAIT with data regarding progress toward the goals established by the team's initial assessment. The data shall be presented to the Board at a regularly scheduled meeting.

When a school is deemed to be a state-monitored school, the Board shall: (Education Code 52055.650; 5 CCR 1030.7-1030.8)

1. At a minimum, make the same proportion of fiscal, human, and educational resources available to the school as was available before the school was identified as a state-monitored school, excluding funding for the Immediate Intervention/Under-performing Schools Program and HPSGP

2. Continue its current ownership status with respect to the school site
3. Continue to provide the same insurance coverage with respect to property liability, errors and omissions, and other regularly provided insurance policies
4. Name the SPI and California Department of Education as additional insureds upon transfer of legal rights, duties, and responsibilities to the SPI
5. Continue to provide facilities support including maintenance, if appropriate to the management arrangement, and full school-site participation in bond financing
6. Remain involved with the school throughout the sanctions period

**COMMUNICATION WITH THE PUBLIC**

Note: The following **optional** policy may be revised to reflect district practice.

The Governing Board recognizes the district's responsibility to keep the public informed regarding the goals, programs, achievements, and needs of the schools and district and to be responsive to the concerns and interests of the community. The Superintendent or designee shall establish strategies for effective two-way communications between the district and the public and shall consult with the Board regarding the role of Board members as advocates for the district's students, programs, and policies.

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 9000 - Role of the Board)*

Note: Protocols for media relations, including the identification of Governing Board and staff spokespersons designated to meet with the media on behalf of the district, are addressed in BP 1112 - Media Relations. The district may choose to establish additional protocols for communications with other segments of the public.

The Superintendent or designee shall provide the Board and staff with communications protocols and procedures to assist the district in presenting a consistent, unified message on district issues. Such protocols and procedures may include, but are not limited to, identification of the spokesperson(s) authorized to speak to the media on behalf of the district, strategies for coordinating communications efforts and activities, and legal requirements pertaining to confidentiality as well as the public's right to access records.

*(cf. 1112 - Media Relations)*

*(cf. 1340 - Access to District Records)*

*(cf. 2111 - Superintendent Governance Standards)*

*(cf. 3580 - District Records)*

*(cf. 5125 - Student Records)*

*(cf. 5125.1 - Release of Directory Information)*

*(cf. 9005 - Governance Standards)*

*(cf. 9010 - Public Statements)*

*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

The Superintendent or designee shall utilize a variety of communications methods in order to provide the public with access to information. Such methods may include, but are not limited to, district and school newsletters, web sites, social networking pages or other online communications technologies, direct email communications, mailings, notices sent home with students, recorded telephone messages for parent/guardian information, community forums and public events, news releases, meetings with education reporters and editorial boards, presentations at parent organization meetings, and meetings with representatives of local governments, community organizations, and businesses.

*(cf. 0510 - School Accountability Report Card)*

*(cf. 1020 - Youth Services)*

*(cf. 1113 - District and School Web Sites)*

## **COMMUNICATION WITH THE PUBLIC (continued)**

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

*(cf. 1700 - Relations Between Private Industry and the Schools)*

Note: Pursuant to Education Code 48985, when 15 percent or more of students enrolled in a school speak a single primary language other than English, all notices and reports sent to the parents/guardians of those students must also be written in that primary language. In addition, the Americans with Disabilities Act (28 CFR 35.130 and 35.160) requires districts to provide services and aids to ensure that a disabled individual is not excluded from participation or denied a benefit, service, or program on the basis of a disability. See BP 0410 - Nondiscrimination in District Programs and Activities.

In developing communications strategies, the Superintendent or designee shall take into account the needs of all members of the public, including individuals with disabilities and those whose primary language is not English.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

The Superintendent or designee shall ensure that staff members are responsive to requests by parents/guardians or members of the public for information or assistance and may provide staff with professional development in their "customer service" role as needed.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

The Superintendent or designee shall provide multiple opportunities for members of the public to give input on district and school issues and operations. Community members are encouraged to become involved in school activities, participate on district and school committees, provide input at Board meetings, submit suggestions to district staff, and use the district's complaint procedures as appropriate.

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 1230 - School-Connected Organizations)*

*(cf. 1240 - Volunteer Assistance)*

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 1260 - Educational Foundation)*

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*(cf. 3555 - Nutrition Program Compliance)*

*(cf. 6020 - Parent Involvement)*

*(cf. 9322 - Agenda/Meeting Materials)*

*(cf. 9323 - Meeting Conduct)*

## COMMUNICATION WITH THE PUBLIC (continued)

### Prohibition Against Mass Mailings at Public Expense

Note: Government Code 82041.5 and 89001 and 2 CCR 18901 prohibit the use of public funds for a mass mailing which features a Board member or includes the name, signature, or photograph of a Board member, except as specifically allowed by law. "Mass mailing" is defined as over 200 substantially similar pieces of mail sent in a single calendar month or course of an election. A "mass mailing" does not include form letters or mail sent in response to an unsolicited request, letter, or other inquiry or permissible informational materials otherwise authorized by law.

In addition, Education Code 7054 and 2 CCR 18901.1 prohibit the use of public funds for a mass mailing that (1) expressly advocates the election or defeat of a candidate or the qualification, passage, or defeat of a ballot measure or (2) if taken in context, unambiguously urges an election result. Violation of these provisions could result in an enforcement action by the Fair Political Practices Commission. See BP 1160 - Political Processes for language regarding the use of district funds for activities related to ballot measures, candidates, or lobbying.

Because these laws are very complex, with complicated definitions and numerous exceptions, districts should consult with legal counsel if there is a question about the appropriateness of a planned mailing.

No newsletter or other mass mailing, as defined in Government Code 82041.5 and 2 CCR 18901, shall be sent by the district at public expense if such material aggrandizes one or more Board members. The name, signature, or photograph of a Board member may be included in such materials only as permitted by 2 CCR 18901. (Government Code 82041.5, 89001; 2 CCR 18901)

Any newsletter or mass mailing regarding ballot measures, candidates, legislative activities, or any other campaign activities shall be sent and distributed in accordance with law and Board policy.

*(cf. 1160 - Political Processes)*

### Comprehensive Communications Plan

Note: A comprehensive district communications plan may include strategies for internal and external communications on issues that are important to the district and community. The plan also may incorporate specific communications strategies required by other Board policies and administrative regulations; for example, see AR 0450 - Comprehensive Safety Plan, BP 1112 - Media Relations, AR 3516 - Emergencies and Disaster Preparedness Plan, and BP/AR 6020 - Parent Involvement.

The Superintendent or designee shall may develop a written communications plan which establishes priorities for proactive community outreach to build support for district programs and issues. The plan shall identify specific communications goals aligned with the district's vision and goals for student learning. For each communications goal, the plan shall identify key messages, individuals or groups that can help the district achieve its goal, strategies tailored to each target audience, timelines, persons responsible for each activity, and budget implications.

## COMMUNICATION WITH THE PUBLIC (continued)

*(cf. 0200 - Goals for the School District)*

As appropriate for each issue, target audiences may include parents/guardians, the media, local governmental agencies, businesses, community organizations and civic groups, postsecondary institutions, health care professionals, child care providers, community leaders, state or federal legislators or agencies, and/or other segments of the public.

The plan shall incorporate strategies for effective communications during a crisis or other emergency situation that may arise.

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

The Superintendent or designee shall may periodically evaluate the implementation and effectiveness of the district's communications plan and recommend to the Board whether the goals and key issues identified in the plan need to be revised to meet changing circumstances or priorities.

### *Legal Reference:*

#### EDUCATION CODE

7054 Use of district property or funds re: ballot measures and candidates

35145.5 Board meetings, public participation

35172 Promotional activities

38130-38138 Civic Center Act

48980-48985 Parental notifications

#### GOVERNMENT CODE

54957.5 Meeting agendas and materials

82041.5 Mass mailing

89001 Newsletter or mass mailing

#### CODE OF REGULATIONS, TITLE 2

18901 Mass mailings sent at public expense

18901.1 Campaign-related mailings sent at public expense

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.101-35.190 Americans with Disabilities Act

### *Management Resources:*

#### WEB SITES

CSBA: <http://www.csba.org>

California School Public Relations Association: <http://www.calspra.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>



# **Board Policy**

## **Communication With The Public**

**BP 1100**

### **Community Relations**

The Governing Board recognizes the district's responsibility to keep the public informed regarding the goals, programs, achievements, and needs of the schools and district and to be responsive to the concerns and interests expressed by members of the community.

(cf. 1000 - Concepts and Roles)

The Superintendent or designee shall establish strategies for effective two-way communications between the district and the public and shall consult with the Board regarding the role of Board members as advocates for the district's students, programs, and policies.

(cf. 9000 - Role of the Board)

The Superintendent or designee shall distribute communications protocols and procedures to the Board and staff, which include, but are not limited to, identification of spokesperson(s) authorized to speak to the media on behalf of the district, job descriptions that identify the responsibilities of the public information officer and other staff members related to communications with the public, strategies for coordinating communications activities, legal requirements pertaining to confidentiality as well as the public's right to access records, and the importance of presenting a consistent, unified message on district issues.

(cf. 1112 - Media Relations)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 9005 - Governance Standards)

(cf. 9010 - Public Statements)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Superintendent or designee shall utilize a variety of communications methods in order to provide the public with adequate access to information. Such methods may include, but not be limited to, district and school newsletters, mailings, the district and school web sites, direct email communications, recorded telephone messages for parent/guardian information, school accountability report cards, community forums and public events, notices sent home with students, and news releases and meetings with editorial boards.

(cf. 0510 - School Accountability Report Card)

(cf. 1113 - District and School Web Sites)

(cf. 5145.6 - Parental Notifications)

In developing communications strategies, the Superintendent or designee shall take into account the needs of all members of the public, including those whose primary language is not English and those who are visually or hearing impaired or have other special needs.

The Superintendent or designee shall ensure that staff are responsive to requests by parents/guardians or members of the public for information or assistance and may provide staff with professional development in their "customer service" role as needed.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee shall provide multiple opportunities for members of the public to give input on district and school issues and operations. Community members are encouraged to participate on district and school committees, provide input at Board meetings, submit suggestions to district staff, use the district's complaint procedures as appropriate, and become involved in school activities.

(cf. 1220 - Citizen Advisory Committees)

(cf. 1230 - School-Connected Organizations)

(cf. 1240 - Volunteer Assistance)

(cf. 1260 - Educational Foundation)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 6020 - Parent Involvement)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9323 - Meeting Conduct)

#### **Prohibition Against Mass Mailings at Public Expense**

No newsletter or other mass mailing, as defined in Government Code 82041.5 and 2 CCR 18901, shall be sent by the district at public expense if such material aggrandizes one or more Board members. The name, signature, or photograph of a Board member may be included in such materials only as permitted by 2 CCR 18901. (Government Code 82041.5, 89001; 2 CCR 18901)

#### **Comprehensive Communications Plan**

The Superintendent or designee shall develop a written communications plan which establishes priorities for proactive community outreach to build support for district programs and issues. The plan shall also incorporate strategies for effective communications during an emergency or other situation that may arise.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 1160 - Political Processes)

(cf. 1330 - Use of School Facilities)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

The plan shall identify specific communications goals aligned with the district's vision and goals for student learning. For each communications goal, the plan shall identify key messages, individuals or groups that can help the district achieve its goal, strategies tailored for communicating with each target audience, timelines, persons responsible for each activity, and budget implications.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

As appropriate for each issue, target audiences may include parents/guardians, the media, local governmental agencies, businesses, community organizations and civic groups, postsecondary institutions, health care professionals, child care providers, senior citizens, community leaders, state or federal legislators or agencies, and/or other segments of the public.

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 1700 - Relations Between Private Industry and the Schools)

The Superintendent or designee shall annually evaluate the implementation and effectiveness of the district's communications plan and recommend to the Board whether the goals and key issues identified in the plan need to be revised to meet changing circumstances or priorities.

(cf. 0500 - Accountability)

**Legal Reference:**

**EDUCATION CODE**

35145.5 Board meetings, public participation

35172 Promotional activities

38130-38138 Civic Center Act

**GOVERNMENT CODE**

54957.5 Meeting agendas and materials

82041.5 Mass mailing

89001 Newsletter or mass mailing

**CODE OF REGULATIONS, TITLE 2**

18901 Mass mailings sent at public expense

**Management Resources:**

**CSBA PUBLICATIONS**

Mass Mailings at Public Expense, Legal Advisory, January 2007

911: A Manual for Schools and the Media During a Campus Crisis, 2001

Political Activities of School Districts: Legal Issues, rev. 2001

Maximizing School Board Governance: Community Leadership, 1996

**WEB SITES**

CSBA: <http://www.csba.org>

California School Public Relations Association: <http://www.calspra.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

**POLITICAL PROCESSES**

Note: The following **optional** policy addresses political activities conducted by members of the Governing Board or district staff acting on behalf of the district. It does not apply to individuals acting as private citizens on their own time and at their own expense. When acting as private citizens, individuals have broad rights under the First Amendment to engage in political activities, including taking positions on electoral measures and candidates and establishing and participating in political action committees.

Education Code 7055 authorizes the district to establish reasonable regulations related to employees engaging in political activity. See BP/AR 4119.25/4219.25/4319.25 - Political Activities of Employees for language implementing this statute as well as language regarding activities by employee organizations.

The Governing Board ~~has a responsibility to~~ may actively advocate fiscal and public policy that supports the district's schools and the children in the community. The Board shall be proactive in defining the district's advocacy agenda based on the district's vision and goals and the needs of the district and community. The Board's advocacy efforts shall be conducted in accordance with legal requirements.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

*(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)*

*(cf. 9000 - Role of the Board)*

*(cf. 9010 - Public Statements)*

**Ballot Measures/Candidates**

No district funds, services, supplies, or equipment shall be used to urge the support or defeat of any ballot measure or candidate, including any candidate for election to the Board. (Education Code 7054)

Note: Whether an activity is an appropriate use of public funds or an impermissible campaign activity is a complicated analysis. In Vargas v. City of Salinas, the California Supreme Court created three categories of activities: (1) permissible informational activities, such as resolutions and providing objective analysis; (2) impermissible campaign activities, such as producing or distributing literature that urges a voter to act a certain way; or (3) unclear activities which do not fall into either group and must be analyzed looking at the "style, tenor, and timing" of the activity. The following two paragraphs reflect the court's analysis of permissible activities. District legal counsel should be consulted when there is a question as to whether an activity is permissible.

The Board may discuss and study the potential effect of proposed or qualified ballot measures on the district's schools at an open and agendized Board meeting. The Board's discussion of the effect of such measures shall include an opportunity for staff and members of the public to speak on all sides of the issue. At that meeting, the Board may adopt a position or resolution in support of or in opposition to a ballot measure. The language in any resolution adopted by the Board shall not urge the public to take any action regarding the measure.

*(cf. 9320 - Meetings and Notices)*

**POLITICAL PROCESSES (continued)**

The Board's position on a ballot measure, including any resolution, shall be publicized only through normal district procedures and consistent with regular district practice for reporting Board actions. Such publicity shall be for informational purposes and shall not attempt to influence voters.

Note: When it is unclear whether a campaign activity is permissible, the court will analyze the activity based on its "style, tenor and timing" to determine whether it involves an appropriate expenditure of public funds. Examples of things that a court might look for include how the material was distributed (i.e., special edition or regular publication), the language used in the publication (i.e., inflammatory or informational), and whether the distribution was consistent with regular district practice (i.e., regular circulation or special mailing). Districts should be cautious and ensure that any such informational material is an appropriate use of district funds.

The Superintendent or designee may use district resources to provide students, parents/guardians, and community members with fair and impartial information related to ballot measures, including information about the impact of ballot measures on the district. (Education Code 7054)

*(cf. 1100 - Communication with the Public)*

In preparing or distributing such informational material, the Superintendent or designee shall analyze the material to help ensure that it is an appropriate informational activity, provides a fair analysis of the issues, and does not advocate passage or defeat of a measure or candidate.

Note: In Vargas v. City of Salinas, the court offered examples of activities which would be impermissible campaign activities, as reflected in the following paragraph. In addition, 2 CCR 18901.1 prohibits the use of public funds for a newsletter or "mass mailing" which expressly advocates the election or defeat of a ballot measure or candidate or, when taken in context, urges a particular result. Because violation of this regulation could result in enforcement action by the Fair Political Practices Commission (FPPC), districts should proceed with caution and consult with legal counsel, as appropriate.

District resources, including email or computer systems, shall not be used to disseminate campaign literature. In addition, district resources shall not be used to purchase advertisements, bumper stickers, posters, or similar promotional items that advocate an election result or urge voters to take any action in support of or in opposition to a measure.

*(cf. 1325 - Advertising and Promotion)*

Note: Both the courts (Santa Barbara County Coalition Against Automobile Subsidies v. Santa Barbara County Association of Governments) and the Attorney General (88 Ops.Cal.Atty.Gen. 46 (2005)) have provided guidance as to the appropriate use of district funds when the district is preparing to submit a bond proposal to the voters for approval. The key distinction is whether the action is taken before or after the measure has been placed on the ballot and whether the activity is directed at swaying voters. Permissible expenditures include researching the need for the measure, formulating and drafting the proposal, and conducting polling and focus groups to assess the feasibility of the measure. Impermissible activities include recruiting and organizing supporters for a campaign, raising funds for the campaign, or hiring a consultant to develop a strategy for building support for the measure.

## **POLITICAL PROCESSES (continued)**

Political activity related to district bond measures shall, in addition to the above, be subject to the following conditions:

1. The Superintendent or designee may research, draft, and prepare a district bond measure or other initiative for the ballot, but shall not use district resources to influence voters or otherwise campaign for the measure.
2. Upon request, Board members and district administrators may appear at any time before a citizens' group to explain why the Board called for an election on a bond measure and to answer questions. (Education Code 7054.1)

If the presentation occurs during working hours, the employee representing the district shall not urge a citizens' group to vote for or against the bond measure.

3. The Board or any individual Board member may file a written argument for the ballot that is either for or against any school measure. (Elections Code 9501)

## **Legislation**

Note: Pursuant to Government Code 53060.5, the district may engage in legislative activities and lobbying, either directly or through a representative, and the cost of this activity is an appropriate use of district funds. Lobbying activities are regulated by the FPPC (2 CCR 18600-18640) and governed by the Political Reform Act (Government Code 81000-91015).

The Board's responsibility as an advocate for the district may include lobbying and outreach at the state, national, and local levels. The Board and Superintendent or designee shall work to establish and maintain ongoing relationships with elected officials, community leaders, and the media in order to communicate district positions and concerns.

*(cf. 1020 - Youth Services)*

*(cf. 1112 - Media Relations)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

*(cf. 7131 - Relations with Local Agencies)*

The Board and Superintendent shall develop an advocacy action plan to define expectations and responsibilities. This plan may include, but is not limited to, legislative priorities, strategies for outreach to the media and community, development of key messages and talking points, and adoption of positions on specific legislation, regulations, or budget proposals.

In order to strengthen legislative advocacy efforts, the district may work with organizations and coalitions and may join associations whose representatives lobby on behalf of their members in accordance with Government Code 53060.5.

## **POLITICAL PROCESSES (continued)**

Note: Although the district has the authority to lobby the legislature, it cannot use district resources to urge the public to lobby the legislature on its behalf. In Miller v. Miller the court concluded that urging the public was impermissible election campaigning because the activity was directed to the public and not the legislature.

The district may provide fair and impartial information about legislative issues affecting schools and children and shall inform the community about its advocacy activities. However, informational materials about legislation shall not urge the public to lobby the legislature, Governor, or state agencies on behalf of the district.

Note: An appellate court held in League of Women Voters v. Countywide Criminal Justice Coordination Committee that the drafting of legislative proposals was a permissible use of public funds since it was more similar to the exercise of a local agency's governing authority than a campaign activity.

As necessary, the Board may direct the Superintendent or designee to draft legislative or regulatory proposals which serve the district's interests.

### **Legal Advocacy**

Note: When an issue requires resolution in the courts rather than through legislation, it is permissible for districts to use public funds to initiate or participate in legal advocacy. Toward these ends, districts may choose to join with other districts in a group, such as CSBA's Education Legal Alliance which funds and supports litigation in cases of statewide significance to its members.

The Board recognizes that some issues are more appropriately addressed judicially rather than legislatively. When a legal issue is likely to set a state or national precedent, the district may join with other districts or parties in order to resolve the issue through litigation or other appropriate means.

*(cf. 9124 - Attorney)*

*(cf. 9321 - Closed Session Purposes and Agendas)*

### **Political Forums**

Forums on political issues may be held in district facilities as long as the forum is made available to all sides of the issue on an equitable basis. (Education Code 7058)

*(cf. 1330 - Use of School Facilities)*

*Legal Reference: (see next page)*



## **POLITICAL PROCESSES (continued)**

### *Legal Reference:*

#### EDUCATION CODE

7050-7058 *Political activities of school officers and employees, including:*

7054 *Use of district property*

7054.1 *Requested appearance*

7056 *Soliciting or receiving political funds*

35160 *Authority of governing boards*

35172 *Promotional activities*

#### ELECTIONS CODE

9501 *School district elections, arguments for or against a measure*

#### GOVERNMENT CODE

8314 *Unlawful use of state resources*

53060.5 *Attendance at legislative body; expenses*

54953.5 *Right to record proceedings*

54953.6 *Broadcasts of proceedings*

81000-91015 *Political Reform Act, including:*

82031 *Definition of independent expenditure*

#### CODE OF REGULATIONS, TITLE 2

18600-18640 *Lobbyists*

18901.1 *Campaign related mailings sent at public expense*

#### COURT DECISIONS

*Vargas v. City of Salinas*, (2009) 46 Cal. 4th 1

*Santa Barbara County Coalition Against Automobile Subsidies v. Santa Barbara County Association of Governments*, (2008) 167 Cal.App.4th 1229

*Yes on Measure A v. City of Lake Forest*, (1997) 60 Cal.App.4th 620

*Choice-in-Education League et al v. Los Angeles Unified School District*, (1993) 17 Cal.App.4th 415

*League of Women Voters v. Countywide Criminal Justice Coordination Committee*, (1988) 203

Cal.App.3d 529

*Miller v. Miller*, (1978) 87 Cal.App.3d 762

*Stanson v. Mott*, (1976) 17 Cal. 3d 206

#### ATTORNEY GENERAL OPINIONS

88 *Ops.Cal.Atty.Gen.* 46 (2005)

73 *Ops.Cal.Atty.Gen.* 255 (1990)

### *Management Resources:*

#### CSBA PUBLICATIONS

*Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates*, Fact Sheet, February 2011

*Legal Guidelines for Lobbying Activity*, Fact Sheet, February 2011

#### INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

*Legal Issues Associated with Use of Public Resources and Ballot Measure Activities*, June 2010

#### WEB SITES

CSBA: <http://www.csba.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute for Local Government: <http://www.ca-ilg.org>

# **Board Policy**

## **Political Processes**

**BP 1160**

### **Community Relations**

The Governing Board has a responsibility to actively advocate fiscal and public policy that supports the district's schools and the children in the community. To the extent possible, the Board shall be proactive in defining the district's advocacy agenda based on the needs of the district and the direction set forth in the district's vision and goals.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 9000 - Role of the Board)

(cf. 9010 - Public Statements)

The Board may establish reasonable regulations related to Board members and employees engaging in political activity during working hours and on district premises. (Education Code 7055)

(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)

### **Legislation**

The Board's responsibility as an advocate for the district may include lobbying at the state and national levels.

Because local governments also make decisions which impact the district's schools, the Board and the Superintendent or designee shall work to establish ongoing relationships with city and county officials and agencies, and shall inform them of the potential effect of local issues on the schools.

(cf. 1020 - Youth Services)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

(cf. 7131 - Relations with Local Agencies)

The Board shall identify issues that will affect its schools and the children in its community, establish goals and priorities for legislative advocacy, solicit community input and adopt legislative positions. The Superintendent or designee shall establish a coordinated plan for carrying out the advocacy agenda, including specific activities, target groups or individuals, staff responsibilities and timelines.

In order to strengthen legislative advocacy efforts, the district may work with organizations and coalitions and may join associations whose representatives lobby on behalf of their members.

As necessary, the Superintendent or designee may draft legislative proposals which serve the

**district's interests.**

**The Board may provide fair and impartial information about legislative issues affecting schools and children and shall inform the community about its legislative advocacy activities. However, the Board shall not urge the public to lobby the legislature on behalf of the district.**

**(cf. 1100 - Communication with the Public)  
(cf. 1112 - Media Relations)**

#### **Ballot Measures/Candidates**

**The Board may study the potential effect of ballot measures on the district's schools. Any Board discussion of the effect of such measures shall include an opportunity for Board members, staff and members of the public to speak on all sides of the issue. Following such study, the Board may adopt positions in support of or in opposition to ballot measures of importance to education.**

**The Board's positions shall be publicized only through normal district procedures for reporting Board actions and in a manner that does not attempt to influence voters.**

**(cf. 9323 - Meeting Conduct)**

**No district funds, services, supplies or equipment shall be used to urge the support or defeat of any ballot measure or candidate, including any candidate for election to the Board.  
(Education Code 7054)**

**District resources shall not be used to disseminate campaign literature or to purchase advertisements, bumper stickers, posters or similar promotional items that advocate an election result.**

**(cf. 1325 - Advertising and Promotion)**

**The Superintendent or designee may use district resources to provide students, parents/guardians and community members with fair and impartial information related to ballot measures, including information about the impact of ballot measures on the district.  
(Education Code 7054)**

**In preparing or distributing such information, the Superintendent or designee shall ensure that the totality of the circumstances, including language, style, tenor and timing, does not expressly advocate passage or defeat of a measure or candidate.**

**The Superintendent or designee may research, draft and prepare a bond measure or other initiative for the ballot, but shall not use district resources to secure signatures in order to qualify the measure for the ballot.**

**Upon request, Board members and district administrators may appear at any time before a citizens' group to explain why the Board called for an election on a bond measure and to answer questions. (Education Code 7054.1)**

If the presentation occurs during working hours, the district representative shall not urge a citizens' group to vote for or against the bond measure.

For informational purposes, the Superintendent or designee may conduct a poll related to a ballot issue. Such a poll shall not advocate a particular position on the issue.

### **Legal Advocacy**

The Board recognizes that some issues are more appropriately addressed judicially rather than legislatively. When a legal issue is likely to set a state or national precedent, the district may join with other districts or parties in order to challenge the issue through litigation or other appropriate means.

(cf. 9124 - Attorney)

### **Political Forums**

Forums on political issues may be held in district facilities as long as the forum is made available to all sides of the issue on an equitable basis. (Education Code 7058)

(cf. 1330 - Use of School Facilities)

### **Legal Reference:**

#### **EDUCATION CODE**

7054 Use of district property

7054.1 Requested appearance

7055 Local rules

7056 Soliciting or receiving political funds

7058 Use of forum

35160 Authority of governing boards

35172 Promotional activities

#### **GOVERNMENT CODE**

50023 Attending legislature to support or oppose legislation

53060.5 Attendance at legislative body; expenses

54953.5 Right to record proceedings

54953.6 Broadcasts of proceedings

81000-91015 Political Reform Act

#### **COURT DECISIONS**

Stanson v. Mott, (1976) 17 Cal. 3d 206

Miller v. Miller, (1978) 87 Cal.App.3d 762

League of Women Voters v. Countywide Criminal Justice Coordination Committee, (1988) 203 Cal.App.3d 529, 250 Cal. Rptr. 161, rev.den.

Choice-in-Education League et al v. Los Angeles Unified School District, (1993) 17 Cal.App.4th 415

Yes on Measure A v. City of Lake Forest, (1997) 60 Cal.App.4th 620

Scherer v. Buchanan, First Appellate District, Civil No. A076648

#### **ATTORNEY GENERAL OPINIONS**

73 Ops.Cal.Atty.Gen. 255 (1990)

**Management Resources:**

**OFFICE OF LEGISLATIVE COUNSEL**

Advice letter #7837, March 18, 1996 (use of public funds to publicize board positions)

**FAIR POLITICAL PRACTICES COMMISSION**

FPPC No. 93/345 (1996)

**CSBA PUBLICATIONS**

Political Activities of School Districts: Legal Issues, 1998

Maximizing School Board Leadership: Community Leadership, 1996

## TOBACCO-FREE SCHOOLS

The Governing Board recognizes that the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff.

*(cf. 3514 - Environmental Safety)*

*(cf. 4159/4259/4359 - Employee Assistance Programs)*

*(cf. 5030 - Student Wellness)*

*(cf. 5131.62 - Tobacco)*

*(cf. 5141.23 - Asthma Management)*

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6143 - Courses of Study)*

Note: Health and Safety Code 104420 mandates districts receiving Tobacco-Use Prevention Education (TUPE) funds to adopt a tobacco-free schools policy that prohibits the use of tobacco anytime, anywhere in district-owned or leased buildings, on district property, and in district vehicles (Option 1 below). Districts must certify compliance with this requirement by submitting a California Department of Education (CDE) certification form and supporting documentation to the county office of education's TUPE coordinator by July 1 in order to apply for TUPE funding for that fiscal year. The certification process also requires submission of the district's written policy and enforcement procedures; see the accompanying administrative regulation for enforcement procedures.

Districts that do not receive TUPE funds may select Option 2 below, which prohibits smoking only in enclosed spaces pursuant to Labor Code 6404.5 and 20 USC 6083, or may choose the more stringent requirements in Option 1.

### OPTION 1: (Districts Receiving TUPE Funds)

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property, and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students, and visitors at any school-sponsored instructional program, activity, or athletic event held on or off district property. Any written joint use agreement governing community use of district facilities or grounds shall include notice of the district's tobacco-free schools policy and consequences for violations of the policy.

*(cf. 1330 - Use of School Facilities)*

*(cf. 1330.1 - Joint Use Agreements)*

Note: State law does not define "tobacco products" for purposes of the district's tobacco-free schools policy. The CDE's web site recommends that a district's policy define "tobacco products" to prohibit the use of products containing tobacco or nicotine, including nicotine delivery devices such as electronic cigarettes which provide an inhalable dose of nicotine by delivering a vaporized solution. Health and Safety Code 119405, added by SB 882 (Ch. 312, Statutes of 2010), makes it unlawful for a person to sell or otherwise furnish an electronic cigarette to a minor under age 18.

**TOBACCO-FREE SCHOOLS (continued)**

Prohibited products include any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for the use or possession of prescription nicotine products.

**~~OPTION 2: (Districts Not Receiving TUPE Funds)~~**

~~In accordance with law, smoking is prohibited in district vehicles and in all enclosed spaces in district facilities, including, but not limited to, lobbies, lounges, waiting areas, elevators, stairwells, and restrooms that are a structural part of the building. (Labor Code 6404.5; 20 USC 6083)~~

Note: Only districts selecting Option 2 may use the following optional paragraph.

Pursuant to Labor Code 6404.5, a district may provide breakrooms designated for smoking provided that (1) air from the smoking room is exhausted directly to the outside by an exhaust fan, (2) the district complies with ventilation and other standards adopted by the Occupational Safety and Health Standards Board or the federal Environmental Protection Agency, (3) the smoking room is located in a nonwork area where no one is required to enter as part of his/her work responsibilities, and (4) there are sufficient nonsmoking breakrooms to accommodate nonsmokers.

~~The Superintendent or designee may provide employee breakrooms designated for smoking only if such rooms meet the requirements of Labor Code 6404.5 and are not accessible to minors. Employees and visitors may smoke outside on school or district grounds except in those areas designated as nonsmoking or otherwise prohibited by law.~~

Note: The following paragraph is for use by all districts.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495)

*Legal Reference: (see next page)*

## TOBACCO-FREE SCHOOLS (continued)

### *Legal Reference:*

#### EDUCATION CODE

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

#### HEALTH AND SAFETY CODE

39002 Control of air pollution from nonvehicular sources

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

119405 Unlawful to sell or furnish electronic cigarettes to minors

#### LABOR CODE

3300 Employer, definition

6304 Safe and healthful workplace

6404.5 Occupational safety and health; use of tobacco products

#### UNITED STATES CODE, TITLE 20

6083 Nonsmoking policy for children's services

7100-7117 Safe and Drug Free Schools and Communities Act

#### CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

#### PERB RULINGS

Eureka Teachers Assn. v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

### *Management Resources:*

#### WEB SITES

California Department of Education, Alcohol, Tobacco and Other Drug Prevention:

<http://www.cde.ca.gov/ls/he/at>

California Department of Education, Tobacco-Free School District Certification:

<http://www.cde.ca.gov/ls/he/at/tobaccofreecert.asp>

California Department of Public Health, Tobacco Control: <http://www.cdph.ca.gov/programs/tobacco>

Occupational Safety and Health Standards Board: <http://www.dir.ca.gov/OSHSB/oshsb.html>

U.S. Environmental Protection Agency: <http://www.epa.gov>



# **Board Policy**

## **Tobacco-Free Schools**

**BP 3513.3**

### **Business and Noninstructional Operations**

The Governing Board recognizes the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, and desires to provide a healthy environment for students and staff.

(cf. 4159/4259/4359 - Employee Assistance Programs)

(cf. 5131.62 - Tobacco)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

The Board prohibits the use of tobacco products at any time in district-owned or leased buildings, on district property and in district vehicles. (Health and Safety Code 104420; Labor Code 6404.5; 20 USC 6083)

This prohibition applies to all employees, students and visitors at any instructional program, activity or athletic event.

Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (Health and Safety Code 104495)

#### **Legal Reference:**

##### **EDUCATION CODE**

48900 Grounds for suspension/expulsion

48901 Prohibition against tobacco use by students

##### **HEALTH AND SAFETY CODE**

39002 Control of air pollution from nonvehicular sources

104350-104495 Tobacco use prevention, especially:

104495 Prohibition of smoking and tobacco waste on playgrounds

##### **LABOR CODE**

6404.5 Occupational safety and health: use of tobacco products

##### **UNITED STATES CODE, TITLE 20**

6083 Nonsmoking policy for children's services

7111-7117 Safe and Drug Free Schools and Communities Act

##### **PERB RULINGS**

Eureka Teachers Assn v. Eureka City School District (1992) PERB Order #955 (16 PERC 23168)

CSEA #506 and Associated Teachers of Metropolitan Riverside v. Riverside Unified School District (1989) PERB Order #750 (13 PERC 20147)

**Management Resources:**

**WEB SITES**

**CDE:** <http://www.cde.ca.gov>

**California Department of Public Health, Tobacco Control:**

<http://www.cdph.ca.gov/programs/tobacco>

**Occupational Safety and Health Standards Board:** <http://www.dir.ca.gov/OSHSB/oshsb.html>

**Environmental Protection Agency:** <http://www.epa.gov>

**TOBACCO-FREE SCHOOLS**

**Notifications**

Note: Districts receiving Tobacco-Use Prevention Education (TUPE) funds are required by Health and Safety Code 104420 to communicate information about the district's tobacco-free schools policy. Districts that do not receive TUPE funds may delete or revise the following paragraph.

Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students, and the community. (Health and Safety Code 104420)

*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

Note: The following **optional** paragraph may be revised to reflect district practice.

The Superintendent or designee may disseminate this information through annual written notifications, district and school web sites, student and parent handbooks, and/or other appropriate methods of communication.

*(cf. 1113 - District and School Web Sites)*

**OPTION 1: (Districts Receiving TUPE Funds)**

Signs stating "Tobacco use is prohibited" shall be prominently displayed at all entrances to school property. (Health and Safety Code 104420)

**~~OPTION 2: (Districts Not Receiving TUPE Funds)~~**

Note: The following paragraph is for use by districts that do not receive TUPE funds and have selected Option 2 in the accompanying Board policy. If a district not receiving TUPE funds has chosen to adopt the more stringent prohibitions against smoking (see Option 1 in the accompanying Board policy), it should select Option 1 above.

~~At each entrance to a building or structure, the Superintendent or designee shall post a sign stating "No smoking" or "Smoking is prohibited except in designated areas" as appropriate. (Labor Code 6404.5)~~

**Enforcement/Discipline**

Note: Pursuant to Labor Code 6404.5, no employer shall knowingly or intentionally permit the smoking of tobacco products in an enclosed space at a place of employment. The effects of the district's tobacco policy, including any disciplinary action taken against employees resulting from the enforcement of the policy, may be subjects of negotiation between the Governing Board and employee organizations. Pursuant to Education Code 48900(h), a student may be subject to disciplinary action when it is determined that he/she possessed or used tobacco or nicotine products; see AR 5144.1 - Suspension and Expulsion/Due Process.

## **TOBACCO-FREE SCHOOLS (continued)**

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

Note: Labor Code 6404.5 requires the district to take "reasonable steps" to prevent smoking by nonemployees. These reasonable steps include posting clear and prominent signs as specified in the "Notifications" section above and requesting that the nonemployee refrain from smoking in the enclosed workplace. The following optional paragraph may be revised to reflect district practice.

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property
2. Request local law enforcement assistance in removing the person from school premises
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 3515.2 - Disruptions)*

The Superintendent or designee shall not be required to physically eject a nonemployee who is smoking or to request that the nonemployee refrain from smoking under circumstances involving a risk of physical harm to the district or any employee. (Labor Code 6404.5)

# **Administrative Regulation**

## **Tobacco-Free Schools**

**AR 3513.3**

### **Business and Noninstructional Operations**

#### **Notifications**

Information about the district's tobacco-free schools policy and enforcement procedures shall be communicated clearly to employees, parents/guardians, students and the community. (Health and Safety Code 104420)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Signs stating "Tobacco use is prohibited" shall be prominently displayed at all entrances to school property. (Health and Safety Code 104420)

#### **Enforcement/Discipline**

Any employee or student who violates the district's tobacco-free schools policy shall be asked to refrain from smoking and shall be subject to disciplinary action as appropriate.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

Any other person who violates the district's policy on tobacco-free schools shall be informed of the district's policy and asked to refrain from smoking. If the person fails to comply with this request, the Superintendent or designee may:

1. Direct the person to leave school property
2. Request local law enforcement assistance in removing the person from school premises
3. If the person repeatedly violates the tobacco-free schools policy, prohibit him/her from entering district property for a specified period of time

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

**EARTHQUAKE EMERGENCY PROCEDURE SYSTEM**

**Note:** The following optional administrative regulation should be revised to reflect district practice.

**Earthquake Preparedness**

Earthquake emergency procedures shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive safety plan. (Education Code 32282)

*(cf. 0450 - Comprehensive Safety Plan)*

**Note:** Government Code 8607 and 19 CCR 2400-2450 require districts to be prepared to respond to emergencies using the Standardized Emergency Management System (SEMS). By Executive Order, the Governor has required each local agency to integrate the National Incident Management System with its SEMS. Districts should contact their local office of emergency services for further assistance. See BP/AR 3516 - Emergencies and Disaster Preparedness Plan.

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

**Note:** The California Emergency Management Agency (Cal EMA) offers a number of publications that may assist the district in surveying school facilities and outside areas for potential earthquake hazards.

The Superintendent or designee may work with the California Emergency Management Agency and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows

## **EARTHQUAKE EMERGENCY PROCEDURE SYSTEM (continued)**

**Note:** Education Code 32282 requires regular practice of drop procedures in accordance with the timelines specified below. The following paragraph may be revised to reflect the grade levels offered by the district.

Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.

3. Protective measures to be taken before, during, and following an earthquake
4. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs.

Earthquake emergency procedures shall designate primary and alternative locations outside of buildings, which may include areas off campus if necessary, where individuals on a school site will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.

Earthquake emergency procedures also shall outline primary and alternative evacuation routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.

**Note:** The following optional paragraph is for use by any district with a school near the coastline making it susceptible to the risk of a tsunami after an earthquake has occurred.

The Superintendent or designee shall consider the danger of a post-earthquake tsunami when developing evacuation routes and locations, including the need to evacuate to higher ground.

The Superintendent or designee shall identify at least one individual within each building to determine if an evacuation is necessary, the best evacuation location, and the best route to that location when an earthquake occurs.

**EARTHQUAKE EMERGENCY PROCEDURE SYSTEM (continued)**

The Superintendent or designee shall identify potential earthquake hazards in classrooms and other district facilities, including, but not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, dangers presented by such potential hazards shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.

**Earthquake While Indoors at School**

When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:

1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.
2. In laboratories, burners should be extinguished, if possible, before taking cover.
3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects or furniture that may fall.

<p><b>Note:</b> In <u>The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty</u>, the Cal EMA advises that evacuation should never be automatic as there may be as much danger outside the facility as inside, planned routes may not be clear, and lighting inside the building may be shut off.</p>
--

4. After the earthquake, the principal or designee shall determine whether planned evacuation routes and assembly locations are safe and shall communicate with teachers and other staff.
5. When directed by the principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and shall evacuate the building in an orderly manner.

**Earthquake While Outdoors on School Grounds**

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedure.



## **EARTHQUAKE EMERGENCY PROCEDURE SYSTEM (continued)**

3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

### **Earthquake While on the Bus**

If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety, which may include pulling over to the side of the road or driving to a location away from outside hazards, if possible. Following the earthquake, the driver shall contact the Superintendent or designee for instructions before proceeding on the route or, if such contact is not possible, drive to an evacuation or assembly location.

*(cf. 3543 - Transportation Safety and Emergencies)*

### **Subsequent Emergency Procedures**

After an earthquake episode has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if safe.
2. Staff shall provide first aid to any injured students, take roll, and report missing students to the principal or designee.
3. Staff and students shall refrain from lighting any stoves or burners or operating any electrical switches until the area is declared safe.
4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
5. The principal or designee shall post staff at safe distances from all building entrances and instruct staff and students to remain outside the buildings until they are declared safe.
6. The principal or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.
7. The principal or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.
8. The Superintendent or designee shall provide updates to parents/guardians of district students and members of the community about the incident, any safety issues, and follow-up directions.

## **EARTHQUAKE EMERGENCY PROCEDURE SYSTEM (continued)**

*(cf. 1112 - Media Relations)*

*Legal Reference:*

**EDUCATION CODE**

32280-32289 *School safety plans*

**GOVERNMENT CODE**

3100 *Public employees as disaster service workers*

8607 *Standardized Emergency Management System*

**CODE OF REGULATIONS, TITLE 19**

2400-2450 *Standardized Emergency Management System*

*Management Resources:*

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY PUBLICATIONS**

*The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty Guide and Checklist for Nonstructural Earthquake Hazards in California Schools, January 2003*

*School Emergency Response: Using SEMS at Districts and Sites, June 1998*

**FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS**

*Guidebook for Developing a School Earthquake Safety Program, 1990*

**WEB SITES**

*American Red Cross: <http://www.redcross.org>*

*California Emergency Management Agency: <http://www.calema.ca.gov>*

*California Seismic Safety Commission: <http://www.seismic.ca.gov>*

*Federal Emergency Management Agency: <http://www.fema.gov/hazards/earthquakes>*

*National Incident Management System: <http://www.fema.gov/emergency/nims>*

# **Administrative Regulation**

## **Earthquake Emergency Procedure System**

**AR 3516.3**

### **Business and Noninstructional Operations**

#### **Earthquake Preparedness**

Earthquake emergency procedures shall be established in every school building having an occupant capacity of 50 or more students, or more than one classroom, and shall be incorporated into the comprehensive school safety plan. (Education Code 32282)

(cf. 0450 - Comprehensive Safety Plan)

Earthquake emergency procedures shall be aligned with the Standardized Emergency Management System and the National Incident Management System. (Government Code 8607; 19 CCR 2400-2450)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Earthquake emergency procedures shall include, but not be limited to, all of the following: (Education Code 32282)

1. A school building disaster plan, ready for implementation at any time, for maintaining the safety and care of students and staff
2. A drop procedure whereby each student and staff member takes cover under a table or desk, dropping to his/her knees, with the head protected by the arms and the back to the windows

Drop procedures shall be practiced at least once each school quarter in elementary schools and at least once each semester in secondary schools.

3. Protective measures to be taken before, during, and following an earthquake
4. A program to ensure that students and staff are aware of and properly trained in the earthquake emergency procedure system

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

The Superintendent or designee may work with the California Office of Emergency Services (renamed the California Emergency Management Agency) and the Seismic Safety Commission to develop and establish the earthquake emergency procedures. (Education Code 32282)

**Earthquake emergency procedures shall outline the roles and responsibilities of students and staff during and after an earthquake.**

**Staff and students shall be informed of the dangers to expect in an earthquake and procedures to be followed. Students shall be instructed to remain silent and follow directions given by staff in such an emergency. Staff and students also shall be taught safety precautions to take if they are in the open or on the way to or from school when an earthquake occurs.**

**Earthquake emergency procedures shall designate outside areas and alternative areas, which may include areas off campus if necessary, in which students will assemble following evacuation. In designating such areas, the Superintendent or designee shall consider potential post-earthquake hazards outside school buildings including, but not limited to, power lines, trees, covered walkways, chain link fences that may be an electric shock hazard, and areas near buildings that may have debris.**

**Earthquake emergency procedures shall designate evacuation routes and alternative routes that avoid areas with potential hazards to the extent possible. The needs of students with disabilities shall be considered when planning evacuation routes.**

**The Superintendent or designee shall identify potential earthquake hazards in classrooms and other district facilities. Potential hazards may include, but are not limited to, areas where the main gas supply or electric current enters the building, suspended ceilings, pendant light fixtures, large windows, stairwells, science laboratories, storage areas for hazardous materials, shop areas, and unsecured furniture and equipment. To the extent possible, such shall be minimized by securing equipment and furnishings and removing heavy objects from high shelves.**

### **Earthquake While Indoors at School**

**When an earthquake occurs, the following actions shall be taken inside buildings and classrooms:**

- 1. Staff shall have students perform the drop procedure. Students should stay in the drop position until the emergency is over or until further instructions are given.**
- 2. In laboratories, burners should be extinguished if possible before taking cover.**
- 3. As soon as possible, staff shall move students away from windows, shelves, and heavy objects and furniture that may fall.**
- 4. After the earthquake, the principal or designee shall determine whether planned evacuation routes and assembly areas are safe and shall communicate with teachers and other staff.**
- 5. When directed by the principal or designee to evacuate, or if classrooms or other facilities present dangerous hazards that require immediate evacuation, staff shall account for all students under their supervision and have the students evacuate the building in an orderly manner.**

## **Earthquake While Outdoors on School Grounds**

When an earthquake occurs, the following actions shall be taken by staff or other persons in authority who are outdoors on school grounds:

1. Staff shall direct students to walk away from buildings, trees, overhead power lines, power poles, or exposed wires.
2. Staff shall have students perform the drop procedure.
3. Staff shall have students stay in the open until the earthquake is over or until further directions are given.

## **Earthquake While on the Bus**

If students are on the school bus when an earthquake occurs, the bus driver shall take proper precautions to ensure student safety. The driver shall pull to the side of the road, away from any outside hazards if possible, and turn off the ignition. As soon as possible, the driver shall contact the Superintendent or designee for instructions before proceeding on the route.

(cf. 3543 - Transportation Safety and Emergencies)

## **Subsequent Emergency Procedures**

After the earthquake has subsided, the following actions shall be taken:

1. Staff shall extinguish small fires if possible.
2. Staff shall provide assistance to any injured students, take roll, and report missing students to the principal or designee.
3. Staff and students shall not light any stoves or burners until the area is declared safe.
4. All buildings shall be inspected for water and gas leaks, electrical breakages, and large cracks or earth slippage affecting buildings.
5. The principal or designee shall post staff at a safe distance from all building entrances and instruct staff and students to not reenter until the buildings are declared safe.
6. The principal or designee shall request assistance as needed from the county or city civil defense office, fire and police departments, city and county building inspectors, and utility companies and shall confer with them regarding the advisability of closing the school.
7. The principal or designee shall contact the Superintendent or designee and request further instructions after assessing the earthquake damage.

**Legal Reference:**

**EDUCATION CODE**

**32280-32289 School safety plans**

**GOVERNMENT CODE**

**3100 Public employees as disaster service workers**

**8607 Standardized Emergency Management System (SEMS)**

**CODE OF REGULATIONS, TITLE 19**

**2400-2450 Standardized Emergency Management System**

**Management Resources:**

**FEDERAL EMERGENCY MANAGEMENT AGENCY PUBLICATIONS**

**Guidebook for Developing a School Earthquake Safety Program, 1990**

**OFFICE OF EMERGENCY SERVICES PUBLICATIONS**

**The ABCs of Post-Earthquake Evacuation: A Checklist for School Administrators and Faculty**

**Guide and Checklist for Nonstructural Earthquake Hazards in California Schools, January 2003**

**School Emergency Response: Using SEMS at Districts and Sites, June 1998**

**WEB SITES**

**CSBA: <http://www.csba.org>**

**American Red Cross: <http://www.redcross.org>**

**California Emergency Management Agency: <http://www.calema.ca.gov>**

**California Seismic Safety Commission: <http://www.seismic.ca.gov>**

**Federal Emergency Management Agency (FEMA):**

**<http://www.fema.gov/hazards/earthquakes>**

**National Incident Management System (NIMS): <http://www.fema.gov/emergency/nims>**

**FOOD SERVICE/CHILD NUTRITION PROGRAM**

Note: The following optional policy may be revised to reflect district practice and the meal programs offered by the district. Districts may receive reimbursements to offset the costs of meals through the National School Lunch Program (42 USC 1751-1769j), School Breakfast Program (42 USC 1773), Special Milk Program (42 USC 1772), or other federally reimbursable meal program as described in the Child Nutrition Act (42 USC 1771-1791). In addition, state funding for meals provided to needy children may be available through the State Meal Program (Education Code 49490-49494). The district may apply to the California Department of Education (CDE) for all available state and federal funds.

See BP/AR 3552 - Summer Meal Program, AR 5148 - Child Care and Development, and AR 5148.2 - Before/After School Programs for nutrition requirements pertaining to those programs. For food sales outside the district's food service program (e.g., by student and adult organizations, through vending machines, or at student stores), see BP/AR 3554 - Other Food Sales.

The Governing Board recognizes that adequate, nourishing food is essential to student health, development, and ability to learn. The Superintendent or designee shall develop strategies to increase students' access to the district's food service programs and to maximize their participation in available programs.

Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease

*(cf. 5141.27 - Food Allergies/Special Dietary Needs)*

Note: 42 USC 1758b, as added by the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296), mandates each district participating in the National School Lunch Program (42 USC 1751-1769j) or any program in the Child Nutrition Act (42 USC 1771-1791), including the School Breakfast Program, to adopt a districtwide school wellness policy which includes nutrition guidelines for all foods available on school campuses; see BP 5030 - Student Wellness for language fulfilling this mandate. Also see the accompanying administrative regulation for state and federal legal requirements pertaining to nutrition standards.

2. Meet or exceed nutrition standards specified in law and administrative regulation

*(cf. 3552 - Summer Meal Program)*

*(cf. 3554 - Other Food Sales)*

*(cf. 5030 - Student Wellness)*

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.2 - Before/After School Programs)*

*(cf. 5148.3 - Preschool/Early Childhood Education)*

3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits
4. Be served in age-appropriate portions

## **FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)**

**Note:** Students who meet federal eligibility criteria must be provided meals free of charge or at reduced prices in accordance with 42 USC 1758 and 1773 and Education Code 49550; see BP/AR 3553 - Free and Reduced Price Meals. Pursuant to Education Code 38084, the district may determine the price for other students consistent with the goal of paying the cost of maintaining the cafeterias; see BP 3551 - Food Service Operations/Cafeteria Fund. State and federal reimbursements for all child nutrition programs are administered by the CDE and are based on the number and type of meals served.

5. Be available to students who meet federal eligibility criteria at no cost or at reduced prices, and to other students at reasonable prices

*(cf. 3551 - Food Service Operations/Cafeteria Fund)*

*(cf. 3553 - Free and Reduced Price Meals)*

**Note:** The following optional paragraph may be revised to reflect district practice. Grant funding may be available through the Fresh Fruit and Vegetable Program (42 USC 1769a) to provide elementary students with a variety of free fresh fruits and vegetables throughout the school day as a supplement to school breakfast and lunch programs. Eligible schools are those that operate the National School Lunch Program and have 50 percent or more of students eligible for free and reduced-price meals.

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables.

**Note:** No state or federal law directly governs the use of food produced by school gardens or local farms. However, both state and federal law support the concept of using locally grown and/or organic produce in school cafeterias (Education Code 51795-51797; 42 USC 1769). Thus, such use is allowable provided the foods comply with health and sanitation requirements as well as applicable nutrition standards.

District schools are encouraged to establish school gardens and/or farm-to-school projects to increase the availability of safe, fresh, seasonal fruits and vegetables for school meals and to support the district's nutrition education program.

*(cf. 6142.8 - Comprehensive Health Education)*

To encourage student participation in school meal programs, schools may offer multiple choices of food items within a meal service, provided all food items meet nutrition standards and all students are given an opportunity to select any food item.

The Superintendent or designee may invite students and parents/guardians to participate in the selection of foods of good nutritional quality for school menus.

The Board desires to provide students with adequate time and space to eat meals. To the extent possible, school, recess, and transportation schedules shall be designed to encourage participation in school meal programs.



## **FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)**

The Superintendent or designee shall periodically review the adequacy of school facilities for cafeteria eating and food preparation.

*(cf. 1312.4 - Williams Uniform Complaint Procedures)*

*(cf. 3517- Facilities Inspection)*

*(cf. 7110 - Facilities Master Plan)*

Note: The district's food service program is subject to the food safety standards in the California Retail Food Code (Health and Safety Code 113700-114437). In addition, 42 USC 1758 and 7 CFR 210.13 and 220.7 require all schools participating in the National School Lunch and/or Breakfast Program to implement a food safety program for the storage, preparation, and service of school meals. See the accompanying administrative regulation for requirements of the food safety program.

In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation process, from receiving to service.

Note: The following **optional** paragraph may be revised to reflect program evaluation indicators and reporting schedules determined by the district. Education Code 49431 and 49431.2 express legislative intent that the Governing Board annually review the district's compliance with nutrition standards for foods sold outside the National School Lunch or Breakfast Program.

Pursuant to the U.S. Department of Agriculture's Food and Nutrition Services Instruction 113-1, any district participating in federal meal programs must collect racial and ethnic data on potentially eligible populations, applicants, and program participants; see BP 3555 - Nutrition Program Compliance.

The Superintendent or designee shall annually report to the Board on student participation in the district's nutrition programs and the extent to which the district's food services program meets state and federal nutrition standards for foods and beverages.

*(cf. 0500 - Accountability)*

*(cf. 3555 - Nutrition Program Compliance)*

*Legal Reference: (see next page)*

## **FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)**

### *Legal Reference:*

#### EDUCATION CODE

35182.5 Contracts, non-nutritious beverages  
38080-38103 Cafeteria, establishment and use  
45103.5 Contracts for management consulting services; restrictions  
49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001  
49490-49494 School breakfast and lunch programs  
49500-49505 School meals  
49510-49520 Nutrition  
49530-49536 Child Nutrition Act  
49540-49546 Child care food program  
49547-49548.3 Comprehensive nutrition services  
49550-49562 Meals for needy students  
49570 National School Lunch Act  
51795-51797 School gardens

#### HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

#### CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students  
15530-15535 Nutrition education  
15550-15565 School lunch and breakfast programs  
15575-15578 Requirements for foods and beverages outside federal meal programs

#### UNITED STATES CODE, TITLE 42

1751-1769j National School Lunch Program, including:  
1758b Local wellness policy  
1761 Summer Food Service Program and Seamless Summer Feeding Option  
1769a Fresh Fruit and Vegetable Program  
1771-1793 Child nutrition, especially:  
1772 Special Milk Program

1773 National School Breakfast Program

#### CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program  
215.1-215.18 Special Milk Program  
220.1-220.21 National School Breakfast Program  
245.1-245.13 Eligibility for free and reduced-price meals and free milk

### *Management Resources:*

#### CSBA PUBLICATIONS

Building Healthy Communities: A School Leader's Guide to Collaboration and Community Engagement, 2009

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Meals Initiative Summary

Healthy Children Ready to Learn, January 2005

#### CALIFORNIA PROJECT LEAN PUBLICATIONS

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

*Management Resources continued: (see next page)*

## **FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)**

### *Management Resources: (continued)*

#### **U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS**

##### **School Breakfast Toolkit**

**Fresh Fruit and Vegetable Program: Handbook for Schools, December 2010**

**Food Buying Guide for Child Nutrition Programs, December 2007**

**Civil Rights Compliance and Enforcement - Nutrition Programs and Activities, FNS Instruction 113-1, November 2005**

**Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005**

**Dietary Guidelines for Americans, 2005**

#### **WEB SITES**

**CSBA:** <http://www.csba.org>

**California Department of Education, Nutrition Services Division:** <http://www.cde.ca.gov/ls/nu>

**California Department of Public Health:** <http://www.cdph.ca.gov>

**California Farm Bureau Federation:** <http://www.cfbf.com>

**California Food Policy Advocates:** <http://www.cfpa.net>

**California Healthy Kids Resource Center:** <http://www.californiahealthykids.org>

**California Project LEAN (Leaders Encouraging Activity and Nutrition):**

<http://www.californiaprojectlean.org>

**California School Nutrition Association:** <http://www.calsna.org>

**Centers for Disease Control and Prevention:** <http://www.cdc.gov>

**National Alliance for Nutrition and Activity:** <http://www.cspinet.org/nutritionpolicy/nana.html>

**U.S. Department of Agriculture, Food and Nutrition Service:** <http://www.fns.usda.gov/fns>

# **Board Policy**

## **Food Service/Child Nutrition Program**

**BP 3550**

### **Business and Noninstructional Operations**

The Governing Board recognizes that students need adequate, nourishing food in order to grow, learn, and maintain good health. Foods and beverages available through the district's food service program shall:

1. Be carefully selected so as to contribute to students' nutritional well-being and the prevention of disease

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

2. Meet or exceed nutritional standards specified in law and administrative regulation

(cf. 3554 - Other Food Sales)

(cf. 5030 - Student Wellness)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6300 - Preschool/Early Childhood Education)

3. Be prepared in ways that will appeal to students, retain nutritive quality, and foster lifelong healthful eating habits

(cf. 6142.8 - Comprehensive Health Education)

4. Be served in age-appropriate portions

5. Be sold at reasonable prices

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 3553 - Free and Reduced Price Meals)

The district's food service program shall give priority to serving unprocessed foods and fresh fruits and vegetables that are not deep fried.

The Superintendent or designee shall encourage the participation of students and parents/guardians in the selection of foods of good nutritional quality for school menus.

The Board desires to provide students with adequate time and space to eat meals. To the extent possible, school, recess, and transportation schedules shall be designed to encourage participation in school meal programs.

The Superintendent or designee shall periodically review the adequacy of school facilities for cafeteria eating and food preparation.

**(cf. 1312.4 - Williams Uniform Complaint Procedures)**  
**(cf. 3517- Facilities Inspection)**  
**(cf. 7110 - Facilities Master Plan)**

**In accordance with law, the Superintendent or designee shall develop and maintain a food safety program in order to reduce the risk of foodborne hazards at each step of the food preparation process, from receiving to service.**

**The Superintendent or designee shall annually report to the Board regarding the district's compliance with state and federal nutritional standards for foods and beverages.**

**(cf. 0500 - Accountability)**

**Legal Reference:**

**EDUCATION CODE**

**35182.5 Contracts, non-nutritious beverages**  
**38080-38103 Cafeteria, establishment and use**  
**45103.5 Contracts for management consulting services; restrictions**  
**49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001**  
**49490-49494 School breakfast and lunch programs**  
**49500-49505 School meals**  
**49510-49520 Nutrition**  
**49530-49536 Child Nutrition Act**  
**49540-49546 Child care food program**  
**49547-49548.3 Comprehensive nutrition services**  
**49550-49561 Meals for needy students**  
**49565-49565.8 California Fresh Start pilot program**  
**49570 National School Lunch Act**

**HEALTH AND SAFETY CODE**

**113700-114437 California Retail Food Code**  
**CODE OF REGULATIONS, TITLE 5**  
**15510 Mandatory meals for needy students**  
**15530-15535 Nutrition education**  
**15550-15565 School lunch and breakfast programs**  
**15566-15568 California Fresh Start Program**  
**15575-15578 Requirements for foods and beverages outside federal meals program**

**UNITED STATES CODE, TITLE 42**

**1751-1769h School lunch programs, including:**  
**1751 Note Local wellness policy**  
**1771-1791 Child nutrition, especially:**  
**1773 School breakfast program**

**CODE OF FEDERAL REGULATIONS, TITLE 7**

**210.1-210.31 National School Lunch Program**  
**220.1-220.21 National School Breakfast Program**

**Management Resources:**

**CSBA PUBLICATIONS**

Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, rev. October 2007

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

**CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS**

06-110 Restrictions on Food and Beverage Sales Outside of the School Meal Program, August 2006

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

Healthy Children Ready to Learn, January 2005

**CALIFORNIA PROJECT LEAN PUBLICATIONS**

Policy in Action: A Guide to Implementing Your Local School Wellness Policy, October 2006

**U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS**

Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles, June 2005

**U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS (continued)**

Dietary Guidelines for Americans, 2005

**WEB SITES**

CSBA: <http://www.csba.org>

California Department of Education, Nutrition Services Division:

<http://www.cde.ca.gov/ls/nu>

California Department of Public Health: <http://www.cdph.ca.gov>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

California School Nutrition Association: <http://www.calsna.org>

Centers for Disease Control and Prevention: <http://www.cdc.gov>

National Alliance for Nutrition and Activity:

<http://www.cspinet.org/nutritionpolicy/nana.html>

National Association of State Boards of Education: <http://www.nasbe.org>

School Nutrition Association: <http://www.schoolnutrition.org>

U.S. Department of Agriculture, Food and Nutrition Information Center:

<http://www.nal.usda.gov/fnic>

**FOOD SERVICE/CHILD NUTRITION PROGRAM**

Note: The following optional administrative regulation applies to food sales through the district's food service program, including the National School Lunch Program (42 USC 1751-1769j), School Breakfast Program (42 USC 1773), and Special Milk Program (42 USC 1772). The district should select all sections below that apply to programs offered by the district.

See BP/AR 3552 - Summer Meal Program, AR 5148 - Child Care and Development, and AR 5148.2 - Before/After School Programs for nutrition requirements pertaining to those programs. For food sales outside the district's food service program (e.g., by student and adult organizations, through vending machines, or at student stores), see BP/AR 3554 - Other Food Sales.

**Nutrition Standards for School Meals**

Note: Item #1 below is for use by all districts. Education Code 49550 requires all schools to provide at least one nutritionally adequate meal each school day to students who meet federal eligibility criteria for free and reduced-price meals; see BP/AR 3553 - Free and Reduced Price Meals. Education Code 49553 defines a "nutritionally adequate meal" as one that qualifies for reimbursement under federal child nutrition program regulations (7 CFR 210.10, 220.8). This requirement applies regardless of whether the school receives reimbursements through the National School Lunch Program (42 USC 1751-1769j) and/or School Breakfast Program (42 USC 1773) or the State Meal Program (Education Code 49490-49494), or receives no funding support for school meals. 42 USC 1758 and 1773 require schools participating in the National School Lunch and/or Breakfast Program to extend meal service to all students enrolled in the school.

Districts may elect to use the state's menu planning options of Shaping Health as Partners in Education (SHAPE) as a method of meeting the required nutrition standards. SHAPE California is a network of districts working together to improve the health and academic success of California students through comprehensive nutrition services and nutrition education. Participating districts must choose one of the approved SHAPE California and/or U.S. Department of Agriculture (USDA) menu planning options, as described in the California Department of Education's (CDE) School Meals Initiative Summary, available on the CDE's web site.

42 USC 1753, as amended by the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296), requires the U.S. Secretary of Agriculture to develop regulations updating the meal patterns and nutrition requirements for the National School Lunch Program. When such regulations become effective, districts that are certified by the CDE as complying with these updated standards will receive an additional reimbursement.

Meals or food items provided through the district's food services program shall: (Education Code 49430, 49430.5, 49430.7, 49550, 49553; 42 USC 1758, 1773; 7 CFR 210.10, 220.8)

1. Comply with the National School Lunch and/or Breakfast standards for meal patterns, nutrient levels, and calorie requirements for the ages/grade levels served, as specified in 7 CFR 210.10 or 220.8, or the state's menu planning options of Shaping Health as Partners in Education

Note: Items #2-3 below reflect additional requirements for (1) districts participating in the National School Lunch and/or Breakfast Program which choose to apply for state reimbursements for free and reduced-price meals in addition to their base reimbursement, and (2) districts participating in the State Meal Program. Such districts must annually certify compliance with Education Code 49430, 49430.5, and 49430.7. Other districts may delete or use these items at their discretion.

## **FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)**

2. Not be deep fried, par fried, or flash fried by the district or school or as part of the manufacturing process
3. Not contain artificial trans fat as defined in Education Code 49430.7

*(cf. 3552 - Summer Meal Program)*

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 5030 - Student Wellness)*

*(cf. 5141.27 - Food Allergies/Special Dietary Needs)*

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.3 - Preschool/Early Childhood Education)*

### **Nutrition Standards for Foods and Beverages Sold Outside the Reimbursable Meal Programs**

Note: The following section is for use by districts that have one or more schools which do not participate in the National School Lunch or Breakfast Program, as well as those that have schools which do participate in these programs but also sell foods or beverages to students outside of the meal program. Education Code 49430 and 49431-49431.7 establish nutrition requirements for foods and beverages sold outside the federal meal programs. 5 CCR 15575-15578 define the terms used in those code sections.

CDE Management Bulletin 06-110 clarifies that the beverage standards in Education Code 49431.5 are applicable to high schools. Pursuant to Education Code 49431.5, all beverages sold in high schools were required to meet these standards effective July 1, 2009.

Any foods or beverages that are not sold as part of the National School Lunch or Breakfast Program shall be sold to students only if they meet the nutrition standards specified in Education Code 49430-49431.7 and 5 CCR 15575-15578.

*(cf. 3554 - Other Food Sales)*

### **Drinking Water**

Note: The following section is for use by all districts. Pursuant to 42 USC 1758, as amended by P.L. 111-296, schools participating in the National School Lunch Program are required to make free drinking water available for consumption in places where meals are served during meal service. Effective July 1, 2011, Education Code 38086, as added by SB 1413 (Ch. 558, Statutes of 2010), requires all California schools to make free drinking water available during school meal times. The school may, among other means, provide cups and containers of water or solicit or receive donated water. Pursuant to Education Code 38086, a district may be exempted from this requirement only if the Governing Board adopts a resolution, publicly noticed on at least two consecutive meeting agendas, demonstrating that the district is unable to comply due to fiscal constraints or health or safety concerns. Any district whose Board has adopted such a resolution should delete the following paragraph.

The district shall provide access to free, fresh drinking water during meal times in food service areas at all district schools, including, but not limited to, areas where reimbursable meals under the National School Lunch or Breakfast Program are served or consumed. (Education Code 38086; 42 USC 1758)



## **FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)**

### **Special Milk Program**

Note: The following section is **optional**. The Special Milk Program (42 USC 1772; 7 CFR 215.1-215.18) is a federally funded program which assists in providing milk at reasonable prices to students in schools that do not participate in the National School Lunch or Breakfast Program. Pursuant to 7 CFR 215.1 and 215.7, districts may choose to provide milk at no charge to students who qualify for free and reduced-price meals; see BP 3553 - Free and Reduced Price Meals.

Any school that does not participate in the National School Lunch or Breakfast Program may participate in the Special Milk Program to provide all enrolled students with reasonably priced milk. (7 CFR 215.1)

### **Food Safety**

Note: Pursuant to Health and Safety Code 113789, school cafeterias are among the food facilities subject to the California Retail Food Code.

The Superintendent or designee shall ensure that the district's food service program meets the applicable sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

Note: The remainder of this section is for use by any district participating in the National School Lunch and/or Breakfast Program and may be used or revised by other districts at their discretion. 42 USC 1758 and 7 CFR 210.13 and 220.7 require all schools participating in these programs to implement a food safety program that complies with Hazard Analysis and Critical Control Point (HACCP) principles, which include establishing measures needed to prevent hazards at each stage of food production. Pursuant to 7 CFR 210.13, districts may implement either the "traditional" HACCP system or the simplified "process approach." Under the process approach, foods are grouped together according to preparation process and the same control measure is applied to all menu items within the group, rather than developing an HACCP plan for each item. These principles are described in the USDA's Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles.

P.L. 111-296 amended 42 USC 1758 to clarify that the food safety program is applicable to any facility or part of a facility in which food is stored, prepared, or served.

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a written food safety program for the storage, preparation, and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) system. The district's HACCP plan shall include, but not be limited to, a determination of critical control points and critical limits at each stage of food production, monitoring procedures, corrective actions, and recordkeeping procedures. (42 USC 1758; 7 CFR 210.13, 220.7)

**FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)**

Note: The following paragraph is optional. The USDA's Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles recommends that proper staff training is a necessary component of an effective food safety program.

The Superintendent or designee shall provide ongoing staff development on food safety to food service managers and employees. Any new employee, substitute, or volunteer shall complete initial food safety training prior to handling food. The Superintendent or designee shall document the date, trainer, and subject of each training.

*(cf. 4231 - Staff Development)*

Note: The following paragraph is optional. The USDA's Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles states that districts should maintain the following types of records in order to periodically review the food safety program and, in the event of a foodborne illness, to document that reasonable care was exercised in the operation of the school's food service program.

The Superintendent or designee shall assign staff to maintain records and logs documenting food safety activities, including, but not limited to, records of food deliveries, time and temperature monitoring during food production, equipment temperature (freezer, cooler, thermometer calibration), corrective actions, verification or review of safety efforts, and staff training.

**Inspection of Food Facilities**

Note: Health and Safety Code 113725-113725.3 require all food facilities in California to be inspected by the county environmental health agency in accordance with the timelines and procedures established in county regulations. The inspections cover all food service areas, which, depending on the school's operations, may include the cafeteria, vending machines, and mobile food carts. Health and Safety Code 113725 specifies findings that would be considered violations, including (1) improper holding temperatures, improper cooling, or inadequate cooking of potentially hazardous foods (i.e., foods that require temperature control); (2) poor personal hygiene of food service employees; (3) contaminated equipment; and (4) food from unapproved sources.

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and applicable county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

Note: The following paragraph is for use by districts participating in the National School Lunch and/or Breakfast Program. Notwithstanding the requirements of county regulations, districts participating in these programs must obtain at least two safety inspections each school year.

**FOOD SERVICE/CHILD NUTRITION PROGRAM (continued)**

The Superintendent or designee shall retain records from the most recent food safety inspection. All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (Health and Safety Code 113725.1; 42 USC 1758; 7 CFR 210.13, 210.15, 220.7)

*(cf. 1340 - Access to District Records)*

*(cf. 3580 - District Records)*

# **Administrative Regulation**

## **Food Service/Child Nutrition Program**

**AR 3550**

### **Business and Noninstructional Operations**

#### **Nutritional Standards for Elementary Schools**

At each elementary school, the only foods that may be sold to a student during the school day are either: (Education Code 49431)

1. Full meals, defined by Education Code 49430 as a combination of food items that meet National School Lunch or Breakfast Program meal pattern requirements or the state's menu planning options of Shaping Health as Partners in Education (SHAPE); or
2. Individually sold portions of nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruit, vegetables that have not been deep fried, and legumes

#### **Nutritional Standards for National School Lunch and Breakfast Program**

Any school participating in the National School Lunch Program and/or School Breakfast Program pursuant to 42 USC 1751-1769h and 1771-1791 shall serve meals that, on average over each school week: (Education Code 49531; 42 USC 1758, 1773; 7 CFR 210.10, 220.8)

1. Meet the nutrient levels and calorie requirements appropriate for the ages/grade levels served and the menu planning approach used, as specified in 7 CFR 210.10 or 220.8
2. Provide one-fourth (breakfast) or one-third (lunch) of the Recommended Dietary Allowances for protein, calcium, iron, vitamin A, and vitamin C appropriate for the ages/grade levels served and the menu planning approach used
3. Comply with applicable Dietary Guidelines for Americans which recommend:
  - a. Limiting the percentage of calories from saturated fat to less than 10 percent of total calories offered
  - b. Limiting the percentage of calories from total fat to 30 percent of total calories offered
  - c. Reducing sodium and cholesterol levels
  - d. Increasing the level of dietary fiber

(cf. 5030 - Student Wellness)

(cf. 5141.27 - Food Allergies/Special Dietary Needs)

#### **Nutritional Standards for Free and Reduced-Price Meals Program**

Any school that has students who meet federal eligibility criteria for free or reduced-price meals shall: (Education Code 49430.7)

1. Ensure that meals meet National School Lunch and/or Breakfast Program nutritional guidelines or the state's menu planning options of SHAPE
2. Not sell or serve a food item that the district or school has deep fried, par fried, or flash fried, as defined in Education Code 49430, or that has been deep fried, par fried, or flash fried as part of the manufacturing process in an oil or fat prohibited by Education Code 49430.7
3. Not sell or serve a food item containing artificial trans fat, including vegetable shortening, margarine, or any kind of hydrogenated or partially hydrogenated vegetable oil unless the manufacturer's documentation or label lists the trans fat content as less than 0.5 gram per serving

(cf. 3533 - Free and Reduced Price Meals)

#### Nutritional Standards for Foods Outside the National School Lunch or Breakfast Program

For food items that are not sold as part of the National School Lunch or Breakfast Program, the following nutritional standards shall apply:

1. At each elementary school, an individually sold dairy or whole grain food item may be served to students if it meets all of the following standards: (Education Code 49431)
  - a. Not more than 35 percent of its total calories is from fat.
  - b. Not more than 10 percent of its total calories is from saturated fat.
  - c. Not more than 35 percent of its total weight is composed of sugar, including naturally occurring and added sugar.
  - d. Its total calories do not exceed 175 calories.

(cf. 3554 - Other Food Sales)

2. For foods sold to students in middle, junior high, and high schools: (Education Code 49430, 49431.2)
  - a. Each entree item shall:
    - (1) Not exceed 400 calories
    - (2) Contain no more than four grams of fat per 100 calories
    - (3) Be categorized as an entree item in the National School Lunch or Breakfast Program

b. For each snack item that supplements a meal:

(1) Not more than 35 percent of its total calories shall be from fat, excluding nuts, nut butters, seeds, eggs, cheese packaged for individual sale, fruits, vegetables that have not been deep fried, or legumes.

(2) Not more than 10 percent of its total calories shall be from saturated fat, excluding eggs or cheese packaged for individual sale.

(3) Not more than 35 percent of its total weight shall be composed of sugar, including naturally occurring and added sugar, excluding fruits or vegetables that have not been deep fried.

(4) Its total calories shall not exceed 250 calories.

3. Beginning July 1, 2009, any food provided to K-12 students during school hours and within one-half hour before and after school shall not contain or have been prepared with artificial trans fat, including vegetable shortening, margarine, or any kind of partially hydrogenated vegetable oil, unless the manufacturer's documentation or label lists the trans fat content as less than 0.5 grams per serving. (Education Code 49431.7)

#### **Nutritional Standards for Beverages**

The only beverages that may be sold to elementary students, regardless of the time of day, are: (Education Code 49431.5)

1. Fruit-based drinks that are composed of no less than 50 percent fruit juice and have no added sweetener

2. Vegetable-based drinks that are composed of no less than 50 percent vegetable juice and have no added sweetener

3. Drinking water with no added sweetener

4. Milk that is 1 percent fat, 2 percent fat, or nonfat; soy milk, rice milk, or other similar nondairy milk

The only beverages that may be sold to middle school or junior high school students from one-half hour before the start of the school day until one-half hour after the end of the school day are: (Education Code 49431.5)

1. Fruit-based drinks that are composed of no less than 50 percent fruit juice and have no added sweetener

2. Vegetable-based drinks that are composed of no less than 50 percent vegetable juice and have no added sweetener

3. Drinking water with no added sweetener

4. Milk that is 1 percent fat, 2 percent fat, or nonfat; soy milk, rice milk, or other similar nondairy milk

5. Electrolyte replacement beverages that contain no more than 42 grams of added sweetener per 20 ounce serving

At least 50 percent of the beverages sold to high school students from one-half hour before the start of the school day until one-half hour after the end of the school day shall be those specified in items #1-5 above. Beginning July 1, 2009, all of the beverages sold to high school students from one-half hour before the start of the school day until one-half hour after the end of the school day shall meet the standards specified in items #1-5 above. (Education Code 49431.5)

#### **Food Safety**

The Superintendent or designee shall ensure that the district's food service program meets the sanitation and safety requirements of the California Retail Food Code as set forth in Health and Safety Code 113700-114437.

For all district schools participating in the National School Lunch and/or School Breakfast Program, the Superintendent or designee shall implement a school food safety program for the preparation and service of school meals which complies with the national Hazard Analysis and Critical Control Point (HACCP) principles. (42 USC 1758)

The district's HACCP plan shall be in writing and shall address the components specified in Health and Safety Code 114419.1 including, but not limited to, methods for determining control measures needed to prevent hazards at each stage of food production, monitoring of the implementation of the food safety program, establishment of corrective actions to be taken if the proper time or temperature range is not met, training of food service employees and supervisors on food safety issues, recordkeeping, and periodic review of the food safety program.

The Superintendent or designee shall designate at least one staff member to be responsible for verification of the HACCP plan and shall provide the designated staff member with training in HACCP principles and the contents of the plan. Records of the training shall be retained for the duration of employment or a period of not less than two years, whichever is greater. In addition, the Superintendent or designee shall provide applicable HACCP training to food service employees who work in food preparation and shall document the date, trainer, and subject of the training. (Health and Safety Code 114419.2)

(cf. 4231 - Staff Development)

All food preparation and service areas shall be inspected in accordance with Health and Safety Code 113725-113725.1 and county regulations.

Each school participating in the National School Lunch and/or Breakfast Program shall, during each school year, obtain a minimum of two food safety inspections conducted by the county environmental health agency. (42 USC 1758; 7 CFR 210.13, 220.7)

All schools shall post a notice indicating that the most recent inspection report is available to any interested person upon request. (42 USC 1758; 7 CFR 210.13, 220.7; Health and Safety Code 113725.1)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)



**FOOD SERVICE OPERATIONS/CAFETERIA FUND**

**Note:** The following optional policy may be revised to reflect district practice. Education Code 38080-38103 contain requirements for the establishment and operation of school cafeterias.

The Governing Board intends that, insofar as possible, school food services shall be a self-supporting, nonprofit program. To increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

*(cf. 3100 - Budget)*

*(cf. 3300 - Expenditures and Purchases)*

*(cf. 3311 - Bids)*

*(cf. 3550 - Food Service/Child Nutrition Program)*

*(cf. 3552 - Summer Meal Program)*

**Note:** The California Department of Education (CDE), in collaboration with educators and professional organizations, provides training to child nutrition program directors and educators; see the CDE's web site for staff development opportunities.

As amended by the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296), 42 USC 1776 requires the U.S. Secretary of Agriculture to establish a program of required training and certification for school food service directors and other food service personnel in districts participating in the National School Lunch and/or Breakfast Program (42 USC 1751-1769j, 1773). By a date to be determined by the Secretary, such personnel will be required to receive training at least annually.

The Superintendent or designee shall ensure that all food services administrators and personnel possess appropriate qualifications and receive ongoing professional development related to the effective management and implementation of the district's food services program.

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

**Meal Sales**

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

**Note:** The following paragraph is optional and may be revised to reflect district practice. Pursuant to Education Code 38082, the Governing Board may, by formal resolution, authorize the serving of meals to persons other than those listed above. In Management Bulletin No. 00-111, the CDE states that the Board's policy or resolution must specify the circumstances under which those other persons will be served.

In addition, meals may be sold to other individuals and organizations that are on campus during meal times for a legitimate purpose, such as classroom volunteers, parents/guardians, or students' siblings.

**FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)**

Note: Pursuant to Education Code 38084, the district may determine meal prices consistent with the goal of paying the costs of maintaining the cafeterias (exclusive of the costs of housing and equipping cafeterias, or other costs determined by Board resolution, pursuant to Education Code 38100).

Students who meet federal eligibility criteria for the reduced-price meal program cannot be charged more than the amounts listed in 42 USC 1758 and 1773; see AR 3553 - Free and Reduced Price Meals. In setting prices for students who are not eligible for the free and reduced-price meal program, 42 USC 1760, as amended by P.L. 111-296, requires schools to charge those students a price that is, on average, equal to the difference between free meal reimbursement and paid meal reimbursement. Schools that charge less than the average are required to gradually increase their prices over time until they meet the requirement or may cover the difference with nonfederal funds. 42 USC 1760 establishes a maximum annual increase of 10 cents, but allows districts to establish a higher increase at their discretion.

The Superintendent or designee shall recommend meal prices, based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760, for students and nonstudents for approval by the Board. Students who are enrolled in the free or reduced-price meal programs shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

*(cf. 3553 - Free and Reduced Price Meals)*

Note: The following paragraph reflects CDE Management Bulletin No. 00-111 which states that using funds from the National School Lunch and Breakfast Programs to serve any adult or any child not enrolled in the school would be contrary to program goals.

Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture foods.

**Cafeteria Fund**

Note: Pursuant to Education Code 38090, money received for the sale of food or for any services performed by the cafeterias may be paid into the county treasury to the credit of a "cafeteria fund" for the district.

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

Note: Education Code 38103 allows the Board, at its discretion and with the approval of the County Superintendent of Schools who is responsible for a countywide payroll/retirement system under Education Code 42646, to have wages, salaries, and benefits of food service employees paid either from the district's general fund (Option 1 below) or from the district's cafeteria fund (Option 2).

**OPTION 1:** ~~The wages, salaries, and benefits of food service employees shall be paid from the district's general fund. At any time, the Board may order reimbursement from the district's cafeteria fund for these payments in amounts prescribed by the Board and not exceeding the costs actually incurred. (Education Code 38103)~~

## **FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)**

**OPTION 2:** The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

Note: The following **optional** paragraph may be revised to reflect district practice. The Note in 42 USC 1751, as amended by P.L. 111-296, requires the U.S. Secretary of Agriculture to issue guidance to districts participating in the National School Lunch and/or Breakfast Program regarding allowable indirect costs that may be charged to the nonprofit school food service account.

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law. Program financial reports shall be presented regularly to the Board.

*(cf. 3400 - Management of District Assets/Accounts)*

*(cf. 3460 - Financial Reports and Accountability)*

### **Contracts with Outside Services**

Note: The following section is **optional**. Pursuant to Education Code 45103.5, the district is authorized to contract for consulting services related to food service management. 42 USC 1758, 7 CFR 210.16, and Education Code 45103.5 authorize a district, under specified conditions and with approval of the CDE, to contract with a food service management company to manage its food service operation in one or more of its schools. See the accompanying administrative regulation for related requirements.

With Board approval, the district may enter into a contract for food service consulting services or food service management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

*(cf. 3312 - Contracts)*

*(cf. 3600 - Consultants)*

*Legal Reference: (see next page)*

## **FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)**

### *Legal Reference:*

#### EDUCATION CODE

38080-38086 Cafeteria, establishment and use

38090-38095 Cafeterias, funds and accounts

38100-38103 Cafeterias, allocation of charges

42646 Alternate payroll procedure

45103.5 Contracts for management consulting services; restrictions

49490-49493 School breakfast and lunch programs

49500-49505 School meals

49554 Contract for services

#### HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

#### UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs

1771-1791 Child nutrition, including:

1773 School breakfast program

#### CODE OF FEDERAL REGULATIONS, TITLE 2

255 Cost Principles for State, Local, and Indian Tribal Governments

#### CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

250.1-250.70 USDA foods

### *Management Resources:*

#### CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

USDA-FDP-02-2010 Storage and Inventory Management of United States Department of Agriculture (USDA) Donated Foods, August 2010

USDA-SNP-01-2008 Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs; and the Handling of Unpaid Meal Charges, February 2008

00-111 Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, July 2000

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

#### U.S. DEPARTMENT OF EDUCATION GUIDANCE

FAQs About School Meals

#### WEB SITES

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California School Nutrition Association: <http://www.calsna.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

# **Board Policy**

## **Food Service Operations/Cafeteria Fund**

**BP 3551**

### **Business and Noninstructional Operations**

The Governing Board intends that, insofar as possible, school food services shall be a self-supporting, nonprofit program. To increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of food and supplies, the planning of menus, and the auditing of all food service accounts for the district.

(cf. 3100 - Budget)  
(cf. 3300 - Expenditures and Purchases)  
(cf. 3311 - Bids)  
(cf. 3550 - Food Service/Child Nutrition Program)

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

In addition, meals may be sold to other individuals and organizations who are on campus during meal times for a legitimate purpose, such as classroom volunteers, parents/guardians, or student siblings.

The Superintendent or designee shall recommend meal prices for students and nonstudents for approval by the Board. Students who are enrolled in the free or reduced-price meal programs shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

(cf. 3553 - Free and Reduced Price Meals)

Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture commodities.

Program financial reports shall be presented regularly to the Board.

(cf. 3460 - Financial Reports and Accountability)

### **Cafeteria Fund**

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

### **Contracts with Outside Services/Providers**

With Board approval, the district may enter into a contract for management consulting services related to food service.

(cf. 3600 - Consultants)

With Board approval, the district may enter into a contract with a private company that enables a school to operate a franchise offering fast food items for sale to students. The franchise agreement and food purchases shall be subject to the competitive bidding requirements of the National School Lunch and School Breakfast Programs.

**Legal Reference:**

**EDUCATION CODE**

38080-38085 Cafeteria, establishment and use

38090-38095 Cafeterias, funds and accounts

38100-38103 Cafeterias, allocation of charges

42646 Alternate payroll procedure

45103.5 Contracts for management consulting services; restrictions

49490-49493 School breakfast and lunch programs

49500-49505 School meals

**HEALTH AND SAFETY CODE**

113700-114437 California Retail Food Code

**UNITED STATES CODE, TITLE 42**

1751-1769h School lunch programs

1771-1791 Child nutrition, including:

1773 School breakfast program

**CODE OF FEDERAL REGULATIONS, TITLE 7**

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

**Management Resources:**

**CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT ADVISORIES**

0701.00 Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, No. 00-111

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

California School Accounting Manual

**WEB SITES**

California Department of Education, Nutrition Services Division:

<http://www.cde.ca.gov/ls/nu>

California School Nutrition Association: <http://www.calsna.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

**FOOD SERVICE OPERATIONS/CAFETERIA FUND**

**Payments for Meals**

Note: State and federal law (Education Code 49550; 42 USC 1758, 1773) require that all students eligible for free and reduced-price meals receive a reimbursable meal during each school day which must be the same meal choice offered to noneligible students; see BP/AR 3553 - Free and Reduced Price Meals. California Department of Education (CDE) Management Bulletin USDA-SNP-01-2008 clarifies that districts therefore cannot serve an alternate meal (i.e., a meal that is different than the day's advertised meal) to a student eligible for reduced-price meals who does not have the ability to pay or who fails to provide a meal ticket or other medium of exchange on a given day. However, payment and pricing policies for full-price meals are at the discretion of the district and may include decisions on whether or not to extend credit or provide an alternate meal to students in the event of nonpayment.

The following optional section includes recommendations of the CDE's Management Bulletin and the U.S. Department of Agriculture's (USDA) "FAQs About School Meals" on the USDA's web site and may be revised to reflect district practice.

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain an account indicating payments received from each student for the purchase of school meals.

*(cf. 3550 - Food Service/Child Nutrition Program)*

*(cf. 3552 - Summer Meal Program)*

*(cf. 3553 - Free and Reduced Price Meals)*

*(cf. 3555 - Nutrition Program Compliance)*

At the beginning of the school year, parents/guardians shall be notified of the district's meal payment policies and encouraged to prepay for meals whenever possible.

*(cf. 1113 - District and School Web Sites)*

Students and their parents/guardians shall be notified whenever their account has a zero balance. Whenever a student's account has an unpaid balance of \$50 or more, parents/guardians shall be notified in writing that full payment is due within seven school days from the date of the notice.

In cases of repeated nonpayment by a student, the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment. The Superintendent or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services.

**FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)**

Note: The remainder of this section is for use by any district that participates in the National School Lunch and/or Breakfast Program (42 USC 1751-1769j, 1773) and has one or more schools which use a system of meal tickets, tokens, cards, or other medium of exchange rather than an electronic point-of-sale system. According to the USDA's "FAQs About School Meals," districts that use a ticket or token system may limit the number of lost or stolen tickets they will replace, provided that at least three replacement tickets will be provided to students each school year. However, a district that elects to establish a limit on replacement tickets must meet the requirements specified in the following paragraphs. Although these requirements apply only to students who qualify for free or reduced-price meals, the USDA recommends that districts apply the same limits for students who pay full price for their meals in order to ensure that needy students are not overtly identified because of the replacement of tickets.

The district may modify the following paragraph to specify the number (three or greater) of replacement tickets that will be allowed by the district. Also, if the district does not maintain elementary grades, it should revise the last sentence of the following paragraph accordingly. A district not participating in a federal meal program may use or modify these paragraphs at its discretion.

~~In any school that uses a system of meal tickets or other similar medium of exchange rather than an electronic point-of-sale system, a student shall be allowed at least three replacement tickets each school year in the event that tickets are lost or stolen. School staff shall maintain a list of students who have reported lost or stolen tickets and the number of occurrences for each student. When it has been determined that a student has reached the limit, school staff shall issue at least one advance warning to the student or his/her parent/guardian prior to denying a replacement ticket. However, prekindergarten and younger primary students or students with disabilities who may be unable to take full responsibility for their meal tickets shall not be denied meals when tickets are lost or stolen.~~

~~Students and parents/guardians shall be advised in writing of the school's policy regarding replacement tickets at the beginning of the school year and/or when applications for free and reduced-price meals are distributed or approved.~~

**Reimbursement Claims**

Note: To streamline administration of state and federal meal programs, the CDE has developed an online Child Nutrition Information and Payment System which must be used to submit reimbursement claims as well as to submit and track the status of applications and USDA food requests.

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the California Department of Education (CDE) using the online Child Nutrition Information and Payment System.

**Cafeteria Fund**

Note: Education Code 38091 authorizes the Governing Board to establish one or more cafeteria revolving accounts to be treated as revolving cash accounts of the cafeteria fund.



**FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)**

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091, 38092)

*(cf. 3100 - Budget)*

*(cf. 3300 - Expenditures and Purchases)*

The cafeteria fund shall be used only for those expenditures authorized by the Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR 255, and the California School Accounting Manual. (Education Code 38091, 38101; 2 CFR 255)

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

*(cf. 3110 - Transfer of Funds)*

**U.S. Department of Agriculture Foods**

**Note:** The following optional section is for use by districts that participate in the National School Lunch Program and receive foods from the USDA pursuant to 42 USC 1755 and 7 CFR 250.1-250.70. The CDE is responsible for ordering and distributing USDA foods for use in California schools. Pursuant to 42 USC 1758, as amended by P.L. 111-296, the USDA is required to identify, develop, and disseminate model product specifications and practices to ensure that foods offered through this program reflect the most recent Dietary Guidelines for Americans.

The Superintendent or designee shall ensure that foods received through the U.S. Department of Agriculture (USDA) are handled, stored, and distributed in facilities which: (7 CFR 250.14)

1. Are sanitary and free from rodent, bird, insect, and other animal infestation
2. Safeguard foods against theft, spoilage, and other loss
3. Maintain foods at proper storage temperatures
4. Store foods off the floor in a manner to allow for adequate ventilation
5. Take other protective measures as may be necessary

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

**FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)**

USDA foods shall be used in school lunches as far as practicable, but also may be used in other nonprofit food service activities, with any revenues accruing to the district's nonprofit food service account. Such activities may include school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students. (7 CFR 250.60)

**Contracts with Outside Services**

Note: The following optional section is for use by districts that contract for food service management services pursuant to Education Code 49554, 42 USC 1758, or 7 CFR 210.16 or consulting services pursuant to Education Code 45103.5, and should be modified to reflect the type(s) of contracts in the district; see the accompanying Board policy.

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services only, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

*(cf. 3312 - Contracts)*

*(cf. 3515.6 - Criminal Background Checks for Contractors)*

*(cf. 3600 - Consultants)*

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

*(cf. 4212 - Appointments and Conditions of Employment)*

# **Administrative Regulation**

## **Food Service Operations/Cafeteria Fund**

**AR 3551**

### **Business and Noninstructional Operations**

#### **Payments**

With the exception of students who are eligible to receive meals at no cost, students or their parents/guardians may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain an account indicating payments received from each student or his/her parents/guardians for the purchase of school meals.

(cf. 3550 - Food Service/Child Nutrition Program)  
(cf. 3553 - Free and Reduced Price Meals)

Students and their parents/guardians shall be notified whenever their account has a zero balance.

Whenever a student's account has an unpaid balance of \$50 or more, parents/guardians shall be notified in writing that full payment is due within seven school days from the date of the notice.

#### **Cafeteria Fund**

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091, 38092)

(cf. 3100 - Budget)  
(cf. 3300 - Expenditures and Purchases)

The cafeteria fund shall be used only for Board-authorized expenditures necessary for the operation of school cafeterias as defined in the California School Accounting Manual or appropriately reported to the California Department of Education. (Education Code 38091, 38101)

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

(cf. 3110 - Transfer of Funds)

Any funds derived from the sale of cafeteria food and deposited in a Board-established cafeteria equipment reserve shall be used only for the purchase, lease, maintenance, or replacement of cafeteria equipment. (Education Code 38102)

## **Contracts with Outside Services/Providers**

**The term of any contract for management consulting services related to food services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5)**

**A contract for food service management consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. (Education Code 45103.5)**

**Health criteria established by the district for classified staff shall be applicable to all persons providing food service management consulting services. (Education Code 45103.5)**

**(cf. 3515.6 - Criminal Background Checks for Contractors)**

**(cf. 3600 - Consultants)**

**(cf. 4112.4/4212.4/4312.4 - Health Examinations)**

**(cf. 4212 - Appointments and Conditions of Employment)**

**FREE AND REDUCED PRICE MEALS**

Note: Education Code 49550 requires all districts to provide at least one nutritionally adequate meal during each school day to needy students, defined in Education Code 49552 as those who meet federal eligibility criteria for free and reduced-price meals. Pursuant to 42 USC 1758 and 1773, districts that participate in the National School Lunch and/or Breakfast Program may receive reimbursement for free and reduced-price meals at a higher rate than that provided for meals for noneligible students. In addition, state funding may be available through the State Meal Program (Education Code 49490-49494). The district may apply to the California Department of Education (CDE) for available state and federal funds.

The requirement to provide at least one nutritionally adequate meal to needy students applies during summer school sessions unless the district receives a waiver from the State Board of Education under the conditions described in Education Code 49548. Funding to support the provision of summer school meals is available through the Summer Food Service Program (Education Code 49547.5; 42 USC 1761); see BP/AR 3552 - Summer Meal Program.

The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

*(cf. 3551 - Food Service Operations/Cafeteria Fund)*

*(cf. 3552 - Summer Meal Program)*

*(cf. 5030 - Student Wellness)*

*(cf. 5148 - Child Care and Development)*

*(cf. 5148.2 - Before/After School Programs)*

*(cf. 6177 - Summer School)*

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

Note: In order to be reimbursed for free and reduced-price meals, a school must meet federal and/or state nutritional guidelines in 7 CFR 210.10 and 220.8 as described in AR 3550 - Food Service/Child Nutrition Program.

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meals program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

*(cf. 3550 - Food Service/Child Nutrition Program)*

Note: The federally funded Special Milk Program (42 USC 1772; 7 CFR 215.1, 215.7) assists in providing milk to students at reasonable prices in schools that do not participate in the National School Lunch or Breakfast Program. Participating districts may, at their discretion, choose to provide milk at no charge to students who qualify for free and reduced-price meals. The following optional paragraph is for use by districts that choose to provide free milk to eligible students.

## **FREE AND REDUCED PRICE MEALS (continued)**

Schools participating in the Special Milk Program pursuant to 42 USC 1772 shall provide milk at no charge to students who meet federal eligibility criteria for free or reduced-price meals.

Note: Education Code 49557 requires the district to develop a plan ensuring that students receiving free and reduced-price meals are not discriminated against in the implementation of the food services program. See the accompanying administrative regulation for plan requirements.

The Board shall approve, and shall submit to the California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 3555 - Nutrition Program Compliance)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

### **Confidentiality/Release of Records**

All applications and records related to eligibility for the free and reduced-price meals program shall be confidential except as provided by law. (Education Code 49558)

Note: The following paragraph is optional. According to CDE Management Bulletin NSD-SNP-12-2010, Education Code 49558 does not prohibit the sharing of free and reduced-price meal application information to other districts/schools for the purpose of determining students' eligibility. The district may provide either the student's application or only the student's name and eligibility status. The CDE urges districts to develop agreements with other districts regarding how the data will be shared, transported, protected, and destroyed once its purpose for determining meal eligibility has been completed.

If a student transfers from the district to another district or to a private school, the Superintendent or designee may release the student's eligibility status or a copy of his/her free and reduced-price meal application to the other district or school to assist in the continuation of the student's meal benefits.

Note: Education Code 49558 authorizes the Governing Board to allow district employees to use the name and eligibility status of students participating in the free and reduced-price meals program for the purpose of disaggregation of academic achievement data. However, in accordance with federal guidelines, free and reduced-price meal records may be shared for this purpose only in connection with either a federal Title I program (20 USC 6301-6514) or the National Assessment of Educational Progress. Education Code 49558 allows districts with schools in program improvement, pursuant to 20 USC 6316, to use this information to identify students eligible for school choice and supplemental educational services; see BP/AR 0520.2 - Title I Program Improvement Schools. Only the name and meal eligibility status of a student may be shared for this purpose. Information regarding a student's participation in the program (e.g., household size and income, the record of meals served to that student) is confidential.

## FREE AND REDUCED PRICE MEALS (continued)

Districts wishing to use free and reduced-price meal records for these purposes are **mandated** to adopt a policy authorizing employee access. See the accompanying administrative regulation for additional requirements applicable to districts that authorize such access.

The Board authorizes designated employees to use individual records pertaining to student eligibility for the free and reduced-price meals program for the purposes of: (Education Code 49558)

1. Disaggregation of academic achievement data
2. In any school identified as a Title I program improvement school pursuant to 20 USC 6316, identification of students eligible for school choice and supplemental educational services

*(cf. 0520.2 - Title I Program Improvement Schools)*

*(cf. 5125 - Student Records)*

*(cf. 6162.51 - Standardized Testing and Reporting Program)*

*(cf. 6171 - Title I Programs)*

Note: Pursuant to Education Code 49558, districts may release information on the National School Lunch Program application, under the conditions described below, to the local agency that determines eligibility under the Medi-Cal program.

The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information in accordance with Education Code 49557.2.

*(cf. 5141.6 - School Health Services)*

### *Legal Reference:*

#### EDUCATION CODE

48980 Notice at beginning of term

49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001

49490-49494 School breakfast and lunch programs

49500-49505 School meals

49510-49520 Nutrition

49530-49536 Child Nutrition Act of 1974

49547-49548.3 Comprehensive nutrition service

49550-49562 Meals for needy students

*Legal Reference continued: (see next page)*

## **FREE AND REDUCED PRICE MEALS (continued)**

### *Legal Reference: (continued)*

#### CODE OF REGULATIONS, TITLE 5

15510 Mandatory meals for needy students

15530-15535 Nutrition education

15550-15565 School lunch and breakfast programs

#### UNITED STATES CODE, TITLE 20

1232g Federal Educational Rights and Privacy Act

6301-6514 Title I programs

#### UNITED STATES CODE, TITLE 42

1751-1769j School lunch program

1771-1791 Child nutrition, especially:

1773 School breakfast program

#### CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.10-220.21 National School Breakfast Program

245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk

### *Management Resources:*

#### CSBA PUBLICATIONS

Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007

Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April 2006

#### CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS

USDA-SNP-07-2010 Change in Free and Reduced-Price Meal Application Approval Process, September 2010

NSD-SNP-12-2010 Clarification Regarding the Ability to Share Student Meal Program Eligibility Information Between School Food Authorities, April 2010

04-103 Implementation of Final Rule on Verification of Applications for Free and Reduced-Price Meals, August 2004

98-101 Confidentiality of Free and Reduced-Price Eligibility Information, February 1998

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Feed More Kids, Improve Program Participation

Direct Certification Implementation Checklist, May 2008

#### U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Eligibility Manual for School Meals: Federal Policy for Determining and Verifying Eligibility, January 2008

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>



# **Board Policy**

## **Free And Reduced Price Meals**

**BP 3553**

### **Business and Noninstructional Operations**

The Governing Board recognizes that adequate nutrition is essential to the development, health, and learning of all students. The Superintendent or designee shall facilitate and encourage the participation of students from low-income families in the district's food service program.

The district shall provide at least one nutritionally adequate meal each school day, free of charge or at a reduced price, for students whose families meet federal eligibility criteria. (Education Code 49550, 49552)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6177 - Summer School)

(cf. 6300 - Preschool/Early Childhood Education)

The Superintendent or designee shall ensure that meals provided through the free and reduced-price meal program meet applicable state and/or federal nutritional standards in accordance with law, Board policy, and administrative regulation.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 5030 - Student Wellness)

The Board shall approve, and shall submit to the California Department of Education for approval, a plan that ensures that students eligible to receive free or reduced-price meals and milk are not treated differently from other students. (Education Code 49557)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

(cf. 5145.3 - Nondiscrimination/Harassment)

### **Confidentiality/Release of Records**

All applications and records related to eligibility for the free and reduced-price meal program shall be confidential except as provided by law. (Education Code 49558)

The Board authorizes designated employees to use individual records pertaining to student eligibility for any free and reduced-price meal program for the purposes of: (Education Code 49558)

1. Disaggregation of academic achievement data
2. In any school identified for program improvement under Title I of the No Child Left

**Behind Act, identification of students eligible for school choice and supplemental educational services**

**(cf. 0520.2 - Title I Program Improvement Schools)**

**(cf. 5125 - Student Records)**

**(cf. 6162.51 - Standardized Testing and Reporting Program)**

**(cf. 6171 - Title I Programs)**

**The Board further authorizes the release of information on the school lunch program application to the local agency that determines Medi-Cal program eligibility, provided that the student is approved for free meals and the parent/guardian consents to the sharing of information as provided by Education Code 49557.2.**

**(cf. 5141.6 - Student Health and Social Services)**

**Legal Reference:**

**EDUCATION CODE**

**48980 Notice at beginning of term**

**49430-49436 Pupil Nutrition, Health, and Achievement Act of 2001**

**49490-49494 School breakfast and lunch programs**

**49500-49505 School meals**

**49510-49520 Nutrition**

**49530-49536 Child Nutrition Act of 1974**

**49547-49548.3 Comprehensive nutrition service**

**49550-49561 Meals for needy students**

**CODE OF REGULATIONS, TITLE 5**

**15510 Mandatory meals for needy students**

**15530-15535 Nutrition education**

**15550-15565 School lunch and breakfast programs**

**UNITED STATES CODE, TITLE 20**

**1232g Federal Educational Rights and Privacy Act**

**6301-6514 Title I programs**

**UNITED STATES CODE, TITLE 42**

**1751-1769h School lunch program**

**1771-1791 Child nutrition, especially:**

**1773 School breakfast program**

**CODE OF FEDERAL REGULATIONS, TITLE 7**

**210.1-210.31 National School Lunch Program**

**220.10-220.21 National School Breakfast Program**

**245.1-245.13 Determination of eligibility for free and reduced-price meals and free milk**

**Management Resources:**

**CSBA PUBLICATIONS**

**Nutrition Standards for Schools: Implications for Student Wellness, Policy Brief, October 2007**

**Monitoring for Success: Student Wellness Policy Implementation Monitoring Report and Guide, 2007**

**Student Wellness: A Healthy Food and Physical Activity Policy Resource Guide, rev. April**

2006

**CALIFORNIA DEPARTMENT OF EDUCATION MANAGEMENT BULLETINS**

06-103 Conditions for Summer School Meal Waivers and Saturday School Meal Criteria, January 2006

04-103 Implementation of Final Rule on Verification of Applications for Free and Reduced-Price Meals, August 2004

98-101 Confidentiality of Free and Reduced-Price Eligibility Information, February 1998

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

Feed More Kids, Improve Program Participation

**U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS**

Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002

Eligibility Guidance for School Meals Manual, August 2001

**WEB SITES**

CSBA: <http://www.csba.org>

California Department of Education, Nutrition Services Division:

<http://www.cde.ca.gov/ls/nu>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Project LEAN (Leaders Encouraging Activity and Nutrition):

<http://www.californiaprojectlean.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

**FREE AND REDUCED PRICE MEALS**

Note: Education Code 49550 requires all districts to provide at least one nutritionally adequate meal during each school day to needy students, defined in Education Code 49552 as those who meet federal eligibility criteria for free and reduced-price meals. The following administrative regulation is for use by all districts, regardless of whether they receive reimbursement for free and reduced-price meals through the National School Lunch and/or Breakfast Program (42 USC 1758, 1773) and/or the State Meal Program (Education Code 49490-49494).

**Applications**

Note: The California Department of Education's (CDE) Management Bulletin USDA-SNP-07-2010 clarifies that it is the responsibility of the district to ensure that applications for free and reduced-price meals and free milk meet the requirements of law. Model application forms are available from the CDE in several formats and in both English and Spanish. Pursuant to 42 USC 1758, as amended by the Healthy, Hunger-Free Kids Act of 2010 (P.L. 111-296), applicants may only be required to submit the last four digits of their social security numbers rather than the full number. Thus, the district should change its application accordingly.

The Superintendent or designee shall ensure that the district's application form for free and reduced-price meals and related materials include the statements specified in Education Code 49557 and 7 CFR 245.5. In addition, the application packet may include the notifications and information listed in Education Code 49557.2.

The application form and related information shall be distributed to all parents/guardians at the beginning of each school year and shall be available to students at all times during the school day. (Education Code 48980, 49520; 42 USC 1758; 7 CFR 245.5)

*(cf. 3550 - Food Service/Child Nutrition Program)*  
*(cf. 3551 - Food Service Operations/Cafeteria Fund)*  
*(cf. 3552 - Summer Meal Program)*  
*(cf. 5145.6 - Parental Notifications)*

Note: According to the U.S. Department of Agriculture's Eligibility Manual for School Meals: Federal Policy for Determining and Verifying Eligibility, households enrolling a new student after the start of the school year must also be provided an application and related materials.

The form and information shall also be provided whenever a new student is enrolled.

At the beginning of each school year, the Superintendent or designee shall send a public release, containing the same information supplied to parents/guardians and including eligibility criteria, to local media, the local unemployment office, and any major employers in the district attendance area contemplating large layoffs. Copies of the public release shall be made available upon request to any interested person. (7 CFR 245.5)

*(cf. 1112 - Media Relations)*

## FREE AND REDUCED PRICE MEALS (continued)

### Eligibility

Note: Districts are responsible for determining students' eligibility for free and reduced-price meals in accordance with criteria established by the CDE consistent with 42 USC 1758 and 1773 and 7 CFR 245.3. Family income levels that qualify for free or reduced-price meals, by household size, are annually posted on the CDE's web site.

Pursuant to 42 USC 1769c, as amended by P.L. 111-296, a district that has demonstrated a high level of, or a high risk for, administrative error may be required to implement a second-level, independent review of the eligibility determination for each application. Such districts also will be subject to additional CDE reporting requirements.

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meals program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

Note: Education Code 49561-49562 require the CDE to maintain a computerized data-matching system to directly certify, for enrollment in the free and reduced-price meals program, recipients of the Food Stamp Program, California Work Opportunity and Responsibility to Kids (CalWORKS) Program, Medi-Cal program, and other programs authorized for direct certification under federal law. Under this system, the CDE provides districts with a list of students who are eligible for the free and reduced-price meals program based on their enrollment in another program. Pursuant to 42 USC 1758, as amended by P.L. 111-196, districts also may, at their own discretion and by obtaining documentation from the appropriate state or local agency, directly certify as eligible a student who is homeless, migratory, or a foster child. Pursuant to Education Code 49561 and 42 USC 1758, as amended, no additional application or further action is required by the household of students who are directly certified. Further information about direct certification and other eligibility issues is available in the USDA's Eligibility Guidance for School Meals Manual.

Pursuant to 42 USC 1759a, as amended by P.L. 111-296, and 7 CFR 245.9, certain districts located in high poverty areas may be eligible to participate in alternative processes for annual determinations of student eligibility for free and reduced-price meals (Provisions 1, 2, 3, and 4). Districts participating in these alternative processes should revise the following section to reflect district practice.

When authorized by law, participants in other federal or state programs may be directly certified, without further application, for enrollment in the free and reduced-price meals program. (Education Code 49561; 42 USC 1758)

*(cf. 6173 - Education for Homeless Children)*

*(cf. 6173.1 - Education for Foster Youth)*

*(cf. 6175 - Migrant Education Program)*

### Verification of Eligibility

Not later than November 15 of each year, the Superintendent or designee shall verify the eligibility of a sample of household applications approved for the school year in accordance with the sample sizes and procedures specified in 42 USC 1758 and 7 CFR 245.6a. (42 USC 1758; 7 CFR 245.6a)

**FREE AND REDUCED PRICE MEALS (continued)**

If the review indicates that the initial eligibility determination is correct, the Superintendent or designee shall verify the approved household application. If the review indicates that the initial eligibility determination is incorrect, the Superintendent or designee shall: (42 USC 1758; 7 CFR 245.6a)

1. If the eligibility status changes from reduced price to free, make the increased benefits immediately available and notify the household of the change in benefits
2. If the eligibility status changes from free to reduced price, first verify the application, then notify the household of the correct eligibility status, and, when required by law, send a notice of adverse action as described below
3. If the eligibility status changes from free or reduced price to paid, send the household a notice of adverse action as described below

If any household is to receive a reduction or termination of benefits as a result of verification activities, or if the household fails to cooperate with verification efforts, the Superintendent or designee shall reduce or terminate benefits, as applicable, and shall properly document and retain on file in the district the reasons for ineligibility. He/she also shall send a notice of adverse action to any household that is to receive a reduction or termination of benefits. Such notice shall be provided 10 days prior to the actual reduction or termination of benefits. The notice shall advise the household of: (7 CFR 245.6a)

1. The change and the reasons for the change
2. The right to appeal, when the appeal must be filed to ensure continued benefits while awaiting a hearing and decision, and instructions on how to appeal
3. The right to reapply at any time during the school year

**Confidentiality/Release of Records**

Note: The following section is for use by districts that have adopted a policy, pursuant to Education Code 49558, allowing district employees to use individual records of students eligible for the free and reduced-price meals program for the purpose of disaggregation of academic achievement data and for the identification of students eligible for public school choice and supplemental educational services in schools identified for program improvement pursuant to 20 USC 6316. See the accompanying Board policy and BP/AR 0520.2 - Title I Program Improvement Schools.

In Management Bulletin 98-101, the CDE advises that the Governing Board must designate by name or job title the employee(s) authorized to use records for these purposes. Districts should identify the specific title(s) of the designated employee(s) in the space provided below, such as Title I Coordinator.

**FREE AND REDUCED PRICE MEALS (continued)**

The Superintendent designates the following district employee(s) to use individual records pertaining to student participation in the free and reduced-price meals program for the purpose of disaggregation of academic achievement data or for the identification of students in any program improvement school eligible for school choice and supplemental educational services pursuant to 20 USC 6316:

**Chief Administrative Officer, Curriculum & Instruction**

In using the records for such purposes, the following conditions shall be satisfied: (Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meals program shall be maintained in the permanent records of any student if not otherwise allowed by law.

*(cf. 5125 - Student Records)*

2. Information regarding individual student participation in the free and reduced-price meals program shall not be publicly released.

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

3. All other confidentiality provisions required by law shall be met.
4. Information collected regarding individual students certified to participate in the free and reduced-price meals program shall be destroyed when no longer needed for its intended purpose.

**Nondiscrimination Plan**

The district's plan for students receiving free or reduced-price meals shall ensure the following: (Education Code 49557; 42 USC 1758)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.

**FREE AND REDUCED PRICE MEALS (continued)**

3. The students shall not be required to work for their meals or for milk.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 3555 - Nutrition Program Compliance)*

When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)

**Prices**

Note: The following section is for use by districts that provide reduced-price meals to students through the National School Lunch and/or Breakfast Program pursuant to 42 USC 1757 and 1773.
---

The maximum price that shall be charged to eligible students for reduced-price meals shall be 40 cents for lunch and 30 cents for breakfast. (42 USC 1758, 1773)



# **Administrative Regulation**

## **Free And Reduced Price Meals**

**AR 3553**

### **Business and Noninstructional Operations**

#### **Nondiscrimination Plan**

The district's plan for students receiving free or reduced-price meals shall ensure the following: (Education Code 49557)

1. The names of the students shall not be published, posted, or announced in any manner, or used for any purpose other than the National School Lunch and School Breakfast Programs, unless otherwise provided by law.
2. There shall be no overt identification of any of the students by the use of special tokens or tickets or by any other means.
3. The students shall not be required to work for their meals or for milk.
4. The students shall not be required to use a separate dining area, go through a separate serving line or entrance, or consume their meals or milk at a different time.

When more than one lunch, breakfast, or type of milk is offered, the students shall have the same choice of meals or milk as is available to those students who pay the full price. (Education Code 49557; 7 CFR 245.8)

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 5145.3 - Nondiscrimination/Harassment)

#### **Applications**

An application form for free or reduced-price meals shall be distributed to all parents/guardians at the beginning of each school year, together with information about eligibility standards, application procedures, and appeal procedures. This form and information shall also be provided whenever a new student is enrolled. (Education Code 48980, 49520; 7 CFR 245.5)

(cf. 5145.6 - Parental Notifications)

Applications for the free and reduced-price meal program shall be available to students at all times during the regular school day and shall contain the following statements: (Education Code 49557; 7 CFR 245.5)

1. Applications may be submitted at any time during the school day.
2. Students participating in the National School Lunch and/or School Breakfast Programs

will not be overtly identified by the use of special tokens, special tickets, special serving lines, separate entrances, separate dining areas, or by any other means.

(cf. 5141.6 - Student Health and Social Services)

#### **Eligibility**

The Superintendent or designee shall determine students' eligibility for the free and reduced-price meal program based on the criteria specified in 42 USC 1758 and 1773 and 7 CFR 245.1-245.13 and made available by the California Department of Education.

When authorized by law, participants in other federal or state programs may be directly certified for enrollment in the free and reduced-price meal program. (Education Code 49561)

#### **Confidentiality/Release of Records**

The Superintendent designates the following district employee(s) to use individual records pertaining to student participation in the free and reduced-price meal program for the purpose of disaggregation of academic achievement data or for the identification of students in any program improvement school eligible for school choice and supplemental educational services pursuant to 20 USC 6316:

Assistant Superintendent, Curriculum & Instruction

In using the records for such purposes, the following conditions shall be satisfied: (Education Code 49558)

1. No individual indicators of participation in the free and reduced-price meal program shall be maintained in the permanent records of any student if not otherwise allowed by law.

(cf. 5125 - Student Records)

2. Information regarding individual student participation in the free and reduced-price meal program shall not be publicly released.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

3. All other confidentiality provisions required by law shall be met.

4. Information collected regarding individual students certified to participate in the free and reduced-price meal program shall be destroyed when no longer needed for its intended purpose.

## All Personnel

BP 4158(a)

4258

## EMPLOYEE SECURITY

4358

Note: Pursuant to Government Code 3543.2, safety conditions in employment are a mandatory subject of collective bargaining. The following Board policy and accompanying administrative regulation are optional and may be revised to reflect district practice.

The Governing Board desires to provide a safe and orderly work environment for all employees. As part of the district's comprehensive safety plan, the Superintendent or designee shall develop strategies for protecting employees from potentially dangerous persons and situations and for providing them with necessary assistance and support when emergency situations occur.

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 3515 - Campus Security)*

*(cf. 5131.4 - Student Disturbances)*

Note: Code of Civil Procedure 527.8 allows an employer to seek a temporary restraining order and injunction on behalf of an employee against any other individual who has subjected the employee to unlawful violence or a credible threat of violence in the workplace. Penal Code 601 makes it illegal for someone who has made such a threat to enter the threatened person's workplace within 30 days of the threat, seeking to locate that person without lawful purpose and in order to carry out the threat. In City of San Jose v. William Garbett, a California Court of Appeal held that a court's issuance of a temporary restraining order and injunction against a person who had verbally threatened a city official was not a violation of that person's right to free speech and right of access to a public place.

In addition, Education Code 48905 provides that an employee who is injured or whose property is damaged by willful misconduct of a district student may request that the district pursue legal action against the student or his/her parent/guardian.

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent or designee immediately. The Superintendent or designee shall initiate legal and security measures to protect the employee and others in the workplace. In addition, the Superintendent or designee may initiate legal proceedings against any individual to recover damages for injury caused by the willful misconduct of that individual to the person or property of an employee or another person on district premises.

*(cf. 3320 - Claims and Actions Against the District)*

*(cf. 3515.4 - Recovery for Property Loss or Damage)*

The Superintendent or designee shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques, and crisis resolution.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

## EMPLOYEE SECURITY (continued)

The Superintendent or designee also shall ensure that employees are informed, in accordance with law, of crimes and offenses committed by students who may pose a danger in the classroom.

The Superintendent or designee may make available at appropriate locations, including, but not limited to, district and school offices, gyms, and classrooms, communication devices that would enable two-way communication with law enforcement and others when emergencies occur.

*(cf. 5141 - Health Care and Emergencies)*

### Use of Pepper Spray

Note: The following section is **optional** and may be revised to reflect district practice. Penal Code 12403.7 authorizes adults, with certain exceptions, to carry for purposes of self-defense an approved tear gas weapon in which the active ingredient is oleoresin capsicum, a peppery-type substance which causes physical discomfort when discharged on a sensitive part of the body. Penal Code 626.9 and 626.10, which prohibit the possession of weapons on school grounds, do not prohibit the possession of pepper spray on school grounds. Thus, the Governing Board may determine whether to allow (Option 1) or disallow with certain exceptions (Option 2) the possession of pepper spray on school property or at school activities. Districts that prohibit employees from possessing pepper spray on school property or at school activities without exception should delete this section.

**OPTION 1:** Employees may possess pepper spray that meets the requirements of Penal Code 12403.7 on school property and at school activities for their own safety. Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.

~~**OPTION 2:** Employees may not carry or possess pepper spray on school property or at school activities. On a case-by-case basis, however, the Superintendent or designee may allow an employee to possess pepper spray that meets the requirements of Penal Code 12403.7 when justified by unusual dangerous circumstances. Any employee who is negligent or careless in the possession or handling of pepper spray shall be subject to appropriate disciplinary measures.~~

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

### Reporting of Injurious Objects

Note: The following **optional** section specifies actions to be taken in the event an employee becomes aware that any person is in possession of an injurious object and is consistent with the actions described in AR 5131.7 - Weapons and Dangerous Instruments related to student possession.

## EMPLOYEE SECURITY (continued)

Pursuant to Education Code 49334, any school employee who notifies law enforcement regarding any student or adult who is in possession of an injurious object while on school grounds or under the jurisdiction of school personnel is immune from civil liability or discipline by the district.
---

The Board requires employees to take immediate action upon being made aware that any person is in possession of an unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the potential danger involved and, based upon this analysis, shall do one of the following:

- ~~1. Confiscate the object and deliver it to the principal immediately~~
- ~~2. Immediately notify the principal, who shall take appropriate action~~
- 3-1. Immediately call 911 and the principal, who will contact the School Resource Officer.

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

*Legal Reference: (see next page)*

## EMPLOYEE SECURITY (continued)

### *Legal Reference:*

#### EDUCATION CODE

32210-32212 *Willful disturbance, public schools or meetings*

32225-32226 *Communication devices*

35208 *Liability insurance*

35213 *Reimbursement for loss, destruction or damage of school property*

44014 *Report of assault by pupil against school employee*

44807 *Duty concerning conduct of students*

48201 *Transfer of student records*

48900-48926 *Suspension or expulsion*

49079 *Notification to teacher; student who has engaged in acts re: grounds suspension or expulsion*

49330-49335 *Injurious objects*

#### CIVIL CODE

51.7 *Freedom from violence or intimidation*

#### CODE OF CIVIL PROCEDURE

527.8 *Workplace violence safety*

#### GOVERNMENT CODE

995-996.4 *Defense of public employees*

3543.2 *Scope of representation*

#### PENAL CODE

71 *Threatening public officers and employees and school officials*

240-246.3 *Assault and battery, including:*

241.3 *Assault against school bus drivers*

241.6 *Assault on school employee includes board member*

243.3 *Battery against school bus drivers*

243.6 *Battery against school employee includes board member*

245.5 *Assault with deadly weapon; school employee includes board member*

290 *Registration of sex offenders*

601 *Trespass by person making credible threat*

626-626.11 *School crimes*

646.9 *Stalking*

12403.7 *Weapons approved for self defense*

#### WELFARE AND INSTITUTIONS CODE

827 *Juvenile court proceedings; reports; confidentiality*

828.1 *District police or security department, disclosure of juvenile records*

#### COURT DECISIONS

*City of San Jose v. William Garbett, (2010) 190 Cal. App. 4th 526*

### *Management Resources:*

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools and Violence Prevention Office:

<http://www.cde.ca.gov/lr/ss>

# **Board Policy**

## **Employee Protection (Personal Security)**

**BP 4158**

### **Personnel**

Provisions of this policy are governed in part by the negotiated agreement with the Center Unified Teachers Association.

An employee may use reasonable force necessary to protect himself/herself from attack, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects upon the person or within control of a student. (Education Code 44807, 49331-49333)

Employees shall promptly report instances of attack, assault or threat against them by any student to their principal or other immediate supervisor who shall immediately notify the appropriate local law enforcement agency. The report shall be forwarded immediately to the Superintendent or his/her designee. The Superintendent shall act as liaison between the employee, the police, and the courts. (Education Code 44014)

If criminal or civil proceedings are brought against an employee alleging that the employee committed an assault in connection with his/her employment, such employee may request the Governing Board to furnish legal counsel to defend the employee in any civil action or proceeding brought against him/her within the limits set by law. (Government Code 995)

The Governing Board shall reimburse an employee for the cost of medical, surgical or hospital services (less the amount of any insurance reimbursement) incurred as the result of any injury sustained in the course of his/her employment.

An employee whose person or property is injured or damaged by willful misconduct of a student may request the school district to pursue legal action against the student or the student's parent/guardian. (Education Code 48905)

#### **Legal Reference:**

##### **EDUCATION CODE**

**32210-32212 Willful disturbance, public schools or meetings**

**32225-32226 Communication devices**

**35204 Contract with attorney in private practice or use of administrative advisor**

**35205 Contract for legal services**

**35208 Liability insurance**

**35213 Reimbursement for loss, destruction or damage of school property**

**44014 Report of assault by pupil against school employee**

**44807 Duty concerning conduct of students**

**48201 Transfer of student records**

**48900-48926 Suspension or expulsion Grounds for suspension or expulsion**

49079 Notification to teacher; student who has engaged in acts constituting grounds for suspension or expulsion

49330-49335 Injurious objects

**CIVIL CODE**

51.7 Freedom from violence or intimidation

**CODE OF CIVIL PROCEDURE**

527.8 Workplace violence safety act

**GOVERNMENT CODE**

995-996.4 Defense of public employees

3543.2 Scope of representation

**PENAL CODE**

71 Threatening public officers and employees and school officials

240 Definition of assault

241.2 Assault on school or park property against any person

241.3 Assault against school bus drivers

241.6 Assault on school employee includes board member

242 Definition of battery

243 Battery; definition of "injury" and "serious bodily injury"

243.2 Battery on school or park property against any person

243.3 Battery against school bus drivers

243.6 Battery against school employee includes board member

245.5 Assault with deadly weapon; school employee includes board member

290 Registration of sex offenders

601 Trespass by person making credible threat

626.9 Gun-Free School Zone Act of 1995

626.10 Exceptions to bringing weapons on school grounds

646.9 Stalking

12403.7 Weapons approved for self defense

**WELFARE AND INSTITUTIONS CODE**

827 Juvenile court proceedings; reports; confidentiality

828.1 District police or security department, disclosure of juvenile records

**Management Resources:**

**CDE CORRESPONDENCE**

0401.01 Protecting Student Identification in Reporting Injurious Objects

**WEB SITES**

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools and Violence Prevention Office:

<http://www.cde.ca.gov/lss/>



## **All Personnel**

AR 4158(a)

4258

## **EMPLOYEE SECURITY**

4358

An employee may use reasonable and necessary force for his/her self-defense, defense of another person, or protection of property; to quell a disturbance threatening physical injury to others; or to obtain possession of weapons or other dangerous objects within the control of a student. (Education Code 44807, 49001)

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

*(cf. 5144 - Discipline)*

Employees shall promptly report to the principal or other immediate supervisor any attack, assault, or physical threat made against them by a student.

Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)

**Note:** Pursuant to Education Code 44014, an employee or principal/supervisor's failure to report to law enforcement an assault, attack, or physical threat by a student is an infraction punishable by a fine of not more than \$1,000. It is also an infraction for any person, including Governing Board members, to prevent the filing of the report or to impose any sanction against an employee for so doing.

Although the law only requires employees to report attacks, assaults, or threats made by students, the following **optional** paragraph is for use by districts that wish to require employees to report any attack, assault, or threat made against them by any other individual on school grounds.

In addition, employees shall promptly report to the principal or supervisor, and may report to law enforcement, any attack, assault, or threat made against them on school grounds by any other individual.

*(cf. 3515.2 - Disruptions)*

Reports of attack, assault, or threat shall be forwarded immediately to the Superintendent or designee.

*(cf. 3320 - Claims and Actions Against the District)*

*(cf. 3515.4 - Recovery for Property Loss or Damage)*

*(cf. 3530 - Risk Management/Insurance)*

## **Notice Regarding Student Offenses Committed While Under School Jurisdiction**

**Note:** Education Code 49079 requires the district to inform teachers of students who have committed specified acts that constitute grounds for suspension or expulsion. School district officers or employees who knowingly fail to provide this information are guilty of a misdemeanor punishable by a fine and/or imprisonment.

The Superintendent or designee shall inform the teacher(s) of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could

## **EMPLOYEE SECURITY (continued)**

constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

*(cf. 5125 - Student Records)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

Note: Education Code 48201 requires districts to request records of a transferring student regarding acts that resulted in the student's suspension or expulsion from the previous school, as specified below; see AR 5125 - Student Records. Once the record is received, the Superintendent or designee must inform the student's teacher(s) of the acts as specified below.

Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform the student's teacher(s) that the student was suspended or expelled from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)

Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)

## **Notice Regarding Student Offenses Committed While Outside School Jurisdiction**

Note: The following optional paragraph is for use by districts maintaining a district police or security department. Welfare and Institutions Code 828 specifies that information gathered by a law enforcement agency relating to a minor taken into custody may be disclosed to a school district police or security department. The following paragraph addresses what the district police department may do with such information as it pertains to certain offenses committed by students.

When a minor student has been found by a court of competent jurisdiction to have illegally used, sold, or possessed a controlled substance or committed specified crimes involving serious acts of violence, the district police or security department may provide written notification to the Superintendent. (Welfare and Institutions Code 828.1)

*(cf. 3515.3 - District Police/Security Department)*

When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs,

## **EMPLOYEE SECURITY (continued)**

tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism, or graffiti, the Superintendent or designee shall so inform the school principal. (Welfare and Institutions Code 827)

The principal shall disseminate this information to any counselor who directly supervises or reports on the student's behavior or progress. The principal also may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)

Any court-initiated information that a teacher, counselor, or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff, and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)

When a student is removed from school as a result of his/her offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to the district. If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the superintendent of the new district of attendance. (Welfare and Institutions Code 827)

Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first, and shall then be destroyed. (Welfare and Institutions Code 827)

### **Procedures to Maintain Confidentiality of Student Offenses**

<p><b>Note:</b> The following <b>optional</b> section describes procedures for maintaining confidentiality of student records and documenting the district's good faith effort to notify counselors or teachers about student offenses. Intentional violation of the confidentiality provisions of Welfare and Institutions Code 827 is a misdemeanor punishable by a fine. This section may be modified to reflect district practice.</p>
--

In order to maintain confidentiality when providing information about student offenses to counselors and teachers of classes/programs to which a student is assigned, the principal or designee shall send the staff member a written notification that one of his/her students has committed an offense that requires his/her review of a student's file in the school office. This notice shall not name or otherwise identify the student. The staff member shall be asked to initial the notification and return it to the principal or designee.

## **EMPLOYEE SECURITY (continued)**

The staff member shall also initial the student's file when reviewing it in the school office. Once the district has made a good faith effort to comply with the notification requirement of Education Code 49079 and Welfare and Institutions Code 827, an employee's failure to review the file constitutes district compliance with the requirement to provide notice to the teacher.

### **Use of Pepper Spray**

**Note:** The following **optional** section is for use by districts that allow all or individual employees to carry pepper spray on school property or at school activities; see the accompanying Board policy. **Districts that prohibit all employees from possessing pepper spray on school property or at school activities should delete this section.**

Employees who possess pepper spray on school property shall be notified of the following conditions:

1. The pepper spray shall be used only in self-defense.
2. An employee who uses pepper spray other than in self-defense shall be subject to disciplinary action by the district and, in accordance with law, a fine and/or imprisonment.

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

3. Employees shall ensure that the pepper spray is stored in a secure place and not accessible to students or other individuals. An employee who is negligent in the storage of pepper spray may be subject to disciplinary action.

**Note:** The following **optional** paragraph is for use only by districts that allow individual employees to carry pepper spray on a case-by-case basis, as specified in Option 2 of the accompanying Board policy.

Employees wishing to carry pepper spray on school property or to a school-related activity shall submit to the Superintendent or designee a written request setting forth the need for the pepper spray. Should the Superintendent or designee determine that the employee may not carry pepper spray, the employee shall receive a written statement of the reason for this determination.

# **Administrative Regulation**

## **Employee Security**

**AR 4158 4258,4358**

### **Personnel**

An employee may use reasonable and necessary force when necessary for self-defense, to protect another person or property, to quell a disturbance threatening physical injury to others, or to obtain possession of weapons or other dangerous objects on or within the control of a student. (Education Code 44807, 49001)

(cf. 5131.7 - Weapons and Dangerous Instruments)  
(cf. 5144 - Discipline)

Employees shall promptly report to their principal or other immediate supervisor any attack, assault or physical threat made against them by a student.

Both the employee and the principal or other immediate supervisor shall promptly report such instances to the appropriate local law enforcement agency. (Education Code 44014)

In addition, employees shall promptly report to their principal or supervisor, and may report to law enforcement, any attack, assault or threat made against them on school grounds by any other individual.

(cf. 3515.2 - Disruptions)

Reports of attack, assault or threat also shall be forwarded immediately to the Superintendent or designee.

An employee whose person or property is injured or damaged by willful misconduct of a student may ask the district to pursue legal action against the student or the student's parent/guardian. (Education Code 48905)

(cf. 3515.4 - Recovery for Property Loss or Damage)

### **Notice Regarding Student Offenses Committed While Under School Jurisdiction**

The Superintendent or designee shall inform the teacher of each student who has engaged in, or is reasonably suspected of, any act during the previous three school years which could constitute grounds for suspension or expulsion under Education Code 48900, with the exception of the possession or use of tobacco products, or Education Code 48900.2, 48900.3, 48900.4, or 48900.7. This information shall be based upon district records maintained in the ordinary course of business or records received from a law enforcement agency. (Education Code 49079)

(cf. 5125 - Student Records)

**(cf. 5144.1 - Suspension and Expulsion/Due Process)**

**Upon receiving a transfer student's record regarding acts committed by the student that resulted in his/her suspension or expulsion, the Superintendent or designee shall inform any of the student's teacher(s) that the student was suspended from his/her former district and of the act that resulted in the suspension or expulsion. (Education Code 48201)**

**Information received by teacher(s) shall be received in confidence for the limited purpose for which it was provided and shall not be further disseminated by the teacher. (Education Code 49079)**

#### **Notice Regarding Student Offenses Committed While Outside School Jurisdiction**

**When a minor student has been found by a court of competent jurisdiction to have illegally used, sold or possessed a controlled substance or committed specified crimes involving serious acts of violence, the district police or security department may provide written notification to the Superintendent. (Welfare and Institutions Code 828.1)**

**(cf. 3515.3 - District Police/Security Department)**

**When informed by the court that a minor student has been found by a court to have committed any felony or any misdemeanor involving curfew, gambling, alcohol, drugs, tobacco products, carrying of weapons, a sex offense listed in Penal Code 290, assault or battery, larceny, vandalism or graffiti, the Superintendent or designee shall so inform the school principal. (Welfare and Institution Code 827)**

**The principal shall disseminate this information to the counselor(s) who directly supervises or reports on the student's behavior or progress. The principal also may inform any teacher or administrator he/she thinks may need the information so as to work with the student appropriately, avoid being needlessly vulnerable, or protect others from vulnerability. (Welfare and Institutions Code 827)**

**Any court-initiated information that a teacher, counselor or administrator receives shall be kept confidential and used only to rehabilitate the student and protect other students and staff. The information shall be further disseminated only when communication with the student, parent/guardian, law enforcement staff and probation officer is necessary to rehabilitate the student or to protect students and staff. (Welfare and Institutions Code 827)**

**When a student is removed from school as a result of his/her offense, the Superintendent shall hold the court's information in a separate confidential file until the student is returned to public school. If the student is returned to a different district, the Superintendent shall transmit the information provided by the student's parole or probation officer to the Superintendent of the new district of attendance. (Welfare and Institutions Code 827)**

**Any confidential file of court-initiated information shall be kept until the student becomes 18, graduates from high school, or is released from juvenile court jurisdiction, whichever occurs first; it shall then be destroyed. (Welfare and Institutions Code 827)**

## **Procedures to Maintain Confidentiality of Student Offenses**

In order to maintain confidentiality when providing information about student offenses to counselors and teachers of classes/programs to which a student is assigned, the principal or designee shall send the staff member a written notification requesting him/her to review a student's file in the school office as soon as practicable. This notification shall not name or otherwise identify the student. The staff member shall be asked to initial the notification and return it to the principal or designee.

The staff member shall also initial the student's file when reviewing it in the school office. Once the district has made a good faith effort to comply with the notification requirement of Education Code 49079 and Welfare and Institutions Code 827, an employee's failure to review the file constitutes district compliance with the requirement to provide notice to the teacher.

## **Use of Pepper Spray**

Employees who possess pepper spray on school property shall be notified of the following conditions:

1. The pepper spray shall be used only in self-defense.
2. An employee who uses pepper spray other than in self-defense shall be subject to disciplinary action by the district and, in accordance with law, a fine and/or imprisonment.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

3. The employee shall ensure that the pepper spray is stored in a secure place and not accessible to students or other individuals. An employee who is negligent in the storage of pepper spray may be subject to disciplinary action.

Employees wishing to carry pepper spray on school property or to a school-related activity shall submit to the Superintendent or designee a written request setting forth the need for the pepper spray. Should the Superintendent or designee determine that the employee may not carry pepper spray, the employee shall receive a written statement of the reason for this determination.

**STUDENT AND FAMILY PRIVACY RIGHTS**

**Note:** 20 USC 1232h, the Protection of Pupil Rights Act (PPRA), **mandates** that any district receiving funds from a program administered by the U.S. Department of Education (USDOE) adopt a policy regarding the (1) administration of surveys and physical exams/screenings, (2) right of parents to inspect instructional materials, and (3) collection of personal information for marketing purposes. See the accompanying administrative regulation for requirements pertaining to these topics.

The Governing Board respects the rights of district students and their parents/guardians with regard to the privacy of their personal beliefs and the confidentiality of their personal information. The Superintendent or designee shall develop regulations to ensure compliance with law when the district requests, retains, discloses, or otherwise uses the personal information of its students and their families.

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 5021 - Noncustodial Parents)*

*(cf. 5125 - Student Records)*

*(cf. 5125.1 - Release of Directory Information)*

*(cf. 6162.8 - Research)*

The regulations shall, at a minimum, address the following: (20 USC 1232h)

1. Whether the district may collect the personal information of students for marketing or sale
2. How the district will administer surveys that may request information about the personal beliefs and practices of students and their families
3. The rights of parents/guardians to inspect:
  - a. Survey instruments requesting information about their personal beliefs and practices or those of their children
  - b. Instructional materials used as part of their children's educational curriculum
4. Whether the district may administer any nonemergency invasive physical examination or screening
5. Notifications that the district will provide to students and parents/guardians with respect to their privacy rights

**Note:** 20 USC 1232h **mandates** that the district's policy regarding student privacy be developed in consultation with parents/guardians. Such consultation could occur during meetings of the school site council or parent association or a separate committee could be convened to review the draft policy. The following paragraph should be modified to reflect district practice.

The Superintendent or designee shall consult with parents/guardians regarding the development of the procedures. (20 USC 1232h)



## STUDENT AND FAMILY PRIVACY RIGHTS (continued)

*(cf. 0420 - School Plans/Site Councils)*  
*(cf. 1220 - Citizen Advisory Committee)*  
*(cf. 1230 - School-Connected Organizations)*

### *Legal Reference:*

#### EDUCATION CODE

49450-49458 *Physical examinations*

49602 *Confidentiality of personal information received during counseling*

51101 *Parents Rights Act of 2002*

51513 *Test, questionnaire, survey, or examination concerning personal beliefs*

51938 *Sexual Health and HIV/AIDS Prevention Education Act; notice and parental excuse*

#### UNITED STATES CODE, TITLE 20

1232g *Family Educational Rights and Privacy Act*

1232h *Protection of pupil rights*

### *Management Resources:*

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education, Family Policy Compliance Office: <http://www.ed.gov/offices/OM/fpc>

# **Board Policy**

## **Student And Family Privacy Rights**

**BP 5022**

**Students**

The Governing Board believes that personal information concerning district students and their families should be kept private in accordance with law.

(cf. 0000 - Vision)

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5021 - Noncustodial Parents)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 6000 - Concepts and Roles)

(cf. 6162.8 - Research)

The Superintendent or designee shall consult with parents/guardians regarding the development and adoption of this policy.

### **Collection of Personal Information for Marketing Purposes**

The Board prohibits district staff from administering or distributing to students survey instruments that are designed for the purpose of collecting personal information for marketing or for selling that information.

#### **Legal Reference:**

**EDUCATION CODE**

**49450-49457 Physical examinations**

**49602 Confidentiality of pupil information**

**51101 Parents Rights Act of 2002**

**51513 Personal beliefs**

**51938 Sexual Health and HIV/AIDS Prevention Education Act; notice and parental excuse**

**UNITED STATES CODE, TITLE 20**

**1232g Family Educational Rights and Privacy Act**

**1232h Protection of pupil rights**

**Management Resources:**

**WEB SITES**

**CSBA:** <http://www.csba.org>

**CDE:** <http://www.cde.ca.gov>

**USDOE, Family Policy Compliance Office:** <http://www.ed.gov/offices/OM/fpc/>

**STUDENT AND FAMILY PRIVACY RIGHTS****Collection of Personal Information for Marketing or Sale**

*Personal information* for marketing or sale means individually identifiable information, including a student's or parent/guardian's first and last name, home or other physical address (including street name and the name of the city or town), telephone number, or social security identification number. (20 USC 1232h)

Note: 20 USC 1232h mandates that districts receiving funds from a program administered by the U.S. Department of Education (USDOE) adopt a policy concerning the collection, disclosure, or use of collected personal information for marketing purposes.

Option 1 is for use by districts that wish to prohibit the collection of personal information for marketing. Option 2 is for use by districts that wish to authorize the collection of personal information. For districts selecting Option 2, 20 USC 1232h mandates adoption of a policy that (1) provides arrangements to protect the privacy of students and their parents/guardians and (2) allows parents/guardians to preview the instrument to be used to collect student personal information and to opt their children out of the activity.

**OPTION 1:** District staff shall not administer or distribute to students any survey instrument that is designed for the purpose of collecting personal information for marketing or sale.

~~**OPTION 2:** District staff may administer or distribute to students a survey instrument that is designed for the purpose of collecting personal information for marketing or sale, provided that the instrument is administered in accordance with law.~~

Note: The remainder of this section applies to all districts.

Requirements regarding the collection of personal information for marketing or sale shall not apply to the collection, disclosure, or use of personal information collected from students for the purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following: (20 USC 1232h)

1. College or other postsecondary education recruitment or military recruitment
2. Book clubs, magazines, and programs providing access to low-cost literary products
3. Curriculum and instructional materials used by elementary and secondary schools
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments

## **STUDENT AND FAMILY PRIVACY RIGHTS (continued)**

*(cf. 6162.51 - Standardized Testing and Reporting Program)*

5. The sale by students of products or services to raise funds for school-related or education-related activities

*(cf. 1321 - Solicitation of Funds from and by Students)*

6. Student recognition programs

*(cf. 5126 - Awards for Achievement)*

### **Surveys Requesting Information about Beliefs and Practices**

Note: Education Code 51513 provides that districts shall not administer exams, surveys, or questionnaires containing questions about a student's or his/her family's personal beliefs or practices in sex, family life, morality, and religion unless the student's parent/guardian has provided prior written consent (i.e., "active consent"). The following paragraph regarding surveys is for use by all districts and is mandated, pursuant to 20 USC 1232h, for districts receiving funds from a program administered by the USDOE.

A student's parent/guardian shall provide prior written consent before the student is required to participate in a survey inquiring about one or more of the following: (Education Code 51513; 20 USC 1232h)

1. Political affiliations or beliefs of the student or his/her parent/guardian
2. Mental or psychological problems of the student or his/her family
3. Sexual behavior or attitudes or personal beliefs and practices in family life or morality
4. Illegal, anti-social, self-incriminating, or demeaning behavior
5. Critical appraisals of other individuals with whom the student has close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, or ministers
7. Religious practices, affiliations, or beliefs of the student or his/her parent/guardian
8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program

*(cf. 3553 - Free and Reduced Price Meals)*

**STUDENT AND FAMILY PRIVACY RIGHTS (continued)***(cf. 5148 - Child Care and Development)*

Note: The following paragraph is **optional**. Education Code 51938 creates an exception to the above requirements by authorizing districts to administer to students in grades 7-12 anonymous, voluntary surveys regarding student health behaviors and risks upon providing written parent/guardian notification and allowing a parent/guardian to opt his/her child out of participation (i.e., "passive consent"). See sections below entitled "Parent/Guardian Access to Surveys and Instructional Materials" and "Notifications."

Notwithstanding the above requirements, the district may administer to students in grades 7-12 anonymous, voluntary, and confidential research and evaluation tools to measure student health risks and behaviors, including tests and surveys about student attitudes or practices related to sex as long as parents/guardians are provided written notice and given an opportunity to request, in writing, that their child not participate. (Education Code 51938)

Note: Pursuant to 20 USC 1232h, districts receiving funds from a USDOE-administered program are **mandated** to adopt a policy regarding the district's arrangements to protect student privacy in the event that a student participates in a survey requesting information about beliefs and practices as defined above.

If a student participates in a survey requesting information about beliefs and practices as identified above, school officials and staff members shall not request or disclose the student's identity.

*(cf. 6162.8 - Research)***Parent/Guardian Access to Surveys and Instructional Materials**

Note: 20 USC 1232h **mandates** that districts receiving funds from a USDOE-administered program adopt a policy detailing a parent/guardian's right to inspect (1) survey instruments requesting information about the parent/guardian's or his/her child's personal beliefs and practices and (2) instructional materials used as part of the educational curriculum of the parent/guardian's child, as specified below. Under California law, Education Code 51101 authorizes parental inspection of instructional materials; see AR 5020 - Parent Rights and Responsibilities. In addition, pursuant to Education Code 51938, districts that administer to students in grades 7-12 anonymous, voluntary surveys regarding health behaviors and risks must allow parents/guardians the opportunity to review the instrument and to request that their child not participate.

Pursuant to 20 USC 1232h, those districts that authorize the collection of personal information for marketing or sale (Option 2 in the section "Collection of Personal Information for Marketing or Sale" above) are **mandated** to adopt a policy concerning a parent/guardian's right to inspect any instrument used for the collection of a student's personal information for purposes of marketing or selling the information.

The parent/guardian of any district student, upon his/her request, shall have the right to inspect: (Education Code 51938; 20 USC 1232h)

1. A survey or other instrument to be administered or distributed to his/her child that either collects personal information for marketing or sale or requests information about beliefs and practices

**STUDENT AND FAMILY PRIVACY RIGHTS (continued)**

2. Any instructional material to be used as part of his/her child's educational curriculum

*(cf. 5020 - Parent Rights and Responsibilities)*

Note: 20 USC 1232h mandates districts receiving funds from a USDOE-administered program to adopt a policy which includes procedures for providing parents/guardians reasonable access to surveys, instruments, and instructional materials within a reasonable amount of time after the request has been received. The following paragraph may be modified to reflect the district's definition of a reasonable timeline and reasonable access.

Within a reasonable period of time after receiving a parent/guardian's request, the principal or designee shall permit the parent/guardian to view the survey or other document he/she requested. A parent/guardian may view the document any time during normal business hours.

Note: The following paragraph is optional and may be revised to reflect district practice.

No student shall be subject to penalty for his/her parent/guardian's exercise of any of the rights stated above.

**Health Examinations**

Note: 20 USC 1232h mandates a district receiving funds from a USDOE-administered program to adopt a policy on any nonemergency invasive physical examination or screening that may be administered to district students.

Authorized school officials may administer to any student any physical examination or screening permitted under California law. However, no student shall be subjected to a nonemergency, invasive physical examination without prior written notice to his/her parent/guardian. (20 USC 1232h)

*Invasive physical examination* means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a properly authorized hearing, vision, or scoliosis screening. (20 USC 1232h)

*(cf. 5131.61 - Drug Testing)*

*(cf. 5141.3 - Health Examinations)*

Note: 20 USC 1232h requires that districts receiving funds from a USDOE-administered program notify parents/guardians of the following.

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians of: (20 USC 1232h)

## **STUDENT AND FAMILY PRIVACY RIGHTS (continued)**

### **Notifications**

1. The district's policy regarding student privacy
2. The process to opt their children out of participation in any activity described in this policy and administrative regulation
3. The specific or approximate dates during the school year when the following activities are scheduled:
  - a. Survey requesting personal information
  - b. Physical examinations or screenings

Note: Item #c below is for districts that permit the collection of personal information for marketing or sale (Option 2 in the section "Collection of Personal Information for Marketing or Sale" above).
---

- c. Collection of personal information from students for marketing or sale

Note: Education Code 51938 requires that districts administering anonymous, voluntary surveys regarding health behaviors and risks to students in grades 7-12 first provide parents/guardians with written notice. The following optional paragraph is for use by districts that choose to administer such surveys with "passive consent," as specified in the section "Surveys Requesting Information about Beliefs and Practices" above.
--

Prior to administering any anonymous and voluntary survey regarding health risks and behaviors to students in grades 7-12, the district shall provide parents/guardians with written notice that the survey is to be administered. (Education Code 51938)

Parents/guardians shall also be notified of any substantive change to this policy and administrative regulation within a reasonable period of time after adoption of the change. (20 USC 1232h)

*(cf. 5145.6 - Parental Notifications)*



# **Administrative Regulation**

## **Student And Family Privacy Rights**

**AR 5022**  
**Students**

### **Definition**

Personal information means individually identifiable information including a student's or parent/guardian's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, or a social security identification number. (20 USC 1232h)

### **Surveys Requesting Information about Beliefs and Practices**

A student's parent/guardian shall provide prior written consent before the student participates in a survey containing one or more of the following items: (20 USC 1232h; Education Code 51513)

1. Political affiliations or beliefs of the student or his/her family
2. Mental or psychological problems of the student or his/her family
3. Sexual behavior or attitudes or personal beliefs and practices in family life or morality
4. Illegal, anti-social, self-incriminating or demeaning behavior
5. Critical appraisals of other individuals with whom students have close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians or ministers
7. Religious practices, affiliations or beliefs of the student or his/her parent/guardian
8. Income, except to the extent that income is required to be disclosed by law for participation in a program or for receiving financial assistance under such a program

If a student participates in a survey regarding information about beliefs and practices as identified above, school officials and staff members shall not request or disclose the student's identity.

(cf. 6162.51 - Standardized Testing and Reporting Program)  
(cf. 6162.8 - Research)

### **Exceptions to Collection of Personal Information**

Any district restriction regarding collection of personal information shall not apply to the collection, disclosure, or use of personal information collected from students for the purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following: (20 USC 1232h)

1. College or other postsecondary education recruitment or military recruitment
2. Book clubs, magazines, and programs providing access to low-cost literary products
3. Curriculum and instructional materials used by elementary and secondary schools
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments
5. The sale by students of products or services to raise funds for school-related or education-related activities

(cf. 1321 - Solicitation of Funds from and by Students)

6. Student recognition programs

(cf. 5126 - Awards for Achievement)

#### **Parent/Guardian Access to Surveys and Instructional Materials**

Before school staff administers a survey or evaluation containing personal information as identified above or distributes an instrument to a student for the purpose of collecting personal information for marketing, the student's parent/guardian may: (20 USC 1232h; Education Code 51938)

1. Upon request, inspect that survey or instrument before it is administered or distributed to his/her child or any instructional material used as part of his/her child's educational curriculum

(cf. 5020 - Parent Rights and Responsibilities)

Within a reasonable period of time of receiving a request, the principal or designee shall permit a parent/guardian to view a survey, instrument or instructional material. A parent/guardian may view the document any time during normal business hours.

2. Refuse to allow his/her child to participate in the activity

Students whose parents/guardians exercise this option shall not be penalized by the district. (20 USC 1232h)

#### **Health Examinations**

No school official or staff member shall subject a student to a non-emergency, invasive physical examination as a condition for school attendance, except as permitted or required under California law. (20 USC 1232h)

Invasive physical examination means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a properly authorized hearing, vision or scoliosis screening. (20 USC 1232h)

(cf. 5131.61 - Drug Testing)

(cf. 5141.3 - Health Examinations)

### **Notifications**

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians of: (20 USC 1232h)

1. The district's policy regarding student privacy
2. The process to opt their children out of participation in any activity described in this policy and administrative regulation
3. The specific or approximate dates during the school year when the following activities are scheduled:
  - a. Survey requesting personal information
  - b. Physical exams or screenings

Parents/guardians shall also be notified of any substantive change in this policy and administrative regulation within a reasonable period of time after adoption of the change. (20 USC 1232h)

(cf. 5145.6 - Parental Notifications)

## INTRADISTRICT OPEN ENROLLMENT

Note: Education Code 35160.5 mandates that governing boards establish an open enrollment policy within the district for residents of the district. This requirement does not apply to districts with only one school or with schools that do not serve any of the same grade levels.

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students and parents/guardians, while also balancing enrollment in order to maximize the efficient use of district facilities. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

*(cf. 5117 - Interdistrict Attendance)*

Note: Education Code 35160.5 mandates that the district's intradistrict open enrollment policy contain the following provision.

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. (Education Code 35160.5)

*(cf. 5111.1 - District Residency)*

*(cf. 5111.12 - Residency Based on Parent/Guardian Employment)*

*(cf. 5111.13 - Residency for Homeless Children)*

The Board shall annually review this policy. (Education Code 35160.5, 48980)

### Enrollment Priorities

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

*(cf. 5116 - School Attendance Boundaries)*

Note: Education Code 48350-48361, as added by SBX5 4 (Ch. 3, Fifth Extraordinary Session, Statutes of 2010), created the Open Enrollment Act which allows a student attending an "open enrollment" school, as identified by the Superintendent of Public Instruction, to transfer to another school that has a higher Academic Performance Index (API). For details regarding such transfers, see BP/AR 5118 - Open Enrollment Act Transfers.

It is unclear whether the Open Enrollment Act grants students who are attending an open enrollment school the right to transfer to another school within the district as well as outside of the district. Therefore, CSBA's BP 5118 specifies that students attending an open enrollment school who wish to attend another school within the district use the procedures specified in this Board policy and accompanying administrative regulation, applicable to all students applying for intradistrict open enrollment. However, students transferring from an open enrollment school should receive priority for admission, as specified in item #1 below. Districts that do not use this policy for intradistrict transfers under the Open Enrollment Act should delete item #1.

Items #1-7 below should be modified to reflect district practice and any priorities established by the district.

## INTRADISTRICT OPEN ENROLLMENT (continued)

The Superintendent or designee shall grant priority to any district student to attend another district school, including a charter school, outside of his/her attendance area as follows:

1. Any student enrolled in a district school that has been identified on the state's Open Enrollment List. (Education Code 48354)

*(cf. 5118 - Open Enrollment Act Transfers)*

Note: Because federal law requires districts to offer intradistrict transfers to all students in Title I schools identified for program improvement (PI), corrective action, or restructuring (20 USC 6316), to all students who are attending "persistently dangerous" schools, and to any student who is the victim of a violent criminal offense at school (20 USC 7912), the district should establish priority for such students in intradistrict open enrollment, as provided in items #2-4 below. Anticipated need for these transfers should be considered in determining the capacity of district schools for other intradistrict transfers pursuant to Education Code 35160.5 as described below.

See the accompanying administrative regulation for details regarding transfers for a student who is the victim of a violent criminal offense on school grounds and for students in any school that is designated by the state as a "persistently dangerous" school. For other transfers required as a result of a school's identification for PI, see BP/AR 0520.2 - Title I Program Improvement Schools.

2. Any student enrolled in a district school receiving Title I funds that has been identified for program improvement (PI), corrective action, or restructuring. (20 USC 6316)

*(cf. 0420.4 - Charter Schools)*

*(cf. 0520.2 - Title I Program Improvement Schools)*

*(cf. 6171 - Title I Programs)*

3. Any student enrolled in a district school designated by the California Department of Education as "persistently dangerous." (20 USC 7912; 5 CCR 11992)

*(cf. 0450 - Comprehensive Safety Plan)*

4. Any student who is a victim of a violent crime while on school grounds. (20 USC 7912)

Note: Education Code 35160.5 permits, but does not require, the district's policy to include any or all of the following priorities. Items #5-7 below are optional and should be deleted or modified to reflect enrollment priorities in the district.

5. Upon a finding that special circumstances exist that might be harmful or dangerous to the student in the current attendance area. Special circumstances, include, but are not limited to, threats of bodily harm or threats to the emotional stability of the student. Any such student may transfer to a district school that is at capacity and otherwise closed to transfers.

## **INTRADISTRICT OPEN ENROLLMENT (continued)**

To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)

- a. A written statement from a representative of an appropriate state or local agency, such as a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist
  - b. A court order, including a temporary restraining order and injunction
6. Any sibling of a student already in attendance in that school.
  7. Any student whose parent/guardian is assigned to that school as his/her primary place of employment.

### **Application and Selection Process**

**Note:** Education Code 48354 of the Open Enrollment Act requires the district to give priority for enrollment to students residing in the district before admitting students seeking to transfer from an open enrollment school outside of the district. In order to accurately determine the number of slots available for interdistrict transfers, the district should set an application window for parents/guardians to apply for intradistrict open enrollment that precedes the district's application window under the Open Enrollment Act. For language regarding the application window under the Open Enrollment Act, see BP/AR 5118 - Open Enrollment Act Transfers.

**The district should specify the intradistrict open enrollment application window, if any, in the blank provided in the following paragraph.**

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, applications for intradistrict open enrollment shall be submitted between February 1 and March 15 of the school year preceding the school year for which the transfer is requested.

**Note:** Education Code 35160.5 mandates that the district's intradistrict open enrollment policy contain all the elements listed in the remainder of this section.

Education Code 35160.5 requires districts to calculate capacity in a nonarbitrary manner using student enrollment and available space. The law does not provide a specific formula for the calculation, but the district may want to include unique factors specific to the school to calculate available space, such as class size reduction requirements, space needs for specialized programs, and anticipated transfers of students from PI schools within the district. The district may modify the following paragraph to include the specific formula for schools within the district.

The Superintendent or designee shall calculate each school's capacity in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

**INTRADISTRICT OPEN ENROLLMENT (continued)**

Note: Pursuant to Education Code 35160.5, the district must use a random, unbiased process (e.g., a lottery) to select students for intradistrict open enrollment when requests for admission exceed the capacity of the school. The California Attorney General (85 Ops.Cal.Atty.Gen. 95 (2002)) has opined that a "first come, first served" selection policy does not constitute a random, unbiased process.

An exception in Education Code 35160.5 gives districts the authority to maintain appropriate racial and ethnic balances across district schools. However, in Crawford v. Huntington Beach Union High School District, a California appellate court held that a district's intradistrict enrollment policy which contained a racial and ethnic balance component as authorized by Education Code 35160.5 was unconstitutional. According to the court, the constitutional provisions added by Proposition 209 prohibit a district from adopting a policy containing different admission criteria on the basis of race. Because of the legal uncertainty surrounding this issue, the following paragraph does not reflect the provisions of Education Code 35160.5 relative to racial and ethnic balance. The district should consult legal counsel regarding any policy or regulation dealing with maintenance of racial or ethnic balance.

Except for priorities listed above, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

*(cf. 6172 - Gifted and Talented Student Program)*

Note: Education Code 35160.5 makes no provision related to the duration of the transfer. See the accompanying administrative regulation.

**Transportation**

Note: The following section is optional and may be revised to reflect district practice. Districts that do not provide transportation should delete this section.

The district is not obligated to provide transportation for students who are transferring pursuant to the Open Enrollment Act. However, 20 USC 6316 requires that a district either provide transportation or reimburse the costs of transporting students who have transferred out of Title I schools identified for PI, corrective action, or restructuring to a different school. The district is not obligated to provide, or pay for the provision of, transportation for the student after the end of the school year that the school of origin is no longer identified. These requirements are addressed in AR 0520.2 - Title I Program Improvement Schools.

The district is not obligated to provide transportation for students who are victims of violent criminal offenses or those who wish to transfer out of "persistently dangerous" schools pursuant to 20 USC 7912. If a district chooses to make transportation available to such students, it may use certain federal funds (e.g., Title

## **INTRADISTRICT OPEN ENROLLMENT (continued)**

IV, Part A, and Title V, Part A) to cover the costs. When a district chooses to provide transportation, U.S. Department of Education Guidance (Unsafe School Choice Option) clarifies that the district is not obligated to continue providing or paying for transportation after the school is no longer designated as "persistently dangerous."

Except as required by 20 USC 6316 for transfers out of Title I PI schools, the district shall not be obligated to provide transportation for students who attend school outside their attendance area.

*(cf. 3250 - Transportation Fees)*

*(cf. 3540 - Transportation)*

*Legal Reference: (see next page)*



## INTRADISTRICT OPEN ENROLLMENT (continued)

### *Legal Reference:*

#### EDUCATION CODE

200 Prohibition against discrimination

35160.5 District policies; rules and regulations

35291 Rules

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance agreements

48200 Compulsory attendance

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48980 Notice at beginning of term

#### CODE OF REGULATIONS, TITLE 5

11992-11994 Definition of persistently dangerous schools

#### UNITED STATES CODE, TITLE 20

6316 Transfers from program improvement schools

7912 Transfers from persistently dangerous schools

#### CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

200.48 Transportation funding for public school choice

#### COURT DECISIONS

Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275

#### ATTORNEY GENERAL OPINIONS

85 Ops.Cal.Atty.Gen. 95 (2002)

### *Management Resources:*

#### U.S. DEPARTMENT OF EDUCATION NONREGULATORY GUIDANCE

Public School Choice, January 2009

Unsafe School Choice Option, May 2004

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Unsafe School Choice Option:

<http://www.cde.ca.gov/ls/ss/se/usco.usp>

U.S. Department of Education, No Child Left Behind: <http://www.nclb.gov>

# **Board Policy**

## **Intradistrict Open Enrollment**

**BP 5116.1**

### **Students**

The Governing Board desires to provide enrollment options that meet the diverse needs and interests of district students. The Superintendent or designee shall establish procedures for the selection and transfer of students among district schools in accordance with law, Board policy, and administrative regulation.

(cf. 5117 - Interdistrict Attendance)

The parents/guardians of any student who resides within district boundaries may apply to enroll their child in any district school, regardless of the location of residence within the district. (Education Code 35160.5)

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5111.13 - Residency for Homeless Children)

The Board shall annually review this policy. (Education Code 35160.5, 48980)

### **Enrollment Priorities**

Priority for attendance outside a student's attendance area shall be given as follows:

1. If a district school receiving Title I funds is identified for program improvement, corrective action, or restructuring, all students enrolled in that school shall be provided an option to transfer to another district school or charter school. (20 USC 6316)

(cf. 0420.4 - Charter Schools)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 6171 - Title I Programs)

2. If while on school grounds a student becomes the victim of a violent criminal offense, he/she shall be provided an option to transfer to another district school or charter school. (20 USC 7912)

3. If a student attends a school designated by the California Department of Education as "persistently dangerous," he/she shall be provided an option to transfer to another district school or charter school. (20 USC 7912; 5 CCR 11992)

(cf. 0450 - Comprehensive Safety Plan)

4. The Superintendent or designee may approve a student's transfer to a district school that is at capacity and otherwise closed to transfers upon finding that special circumstances

exist that might be harmful or dangerous to the student in the current attendance area, including, but not limited to, threats of bodily harm or threats to the emotional stability of the student.

To grant priority under these circumstances, the Superintendent or designee must have received either: (Education Code 35160.5)

- a. A written statement from a representative of an appropriate state or local agency, such as a law enforcement official, social worker, or a properly licensed or registered professional, such as a psychiatrist, psychologist, or marriage and family therapist
  - b. A court order, including a temporary restraining order and injunction
5. Priority may be given to siblings of students already in attendance in that school.
  6. Priority may be given to any student whose parent/guardian is assigned to that school as his/her primary place of employment.

For all other applications for enrollment from outside a school's attendance area, the Superintendent or designee shall use a random, unbiased selection process to determine who shall be admitted whenever the school receives admission requests that are in excess of the school's capacity. A school's capacity shall be calculated in a nonarbitrary manner using student enrollment and available space. (Education Code 35160.5)

Enrollment decisions shall not be based on a student's academic or athletic performance, except that existing entrance criteria for specialized schools or programs may be used provided that the criteria are uniformly applied to all applicants. Academic performance may be used to determine eligibility for, or placement in, programs for gifted and talented students. (Education Code 35160.5)

(cf. 6172 - Gifted and Talented Student Program)

No student currently residing within a school's attendance area shall be displaced by another student transferring from outside the attendance area. (Education Code 35160.5)

(cf. 5116 - School Attendance Boundaries)

#### **Transportation**

Except as required by 20 USC 6316 for transfers out of Title I program improvement schools, the district shall not be obligated to provide transportation for students who attend school outside their attendance area. However, upon request, the Superintendent or designee may authorize transportation contingent upon available space and funds.

(cf. 3250 - Transportation Fees)  
(cf. 3540 - Transportation)

**Legal Reference:**

## **EDUCATION CODE**

**35160.5 District policies; rules and regulations**

**35291 Rules**

**35351 Assignment of students to particular schools**

**48980 Notice at beginning of term**

## **CODE OF REGULATIONS, TITLE 5**

**11992-11994 Definition of persistently dangerous schools**

## **UNITED STATES CODE, TITLE 20**

**6316 Transfers from program improvement schools**

**7912 Transfers from persistently dangerous schools**

## **CODE OF FEDERAL REGULATIONS, TITLE 34**

**200.36 Dissemination of information**

**200.37 Notice of program improvement status, option to transfer**

**200.39 Program improvement, transfer option**

**200.42 Corrective action, transfer option**

**200.43 Restructuring, transfer option**

**200.44 Public school choice, program improvement schools**

**200.48 Transportation funding for public school choice**

## **COURT DECISIONS**

**Crawford v. Huntington Beach Union High School District, (2002) 98 Cal.App.4th 1275**

## **ATTORNEY GENERAL OPINIONS**

**85 Ops.Cal.Atty.Gen. 95 (2002)**

## **Management Resources:**

### **U.S. DEPARTMENT OF EDUCATION GUIDANCE**

**Unsafe School Choice Option, May 2004**

**Public School Choice, February 2004**

## **WEB SITES**

**CSBA: <http://www.csba.org>**

**California Department of Education, Unsafe School Choice Option:**

**<http://www.cde.ca.gov/ls/ss/se/usco.asp>**

**U.S. Department of Education, No Child Left Behind:: <http://www.nclb.gov>**

**INTRADISTRICT OPEN ENROLLMENT**

Note: The following administrative regulation addresses intradistrict transfers for victims of a violent criminal offense and students in a "persistently dangerous" school pursuant to 20 USC 7912 and other intradistrict open enrollment options authorized by Education Code 35160.5. For transfers required by 20 USC 6316 as a result of a school being identified for program improvement, see BP/AR 0520.2 - Title I Program Improvement Schools. For interdistrict transfers under the Open Enrollment Act pursuant to Education Code 48350-48361, see BP/AR 5118 - Open Enrollment Act Transfers.

**Transfers for Victims of a Violent Criminal Offense**

Note: 20 USC 7912 requires the state to establish and implement a policy requiring that any student who becomes a victim of a violent criminal offense while on school grounds be provided an option to transfer to another district school, including a charter school; see the accompanying Board policy. 20 USC 7912 does not specify which offenses constitute a "violent criminal offense" for purposes of the victim transfer option. According to the California Department of Education (CDE), districts should consider the specific circumstances of the incident on a case-by-case basis, as specified below. The following two paragraphs are consistent with the CDE's guidance.

U.S. Department of Education (USDOE) Guidance, Unsafe School Choice Option, suggests that districts should notify parents/guardians of the transfer option "generally within 14 days" after the determination that the student has been a victim of a violent offense. In making this offer, the Guidance encourages districts to take into account the needs and preferences of the affected student and parents/guardians. A sample parent/guardian notification letter is available on the CDE's web site.

Within a reasonable amount of time, not to exceed 14 days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In making the determination that a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student and his/her parent/guardian in making the offer. If the parent/guardian elects to transfer his/her child, the transfer shall be completed as soon as practicable.

**Transfers from a "Persistently Dangerous" School**

Note: 20 USC 7912 requires the state to establish and implement a policy requiring that all students attending a "persistently dangerous" school be provided an option to transfer to a safe school within the district, including a charter school; see the accompanying Board policy. Pursuant to 5 CCR 11992 and

**INTRADISTRICT OPEN ENROLLMENT (continued)**

11993, a school is designated as "persistently dangerous" based on the number of nonstudent firearms violations and the number of student expulsions pursuant to specified Education Code sections over a period of three consecutive years.

The USDOE Guidance provides that a district with one or more schools identified as "persistently dangerous" must, in a timely manner, notify parents/guardians about the school's designation and offer the opportunity to transfer. The CDE suggests that transfers of students out of a "persistently dangerous" school generally be completed within 30 school days of notification of the school's designation. According to the CDE, "timely notification" to parents/guardians should be made within 10 school days and a timely offer of transfer within 20 school days from the time the district learns of the designation, although these two notifications may be combined. Timelines in the following two optional paragraphs may be revised to reflect district practice.

Upon receipt of notification from the California Department of Education (CDE) that a district school has been designated as "persistently dangerous," the Superintendent or designee shall provide parents/guardians of students attending the school with the following notifications:

1. Within 10 days of receipt of the notification from CDE, notice of the school's designation
2. Within 20 days of receipt of the notification from CDE, notice of the option to transfer their child

*(cf. 0450 - Comprehensive Safety Plan)*

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide a written request to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. The Superintendent or designee may establish a reasonable timeline, not to exceed seven school days, for the submission of parent/guardian requests.

The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. For students whose parents/guardians accept the offer, the transfer shall generally be made within 30 school days of receiving the notice of the school's designation from the CDE. If parents/guardians decline the assigned school, the student may remain in his/her current school.

Note: The USDOE Guidance advises that the district can determine whether transfers will be temporary or permanent, but transfers must remain in effect as long as the student's original school is identified as persistently dangerous. The following optional paragraph reflects USDOE suggestions as to factors that might be considered in determining whether the transfer should be permanent and may be revised to reflect district practice.

## INTRADISTRICT OPEN ENROLLMENT (continued)

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

Note: The USDOE Guidance encourages, but does not require, districts to develop a transfer program with a neighboring district. The following paragraph is **optional**.

The Superintendent or designee shall cooperate with neighboring districts to develop an interdistrict transfer program in the event that space is not available in a district school.

*(cf. 5117 - Interdistrict Agreements)*

### Other Intradistrict Open Enrollment

Note: The following section provides **optional** procedures for intradistrict enrollment pursuant to Education Code 35160.5 and may be revised to reflect district practice.

Except for transfers for victims of a violent crime and from a "persistently dangerous school," the following procedures shall apply to intradistrict open enrollment:

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of those schools and open enrollment applications shall be available at each school site, the district office, and on the district's web site.

Note: Because Education Code 35160.5 requires the use of a lottery process, openings which occur later during the year should be filled only by applicants whose names are drawn in the lottery. Late applicants should not be added to the waiting list, but should instead wait for a subsequent lottery.

2. After the enrollment priorities have been applied in accordance with Board policy, if there are more requests for a particular school than there are spaces available, a random drawing shall be held from the applicant pool. A waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Late applicants shall not be added to the waiting list for the current year but shall instead wait for a subsequent lottery.
3. The Superintendent or designee shall provide written notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.
4. Approved applicants must confirm their enrollment within 10 school days.

## **INTRADISTRICT OPEN ENROLLMENT (continued)**

**Note:** Education Code 35160.5 makes no provision related to the duration of the transfer; thus, it appears to be within the district's discretion to determine whether students who do not reside within a school's attendance area should be required to reapply for open enrollment each year. However, Education Code 35160.5 specifies that a student currently residing within a school's attendance area cannot be displaced by another student transferring from outside the attendance area. The following paragraph is **optional**.

Once enrolled, a student shall not be required to reapply for readmission. However, the student may be subject to displacement due to excessive enrollment.

Any complaints regarding the open enrollment process shall be submitted in accordance with the applicable complaint procedure.

*(cf. 1312.3 - Uniform Complaint Procedures)*

### **Notifications**

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code 35160.5, 48980)

1. All options for meeting residency requirements for school attendance

*(cf. 5111.1 - District Residency)*

*(cf. 5111.12 - Residency Based on Parent/Guardian Employment)*

*(cf. 5111.13 - Residency for Homeless Children)*

*(cf. 5118 - Open Enrollment Act Transfers)*

2. Program options offered within local attendance areas
3. A description of any special program options available on both an interdistrict and intradistrict basis
4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied
5. A district application form for requesting a change of attendance
6. The explanation of attendance options under California law as provided by the CDE

*(cf. 5145.6 - Parental Notifications)*



# **Administrative Regulation**

## **Intradistrict Open Enrollment**

**AR 5116.1**  
**Students**

### **Transfers for Victims of a Violent Criminal Offense**

Within a reasonable amount of time, not to exceed 14 days, after it has been determined that a student has been the victim of a violent criminal offense while on school grounds, the student's parents/guardians shall be offered an option to transfer their child to an eligible school identified by the Superintendent or designee. In determining whether a student has been a victim of a violent criminal offense, the Superintendent or designee shall consider the specific circumstances of the incident on a case-by-case basis and consult with local law enforcement as appropriate. Examples of violent criminal offenses include, but are not limited to, attempted murder, battery with serious bodily injury, assault with a deadly weapon, rape, sexual battery, robbery, extortion, or hate crimes.

The Superintendent or designee shall consider the needs and preferences of the affected student and his/her parent/guardian in making the offer. If the parent/guardian elects to transfer his/her child, the transfer shall be completed as soon as practicable.

### **Transfers from a "Persistently Dangerous" School**

Within 10 school days after receiving notification from the California Department of Education (CDE) that a school has been designated as "persistently dangerous," the Superintendent or designee shall notify parents/guardians of the school's designation. Within 10 school days after this notification has been provided to parents/guardians, the Superintendent or designee shall notify parents/guardians of their option to transfer their child.

(cf. 0450 - Comprehensive Safety Plan)

Parents/guardians who desire to transfer their child out of a "persistently dangerous" school shall provide written notification to the Superintendent or designee and shall rank-order their preferences from among all schools identified by the Superintendent or designee as eligible to receive transfer students. The Superintendent or designee may establish a reasonable timeline, not to exceed seven school days, for the submission of parent/guardian requests.

The Superintendent or designee shall consider the needs and preferences of students and parents/guardians before making an assignment, but is not obligated to accept the parent/guardian's preference if the assignment is not feasible due to space constraints or other considerations. For students who accept the offer, the transfer shall generally be made within 30 school days of receiving the notice of the school's designation from the CDE. If parents/guardians decline the assigned school, the student may remain in his/her current school.

The transfer shall remain in effect as long as the student's school of origin is identified as "persistently dangerous." The Superintendent or designee may choose to make the transfer permanent based on the educational needs of the student, parent/guardian preferences, and other factors affecting the student's ability to succeed if returned to the school of origin.

The Superintendent or designee shall cooperate with neighboring districts to develop an interdistrict transfer program in the event that space is not available in a district school.

(cf. 5117 - Interdistrict Agreements)

#### **Other Intradistrict Open Enrollment**

To implement intradistrict open enrollment pursuant to Education Code 35160.5:

1. The Superintendent or designee shall identify those schools which may have space available for additional students. A list of these schools and open enrollment applications shall be available at all school offices.
2. Students of parents/guardians who submit applications to the district by January 1 shall be eligible for admission to their school of choice the following school year under the district's open enrollment policy.
3. Enrollment in a school of choice shall be determined by lot from the eligible applicant pool, and a waiting list shall be established to indicate the order in which applicants may be accepted if openings occur during the year. Late applicants shall not be added to the waiting list for the current year.
4. The Superintendent or designee shall provide written notification to applicants as to whether their applications have been approved, denied, or placed on a waiting list. If the application is denied, the reasons for denial shall be stated.
5. Approved applicants must confirm their enrollment within 10 school days.

Once enrolled, a student shall not be required to reapply for readmission. However, the student may be subject to displacement due to excessive enrollment.

Any complaints regarding the selection process shall be submitted to the Superintendent or designee.

#### **Notifications**

Notifications shall be sent to parents/guardians at the beginning of each school year describing all current statutory attendance options and local attendance options available in the district. Such notification shall include: (Education Code 48980)

1. All options for meeting residency requirements for school attendance

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

**(cf. 5111.13 - Residency for Homeless Children)**

- 2. Program options offered within local attendance areas**
- 3. A description of any special program options available on both an interdistrict and intradistrict basis**
- 4. A description of the procedure for application for alternative attendance areas or programs and the appeals process available, if any, when a change of attendance is denied**
- 5. A district application form for requesting a change of attendance**
- 6. The explanation of attendance options under California law as provided by the CDE**

**OPEN ENROLLMENT ACT TRANSFERS**

Note: As added by SBX5 4 (Ch. 3, Fifth Extraordinary Session, Statutes of 2010), Education Code 48350-48361 create the Open Enrollment Act which allows a student attending a "low-achieving school" to transfer to another school that has a higher Academic Performance Index (API) than the school in which the student was enrolled. Each year, the Superintendent of Public Instruction will identify 1,000 open enrollment schools ranked by increasing API scores. The list will not include court, community, community day, or charter schools and a district may not have more than 10 percent of its schools on the list.

The following **optional** policy and accompanying administrative regulation are for use by all districts since even districts without a school on the Open Enrollment List may receive applications from students attending a school on the list in a neighboring district.

The Governing Board desires to offer enrollment options in order to provide children with opportunities for academic achievement that meet their diverse needs. Such options shall also be provided to children who reside within another district's boundaries in accordance with law, Board policy, and administrative regulation.

Whenever a student is attending a district school on the Open Enrollment List as identified by the Superintendent of Public Instruction, he/she may transfer to another school within or outside of the district, as long as the school to which he/she is transferring has a higher Academic Performance Index. (Education Code 48354, 48356)

Note: It is unclear whether the Open Enrollment Act grants students who are attending an open enrollment school the right to transfer to another school within the district as well as outside of the district. In order to avoid conflict with the statute authorizing intradistrict open enrollment, the following policy and administrative regulation require students who wish to transfer to another district school to use the district's policy and procedures created pursuant to Education Code 35160.5; see BP/AR 5116.1 - Intradistrict Open Enrollment. The following **optional** sentence should be modified to reflect district practice.

A parent/guardian whose child is attending a district school on the Open Enrollment List and who wishes to have his/her child attend another school within the district shall apply for enrollment using BP/AR 5116.1 - Intradistrict Open Enrollment.

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5117 - Interdistrict Attendance)*

Note: Education Code 48354 and 48356 require districts to establish a period of time for resident student enrollment and for accepting transfer applications. In establishing timelines for transfer applications under the Open Enrollment Act, the district should consider how these timelines will align with timelines for other student enrollment options. Education Code 48354 requires the district to give priority for enrollment to students residing in the district; thus, districts must first admit those students, as well as students applying for intradistrict transfers, before admitting students from an open enrollment school outside of the district. See BP/AR 5111 - Admission, AR 5111.1 - District Residency, and BP/AR 5116.1 - Intradistrict Open Enrollment. In order to accurately predict the number of slots that may be available, the timelines for accepting transfer applications under the Open Enrollment Act should also be consistent with the district's timelines for interdistrict attendance permits and transfers based on parent/guardian employment (Allen Bill transfers). See also AR 5111.12 - Residency Based on Parent/Guardian Employment and BP/AR 5117 -

**OPEN ENROLLMENT ACT TRANSFERS (continued)**

Interdistrict Attendance. Title I schools in Year 1 of program improvement (PI) or beyond must also offer students the option to transfer to another district school that is not in PI; see BP/AR/E 0520.2 - Title I Program Improvement Schools.

However, the timelines specified in Education Code 48354 and 48357 for Open Enrollment Act transfers may conflict with the deadlines for these other attendance options. Education Code 48354 specifies that these transfer applications must be submitted by January 1 of the preceding school year. Education Code 48357 requires the district to notify parents/guardians within 60 days whether their application for a transfer from an open enrollment school has been accepted or rejected. Therefore, if a parent/guardian submits a transfer application on October 1, the district would need to provide notification of the application's status by December 1, even though the enrollment period for residents might still be open and the district would not yet know how many slots would be available for transfers at a specific school.

One way for a district to comply with these inconsistent statutory provisions is for the Governing Board to waive the January 1 deadline for receipt of all transfer applications, as authorized by Education Code 48354, and create an application window for submission of applications. Such an application window will result in the 60-day deadline for notification of an application's status to fall after the district's deadline by which residents need to enroll their children, allowing residents to receive enrollment priority as required by law.

Districts should specify the transfer application window, if any, in the blank provided in the following paragraph. Because Education Code 48361 specifies that a discretionary decision by the Board regarding the district's administration of the program may only be overturned if the Board acted in an arbitrary and capricious manner, these timelines should be rationally related to the timelines for other intradistrict and interdistrict transfers.

In order to ensure that priorities for enrollment in district schools are implemented in accordance with law, the Board hereby waives the January 1 deadline in Education Code 48354 for all applications for transfer from nonresident parents/guardians of children attending a school on the Open Enrollment List in another district. Transfer applications shall be submitted between February 1 and March 15 of the preceding school year for which the transfer is requested.

*(cf. 5111.1 - District Residency)*

*(cf. 5111.12 - Residency Based on Parent/Guardian Employment)*

Note: Education Code 48355 authorizes the district of residence or the district of enrollment to limit the number of students transferring out of or into the district if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan or the racial and ethnic balance of the district. However, in Crawford v. Huntington Beach Union High School District, an appellate court held that a district's intradistrict enrollment policy which contained a racial and ethnic balance component pursuant to Education Code 35160.5 was unconstitutional. According to the court, the constitutional provisions added by Proposition 209 prohibit a district from adopting a policy containing different admission criteria on the basis of race. Because of the legal uncertainty surrounding this issue, the following paragraph does not reflect the provisions of Education Code 48355 relative to racial and ethnic balance. Districts should consult legal counsel as necessary. The following optional paragraph is for use by districts with a court-ordered or voluntary desegregation plan.

**OPEN ENROLLMENT ACT TRANSFERS (continued)**

The Board may deny a transfer out of or into the district upon a determination by the Board that the transfer would negatively impact a court-ordered or voluntary desegregation plan in accordance with Education Code 48355.

**Standards for Rejection of Transfer Applications**

**Note:** Education Code 48356 authorizes the district of enrollment to adopt specific written standards for rejection of a transfer application which may include a consideration of the capacity of a program, class, grade level, or school building or any adverse financial impact that may result from the transfer. The law is unclear whether a district may also consider students' discipline history when evaluating transfer applications. Districts that wish to consider disciplinary history should consult legal counsel.

Because Education Code 48361 specifies that a discretionary decision by the Board regarding the district's administration of the program may only be overturned if a court finds that the Board acted in an arbitrary and capricious manner, it is recommended that the standards be included in a Board-adopted policy and be supported by data specific to the district's capacity and financial situation as well as any specific findings by the Superintendent or designee. **Items #1-2 below are examples only. The district should be careful to modify the following section to delete any standards that are not applicable and modify or add any specific district standards, as appropriate. Legal counsel should also be consulted.**

Pursuant to Education Code 48356, the Board has adopted the following standards for acceptance and rejection of transfer applications submitted by a parent/guardian of a student attending a school in another district on the Open Enrollment List. The Superintendent or designee shall apply these standards in accordance with Board policy and administrative regulation and shall ensure that the standards are applied uniformly and consistently.

As applicable, the Superintendent or designee may deny a transfer application under any of the following circumstances:

1. Upon a determination that approval of the transfer application would negatively impact the capacity of a program, class, grade level, or school building, including:
  - a. The class or grade level exceeding the district's limits pursuant to the state Class Size Reduction Program or the Morgan/Hart Class Size Reduction Program for Grades 9-12
  - b. The site, classroom, or program exceeding the maximum student-teacher ratio specified in the district's collective bargaining agreement
  - c. The site or classroom exceeding the physical capacity of the facility pursuant to the district's facilities master plan or other facility planning document
  - d. The class or grade level exceeding capacity pursuant items #a-#c above in subsequent years as the student advances to other grade levels at the school

## **OPEN ENROLLMENT ACT TRANSFERS (continued)**

*(cf. 6151 - Class Size)*

*(cf. 7110 - Facilities Master Plan)*

2. Upon a determination that approval of the transfer application would have an adverse financial impact on the district, including:
  - a. The hiring of additional certificated or classified staff
  - b. The operation of additional classrooms or instructional facilities
  - c. Expenses incurred by the district that would not be covered by the apportionment of funds received from the state resulting in a reduction of the resources available to resident students

### **Appeal Process for Denials of Transfer Applications**

Note: Education Code 48361 specifies that a discretionary decision by the Board regarding the district's administration of the program may be overturned if a court finds that the Board acted in an arbitrary and capricious manner. In order to help ensure that any rejection of a transfer application was not arbitrary, it is recommended that the district adopt a process that allows parents/guardians to appeal the Superintendent's or designee's denial to the Board.

The following section is **optional** and should be modified to reflect district practice.

A parent/guardian may appeal the district's denial of a transfer application to the Board by filing a written request of appeal with the Superintendent or designee within 10 days of the receipt of the written notification of denial. In addition, a parent/guardian who believes he/she has been subject to discrimination may file an appeal using the district's Uniform Complaint Procedures.

*(cf. 1312.3 - Uniform Complaint Procedures)*

The Board shall schedule an appeal hearing as soon as practicable at a regular or special meeting of the Board. At the hearing, the parent/guardian shall have the right to present oral or written evidence, rebut district evidence, and question any district witnesses. Unless the parent/guardian requests that the hearing be held in open session, the hearing shall be held in closed session in order to protect the privacy of students in accordance with law.

*(cf. 9321 - Closed Session Purposes and Agendas)*

The Board shall make its decision by the next regularly scheduled meeting and shall send its decision to all concerned parties. The Board's decision shall be final.

## **OPEN ENROLLMENT ACT TRANSFERS (continued)**

### **Program Evaluation**

Note: Education Code 48359 encourages each district to collect data regarding the number of requests granted, denied, or withdrawn; the number of students who transfer out of and into the district; the race, ethnicity, gender, socioeconomic status, and district to and from which students are transferring; and the number of students classified as English language learners or identified as individuals with disabilities transferring out of and into the district.

The following **optional** paragraph is consistent with Education Code 48359 and requires the Superintendent or designee to collect data regarding enrollment patterns to determine the space available at specific schools.

The Superintendent or designee shall collect data regarding the number of students who transfer out of the district pursuant to the Open Enrollment Act. He/she also shall collect data regarding the number of students who apply to transfer into the district, the number of requests granted, denied, or withdrawn, and the district schools and programs receiving applications.

When the Superintendent or designee anticipates that a particular school will receive a large number of transfer applications, he/she shall study the enrollment pattern at that school in order to anticipate future resident enrollment at the school and at the district schools into which those students would normally matriculate.

The Superintendent or designee shall regularly report to the Board regarding the implementation of this program.

*Legal Reference: (see next page)*



## OPEN ENROLLMENT ACT TRANSFERS (continued)

### *Legal Reference:*

#### EDUCATION CODE

200 Prohibition of discrimination

35160.5 District policies, rules, and regulations

46600-46611 Interdistrict attendance agreements

48200 Compulsory attendance

48204 Residency requirements for school attendance

48300-48316 Student attendance alternatives, school district of choice program

48350-48361 Open Enrollment Act

48915 Expulsion; particular circumstances

48915.1 Expelled individuals: enrollment in another district

52317 Regional Occupational Center/Program, enrollment of students, interdistrict attendance

#### FAMILY CODE

6500-6552 Caregivers

#### UNITED STATES CODE, TITLE 20

6316 Transfers from program improvement schools

#### CODE OF REGULATIONS, TITLE 5

4700-4703 Open Enrollment Act

#### CODE OF FEDERAL REGULATIONS, TITLE 34

200.36 Dissemination of information

200.37 Notice of program improvement status, option to transfer

200.39 Program improvement, transfer option

200.42 Corrective action, transfer option

200.43 Restructuring, transfer option

200.44 Public school choice, program improvement schools

#### ATTORNEY GENERAL OPINIONS

87 *Ops. Cal. Atty. Gen.* 132 (2004)

84 *Ops. Cal. Atty. Gen.* 198 (2001)

#### COURT DECISIONS

*Crawford v. Huntington Beach Union High School District*, (2002) 98 Cal.App.4th 1275

### *Management Resources:*

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

# **Board Policy**

## **Transfers; Withdrawals**

**BP 5118**  
**Students**

### **Transfers into the District**

Students who apply for admission to district schools will be placed at the grade level they have reached elsewhere pending observation and evaluation by teachers, guidance personnel and the principal or designee.

Within 30 days of the student's enrollment, staff shall complete its observation and evaluation and the principal or designee shall determine the student's appropriate grade placement.

(cf. 5111 - Admission)  
(cf. 5141.31 - Immunizations)  
(cf. 6146.3 - Reciprocity on Standards of Proficiency/Graduation Requirements)

### **Transfers out of the District**

When a student transfers out of the district, a brief statement will be attached to his/her permanent record showing which basic proficiencies, if any, have been assessed and satisfactorily met according to the standards of this district. This statement will be appended to any permanent record sent to another school in or outside California.

Students who transfer out of the district during their senior year may receive a diploma from this district, provided they have met all district graduation requirements.

Students transferring or withdrawing from school must settle any unpaid fines and return all school books and materials on or before their last day of attendance. Transcripts and grades may be withheld from students who damage or fail to return school property.

(cf. 5125 - Student Records; Confidentiality)  
(cf. 5131.5 - Vandalism)  
(cf. 6161.2 - Overdue, Damaged or Lost Instructional Materials)

### **Legal Reference:**

#### **EDUCATION CODE**

48011 Admission from kindergarten or other school  
48904 Withholding grades, diplomas or transcripts

**Policy CENTER UNIFIED SCHOOL DISTRICT**  
**adopted: November 19, 2003 Antelope, California**

**TOBACCO**

Note: The following optional policy may be revised to reflect district practice. Education Code 48901 requires any district maintaining a high school to take all steps deemed practical to discourage high school students from smoking. Tobacco-use prevention resources generally encourage prevention efforts to begin as early as possible, including in the middle or elementary grades.

The state's Tobacco-Use Prevention Education (TUPE) competitive grant program for grades 6-12 (Health and Safety Code 104350-104495) provides support for local tobacco-use prevention and intervention programs.

The Governing Board recognizes that tobacco use presents serious health risks and desires to provide support and assistance in reducing the number of students who begin or continue to use tobacco. The Superintendent or designee shall establish a comprehensive program that includes consistent enforcement of laws prohibiting tobacco possession and use by students, tobacco-use prevention education including youth development activities, and intervention and cessation activities and/or referrals.

*(cf. 5141.23 - Asthma Management)*

**Prohibition Against Tobacco Use**

Note: State and federal law restrict the sale and distribution of cigarettes and smokeless tobacco to minors under age 18 (Penal Code 308; 21 CFR 1041.1-1041.34). Health and Safety Code 119405, added by SB 882 (Ch. 312, Statutes of 2010), makes it unlawful for a person to sell or otherwise furnish an electronic cigarette to a minor.

Education Code 48900 and 48901 prohibit students from possessing, smoking, or using tobacco on school grounds, as provided in the following paragraph. Pursuant to Education Code 48900, students who violate this prohibition may be subject to suspension or expulsion; see AR 5144.1 - Suspension and Expulsion/Due Process. In addition, Health and Safety Code 104420 mandates that any district receiving funding through the TUPE program adopt and enforce a tobacco-free schools policy which prohibits the use of tobacco products in district buildings, on district property, and in district vehicles by any person at any time; see BP 3513.3 - Tobacco-Free Schools for language implementing this mandate.

Students shall not possess, smoke, or use tobacco or any product containing tobacco or nicotine while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. Prohibited products include, but are not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. (Education Code 48900, 48901)

*(cf. 3513.3 - Tobacco-Free Schools)*

*(cf. 5131 - Conduct)*

*(cf. 5144 - Discipline)*

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

**TOBACCO (continued)**

Students' possession or use of nicotine delivery devices, such as electronic cigarettes, is also prohibited.

These prohibitions do not apply to a student's possession or use of his/her own prescription products. (Education Code 48900, 48901)

**Prevention Instruction**

**Note:** The following **optional** section may be revised to reflect district practice and the grade levels offered by the district. Education Code 51202 requires the district to offer a course of study at the appropriate elementary and secondary grade levels that includes the effects of tobacco upon the human body. Education Code 51202 also requires that the course of study in secondary grades include instruction on the effects of tobacco upon prenatal development. See AR 6143 - Courses of Study. The state's content standards for health education include a number of standards at selected grade levels from K-12 related to the health consequences of tobacco use.

The TUPE program provides resources for supplemental instruction in grades 6-12 that addresses specified topics; see the accompanying administrative regulation. The California Department of Education's (CDE) Guidelines for Tobacco Prevention, contained in its Getting Results publication, recommend developmentally appropriate instruction in grades K-12, with instruction that is especially intensive in grades 6-9 (particularly the transition year from elementary to middle school/junior high) and is reinforced in high school.

The district shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12. Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which the district participates.

*(cf. 6142.8 - Comprehensive Health Education)*

*(cf. 6143 - Courses of Study)*

**Intervention/Cessation Services**

**Note:** The following **optional** section may be revised to reflect district practice. Pursuant to Health and Safety Code 104420 and 104460, districts receiving TUPE funds must provide students with access to intervention and cessation services and must provide pregnant and parenting minors with access to designated services. The district may fulfill these requirements either through the direct provision of services or through referrals to available services. See the accompanying administrative regulation.

The district may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use. When appropriate, such intervention services may be provided as an alternative to suspension for tobacco possession.

*(cf. 1020 - Youth Services)*

*(cf. 5146 - Married/Pregnant/Parenting Students)*

## **TOBACCO (continued)**

*(cf. 5141.6 - School Health Services)*

*(cf. 6164.2 - Guidance/Counseling Services)*

### **Program Planning**

**Note:** The following optional section may be revised to reflect district practice.

Health and Safety Code 104420 requires the CDE to give priority for TUPE funding to programs that, in addition to targeting current tobacco users, target students most at risk for beginning to use tobacco. Student populations considered to be "most at risk" are to be identified by the district through a local needs assessment, as provided in the following paragraph.

The district's tobacco-use prevention and intervention program shall be based on an assessment of tobacco-use problems in district schools and the community, an examination of existing services and activities in the community, and a determination of high-risk student populations that are most in need of district services.

**Note:** The following optional paragraph may be revised to reflect district practice. Health and Safety Code 104420 and 104435 require districts receiving TUPE funds, with assistance from the county office of education, to coordinate efforts with the "lead local agency" in the community, defined in Health and Safety Code 104400 as the county or city health department.

The Superintendent or designee shall coordinate with the local health department and county office of education in program planning and implementation. He/she may establish an advisory council including students, parents/guardians, district staff, representatives of the local health department and community organizations, law enforcement professionals, and/or others with demonstrated expertise in tobacco prevention and cessation.

*(cf. 1220 - Citizen Advisory Councils)*

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

The Superintendent or designee also shall coordinate the district's tobacco-use prevention and intervention program with other district efforts to reduce students' use of illegal substances and to promote student wellness.

*(cf. 5030 - Student Wellness)*

*(cf. 5131.6 - Alcohol and Other Drugs)*

*(cf. 5131.63 - Steroids)*

**Note:** The following paragraph is for use by districts that receive TUPE funds and may be used by other districts at their discretion.

The Superintendent or designee shall select anti-tobacco programs based on the model program designs identified by the California Department of Education (CDE) and may modify the model to meet district needs. (Health and Safety Code 104420)

## **TOBACCO (continued)**

Note: Pursuant to "TUPE Acceptance of Funds Guidance" on the CDE's web site, TUPE grant funding will not be awarded to an applicant that receives any funding or educational materials from the tobacco industry, or from any agency which has received funding from the tobacco industry, for the purpose of implementing tobacco-prevention or intervention programs.

The Superintendent or designee shall not accept for distribution any materials or advertisements that promote the use or sale of tobacco products. He/she also shall not accept tobacco-use prevention or intervention funds or materials from the tobacco industry or from any entity which has received funding from the tobacco industry.

*(cf. 1325 - Advertising and Promotion)*

*(cf. 3290 - Gifts, Grants and Bequests)*

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

### **Program Evaluation**

Note: The following optional section may be revised to reflect district practice. Districts that accept TUPE funds are required by the CDE to administer the core California Healthy Kids Survey in the first year of funding and at least every other year thereafter to assess the health-related behavior of a representative sample of students in grades 7, 9, and 11. In addition, districts that receive funding through TUPE are required to complete the TUPE Annual Report by June 30 of each year.

To evaluate the effectiveness of the district's program and ensure accountability, the Superintendent or designee shall biennially administer the California Healthy Kids Survey or other appropriate student survey at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she also shall annually report to the Board, and to the CDE if required, the data specified in Health and Safety Code 104450.

*(cf. 0500 - Accountability)*

*(cf. 5022 - Student and Family Privacy Rights)*

*(cf. 6162.8 - Research)*

The results of program evaluations shall be used to refine program goals and objectives and make changes as needed to strengthen program implementation.

*Legal Reference: (see next page)*

## TOBACCO (continued)

### *Legal Reference:*

#### EDUCATION CODE

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

51202 Instruction in personal and public health and safety

60041 Instructional materials, portrayal of effects of tobacco use

#### HEALTH AND SAFETY CODE

104350-104495 Tobacco-use prevention education

119405 Unlawful to sell or furnish electronic cigarettes to minors

#### PENAL CODE

308 Minimum age for tobacco possession

#### CODE OF REGULATIONS, TITLE 17

6800 Definition, health assessment

6844-6847 Child Health and Disability Prevention program; health assessments

#### UNITED STATES CODE, TITLE 20

7111-7117 Safe and Drug-Free Schools and Communities Act

#### CODE OF FEDERAL REGULATIONS, TITLE 21

1140.1-1140.34 Unlawful sale of cigarettes and smokeless tobacco to minors

#### ATTORNEY GENERAL OPINIONS

88 *Ops.Cal.Atty.Gen.* 8 (2005)

### *Management Resources:*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

*Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve*, 2008

*Health Framework for California Public Schools: Kindergarten Through Grade Twelve*, 2003

*Getting Results: Part II California Action Guide to Tobacco Use Prevention Education*, 2000

#### WEST ED PUBLICATIONS

*Guidebook for the California Healthy Kids Survey*

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Tobacco-Use Prevention Education:

<http://www.cde.ca.gov/ls/he/ut/tupe.asp>

California Department of Public Health, Tobacco Control: <http://www.cdph.ca.gov/programs/tobacco>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Healthy Kids Survey: <http://www.wested.org/hks>

Centers for Disease Control and Prevention, Smoking and Tobacco Use: <http://www.cdc.gov/tobacco>

Safe and Healthy Kids Annual Report: <http://hk.duerrevaluation.com>

U.S. Department of Education: <http://www.ed.gov>

U.S. Surgeon General: <http://www.surgeongeneral.gov>

# **Board Policy**

## **Tobacco**

**BP 5131.62**

### **Students**

The Governing Board recognizes that tobacco use presents serious health risks and desires to provide support and assistance in reducing the number of students who begin or continue to use tobacco. The Superintendent or designee shall establish a comprehensive program that includes consistent enforcement of laws prohibiting tobacco possession and use by students, tobacco-use prevention education, and intervention and cessation activities and/or referrals.

#### **Prohibition Against Tobacco Use**

Students shall not smoke or use tobacco, or any product containing tobacco or nicotine, while on campus, while attending school-sponsored activities, or while under the supervision and control of district employees. This prohibition does not include students' possession or use of their own prescription products. (Education Code 48900, 48901)

(cf. 3513.3 - Tobacco-Free Schools)

(cf. 5131 - Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

#### **Intervention/Cessation Services**

The district may provide or refer students to counseling, intensive education, and other intervention services to assist in the cessation of tobacco use.

(cf. 1020 - Youth Services)

(cf. 5141.6 - School Health Services)

(cf. 6164.2 - Guidance/Counseling Services)

#### **Prevention Instruction**

The district shall provide developmentally appropriate tobacco-use prevention instruction for students at selected grade levels from K-12. Such instruction shall be aligned with state content standards and the state curriculum framework for health education and with any requirements of state and/or federal grant programs in which the district participates.

(cf. 5146 - Married/Pregnant/Parenting Students)

(cf. 6142.8 - Comprehensive Health Education)

(cf. 6143 - Courses of Study)

#### **Program Planning**



The Superintendent or designee shall coordinate with the local health department and county office of education in program planning and implementation. He/she may establish an advisory council including students, parents/guardians, district staff, representatives of the local health department and community organizations, law enforcement professionals, and/or others with demonstrated expertise in tobacco prevention and cessation.

(cf. 1220 - Citizen Advisory Councils)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Superintendent or designee also shall coordinate the district's tobacco-use prevention program with other district efforts to reduce students' use of illegal substances and to promote student wellness.

(cf. 1325 - Advertising and Promotion)

(cf. 5030 - Student Wellness)

(cf. 5131.6 - Alcohol and Other Drugs)

The district's program shall be aligned with guidelines issued by the California Department of Education (CDE) and with federal Principles of Effectiveness described in 20 USC 7115. The Superintendent or designee shall:

1. Base the district's program on a thorough assessment of objective data regarding tobacco-use problems in district schools and the community

This assessment shall include an analysis of data regarding the incidence and consequences of tobacco use, an examination of existing efforts and activities in the community, and a determination of high-priority groups that are most in need of district services.

2. Establish a set of measurable goals and objectives and design the program to meet those goals and objectives

3. Design and implement the program based on scientific research or evaluation that provides evidence that the strategies will prevent or reduce tobacco use

4. Use the results of ongoing program evaluations to strengthen the program and refine program goals and objectives

#### **Program Evaluation**

To evaluate the effectiveness of the district's program and ensure accountability, the Superintendent or designee shall biennially administer the California Healthy Kids Survey to students at selected grade levels in order to assess student attitudes toward tobacco and student use of tobacco. He/she also shall annually report to the Board and the CDE on program activities, program expenditures, the number of individuals receiving each type of service or training, progress toward program goals and objectives, and other data required pursuant to Health and Safety Code 104450.

(cf. 0500 - Accountability)

(cf. 5022 - Student and Family Privacy Rights)

(cf. 6162.8 - Research)

**Legal Reference:**

**EDUCATION CODE**

48900 Suspension or expulsion (grounds)

48900.5 Suspension, limitation on imposition; exception

48901 Smoking or use of tobacco prohibited

51202 Instruction in personal and public health and safety

60041 Instructional materials, portrayal of effects of tobacco use

**HEALTH AND SAFETY CODE**

104350-104495 Tobacco-use prevention education

**PENAL CODE**

308 Minimum age for tobacco possession

**CODE OF REGULATIONS, TITLE 17**

6800 Definition, health assessment

6844-6847 Child Health and Disability Prevention program; health assessments

**UNITED STATES CODE, TITLE 20**

7111-7117 Safe and Drug-Free Schools and Communities Act

**ATTORNEY GENERAL OPINIONS**

88 Ops.Cal.Atty.Gen. 8 (2005)

**Management Resources:**

**CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS**

Health Education Content Standards for California Public Schools: Kindergarten Through Grade Twelve, 2008

Health Framework for California Public Schools: Kindergarten Through Grade Twelve, 2003

Getting Results: Part II California Action Guide to Tobacco Use Prevention Education, 2000

**CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS**

Guidelines Related to School Health Programs to Prevent Tobacco Use and Addiction, 1994

**WEST ED PUBLICATIONS**

Guidebook for the California Healthy Kids Survey: 2008-2009 Edition, 2008

**WEB SITES**

CSBA: <http://www.csba.org>

California Department of Education, Tobacco-Use Prevention Education:

<http://www.cde.ca.gov/ls/he/at/tupe.asp>

California Department of Public Health, Tobacco Control:

<http://www.cdph.ca.gov/programs/tobacco>

California Healthy Kids Resource Center: <http://www.californiahealthykids.org>

California Healthy Kids Survey: <http://www.wested.org/hks>

Centers for Disease Control and Prevention, Smoking and Tobacco Use:

<http://www.cdc.gov/tobacco>

Safe and Healthy Kids Annual Report: <http://hk.duerrevaluation.com>

U.S. Department of Education: <http://www.ed.gov>

U.S. Surgeon General: <http://www.surgeongeneral.gov>

**Policy CENTER UNIFIED SCHOOL DISTRICT**

adopted: November 4, 2009 Antelope, California

**DISCIPLINE**

The Governing Board desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management, and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible. In addition, discipline shall be used in a manner that corrects student behavior without intentionally creating an adverse effect on student learning or health.

*(cf. 5020 - Parent Rights and Responsibilities)*  
*(cf. 5137 - Positive School Climate)*  
*(cf. 5138 - Conflict Resolution/Peer Mediation)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.9 - Hate-Motivated Behavior)*  
*(cf. 6020 - Parent Involvement)*

Note: Education Code 35291.5 authorizes, but does not require, school sites to adopt rules and procedures for student discipline. The following paragraph is optional.

Board policies and administrative regulations shall outline acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules to meet the school's particular needs.

*(cf. 5131 - Conduct)*  
*(cf. 5131.1 - Bus Conduct)*

At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline. When misconduct occurs, staff shall attempt to identify the causes of the student's behavior and implement appropriate discipline. Persistently disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy, and administrative regulation.

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 3515 - Campus Security)*  
*(cf. 3515.3 - District Police/Security Department)*  
*(cf. 4158/4258/4358 - Employee Security)*  
*(cf. 5136 - Gangs)*  
*(cf. 5144.1 - Suspension and Expulsion/Due Process)*  
*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*  
*(cf. 6159.4 - Behavioral Interventions for Special Education Students)*  
*(cf. 6164.5 - Student Success Teams)*  
*(cf. 6184 - Continuation Education)*  
*(cf. 6185 - Community Day School)*

## **DISCIPLINE (continued)**

Staff shall enforce disciplinary rules fairly, consistently, and in accordance with the district's nondiscrimination policies.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 5145.3 - Nondiscrimination/Harassment)*

The Superintendent or designee shall provide professional development as necessary to assist staff in developing consistent classroom management skills, implementing effective disciplinary techniques, and establishing cooperative relationships with parents/guardians.

*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

### **Legal Reference:**

#### **EDUCATION CODE**

32280-32288 School safety plans  
35146 Closed sessions  
35291 Rules  
35291.5-35291.7 School-adopted discipline rules  
37223 Weekend classes  
44807.5 Restriction from recess  
48900-48926 Suspension and expulsion  
48980-48985 Notification of parent/guardian  
49000-49001 Prohibition of corporal punishment  
49330-49335 Injurious objects

#### **CIVIL CODE**

1714.1 Parental liability for child's misconduct

#### **CODE OF REGULATIONS, TITLE 5**

307 Participation in school activities until departure of bus  
353 Detention after school

### **Management Resources:**

#### **CSBA PUBLICATIONS**

*Maximizing Opportunities for Physical Activity during the School Day, Fact Sheet, 2009*

#### **CALIFORNIA DEPARTMENT OF EDUCATION PROGRAM ADVISORIES**

*Classroom Management: A California Resource Guide for Teachers and Administrators of Elementary and Secondary Schools, 2000*

#### **STATE BOARD OF EDUCATION POLICIES**

*01-02 School Safety, Discipline, and Attendance, March 2001*

#### **WEB SITES**

California Department of Education: <http://www.cde.ca.gov>

U.S. Department of Education: <http://www.ed.gov>

# **Board Policy**

## **Discipline**

**BP 5144**

### **Students**

The Governing Board desires to prepare students for responsible citizenship by fostering self-discipline and personal responsibility. The Board believes that high expectations for student behavior, effective classroom management and parent involvement can minimize the need for discipline. Staff shall use preventative measures and positive conflict resolution techniques whenever possible.

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5137 - Positive School Climate)

(cf. 5145.3 - Nondiscrimination/Harassment)

(cf. 5145.9 - Hate-Motivated Behavior)

(cf. 6020 - Parent Involvement)

Board policies and regulations shall delineate acceptable student conduct and provide the basis for sound disciplinary practices. Each school shall develop disciplinary rules to meet the school's individual needs.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

When misconduct occurs, staff shall implement appropriate discipline and attempt to identify and address the causes of the student's behavior. Continually disruptive students may be assigned to alternative programs or removed from school in accordance with law, Board policy and administrative regulation. At all times, the safety of students and staff and the maintenance of an orderly school environment shall be priorities in determining appropriate discipline.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 3515.3 - District Police/Security Department)

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 4158/4258/4358 - Employee Security)

(cf. 5136 - Gangs)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6164.5 - Student Study Teams)

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

(cf. 6182 - Opportunity School/Class/Program)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

**Staff shall enforce disciplinary rules fairly, consistently and without discrimination.**

**(cf. 0410 - Nondiscrimination in District Programs and Activities)**

**(cf. 5145.3 - Nondiscrimination/Harassment)**

**The Superintendent or designee shall provide professional development as necessary to assist staff in developing classroom management skills and implementing effective disciplinary techniques.**

**(cf. 4131 - Staff Development)**

**(cf. 4231 - Staff Development)**

**(cf. 4331 - Staff Development)**

**Legal Reference:**

**EDUCATION CODE**

**32280-32288 School safety plans**

**35146 Closed sessions**

**35291 Rules**

**35291.5-35291.7 School-adopted discipline rules**

**37223 Weekend classes**

**44807.5 Restriction from recess**

**48630-48644.5 Opportunity schools**

**48900-48926 Suspension and expulsion**

**48980-48985 Notification of parents or guardians**

**49000-49001 Prohibition of corporal punishment**

**49330-49335 Injurious objects**

**CODE OF REGULATIONS, TITLE 5**

**307 Participation in school activities until departure of bus**

**353 Detention after school**

**CIVIL CODE**

**1714.1 Parental liability for child's misconduct**

**Management Resources:**

**CSBA PUBLICATIONS**

**Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999**

**CDE PROGRAM ADVISORIES**

**1010.89 Physical Exercise as Corporal Punishment, CIL 89/9-3**

**1223.88 Corporal Punishment, CIL: 88/9-5**

**WEB SITES**

**CDE: <http://www.cde.ca.gov>**

**USDOE: <http://www.ed.gov>**

**DISCIPLINE****Site-Level Rules**

Note: The following section is **optional**. Pursuant to Education Code 35291.5, schools are authorized, but not required, to adopt student discipline rules and procedures. Schools that choose to adopt student discipline rules, or that are directed by the Governing Board to do so, must solicit input from groups specified in items #1-5 below. If the school develops student discipline rules, Education Code 32282 requires that they be included in the comprehensive safety plan; see BP/AR 0450 - Comprehensive Safety Plan.

In developing site-level disciplinary rules, the principal or designee shall solicit the participation, views, and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any

*(cf. 3515.3 - District Police/Security Department)*

Note: Item #5 below may be deleted by elementary districts.

5. For junior high and high schools, students enrolled in the school

Note: The following strategies may be modified or expanded to reflect district practice.

Disciplinary strategies provided in Board policy, administrative regulation, and law may be used in developing site-level rules. These strategies include, but are not limited to:

1. Referral of the student for advice and counseling

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 6164.2 - Guidance/Counseling Services)*

2. Discussion or conference with parents/guardians

*(cf. 5020 - Parent Rights and Responsibilities)*

*(cf. 6020 - Parent Involvement)*

**DISCIPLINE (continued)**

3. Recess restriction
4. Detention during and after school hours
5. In accordance with Board policy and administrative regulation, restriction or disqualification from participation in extracurricular activities

*(cf. 6145 - Extracurricular/Cocurricular Activities)*

6. Community service
7. Reassignment to an alternative educational environment

*(cf. 6158 - Independent Study)*

*(cf. 6181 - Alternative Schools/Programs of Choice)*

*(cf. 6184 - Continuation Education)*

*(cf. 6185 - Community Day School)*

8. Suspension and expulsion in accordance with law, Board policy, and administrative regulation

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

Note: The following paragraph is <b>optional</b> .
--

Each school shall file a copy of its rules with the Superintendent or designee.

The rules shall be consistent with law, Board policy, and district regulations. The Governing Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law. (Education Code 35291.5)

Note: Education Code 35291.5 provides that schools may adopt discipline rules at least every four years. The following <b>optional</b> paragraph, including the timelines for review of the school's discipline rules, may be revised to reflect district practice.
---

Each school shall review its site-level discipline rules at least every four years.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291)

**Corporal Punishment**

Corporal punishment shall not be used as a disciplinary measure against any student.



**DISCIPLINE (continued)**

Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)

Corporal punishment does not include any pain or discomfort suffered by a student as a result of his/her voluntary participation in an athletic or other recreational competition or activity. In addition, an employee's use of force that is reasonable and necessary to protect himself/herself, students, staff, or other persons, to prevent damage to property, or to obtain possession of weapons or other dangerous objects within the control of the student is not corporal punishment. (Education Code 49001)

*(cf. 4158/4258/4358 - Employee Security)*

*(cf. 5131.7 - Weapons and Dangerous Instruments)*

*(cf. 6145.2 - Athletic Competition)*

**Recess Restriction**

Note: Education Code 44807.5 authorizes the district to adopt reasonable regulations allowing a teacher to restrict recess time for disciplinary purposes. The following optional section should be revised to reflect district practice.

A teacher may restrict a student's recess time only when he/she believes that this action is the most effective way to bring about improved behavior. When recess restriction may involve the withholding of physical activity from a student, the teacher shall try other disciplinary measures before imposing the restriction. Recess restriction shall be subject to the following conditions:

1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.
2. The student shall remain under a certificated employee's supervision during the period of restriction.
3. Teachers shall inform the principal of any recess restrictions they impose.

*(cf. 5030 - Student Wellness)*

*(cf. 6142.7 - Physical Education and Activity)*

**Detention After School**

Note: 5 CCR 353 limits after-school detention to one hour after the close of the maximum school day except as otherwise provided by 5 CCR 307. 5 CCR 307 allows schools to require students to stay at school and participate in school activities until the departure of the school transportation to which the student has been assigned. The California Department of Education's legal counsel has interpreted these regulations to mean that a school may detain a student up to an hour after school even if the student misses his/her bus, and

## **DISCIPLINE (continued)**

may require a student to remain at school for more than one hour if the school bus leaves more than one hour after the end of the school day. For safety purposes, when a student will miss his/her transportation due to detention, the school should notify the parent/guardian at least one day in advance so that alternative arrangements may be made.

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

Note: The following paragraph should be modified to reflect district practice.

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee notifies the parent/guardian.

In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)

Students shall remain under the supervision of a certificated employee during the period of detention.

Note: The following optional paragraph is offered for districts that use Saturday classes for purposes of detention. Education Code 37223 authorizes the use of Saturday classes; however, except in the case of truants, attendance at such classes must be at the election of the student or parent/guardian.

Students may be offered the choice of serving their detention on Saturday rather than after school.

(cf. 6176 - Weekend/Saturday Classes)

### **Community Service**

As part of or instead of disciplinary action, the Board, Superintendent, principal, or principal's designee may, at his/her discretion, require a student to perform community service during nonschool hours, on school grounds, or, with written permission of the student's parent/guardian, off school grounds. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer, or youth assistance programs. (Education Code 48900.6)

Note: Education Code 48900.6 provides that the community service option is not available for those students who have been suspended, pending expulsion, for acts qualifying for either "mandatory recommendation for expulsion" or "mandatory expulsion" pursuant to Education Code 48915. See AR 5144.1 - Suspension and Expulsion/Due Process.

**DISCIPLINE (continued)**

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then a student may be required to perform community service for the resulting suspension. (Education Code 48900.6)

**Notice to Parents/Guardians and Students**

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 35291, 48980)

*(cf. 5145.6 - Parental Notifications)*

The Superintendent or designee shall also provide written notice of the rules related to discipline to transfer students at the time of their enrollment in the district.

# **Administrative Regulation**

## **Discipline**

**AR 5144**

**Students**

### **Site-Level Rules**

In developing site-level disciplinary rules, the school shall solicit the participation, views and advice of one representative selected by each of the following groups: (Education Code 35291.5)

1. Parents/guardians
2. Teachers
3. School administrators
4. School security personnel, if any

(cf. 3515.3 - District Police/Security Department)

5. For junior high and high schools, students enrolled in the school

The final version of the rules shall be adopted by a panel comprised of the principal or designee and a representative selected by classroom teachers employed at the school. Each school shall file a copy of its rules with the Superintendent or designee.

The rules shall be consistent with law, Governing Board policy and district regulations. The Board may review, at an open meeting, the approved school discipline rules for consistency with Board policy and state law. (Education Code 35291.5)

Each school shall review its site-level discipline rules at least every four years.

It shall be the duty of each employee of the school to enforce the school rules on student discipline. (Education Code 35291)

Disciplinary strategies provided in Board policy, regulation and law may be used in developing site-level rules. These strategies include but are not limited to:

1. Referral of the student for advice and counseling

(cf. 6164.2 - Guidance/Counseling Services)

2. Discussion or conference with parents/guardians

(cf. 5020 - Parent Rights and Responsibilities)

**(cf. 6020 - Parent Involvement)**

- 3. Recess restriction**
- 4. Detention during and after school hours**
- 5. Community service**
- 6. Reassignment to an alternative educational environment**

**(cf. 6158 - Independent Study)**

**(cf. 6181 - Alternative Schools)**

**(cf. 6182 - Opportunity School/Class/Program)**

**(cf. 6184 - Continuation Education)**

**(cf. 6185 - Community Day School)**

- 7. Removal from the class in accordance with Board policy, administrative regulation and law**

- 8. Suspension and expulsion**

**(cf. 5144.1 - Suspension and Expulsion/Due Process)**

**(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))**

### **Corporal Punishment**

**Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student. (Education Code 49001)**

**For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property or to obtain possession of weapons or other dangerous objects within the control of the student. (Education Code 49001)**

**(cf. 4158/4258/4358 - Employee Security)**

**(cf. 5131.7 - Weapons and Dangerous Instruments)**

### **Recess Restriction**

**A teacher may restrict a student's recess time when he/she believes that this action is the most effective way to bring about improved behavior, subject to the following conditions:**

- 1. The student shall be given adequate time to use the restroom and get a drink or eat lunch, as appropriate.**
- 2. The student shall remain under a certificated employee's supervision during the period of restriction.**

3. Teachers shall inform the principal of any recess restrictions they impose.

#### **Detention After School**

Students may be detained for disciplinary reasons up to one hour after the close of the maximum school day. (5 CCR 353)

If a student will miss his/her school bus on account of being detained after school, or if the student is not transported by school bus, the principal or designee shall notify parents/guardians of the detention at least one day in advance so that alternative transportation arrangements may be made. The student shall not be detained unless the principal or designee notifies the parent/guardian.

In cases where the school bus departs more than one hour after the end of the school day, students may be detained until the bus departs. (5 CCR 307, 353)

Students shall remain under the supervision of a certificated employee during the period of detention.

Students may be offered the choice of serving their detention on Saturday rather than after school.

(cf. 6176 - Weekend/Saturday Classes)

#### **Community Service**

As part of or instead of disciplinary action, the Board, Superintendent, principal or principal's designee may, at his/her discretion, require a student to perform community service on school grounds, or with written permission of the student's parent/guardian off school grounds, during nonschool hours. Such service may include, but is not limited to, community or school outdoor beautification, campus betterment, and teacher, peer or youth assistance programs. (Education Code 48900.6)

This community service option is not available for a student who has been suspended, pending expulsion, pursuant to Education Code 48915. However, if the recommended expulsion is not implemented or the expulsion itself is suspended, then a student may be required to perform community service for the resulting suspension pursuant to this section. (Education Code 48900.6)

#### **Notice to Parents/Guardians and Students**

At the beginning of the school year, the Superintendent or designee shall notify parents/guardians, in writing, about the availability of district rules related to discipline. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall also provide written notice of the rules related to discipline to transfer students at the time of their enrollment in the district.

**Regulation**    **CENTER UNIFIED SCHOOL DISTRICT**  
**approved; April 23, 2003**    **Antelope, California**

**PARENTAL NOTIFICATIONS**

**Cautionary Notice:** As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

**Cautionary Notice 2010-13:** AB 1610 (Ch. 724, Statutes of 2010) amended Education Code 37252.2 to relieve districts from the obligation, until July 1, 2013, to perform any activities that are deemed to be reimbursable state mandates under that section. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended.

**Note:** The following exhibit lists those notices which the law requires be provided to parents/guardians. Unless otherwise indicated, code numbers below refer to Education Code sections.

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>I. <u>Annually</u></b>			
Beginning of each school year	231.5, 48980	AR 5145.7	Sexual harassment policy as related to students
Beginning of each school year	17612, 48980.3	AR 3514.2	Use of pesticide product, active ingredients, Internet address to access information
Beginning of each school year	32255-32255.6, 48980	AR 5145.8	Right to refrain from harmful or destructive use of animals
Beginning of each school year	35160.5, 48204, 46600-46611, 48980	AR 5111.1 AR 5116.1 AR 5117	All statutory attendance options, available local attendance options, options for meeting residency
Annually by February 1	35256	BP 0510	School Accountability Report Card provided
Beginning of each school year	35291, 48980	AR 5144 AR 5144.1	District and site discipline rules



**PARENTAL NOTIFICATIONS (continued)**

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>I. <u>Annually</u> (continued)</b>			
Beginning of each school year if high school open campus	44808.5, 48980	AR 5112.5	Open campus
Beginning of each school year if Board has adopted resolution allowing such absence	46014, 48980	BP 5113 AR 5113	Absence for religious purposes
Beginning of each school year	48205, 48980	BP 5113 AR 5113	Absence for justifiable personal reasons
Beginning of each school year	48205, 48980	AR 6154	Grade/credit cannot be reduced due to excused absence if work or test has been completed
Beginning of each school year	48206.3, 48207, 48208, 48980	AR 6183	Availability of home/hospital instruction for students with temporary disabilities
Beginning of each school year	48980, 52244	AR 6141.5	Availability of state funds to cover costs of advanced placement exam fees
Beginning of each school year	48980	BP 6111	Schedule of minimum days
Beginning of each school year	49063, 49068, 49069; 20 USC 1232g; 34 CFR 99.7	AR 5125	Student records: inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine school official legitimate educational interest
Beginning of each school year	49063, 49070	AR 5125 AR 5125.3	Challenge, review and expunging of records
Beginning of each school year	49063, 49073	AR 5125.1	Release of directory information

**PARENTAL NOTIFICATIONS (continued)**

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>I. <u>Annually</u> (continued)</b>			
Beginning of each school year	49063, 49091.14	AR 5020 AR 5125	Availability of course prospectus
Beginning of each school year	49403, 48980	BP 5141.31	Consent to school immunization program
Beginning of each school year	49423, 49480, 48980	AR 5141.21	Administration of prescribed medication
Beginning of each school year	49451, 48980; 20 USC 1232h	AR 5141.3	Right to refuse consent to physical examination
Beginning of each school year	49472, 48980	AR 5143	Availability of insurance
Beginning of each school year	49510-49520, 48980; 42 USC 1758; 7 CFR 245.5	AR 3553	Free and reduced price meals
Annually	56301	BP 6164.4	Parental rights re: special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment
Beginning of each school year	58501	AR 6181	Alternative schools
Beginning of each school year	20 USC 1681-1688; 42 USC 2000d-2000d-7; 34 CFR 106.9	BP 0410 BP 6178	Nondiscrimination on basis of sex, disability, ethnicity or lack of English skills
Annually	5 CCR 4622	AR 1312.3	Uniform complaint procedures, available appeals, civil law remedies, and identity of coordinator
Beginning of each school year	20 USC 1232h	AR 5022 BP 6162.8	Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing; process to opt out of such activities

**PARENTAL NOTIFICATIONS (continued)**

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>I. <u>Annually</u> (continued)</b>			
For districts receiving Title I funds, beginning of each school year	20 USC 6311	AR 4112.24 AR 4222	Right to request information re: professional qualifications of their child's teacher and paraprofessional
Annually to parent, teacher, and employee organizations or, in their absence, individuals	40 CFR 763.84, 763.93	AR 3514	Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress
<b>II. <u>At Specific Times During the Student's Academic Career</u></b>			
At least once before counseling in grades 7-12	221.5, 48980	AR 6164.2	Course selection and career counseling
At beginning of each school year if student has been placed in structured English immersion program	310; 5 CCR 11309	AR 6174	Placement of child in program and opportunity to apply for parental exception waiver
Before high school student attends specialized secondary program on a university campus	17288	None	University campus buildings may not meet Education Code requirements for structural safety
To members of athletic teams	32221.5	AR 5143	Offer of insurance, no-cost and low-cost program options
Before presenting a course using live or dead animals or animal parts	32255-32255.6	AR 5145.8	Right to refrain from harmful or destructive use of animals
When child first enrolls in a public school, if the school offers a fingerprinting program	32390, 48980	AR 5142.1	Fingerprinting program
Beginning of each term for students who have not passed the exit exam by the end of grade 12	37254	AR 6179	Availability of intensive instruction and services for two consecutive academic years and right to file complaint

**PARENTAL NOTIFICATIONS (continued)**

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>II. <u>At Specific Times During the Student's Academic Career</u> (continued)</b>			
Upon registration, if K-6 students have not previously been transported	39831.5	AR 3543	School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops
Beginning of each school year in grades 7-12	46010.1	BP 5113	Absence for confidential medical services
Before early entry to kindergarten, if offered	48000	AR 5111	Effects, advantages and disadvantages of early entry
Beginning of each school year in grades 9-12 and when high school student transfers into the district	48980, 60850	AR 6162.52	Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation
When students entering grade 7	49452.7	AR 5141.3	Specified information on type 2 diabetes
When in kindergarten or 1st grade if not previously enrolled in public school	49452.8	AR 5141.32	Requirement for oral health assessment, explanation of law, importance of teeth health, agency contact, privacy rights
Beginning of each school year for students in grades 9-12	51229, 48980	BP 6143	College admission requirements, UC and CSU web sites that list certified courses, description of career technical education and CDE Internet address, how students may meet with counselors
Beginning of each school year for students in grades 7-12	51938, 48980	AR 6142.1	Explanation of sex and HIV/ AIDS instruction; right to view A/V materials, who's teaching, request specific Education Code sections, right to excuse
Upon assessment and reassessment of English proficiency and enrollment in program of education for English language learners	52164.1, 52164.3, 52173; 5 CCR 11303	AR 6174	Program of education for English language learners

**PARENTAL NOTIFICATIONS (continued)**

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>II. <u>At Specific Times During the Student's Academic Career</u> (continued)</b>			
Within 20 working days of receiving results of standardized achievement tests	60641; 5 CCR 863	AR 6162.51	Results of tests; test purpose, individual score and intended use
Annually to each high school student	66204	BP 6143	Copy of list of courses offered that are certified by UC as meeting admission criteria
When child is enrolled in kindergarten	Health & Safety Code 124100	AR 5141.32	Health screening examination
Prior to student participation in gifted and talented program	5 CCR 3831	AR 6172	Gifted and talented student program
Within 30 calendar days of receipt of CELDT results	5 CCR 11511.5	AR 6174	CELDT test results
To students in grades 11 and 12, early enough to enable registration for current fall test	5 CCR 11523	AR 6146.2	Notice of proficiency examination provided under Education Code 48412
For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents of English learners	20 USC 6312	AR 6174	Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program
Upon receipt of a complaint alleging discrimination	262.3	AR 1312.3	Civil law remedies available to complainants
At least 72 hours before use of pesticide product not included in annual list	17612	AR 3514.2	Intended use of pesticide product
If school has lost its WASC accreditation status	35178.4	BP 6190	Loss of status, potential consequences
At least six months before implementing a schoolwide uniform policy	35183	AR 5132	Dress code policy requiring schoolwide uniform

**PARENTAL NOTIFICATIONS (continued)**

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b><u>III. When Special Circumstances Occur</u></b>			
Before implementing a year-round schedule	37616	BP 6117	Year-round schedule
When interdistrict transfer is requested and not approved or denied within 30 days	46601	AR 5117	Appeal process
When student identified as being at risk of retention	48070.5	AR 5123	Student at risk of retention
When student excluded due to quarantine, contagious or infectious disease, danger to safety or health	48213	AR 5112.2 BP 5141.33	Student has been excluded from school
Before student is excluded for lack of immunization	48216	AR 5141.31	Two weeks to submit evidence of immunization or exemption; referral to medical care
When a student is classified a truant	48260.5, 48262	AR 5113.1	Truancy, parental obligation, availability of alternative programs, student consequences, need for conference
When a truant is referred to a SARB or probation department	48263	AR 5113.1	Name and address of SARB or probation department and reason for referral
When a school is identified on the state's Open Enrollment List	48354; 5 CCR 4702	AR 5118	Student's option to transfer to another school
Within 60 days of receiving application for transfer out of open enrollment school	48357; 5 CCR 4702	AR 5118	Whether student's transfer application is accepted or rejected; reasons for rejection
Prior to involuntary transfer to continuation school	48432.5	AR 6184	Right to require meeting prior to involuntary transfer to continuation school
Prior to withholding grades, diplomas, or transcripts	48904	AR 5125.2	Damaged school property

**PARENTAL NOTIFICATIONS (continued)**

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>III. When Special Circumstances Occur (continued)</b>			
When withholding grades, diplomas or transcripts from transferring student	48904.3	AR 5125.2	Next school will continue withholding grades, diplomas or transcripts
When student is released to peace officer	48906	BP 5145.11	Release of student to peace officer
At time of suspension	48911	BP 5144.1 AR 5144.1	Notice of suspension
When original period of suspension is extended	48911	AR 5144.1	Extension of suspension
Before holding a closed session re: suspension	48912	AR 5144.1	Intent to hold a closed session re: suspension
When student expelled from another district for certain acts seeks admission	48915.1, 48918	BP 5119	Hearing re: possible danger presented by expelled student
When readmission is denied	48916	AR 5144.1	Reasons for denial; determination of assigned program
When expulsion occurs	48916	AR 5144.1	Description of readmission procedures
10 calendar days before expulsion hearing	48918	AR 5144.1	Notice of expulsion hearing
When expulsion or suspension of expulsion occurs	48918	AR 5144.1	Decision to expel; right to appeal to county board; obligation to inform new district of status
One month before the scheduled minimum day	48980	BP 6111	When minimum days scheduled after beginning of the school year
When parents request guidelines for filing complaint of child abuse at a school site	48987	AR 5141.4	Guidelines for filing complaint of child abuse at a school site with local child protective agencies

**PARENTAL NOTIFICATIONS (continued)**

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>III. When Special Circumstances Occur (continued)</b>			
When student in danger of failing a course	49067	AR 5121	Student in danger of failing a course
When student transfers from another district or private school	49068	AR 5125	Right to receive copy of student's record and to challenge its content
Within 24 hours of release of information to a judge or probation officer	49076	AR 5125	Release of student record to a judge or probation officer for conducting a truancy mediation program or for presenting evidence at a truancy petition
Before release of information pursuant to court order or subpoena	49077	AR 5125	Release of information pursuant to court order or subpoena
When screening results in suspicion that student has scoliosis	49452.5	AR 5141.3	Scoliosis screening
When test results in discovery of visual or hearing defects	49456	AR 5141.3	Vision or hearing test
Before any test questioning personal beliefs	51513	AR 5022	Permission for test, survey questioning personal beliefs
Within 14 days of instruction if arrangement made for guest speaker after beginning of school year	51938	AR 6142.1	Instruction in HIV/AIDS or sexual health education by guest speaker or outside consultant
Prior to administering survey regarding health risks and behaviors to students in 7-12	51938	AR 5022	Notice that the survey will be administered
When migrant education program is established	54444.2	BP 6175 AR 6175	Parent advisory council membership composition
When child participates in licensed child care and development program	Health & Safety Code 1596.857	AR 5148	Parent right to enter facility



**PARENTAL NOTIFICATIONS (continued)**

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>III. When Special Circumstances Occur (continued)</b>			
When sharing student immunization information with an immunization system	Health & Safety Code 120440	AR 5125	Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share
When hearing is requested by person asked to leave school premises	Penal Code 627.5	AR 3515.2	Notice of hearing
When providing written decision in response to a complaint re: discrimination, special education, or noncompliance with law regulating educational programs	5 CCR 4631	AR 1312.3	Appeal rights and procedures
When child participates in licensed child care and development program	5 CCR 18066	AR 5148	Policies re: unexcused absences
When district substantively changes policy on student privacy rights	20 USC 1232h	AR 5022	Notice of any substantive change in policy or regulation
For districts receiving Title I funds, when child has been taught for four or more consecutive weeks by a teacher who is not "highly qualified"	20 USC 6311	AR 4112.24	Timely notice to parent of child's assignment
When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress	20 USC 6312	AR 0520.2	Notice of failure to parents of English language learners
When school identified for program improvement or corrective action	20 USC 6316	AR 0520.2 AR 5116.1	Explanation of identification, reasons, how problem will be addressed, how parents can become involved, transfer option, availability of supplemental services

**PARENTAL NOTIFICATIONS (continued)**

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>III. When Special Circumstances Occur (continued)</b>			
For districts with schools that have been identified for program improvement or corrective action, annually	20 USC 6316	AR 0520.2	Availability of supplemental educational services, identity of providers, description of services, qualifications, effectiveness of providers
When district identified for program improvement	20 USC 6316	AR 0520.3	Explanation status, reasons for identification, how parents can participate in upgrading district
For schools receiving Title I funds, upon development of parent involvement policy	20 USC 6318	AR 6020	Notice of policy
For districts with secondary students receiving Title I funds	20 USC 7908	AR 5125.1	Notice that parents may request district to not release name, address, phone number of child to military recruiters without prior written consent
When household is selected for verification of eligibility for free or reduced-price meals	42 USC 1758; 7 CFR 246.6a	AR 3553	Notice of need to submit verification information; any subsequent change in benefits; right to appeal
When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30	34 CFR 99.34	AR 5125	Right to review records
<b>IV. Special Education Notices</b>			
Prior to conducting initial evaluation	56301, 56321, 56321.5, 56321.6, 56329; 34 CFR 300.502	AR 6164.4	Proposed evaluation plan, related parental rights, prior written notice
24 hours before IEP when district intending to record	56341.1	AR 6159	Intention to audio-record IEP meeting
Early enough to ensure opportunity for parent to attend IEP meeting	56341.5; 34 CFR 300.322	AR 6159	Time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate

**PARENTAL NOTIFICATIONS (continued)**

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>IV. Special Education Notices (continued)</b>			
When parent orally requests review of IEP	56343.5	AR 6159	Need for written request
For student receiving exit exam waiver, prior to receipt of diploma	60852.4	AR 6162.52	Right to FAPE
Before functional behavioral assessment begins	5 CCR 3052	AR 6159.4	Notification and consent
Before modification of behavioral intervention plan	5 CCR 3052	AR 6159.4	Need for modification, right to question modification
Within one school day of emergency intervention or serious property damage	5 CCR 3052	AR 6159.4	Emergency intervention
Whenever there is a proposal or refusal to initiate or change the identification, evaluation, placement, or FAPE, including when parent/guardian revokes consent for services	20 USC 1415(c); 34 CFR 300.300, 300.503	AR 6159 AR 6159.1	Prior written notice
Initial referral for evaluation	20 USC 1415(d); 34 CFR 300.503	AR 6159.1	Prior written notice and procedural safeguards notice
Registration of complaint	20 USC 1415(d); 34 CFR 300.504	AR 6159.1	Procedural safeguards notice
Disciplinary action taken for dangerous behavior	20 USC 1415(k); 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice
Suspension or change of placement for more than 10 days	20 USC 1415(k); 34 CFR 300.530	AR 5144.2	Decision and procedural safeguards notice
Upon requesting a due process hearing	20 USC 1415(k); 34 CFR 300.508	AR 6159.1	Child's name, address, school, description of problem, proposed resolution
Eligibility for services under Section 504	34 CFR 104.32, 104.36	AR 6164.6	Procedural safeguards, district responsibilities

**PARENTAL NOTIFICATIONS (continued)**

<b>When to Notify</b>	<b>Education or Other Legal Code</b>	<b>Board Policy/ Administrative Regulation #</b>	<b>Subject</b>
<b>V. Classroom Notices</b>			
In each classroom in each school	35186	AR/E 1312.4	Complaint rights re: sufficiency instructional materials, teacher vacancy and misassignment, maintenance of facilities, and, for classrooms with grades 10-12, right of students who did not pass the exit exam to receive intensive instruction after completion of grade 12

# **Exhibit**

## **Parental Notifications**

**E 5145.6**

**Students**

**Cautionary Notice 2010-13: AB 1610 (Ch. 724, Statutes of 2010) amended Education Code 37252.2 to relieve districts from the obligation, until July 1, 2013, to perform any activities that are deemed to be reimbursable state mandates under that section. As a result, certain provisions of the following policy or administrative regulation that reflect those requirements may be suspended.**

**\*\*\*Note: This exhibit relates to notices which must be provided to parents/guardians. Unless otherwise indicated, code numbers below refer to Education Code sections.\*\*\***

### **I. Annually**

**When to Notify: Beginning of each school year**

**Legal Code: Education Code 17612, 48980.3**

**BP/AR#: See AR 3514.2**

**Subject: Use of pesticide product, active ingredients, Internet address to access information**

**When to Notify: Beginning of each school year**

**Legal Code: Education Code 32255-32255.6, 48980**

**BP/AR#: See BP 5145.8, See AR 5145.8**

**Subject: Right to refrain from harmful or destructive use of animals**

**When to Notify: Annually by February 1**

**Legal Code: Education Code 35256**

**BP/AR#: See BP 0510**

**Subject: School Accountability Report Card provided**

**When to Notify: Beginning of each school year**

**Legal Code: Education Code 35291, 48980**

**BP/AR#: See BP 5144, See AR 5144.1**

**Subject: District and site discipline rules**

**When to Notify: Beginning of each school year if high school open campus**

**Legal Code: Education Code 44808.5, 48980**

**BP/AR#: See BP 5112.5**

**Subject: Open campus**

**When to Notify: Beginning of each school year if Board has adopted resolution allowing**

such absence

Legal Code: Education Code 46014, 48980

BP/AR#: See BP 5113, See AR 5113

Subject: Absence for religious purposes

When to Notify: Beginning of each school year

Legal Code: Education Code 48205, 48980

BP/AR#: See BP 5113, See AR 5113

Subject: Absence for justifiable personal reasons

When to Notify: Beginning of each school year

Legal Code: Education Code 48205, 48980

BP/AR#: See AR 6154

Subject: Grade/credit cannot be reduced due to excused absence if work or test has been completed

When to Notify: Beginning of each school year

Legal Code: Education Code 48206.3, 48207, 48208, 48980

BP/AR#: See AR 6183

Subject: Availability of home/hospital instruction for students with temporary disabilities

When to Notify: Beginning of each school year

Legal Code: Education Code 48216, 48980

BP/AR#: See BP 5141.31, See AR 5141.31

Subject: Immunizations

When to Notify: Beginning of each school year

Legal Code: Education Code 48980

BP/AR#: See AR 5111.1, See AR 5116.1 See AR 5117

Subject: All statutory attendance options, available local attendance options, options for meeting residency

When to Notify: Beginning of each school year

Legal Code: Education Code 48980, 231.5

BP/AR#: See AR 5145.7

Subject: Sexual harassment policy as related to students

When to Notify: Beginning of each school year

Legal Code: Education Code 48980, 52244

BP/AR#: See AR 6141.5

Subject: Availability of state funds to cover costs of advanced placement exam fees

**When to Notify:** Beginning of each school year  
**Legal Code:** Education Code 48980  
**BP/AR#:** See BP 6111  
**Subject:** Schedule of minimum days

**When to Notify:** Beginning of each school year  
**Legal Code:** Education Code 49063, 49068, 49069, 20 USC 1232g, 34 CFR 99.7  
**BP/AR#:** See BP 5125, See AR 5125  
**Subject:** Student records: Inspect and review, access, types, location, persons responsible, location of log, access criteria, cost of copies, amendment requests, criteria to determine school official legitimate educational interest

**When to Notify:** Beginning of each school year  
**Legal Code:** Education Code 49063, 49070  
**BP/AR#:** See AR 5125, See AR 5125.3  
**Subject:** Challenge, review and expunging of records

**When to Notify:** Beginning of each school year  
**Legal Code:** Education Code 49063, 49073  
**BP/AR#:** See AR 5125.1  
**Subject:** Release of directory information

**When to Notify:** Beginning of each school year  
**Legal Code:** Education Code 49063, 49091.14  
**BP/AR#:** See AR 5020, See AR 5125  
**Subject:** Availability of course prospectus

**When to Notify:** Beginning of each school year  
**Legal Code:** Education Code 49423, 49480, 48980  
**BP/AR#:** See AR 5141.21  
**Subject:** Administration of prescribed medication

**When to Notify:** Beginning of each school year  
**Legal Code:** Education Code 49451, 48980  
**BP/AR#:** See BP 5141.3  
**Subject:** Refusal to consent to physical examination

**When to Notify:** Beginning of each school year  
**Legal Code:** Education Code 49472, 48980  
**BP/AR#:** See BP 5143  
**Subject:** Availability of insurance

**When to Notify:** Beginning of each school year  
**Legal Code:** Education Code 49510-49520, 48980  
**BP/AR#:** See BP 3553  
**Subject:** Free and reduced price meals

**When to Notify:** Annually  
**Legal Code:** Education Code 56301  
**BP/AR#:** See BP 6164.4  
**Subject:** Rights of all parents related to special education identification, referral, assessment, instructional planning, implementation and review, and procedures for initiating a referral for assessment

**When to Notify:** Beginning of each school year  
**Legal Code:** Education Code 58501  
**BP/AR#:** See BP 6181  
**Subject:** Alternative schools

**When to Notify:** Beginning of each school year  
**Legal Code:** 20 USC 1681-1688, 42 USC 2000d-2000d-7, 34 CFR 106.9  
**BP/AR#:** See BP 0410, See BP 6178  
**Subject:** Nondiscrimination on basis of sex, disability, ethnicity or lack of English skills

**When to Notify:** Annually  
**Legal Code:** 5 CCR 4622  
**BP/AR#:** See AR 1312.3  
**Subject:** Uniform complaint procedures, available appeals, civil law remedies, and identity of coordinator

**When to Notify:** Beginning of each school year  
**Legal Code:** 20 USC 1232h  
**BP/AR#:** See AR 5022  
**Subject:** Notice of privacy policy and dates of activities re: survey, health examination, or collection of personal information for marketing

**When to Notify:** For districts receiving Title I funds, beginning of each school year  
**Legal Code:** 20 USC 6311  
**BP/AR#:** See AR 4112.24, See AR 4222  
**Subject:** Right to request information re: professional qualifications of their child's teacher and paraprofessional



**When to Notify:** Annually to parent, teacher and employee organizations or, in their absence, individuals

**Legal Code:** 40 CFR 763.84, 40 CFR 763.93

**BP/AR#:** See AR 3514

**Subject:** Availability of asbestos management plan; any inspections, response actions or post-response actions planned or in progress

## **II. At Specific Times During the Student's Academic Career**

**When to Notify:** At least once before counseling in grades 7 through 12

**Legal Code:** Education Code 221.5, 48980

**BP/AR#:** See BP 6164.2

**Subject:** Course selection and career counseling

**When to Notify:** At beginning of each school year if student has been placed in structured English immersion program

**Legal Code:** Education Code 310, 5 CCR 11309

**BP/AR#:** See AR 6174

**Subject:** Placement of child in program and opportunity to apply for parental exception waiver

**When to Notify:** Before high school student attends specialized secondary program on a university campus

**Legal Code:** Education Code 17288

**BP/AR#:** None

**Subject:** University campus buildings may not meet Education Code requirements for structural safety

**When to Notify:** To members of athletic teams

**Legal Code:** Education Code 32221.5

**BP/AR#:** See AR 5143

**Subject:** Offer of insurance, no-cost and low-cost program options

**When to Notify:** Before presenting a course using live or dead animals or animal parts

**Legal Code:** Education Code 32255-32255.6

**BP/AR#:** See BP 5145.8

**Subject:** Right to refrain from harmful or destructive use of animals

**When to Notify:** When child first enrolls in a public school, if the school offers a fingerprinting program

**Legal Code:** Education Code 32390, 48980

**BP/AR#:** See BP 5142.1

**Subject:** Fingerprinting program

**When to Notify:** Beginning of each term for students who have not passed the exit exam by the end of grade 12

**Legal Code:** Education Code 37254

**BP/AR#:** See AR 6179

**Subject:** Availability of intensive instruction and services for two consecutive academic years and right to file complaint

**When to Notify:** Upon registration, if K-6 students have not previously been transported

**Legal Code:** Education Code 39831.5

**BP/AR#:** See AR 3543

**Subject:** School bus safety rules and information, list of stops, rules of conduct, red light crossing instructions, bus danger zones, walking to and from stops

**When to Notify:** Beginning of each school year in grades 7-12

**Legal Code:** Education Code 46010.1

**BP/AR#:** See BP 5113

**Subject:** Absence for confidential medical services

**When to Notify:** Upon admission to school

**Legal Code:** Education Code 48216, 49403, Health and Safety Code 120365, 120370, 120375

**BP/AR#:** See AR 5141.31

**Subject:** Immunizations

**When to Notify:** Before early entry to kindergarten, if offered

**Legal Code:** Education Code 48000

**BP/AR#:** See AR 5111

**Subject:** Effects, advantages and disadvantages of early entry

**When to Notify:** Beginning each school year in grades 9-12 and when high school student transfers into the district

**Legal Code:** Education Code 48980, 60850

**BP/AR#:** See AR 6162.52

**Subject:** Requirement to pass the high school exit exam including: date of exam, requirements for passing, consequences of not passing, and that passing is a condition of graduation

**When to Notify:** When students entering grade 7

**Legal Code:** Education Code 49452.7

**BP/AR#:** None

**Subject:** Specified information on type 2 diabetes

**When to Notify:** When in kindergarten or 1st grade if not previously enrolled in public school

**Legal Code:** Education Code 49452.8

**BP/AR#:** See AR 5141.32

**Subject:** Requirement for oral health assessment, explanation of law, importance of teeth health, agency contact, privacy rights

**When to Notify:** Beginning of each school year for students in grades 9-12

**Legal Code:** Education Code 51229, 48980

**BP/AR#:** See BP 6143

**Subject:** Explanation of college admission requirements, list of UC and CSU web sites that list certified courses, description of career technical education and CDE Internet address, how students may meet with counselors

**When to Notify:** Beginning of each school year for students in grades 7-12

**Legal Code:** Education Code 51938, 48980

**BP/AR#:** See AR 6142.1

**Subject:** Explanation of sex and HIV/AIDS instruction; right to view A/V materials, who's teaching, request specific Education Code sections, right to excuse

**When to Notify:** Upon assessment and reassessment of English proficiency and enrollment in program of education for English language learners

**Legal Code:** Education Code 52164.1, 52164.3, 52173, 5 CCR 11303

**BP/AR#:** See AR 6174

**Subject:** Program of education for English language learners

**When to Notify:** Within 20 working days of receiving results of standardized achievement tests

**Legal Code:** Education Code 60641, 5 CCR 863

**BP/AR#:** See AR 6162.51

**Subject:** Results of tests; test purpose, individual score and intended use

**When to Notify:** Annually to each high school student

**Legal Code:** Education Code 66204

**BP/AR#:** BP 6143

**Subject:** Copy of list of courses offered Student that are certified by UC as meeting admission criteria

**When to Notify:** When child is enrolled in kindergarten

**Legal Code:** Health and Safety Code 124100

**BP/AR#:** See BP 5141.32

**Subject:** Health screening examination

**When to Notify:** Prior student participation in gifted and talented program

**Legal Code:** 5 CCR 3831

**BP/AR#:** See AR 6172

**Subject:** Gifted and talented student program

**When to Notify:** Within 30 calendar days of receipt of CELDT results

**Legal Code:** 5 CCR 11511.5

**BP/AR#:** See AR 6174

**Subject:** CELDT test results

**When to Notify:** To students in grades 11 and 12, early enough to enable registration for current fall test

**Legal Code:** 5 CCR 11523

**BP/AR#:** See AR 6146.2

**Subject:** Notice of proficiency examination provided under Education Code 48412

**When to Notify:** For districts receiving Title I funds, not later than 30 days after beginning of school year, to parents of English learners

**Legal Code:** 20 USC 6312

**BP/AR#:** See AR 6174

**Subject:** Reasons for placement, level of proficiency, instructional methods, how program meets child's strengths and teaches English, exit requirements, right to choose another program

### **III. When Special Circumstances Occur**

**When to Notify:** Upon receipt of a complaint alleging discrimination

**Legal Code:** Education Code 262.3

**BP/AR#:** See AR 1312.3

**Subject:** Civil law remedies available to complaints

**When to Notify:** At least 72 hours before use of pesticide product not included in annual list

**Legal Code:** Education Code 17612

**BP/AR#:** See AR 3514.2

**Subject:** Intended use of pesticide product

**When to Notify:** If school has lost its WASC accreditation status  
**Legal Code:** Education Code 35178.4  
**BP/AR#:** See BP 6190  
**Subject:** Loss of status, potential consequences

**When to Notify:** At least six months before implementing a schoolwide uniform policy  
**Legal Code:** Education Code 35183  
**BP/AR#:** See AR 5132  
**Subject:** Dress code policy requiring schoolwide uniform

**When to Notify:** Before implementing a year-round schedule  
**Legal Code:** Education Code 37616  
**BP/AR#:** See BP 6117  
**Subject:** Year-round schedule

**When to Notify:** When interdistrict transfer is requested and not approved or denied within 30 days  
**Legal Code:** Education Code 46601  
**BP/AR#:** See AR 5117  
**Subject:** Appeal process

**When to Notify:** When student identified as being at risk of retention  
**Legal Code:** Education Code 48070.5  
**BP/AR#:** See AR 5123  
**Subject:** Student at risk of retention

**When to Notify:** When a student is classified a truant  
**Legal Code:** Education Code 48260.5  
**BP/AR#:** See AR 5113.1  
**Subject:** Truancy, parental obligation, availability of alternative programs, student consequences

**When to Notify:** When a truant is referred to a SARB or probation department  
**Legal Code:** Education Code 48263  
**BP/AR#:** See AR 5113.1  
**Subject:** Name and address of SARB or probation department and reason for referral

**When to Notify:** Prior to involuntary transfer to continuation school  
**Legal Code:** Education Code 48432.5  
**BP/AR#:** See AR 6184  
**Subject:** Right to require meeting prior to involuntary transfer to continuation school



**When to Notify:** Prior to withholding grades, diplomas, or transcripts

**Legal Code:** Education Code 48904

**BP/AR#:** See AR 5125.2

**Subject:** Damaged school property

**When to Notify:** When withholding grades, diplomas or transcripts from transferring student

**Legal Code:** Education Code 48904.3

**BP/AR#:** See AR 5125.2

**Subject:** Next school will continue withholding grades, diplomas or transcripts

**When to Notify:** When student is released to peace officer

**Legal Code:** Education Code 48906

**BP/AR#:** See BP 5145.11

**Subject:** Release of student to peace officer

**When to Notify:** At time of suspension

**Legal Code:** Education Code 48911

**BP/AR#:** See BP 5144.1, See AR 5144.1

**Subject:** Notice of suspension

**When to Notify:** When original period of suspension is extended

**Legal Code:** Education Code 48911

**BP/AR#:** See AR 5144.1

**Subject:** Extension of suspension

**When to Notify:** Before holding a closes session re: suspension

**Legal Code:** Education Code 48912

**BP/AR#:** See AR 5144.1

**Subject:** Intent to hold a closed session re: suspension

**When to Notify:** When student expelled from another district for certain acts seeks admission

**Legal Code:** Education Code 48915.1, 48918

**BP/AR#:** See AR 5119

**Subject:** Hearing re: possible danger presented by expelled student

**When to Notify:** When readmission is denied

**Legal Code:** Education Code 48916

**BP/AR#:** See AR 5144.1

**Subject:** Reasons for denial; determination of assigned program

**When to Notify:** When expulsion occurs  
**Legal Code:** Education Code 48916  
**BP/AR#:** See AR 5144.1  
**Subject:** Description of readmission procedures

**When to Notify:** 10 calendar days before expulsion hearing  
**Legal Code:** Education Code 48918  
**BP/AR#:** See AR 5144.1  
**Subject:** Notice of expulsion hearing

**When to Notify:** When expulsion or suspension of expulsion occurs  
**Legal Code:** Education Code 48918  
**BP/AR#:** See AR 5144.1  
**Subject:** Decision to expel; right to appeal to county board; obligation to inform new district of status

**When to Notify:** One month before the scheduled minimum day  
**Legal Code:** Education Code 48980  
**BP/AR#:** See BP 6111  
**Subject:** When minimum days are scheduled after the beginning of the school year

**When to Notify:** When parents request guidelines for filing complaint of child abuse at a school site  
**Legal Code:** Education Code 48987  
**BP/AR#:** See AR 5141.4  
**Subject:** Guidelines for filing complaint of child abuse at a school site with local child protective agencies

**When to Notify:** When student in danger of failing a course  
**Legal Code:** Education Code 49067  
**BP/AR#:** See AR 5121  
**Subject:** Student in danger of failing a course

**When to Notify:** When student transfers from another district or private school  
**Legal Code:** Education Code 49068  
**BP/AR#:** See AR 5125  
**Subject:** Right to receive copy of student's record and to challenge its content

**When to Notify:** Within 24 hours of release of information to a judge or probation officer  
**Legal Code:** Education Code 49076  
**BP/AR#:** See AR 5125

**Subject:** Release of student record information to a judge or probation officer for conducting a truancy mediation program or for presenting evidence at a truancy petition

**When to Notify:** Before release of information pursuant to court order or subpoena

**Legal Code:** Education Code 49077

**BP/AR#:** See AR 5125

**Subject:** Release of information pursuant to court order or subpoena

**When to Notify:** When screening results in suspicion that student has scoliosis

**Legal Code:** Education Code 49452.5

**BP/AR#:** See BP 5141.3

**Subject:** Scoliosis screening

**When to Notify:** When test results in discovery of visual or hearing defects

**Legal Code:** Education Code 49456

**BP/AR#:** See BP 5141.3

**Subject:** Vision or hearing test

**When to Notify:** Before any test questioning personal beliefs

**Legal Code:** Education Code 51513

**BP/AR#:** See AR 5022

**Subject:** Permission for test, survey questioning personal beliefs

**When to Notify:** Within 14 days of instruction if arrangement made for guest speaker after beginning of school year

**Legal Code:** Education Code 51938

**BP/AR#:** BP 6142.1

**Subject:** Instruction in HIV/AIDS or sexual health education by guest speaker or outside consultant

**When to Notify:** When migrant education program is established

**Legal Code:** Education Code 54444.2

**BP/AR#:** See BP 6175, See AR 6175

**Subject:** Parent advisory council membership composition

**When to Notify:** When child participates in licensed child care and development program

**Legal Code:** Health and Safety Code 1596.857

**BP/AR#:** See AR 5148

**Subject:** Parent right to enter facility

**When to Notify:** When sharing student immunization information with an immunization system



**Legal Code: Health and Safety Code 120440**

**BP/AR#: See AR 5125**

**Subject: Types of information to be shared, name and address of agency, acceptable use of the information, right to examine, right to refuse to share**

**When to Notify: When hearing is requested by person asked to leave school premises**

**Legal Code: Penal Code 627.5**

**BP/AR#: See AR 3515.2**

**Subject: Notice of hearing**

**When to Notify: When providing written decision in response to a complaint re: discrimination, special education, or noncompliance with laws regulating educational programs**

**Legal Code: 5 CCR 4631**

**BP/AR#: See AR 1312.3**

**Subject: Appeal rights and procedures**

**When to Notify: When child participates in licensed child care and development program**

**Legal Code: 5 CCR 18066**

**BP/AR#: See AR 5148**

**Subject: Policies re: unexcused absences**

**When to Notify: For districts receiving Title I funds, when a child has been taught for four or more consecutive weeks by a teacher who is not "highly qualified"**

**Legal Code: 20 USC 6311**

**BP/AR#: See AR 4112.24**

**Subject: Timely notice to parent of child's assignment**

**When to Notify: When school identified for program improvement or corrective action, within 30 days of failure to make annual yearly progress**

**Legal Code: 20 USC 6312**

**BP/AR#: See AR 0520.2**

**Subject: Notice of failure to parents of English language learners**

**When to Notify: When school identified for program improvement or corrective action**

**Legal Code: 20 USC 6316**

**BP/AR#: See AR 0520.2, See AR 5116.1**

**Subject Explanation of identification, reasons, how problem will be addressed, how parents can become involved, transfer option, availability of supplemental services**

**When to Notify: For districts with schools that have been identified for program improvement or corrective action, annually**

**Legal Code: 20 USC 6316**

**BP/AR#: See AR 0520.2**

**Subject: Availability of supplemental educational services, identity of providers, description of services, qualifications, effectiveness of providers**

**When to Notify: When district identified for program improvement**

**Legal Code: 20 USC 6316**

**BP/AR#: See AR 0520.3**

**Subject: Explanation of status, reasons for identification, how parents can participate in upgrading district**

**When to Notify: For schools receiving Title I funds, upon development of parent involvement policy**

**Legal Code: 20 USC 6318**

**BP/AR#: See AR 6020**

**Subject: Notice of policy**

**When to Notify: For districts with secondary students receiving Title I funds**

**Legal Code: 20 USC 7908**

**BP/AR#: See AR 5125.1**

**Subject: Notice that parents may request district to not release name, address, phone number of child to military recruiters without prior written consent**

**When to Notify: When student transfers out of state and records are disclosed without consent pursuant to 34 CFR 99.30**

**Legal Code: 34 CFR 99.34**

**BP/AR#: AR 5125**

**Subject: Right to review records**

#### **IV. Special Education Notices**

**When to Notify: Prior to conducting initial evaluation**

**Legal Code: Education Code 56301, 56321, 56321.5, 56321.6, 56329, 34 CFR 300.502**

**BP/AR#: See AR 6164.4**

**Subject: Proposed evaluation plan, related parental rights, prior written notice**

**When to Notify: 24 hours before IEP when district intending to record**

**Legal Code: Education Code 56341.1**

**BP/AR#: See AR 6159**

**Subject: Intention to audio-record IEP meeting**

**When to Notify:** Early enough to ensure opportunity for parent to attend IEP meeting  
**Legal Code:** Education Code 56341.5 34 CFR 300.322  
**BP/AR#:** See AR 6159  
**Subject:** Time, purpose, location, who in attendance, participation of others with special knowledge, transition statements if appropriate

**When to Notify:** When parent orally requests review of IEP  
**Legal Code:** Education Code 56343.5  
**BP/AR#:** See AR 6159  
**Subject:** Need for written request

**When to Notify:** For student receiving exit exam waiver, prior to receipt of diploma  
**Legal Code:** Education Code 60852.4  
**BP/AR#:** See AR 6162.52  
**Subject:** Right to FAPE

**When to Notify:** Before functional behavioral assessment begins  
**Legal Code:** 5 CCR 3052  
**BP/AR#:** See AR 6159.4  
**Subject:** Notification and consent

**When to Notify:** Before modification of behavioral intervention plan  
**Legal Code:** 5 CCR 3052  
**BP/AR#:** See AR 6159.4  
**Subject:** Need for modification, right to question modification

**When to Notify:** Within one school day of emergency intervention or serious property damage  
**Legal Code:** 5 CCR 3052  
**BP/AR#:** See AR 6159.4  
**Subject:** Emergency intervention

**When to Notify:** Whenever there is a proposal or refusal to initiate or change the identification, evaluation or placement, or FAPE  
**Legal Code:** 20 USC 1415(c), 34 CFR 300.503  
**BP/AR#:** See AR 6159.1  
**Subject:** Prior written notice

**When to Notify:** Initial referral for evaluation  
**Legal Code:** 20 USC 1415(d), 34 CFR 300.503  
**BP/AR#:** See AR 6159.1  
**Subject:** Prior written notice and procedural safeguards notice

**When to Notify:** Registration of complaint  
**Legal Code:** 20 USC 1415(d), 34 CFR 300.504  
**BP/AR#:** See AR 6159.1  
**Subject:** Procedural safeguards notice

**When to Notify:** Disciplinary action taken for dangerous behavior  
**Legal Code:** 20 USC 1415(k), 34 CFR 300.530  
**BP/AR#:** See AR 5144.2  
**Subject:** Decision and procedural safeguards notice

**When to Notify:** Suspension or change of placement for more than 10 days  
**Legal Code:** 20 USC 1415(k), 34 CFR 300.530  
**BP/AR#:** See AR 5144.2  
**Subject:** Decision and procedural safeguards notice

**When to Notify:** Upon requesting a due process hearing  
**Legal Code:** 20 USC 1415(k), 34 CFR 300.508  
**BP/AR#:** See AR 6159.1  
**Subject:** Child's name, address, school, description of problem, proposed resolution

## **V. Classroom Notices**

**When to Notify:** In each classroom in each school  
**Legal Code:** Education Code 35186  
**BP/AR#:** See AR 1312.4, See E 1312.4  
**Subject:** Complaint rights re: sufficiency instructional materials, teacher vacancy and misassignment, maintenance of facilities, and, for classrooms with grades 10-12, right of students who did not pass the exit exam to receive intensive instruction after completion of grade 12

(3/17 3/08) 3/10

**LIBRARY MEDIA CENTERS**

**Cautionary Notice:** As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

Note: Education Code 18100 requires the Governing Board to provide library services for students and teachers by maintaining school libraries or contracting with another public agency. The following **optional** policy is intended for use by districts that maintain their own school libraries, but may be modified to meet the needs of districts that enter into an arrangement to receive services from either a county or city library pursuant to Education Code 18130 or 18134; also see BP 1330.1 - Joint Use Agreements.

In September 2010, the State Board of Education (SBE) adopted model school library program standards which describe staffing, resources, and infrastructure recommended for effective school library programs. The following policy may be modified to reflect state program standards that the district chooses to implement.

The Governing Board recognizes that school library media centers support the educational program by providing access to a variety of informational resources. The Board desires to provide school libraries with up-to-date books, reference materials, and electronic information resources necessary to promote literacy, support students in achieving academic standards, and prepare students to become lifelong learners.

*(cf. 0440 - District Technology Plan)*  
*(cf. 6011 - Academic Standards)*  
*(cf. 6161 - Equipment, Books and Materials)*  
*(cf. 6163.4 - Student Use of Technology)*  
*(cf. 7110 - Facilities Master Plan)*

School libraries shall be open for use by students and teachers during the school day. (Education Code 18103)

Note: The following paragraph is **optional**.

With the approval of the Board, a school library may be open at other hours outside the school day, including evenings and weekends. Any library open to serve students during evening and Saturday hours shall be under the supervision of a certificated employee who consents to the assignment. (Education Code 18103)

## **LIBRARY MEDIA CENTERS (continued)**

### **Staffing**

**Note:** The following **optional** section may be revised to reflect district practice. Pursuant to Education Code 18120, the Board may appoint one or more librarians to staff school libraries, provided they possess an appropriate credential issued by the Commission on Teacher Credentialing as required by Education Code 44868. This may include a Teacher Librarian Services Credential issued since January 1, 2008 or a Library Media Teacher Services Credential issued prior to that date. These credentials authorize their holders to perform the duties listed below. If the district does not employ any teacher librarians, it should modify the remainder of this policy to reflect the position(s) that are assigned to fulfill the related duties.

The state's school library program standards recommend a ratio of one full-time teacher librarian per 785 students plus assignment of a classified paraprofessional (e.g., library technician, library aide) at least 34 hours per week.

To staff school libraries, the Board may appoint one or more teacher librarians who possess an appropriate credential issued by the Commission on Teacher Credentialing. (Education Code 18120, 44868)

*(cf. 4112.2 - Certification)*

*(cf. 4113 - Assignment)*

Any teacher librarian employed by the district shall be authorized to perform the following duties:

1. Instruct students in the choice and use of library materials and technology
2. Plan and coordinate school library programs with the district's instructional programs
3. Select materials for school and district libraries
4. Coordinate or supervise library programs at the district level
5. Plan and conduct a course of instruction for students who assist in the operation of school libraries
6. Supervise classified personnel assigned school library duties
7. Develop procedures for and management of the school and district libraries

The Board also may appoint classified paraprofessionals to serve as library aides or library technicians. Volunteers may assist with school library services in accordance with law, Board policy, and administrative regulation.

*(cf. 1240 - Volunteer Assistance)*

*(cf. 4222 - Teachers Aides/Paraprofessionals)*

## **LIBRARY MEDIA CENTERS (continued)**

### **Library Plan**

Note: The following section is for use by districts that receive funding under the School and Library Improvement Block Grant (Education Code 41570-41573). Block grant funds may be expended for any purpose authorized under the California Public School Library Act (Education Code 18180-18184) as those repealed statutes read on January 1, 2004, such as for school library resources and equipment. As a condition of receiving this funding, Education Code 41572 requires districts to have a single plan for student achievement; see BP/AR 0420 - School Plans/Site Councils. The single plan must incorporate the requirements of Education Code 18181 pertaining to a districtwide library plan, as that repealed provision read on January 1, 2004.

Whenever a school receives state funding for school and library improvement pursuant to Education Code 41570-41573, the school site council shall develop a single plan for student achievement which incorporates a districtwide plan for school libraries. (Education Code 41572)

*(cf. 0420 - School Plans/Site Councils)*

Note: The following optional paragraphs may be revised to reflect district practice.

In developing the districtwide plan, the Superintendent or designee is encouraged to consult with teacher librarians, classroom teachers, administrators, parents/guardians, and students as appropriate.

The districtwide library plan shall describe the district's vision and goals for district libraries and how funds will be distributed to school sites to support libraries. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, prioritization of needs, and other related matters.

*(cf. 0000 - Vision)*

*(cf. 0200 - Goals for the School District)*

### **Classroom Libraries for Grades K-4**

Note: Pursuant to Education Code 60422, if any funds for the Instructional Materials Funding Realignment Program (IMFRP) (Education Code 60420-60424) remain after every student is provided with standards-based instructional materials in specified core curriculum areas (see BP/AR 6161.1 - Selection and Evaluation of Instructional Materials), the remaining funds may be used for any of the purposes specified in Education Code 60242, including classroom library materials for grades K-4, provided that the district meets the eligibility requirements of Education Code 60119 by holding a public hearing and adopting a resolution on the sufficiency of instructional materials.

In order to use such funds to purchase classroom library materials, the district must develop a districtwide classroom library plan. An existing plan, such as the districtwide plan described in the section "Library Plan" above, may be used if it meets the criteria of Education Code 60242. The following optional section is for use by districts that wish to use the funds for such purposes.

## **LIBRARY MEDIA CENTERS (continued)**

When state funding is available for classroom library materials in grades K-4, the Superintendent or designee shall develop, for certification by the Board, a districtwide classroom library plan for grades K-4. The plan shall include a means of preventing loss, damage, or destruction of the materials. (Education Code 60242, 60422)

*(cf. 6161.2 - Damaged or Lost Instructional Materials)*

The districtwide library plan developed pursuant to Education Code 41572 may fulfill this requirement provided the plan meets the criteria of Education Code 60242.

Note: In developing the plan for classroom libraries in grades K-4, Education Code 60242 encourages districts to consider materials recommended by the State Librarian pursuant to Education Code 19336 (Recommended Literature: Kindergarten Through Grade 12) and to consult with primary grade teachers and teacher librarians employed by the district. If the district does not employ teacher librarians, then the district is encouraged to consult with a teacher librarian employed by the county office of education. The following optional paragraph may be revised to reflect district practice.

The Superintendent or designee is encouraged to consult with primary grade teachers and teacher librarians employed by the district and/or county office of education in the development of the K-4 classroom library plan and to consider selections from the list of books recommended by the State Librarian pursuant to Education Code 19336.

### **Selection and Evaluation of School Library Materials**

Note: The following optional section may be revised to reflect district practice. At its discretion, the Board may establish selection criteria that exclude all materials of a sectarian, partisan, or denominational character as authorized by Education Code 18111.

Library materials shall include print and electronic resources that align with the curriculum and are accessible to students with varying cognitive or language needs.

Teacher librarians shall evaluate and select materials in accordance with law, Board policy, and administrative regulation and shall use professional selection aids and standards. The selection process shall invite recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.

*(cf. 6144 - Controversial Issues)*

*(cf. 6161.1 - Selection and Evaluation of Instructional Materials)*

*(cf. 6161.11 - Supplementary Instructional Materials)*

Library materials should be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain outdated subject matter or are no longer appropriate shall be removed, and lost or worn materials may be replaced.



## **LIBRARY MEDIA CENTERS (continued)**

*(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)*

All gifts and donations of school library materials shall be subject to the same criteria as materials selected for purchase by the district.

*(cf. 3290 - Gifts, Grants and Bequests)*

Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.

*(cf. 1312.2 - Complaints Concerning Instructional Materials)*

### **Fees**

Students shall be allowed to borrow school library materials at no charge for use in the library and classrooms as well as out of school. (5 CCR 16042)

*(cf. 3260 - Fees and Charges)*

Note: Pursuant to 5 CCR 16042, the Board may determine whether or not to charge for the late return of library materials. The district should select the option below that reflects district practice. Option 2 may be modified to include the amount that will be charged.

**OPTION 1:** No charge shall be assessed for the late return of materials.

~~**OPTION 2:** To encourage students to return materials in a timely manner, a nominal fee shall be charged for the late return of materials.~~

*(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)*

### **Library Instruction**

Note: In September 2010, the SBE adopted model academic standards for library instruction which address what students should know and be able to do at each grade level or grade span in terms of information literacy skills. The introduction to the standards expresses the intent that the standards be taught collaboratively by the classroom teacher and the teacher librarian within the context of the curriculum. The following optional section reflects the four major categories addressed in the state standards and may be revised to reflect district practice.

Teacher librarians and/or classroom teachers shall provide library instruction to develop students' information literacy skills. Such instruction shall be aligned with state academic standards for library instruction and shall prepare students to:

1. Access information by applying knowledge of the organization of libraries, print materials, digital media, and other sources

**LIBRARY MEDIA CENTERS (continued)**

2. Evaluate and analyze information to determine appropriateness in addressing the scope of inquiry
3. Organize, synthesize, create, and communicate information
4. Integrate information literacy skills into all areas of learning and pursue information independently to become life-long learners

Teacher librarians also may provide support to teachers, administrators, and other staff by identifying instructional materials that will aid in the development of curriculum and instructional activities and by providing information about effective and ethical uses of school library services and equipment.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

*(cf. 6141 - Curriculum Development and Evaluation)*

**Reports**

Note: Education Code 18122 directs districts to report to the California Department of Education on the condition of their school libraries. This survey is conducted online via the CDE's web site.
--

The district shall, on or before August 31 each year, report to the California Department of Education on the condition of its school libraries for the preceding year ending June 30. (Education Code 18122)

*Legal Reference: (see next page)*

## **LIBRARY MEDIA CENTERS (continued)**

### *Legal Reference:*

#### EDUCATION CODE

1703 Coordination of district library services by county superintendent  
1770-1775 Provision of library services by county superintendent  
18100-18203 School libraries  
18300-18571 Union high school district/unified school district library district  
19335-19336 Reading Initiative Program; recommended books  
41570-41573 School and Library Improvement Block Grant  
42605 Tier 3 categorical flexibility  
44868-44869 Qualifications and employment of library media teachers  
45340-45349 Instructional aides  
60119 Sufficiency of textbooks and instructional materials; public hearing  
60240-60251.5 State Instructional Materials Fund, purchase of classroom library materials  
60420-60424 Instructional Materials Funding Realignment Program  
REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS

18181 Districtwide library plan  
52012 Establishment of school site council  
52014-52015 School plans

#### CODE OF REGULATIONS, TITLE 5

16040-16043 School libraries  
80053 Library media service teaching credential

#### UNITED STATES CODE, TITLE 20

6383 Improving Literacy Through School Libraries grant program

### *Management Resources:*

#### CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

School Library Program Standards, September 2010

School Library Standards for Students, September 2010

Check It Out! Assessing School Library Media Programs, 1998

Recommended Literature: Kindergarten Through Grade Twelve

#### CALIFORNIA SCHOOL LIBRARY ASSOCIATION PUBLICATIONS

Standards and Guidelines for Strong School Libraries, 2004

#### WEB SITES

American Library Association: <http://www.ala.org>

California Department of Education, School Libraries: <http://www.cde.ca.gov/ci/cr/lb>

California Library Association: <http://www.cla-net.org>

California School Library Association: <http://www.csla.net>

# **Board Policy**

## **Library Media Centers**

### **BP 6163.1**

#### **Instruction**

**Cautionary Notice:** As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009) and ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs. The Center Unified School District has accepted this flexibility and thus is deemed in compliance with the statutory or regulatory program and funding requirements for these programs for the 2008-09 through 2012-13 fiscal years. As a result, the district may temporarily suspend certain provisions of the following policy or regulation that reflect these requirements. For further information, please contact the Superintendent or designee.

The Governing Board recognizes that school library media centers support the educational program by providing access to a variety of informational resources. The Board desires to provide library media centers with up-to-date books, reference materials, and electronic information resources necessary to promote literacy, support students in achieving academic standards, and encourage students to become lifelong learners.

(cf. 0440 - District Technology Plan)  
(cf. 6000 - Concepts and Roles)  
(cf. 6011 - Academic Standards)  
(cf. 6161 - Equipment, Books and Materials)  
(cf. 6163.4 - Student Use of Technology)

School libraries shall be open for use by students and teachers during the school day.  
(Education Code 18103)

Any school library open outside the school day, such as evenings and/or Saturdays, shall be under the supervision of a certificated employee. (Education Code 18103)

The district's school libraries may provide: (5 CCR 16040)

1. Library instruction to students that enables them to become proficient users of library resources
2. Information to teachers and administrators concerning sources and availability of instructional materials that will aid in the development of school curriculum, and, in cooperation with classroom teachers, the development of instructional units and activities using library resources

(cf. 6141 - Curriculum Development and Evaluation)

3. Assistance to teachers and students in the evaluation, selection, production, and uses of instructional materials

4. A collection of materials and resources that support the curriculum and are appropriate for user needs

5. Assistance to teachers, administrators, and other school staff members in becoming knowledgeable about appropriate uses of library media services, materials, and equipment

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

The Superintendent or designee shall develop procedures for the selection and evaluation of library materials.

### **Library Plans**

Whenever a school receives state funding for school and library improvement pursuant to Education Code 41570-41573, the school site council shall develop a single plan for student achievement which incorporates a districtwide plan for school libraries. (Education Code 41572)

(cf. 0420 - School Plans/Site Councils)

In developing the districtwide plan, the Superintendent or designee is encouraged to consult with school library media teachers, classroom teachers, administrators, parents/guardians, and students as appropriate in the development of the plan.

The districtwide library plan shall describe the district's vision and goals for the district's libraries and action steps including how funds will be distributed to school sites. As appropriate, the plan may also address staffing, facilities, selection and evaluation of materials, prioritization of needs, and other related matters.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 6010 - Goals and Objectives)

### **Classroom Libraries for Grades K-4**

When state funding is available for library materials in grades K-4 classrooms, the Superintendent or designee shall develop, for certification by the Board, a districtwide classroom library plan grades K-4. The plan shall include a means of preventing loss, damage, or destruction of the materials. (Education Code 60242, 60422)

(cf. 6161.2 - Damaged or Lost Instructional Materials)

The districtwide plan for school libraries developed pursuant to Education Code 41572 may fulfill this requirement provided the plan meets the criteria of Education Code 60242.

The Superintendent or designee is encouraged to consult with primary grade teachers and school and/or county office of education library media teachers in the development of the

plan and to consider selections from the list of books recommended by the State Librarian pursuant to Education Code 19336.

### **Selection and Evaluation of School Library Materials**

Responsibility for the selection of library materials is delegated to the professional library staff through the Assistant Superintendent, Instructional Services. School librarians shall evaluate materials, using professional selection aids and standards, in accordance with law, Board policy, and administrative regulation. The selection process shall invite recommendations from administrators, teachers, other staff, parents/guardians, and students as appropriate.

(cf. 6144 - Controversial Issues)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

(cf. 6161.11 - Supplementary Instructional Materials)

Library materials should be continually evaluated in relation to evolving curricula, new formats of materials, new instructional methods, and the needs of students and teachers. Materials that contain obsolete subject matter or are no longer appropriate shall be removed, and lost or worn materials may be replaced if possible.

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

Complaints regarding the appropriateness of library materials shall be addressed using the district's procedures for complaints regarding instructional materials.

(cf. 1312.2 - Complaints Concerning Instructional Materials)

### **Fees**

Students shall be allowed to borrow school library materials at no charge for use in the library and classrooms as well as out of school. (5 CCR 16042)

(cf. 3260 - Fees and Charges)

No charge shall be assessed for the late return of materials.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

### **Reports**

The district shall, on or before August 31 each year, report to the California Department of Education on the condition of school libraries for the preceding year ending June 30. (Education Code 18122)

**Legal Reference:**

**EDUCATION CODE**

1703 Coordination of district library services by county superintendent  
1770-1775 Provision of library services by county superintendent  
18100-18203 School libraries  
18300-18571 Union high school district/unified school district library district  
19335-19336 Reading Initiative Program; recommended books  
41570-41573 School and Library Improvement Block Grant  
44868-44869 Qualifications and employment of library media teachers  
45340-45349 Instructional aides  
60119 Sufficiency of textbooks and instructional materials; public hearing  
60240-60251.5 State Instructional Materials Fund, purchase of classroom library materials  
60420-60424 Instructional Materials Funding Realignment Program  
**REPEALED EDUCATION CODE FOR CATEGORICAL PROGRAMS**  
18181 Districtwide library plan  
52012 Establishment of school site council  
52014-52015 School plans  
**CODE OF REGULATIONS, TITLE 5**  
16040-16043 School libraries  
80053 Library media service teaching credential  
**UNITED STATES CODE, TITLE 20**  
6383 Improving Literacy Through School Libraries grant program

**Management Resources:**

**CDE PUBLICATIONS**

Check It Out! Assessing School Library Media Programs, 1998  
Recommended Literature: Kindergarten Through Grade Twelve  
**CALIFORNIA SCHOOL LIBRARY ASSOCIATION PUBLICATIONS**  
Standards and Guidelines for Strong School Libraries, 2004

**WEB SITES**

American Library Association: <http://www.ala.org>  
American Association of School Librarians: <http://www.ala.org/aasi>  
California Department of Education, School Libraries: <http://www.cde.ca.gov/ci/cr/lb>  
California Library Association: <http://www.cla-net.org>  
California School Library Association: <http://www.csla.net>

**ANIMALS AT SCHOOL**

Note: Pursuant to 28 CFR 35.136, as amended by 75 Fed. Reg. 178, a district is mandated to modify its policies, practices, and procedures to permit an individual with a disability to use a service animal at school, when the work or task performed by the service animal is directly related to the individual's disability. See the accompanying administrative regulation for language reflecting this mandate.

The Governing Board recognizes that animals can contribute to the district's instructional program by being effective teaching aids to students and by assisting individuals with disabilities to access district programs and activities. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 6142.4 - Service Learning/Community Service Classes)*  
*(cf. 6159 - Individualized Education Program)*  
*(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)*  
*(cf. 6164.6 - Identification and Education Under Section 504)*

The Superintendent or designee shall develop rules and procedures to ensure that when animals are brought to school, the health, safety, and welfare of students, staff, and the animals are protected. However, the district assumes no liability for the safety of animals allowed on district property.

*(cf. 3320 - Claims and Actions Against the District)*  
*(cf. 3530 - Risk Management/Insurance)*  
*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*  
*(cf. 5141.23 - Asthma Management)*

*Legal Reference: (see next page)*



## ANIMALS AT SCHOOL (continued)

### *Legal Reference:*

#### EDUCATION CODE

233.5 Instruction in kindness to pets and humane treatment of living creatures

39839 Transportation of guide dogs, signal dogs, service dogs

51202 Instruction in personal and public health and safety

51540 Safe and humane treatment of animals at school

#### CIVIL CODE

54.1 Access to public places

54.2 Guide, signal, or service dogs, right to accompany

#### GOVERNMENT CODE

810-996.6 California Tort Claims Act, especially:

815 Liability for injuries generally; immunity of public entity

835 Conditions of liability

#### VEHICLE CODE

21113 Public grounds

#### CODE OF REGULATIONS, TITLE 13

1216 Transportation of property

#### UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

#### UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

#### CODE OF FEDERAL REGULATIONS, TITLE 28

35.104 Definitions

35.136 Service animals

#### COURT DECISIONS

*Sullivan v. Vallejo City USD*, (1990) 731 F.Supp. 947

### *Management Resources:*

#### FEDERAL REGISTER

Rules and Regulations, September 15, 2010, Vol. 75, Number 178, pages 56164-56236

#### CSBA PUBLICATIONS

*Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments*, Policy Brief, July 2008

*Asthma Management in the Schools*, Policy Brief, March 2008

#### WEB SITES:

CSBA: <http://www.csba.org>

American Society for the Prevention of Cruelty to Animals: <http://www.asPCA.org>

Humane Society of the United States: <http://www.hsus.org>

U.S. Department of Education, Office of Civil Rights: <http://www.ed.gov/about/offices/list/ocr>

# **Board Policy**

## **Animals At School**

### **BP 6163.2**

#### **Instruction**

The Governing Board recognizes that animals can be an effective teaching aid and can help support the district's instructional program. In addition, instruction related to the care and treatment of animals teaches students a sense of responsibility and promotes the humane treatment of living creatures.

(cf. 6142.4 - Service Learning/Community Service Classes)  
(cf. 6142.5 - Environmental Education)

A teacher may bring an animal to school or arrange for students in his/her class to bring an animal to school for instructional purposes upon written permission from the principal or designee and subject to administrative regulation and other reasonable health, safety, and sanitation precautions. Teachers shall be responsible for ensuring that animals are strictly controlled and for ensuring that all such precautions are observed so as to protect both the students and the animal.

(cf. 5141 - Health Care and Emergencies)  
(cf. 5141.22 - Infectious Diseases)  
(cf. 5142 - Safety)  
(cf. 5145.8 - Refusal to Harm or Destroy Animals)  
(cf. 6142.93 - Science Instruction)  
(cf. 6145.8 - Assemblies and Special Events)

Individuals with disabilities may be accompanied by specially trained guide dogs, signal dogs, or service dogs on school premises or on school transportation. (Education Code 39839; Civil Code 54.2)

(cf. 0410 - Nondiscrimination in District Programs and Activities)  
(cf. 3541.2 - Transportation for Students with Disabilities)  
(cf. 5131.1 - Bus Conduct)  
(cf. 6159 - Individualized Education Program)  
(cf. 6164.6 - Identification and Education Under Section 504)

When any animal is brought into the classroom, the principal or designee shall provide written notification to all parents/guardians of students in the affected class asking them to verify whether their child has any known allergies, asthma, or other health condition that may be affected by the animal's presence.

(cf. 3514 - Environmental Safety)  
(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)  
(cf. 5141.23 - Asthma Management)

**The district assumes no liability for the safety of animals voluntarily brought to school.**

**(cf. 3320 - Claims and Actions Against the District)**

**(cf. 3530 - Risk Management/Insurance)**

**Legal Reference:**

**EDUCATION CODE**

**233.5 Instruction in kindness to pets and humane treatment of living creatures**

**39839 Transportation of guide dogs, signal dogs, service dogs**

**51202 Instruction in personal and public health and safety**

**51540 Safe and humane treatment of animals at school**

**CIVIL CODE**

**54.1 Access to public places**

**54.2 Guide, signal, or service dogs, right to accompany**

**GOVERNMENT CODE**

**810-996.6 California Tort Claims Act, especially:**

**815 Liability for injuries generally; immunity of public entity**

**835 Conditions of liability**

**VEHICLE CODE**

**21113 Public grounds**

**CODE OF REGULATIONS, TITLE 13**

**1216 Transportation of property**

**UNITED STATES CODE, TITLE 20**

**1400-1482 Individuals with Disabilities Education Act**

**UNITED STATES CODE, TITLE 29**

**794 Rehabilitation Act of 1973, Section 504**

**COURT DECISIONS**

**Sullivan v. Vallejo City USD, 731 F.Supp. 947 (1990)**

**Management Resources:**

**CSBA PUBLICATIONS**

**Indoor Air Quality: Governing Board Actions for Creating Healthy School Environments, Policy Brief, July 2008**

**Asthma Management in the Schools, Policy Brief, March 2008**

**WEB SITES:**

**CSBA: <http://www.csba.org>**

**American Society for the Prevention of Cruelty to Animals: <http://www.asPCA.org>**

**Humane Society of the United States: <http://www.hsus.org>**

**U.S. Department of Education, Office of Civil Rights:**

**<http://www.ed.gov/about/offices/list/ocr>**

**Policy CENTER UNIFIED SCHOOL DISTRICT**

**adopted: October 15, 2008 Antelope, California**

**ANIMALS AT SCHOOL****Use of Animals for Instructional Purposes**

Note: The following section is optional and may be revised to reflect district practice.
--

Before any student or employee brings an animal to school for an instructional purpose, he/she shall receive written permission from the principal or designee. The principal or designee shall give such permission only after he/she has provided written notification to all parents/guardians of students in the affected class, asking them to verify whether their child has any known allergies, asthma, or other health condition that may be aggravated by the animal's presence. When a parent/guardian has provided notification that his/her child has an allergy, asthma, or other health condition that may be aggravated by the animal, the principal shall take appropriate measures to protect the student from exposure to the animal.

*(cf. 3514 - Environmental Safety)*

*(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)*

*(cf. 5141.23 - Asthma Management)*

All animals brought to school must be in good physical condition and must be appropriately immunized. The teacher shall ensure that the species of animal is appropriate for the instructional purpose and age and maturity of the students.

All animals brought to school shall be adequately fed, effectively controlled, humanely treated, and properly housed in cages or containers suitable for the species. The teacher shall ensure that cages and containers are cleaned regularly and that waste materials are removed and disposed of in an appropriate manner.

*(cf. 5141 - Health Care and Emergencies)*

*(cf. 5142 - Safety)*

The teacher shall ensure that students receive instructions regarding the proper handling of and personal hygiene around animals.

*(cf. 5141.22 - Infectious Diseases)*

Except for service animals, as defined below, all animals are prohibited on school transportation services. (Education Code 39839; 13 CCR 1216)

*(cf. 3541.2 - Transportation for Students with Disabilities)*

*(cf. 5131.1 - Bus Conduct)*

**Use of Service Animals by Individuals with Disabilities**

Note: Pursuant to 28 CFR 35.136, as amended by 75 Fed. Reg. 178, a district is mandated to modify its policies, practices, and procedures to permit an individual with a disability to use at school a service animal, as defined in the paragraph below, when the work or task performed by the service animal is directly related to the individual's disability.
---

## ANIMALS AT SCHOOL (continued)

In Sullivan v. Vallejo USD, the court held that a disabled student had a right to use a service dog at school. According to the court, the district was required to incorporate the dog into the student's educational program and to accommodate the dog in a way that did not impinge on the legitimate rights of others. Thus, the student's placement might need to be changed because of the teacher's severe allergies; however, the district could not alter the student's placement to accommodate the purely personal feelings of students or faculty about dogs in the school environment.

For an individual with a disability, *service animal* means any dog that is individually trained to do work or perform tasks related to the individual's disability and for his/her benefit. For example, for an individual who is blind or has low vision, a service animal would mean a dog that helps him/her with vision, navigation, and other tasks; for an individual who is deaf or hard of hearing, a service animal would mean a dog that alerts him/her to the presence of people or sounds; and for an individual with psychiatric or neurological disabilities, a service animal would mean a dog that assists him/her by preventing or interrupting impulsive or destructive behaviors. (28 CFR 35.104)

Individuals with disabilities may be accompanied on school premises and on school transportation by service animals, including specially trained guide dogs, signal dogs, or service dogs. (Education Code 39839; Civil Code 54.2; 28 CFR 35.136)

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*

*(cf. 3541.2 - Transportation for Students with Disabilities)*

*(cf. 6159 - Individualized Education Program)*

*(cf. 6164.6 - Identification and Education Under Section 504)*

Note: Pursuant to 28 CFR 35.136, a miniature horse may be permitted as a service animal if the conditions stated in the following paragraph are satisfied.

The Superintendent or designee may permit the use of a miniature horse as a service animal when the horse has been individually trained to do work or perform tasks for the benefit of an individual with a disability, provided that: (28 CFR 35.136)

1. The district's facility can accommodate the type, size, and weight of the horse.
2. The individual has sufficient control of the horse.
3. The horse is housebroken.
4. The horse's presence in the specific facility does not compromise legitimate safety requirements of the facility.

The Superintendent or designee may ask any individual with a disability to remove his/her service animal from school premises or transportation if the animal is out of control and the

**ANIMALS AT SCHOOL (continued)**

individual does not take effective action to control it or the animal is not housebroken. When an individual's service animal is excluded, he/she shall be given an opportunity to participate in the service, program, or activity without having the service animal present. (Education Code 39839; Civil Code 54.2; 28 CFR 35.136)

# **Administrative Regulation**

## **Animals At School**

**AR 6163.2**

### **Instruction**

In accordance with Board policy, a teacher or student may bring an animal into the classroom for instructional purposes with prior approval of the principal or designee. When a parent/guardian has provided notification that his/her child has an allergy, asthma, or health condition that may be affected by the animal, the teacher shall remove the animal from the classroom or provide an alternative instructional activity for the student as appropriate.

(cf. 3514 - Environmental Safety)

(cf. 5141.21 - Administering Medication and Monitoring Health Conditions)

(cf. 5141.23 - Asthma Management)

All animals brought to school must be in good physical condition and appropriately immunized. The teacher shall ensure that the species of animal is appropriate for the instructional purpose and age and maturity of the students.

All animals, with the exception of service animals, are prohibited on school transportation services. (Education Code 39839; 13 CCR 1216)

(cf. 3541.2 - Transportation for Students with Disabilities)

(cf. 5131.1 - Bus Conduct)

All animals shall be humanely and properly housed in cages or containers specific for the species or otherwise appropriately controlled. The teacher shall also ensure that cages and containers are cleaned regularly and that waste materials are removed and disposed of in an appropriate manner. If the animal is to remain in the classroom longer than one day, the teacher shall be responsible for care and maintenance of the animal and ensure proper care when school is not in session, such as weekends, vacations, and holidays.

(cf. 5141 - Health Care and Emergencies)

(cf. 5142 - Safety)

The teacher shall ensure that students receive instruction regarding personal hygiene around animals.

(cf. 5141.22 - Infectious Diseases)

**CLERK**

**Note:** The following **optional** bylaw is for use by any board other than a city board of education governed by a city charter. Any board other than a city board of education is required by Education Code 35143 to elect a clerk from among its members at the annual organizational meeting. See BB 9100 - Organization for other requirements pertaining to the annual organizational meeting. This bylaw is not intended to address a situation where a non-member of the Board is appointed clerk to perform certain responsibilities.

The Governing Board shall elect a clerk from its own membership at the annual organizational meeting. (Education Code 35143)

*(cf. 9100 - Organization)*

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Maintain such other records or reports as required by law
3. Sign documents on behalf of the district as directed by the Board

**Note:** Districts without a vice president should modify the following paragraph accordingly.

4. Serve as presiding officer in the absence of the president ~~and vice president~~

*(cf. 9121 - President)*

5. Notify Board members and members-elect of the date and time for the annual organizational meeting
6. Perform any other duties assigned by the Board

*Legal Reference: (see next page)*



**CLERK (continued)**

*Legal Reference:*

**EDUCATION CODE**

*17593 Repair and supervision of property (duty of district clerk)*

*35038 Appointment of clerk by county superintendent of schools*

*35039 Dismissal of clerk*

*35121 Appointment of clerk in certain city and high school districts*

*35143 Annual organizational meetings*

*35250 Duty to keep certain records and reports*

*38113 Duty of clerk (re provision of school supplies)*

**GOVERNMENT CODE**

*54950-54963 Rulph M. Brown Act*

*Management Resources:*

**CSBA PUBLICATIONS**

*CSBA Professional Governance Standards, 2000*

*Maximizing School Board Leadership: Boardmanship, 1996*

**WEB SITES**

*CSBA: <http://www.csba.org>*

# **Board Bylaw**

## **Clerk**

**BB 9123**

## **Board Bylaws**

At the annual organizational meeting, the Governing Board shall elect a clerk from its own membership. (Education Code 35143)

(cf. 9100 - Organization)

The duties of the clerk shall be to:

1. Certify or attest to actions taken by the Board when required
2. Maintain such other records or reports as required by law
3. Sign the minutes of Board meetings following their approval

(cf. 9324 - Minutes and Recordings)

4. Sign documents on behalf of the district as directed by the Board
5. Serve as presiding officer in the absence of the president

(cf. 9121 - President)

6. Perform any other duties assigned by the Board

## **Legal Reference:**

### **EDUCATION CODE**

17593 Repair and supervision of property (duty of district clerk)

35038 Appointment of clerk by county superintendent of schools

35039 Dismissal of clerk

35121 Appointment of clerk in certain city and high school districts

35143 Annual organizational meetings

35250 Duty to keep certain records and reports

38113 Duty of clerk (re provision of school supplies)

### **GOVERNMENT CODE**

54950-54963 Ralph M. Brown Act

**Management Resources:**

**CSBA PUBLICATIONS**

**CSBA Professional Governance Standards, 2000**

**Maximizing School Board Leadership: Boardsmanship, 1996**

**WEB SITES**

**CSBA: <http://www.csba.org>**

**BOARD REPRESENTATIVES**

**Labor Relations Negotiators**

The Governing Board shall designate a chief negotiator to represent it in negotiations with employee organizations.

**Board Representative**

The district Superintendent is officially delegated as the representative of the board to consult with the negotiator.

The Board itself will not negotiate with any employee organization directly. The Board's role in the negotiation process will be to:

1. Obtain the most competent negotiations representative it is able to secure.
2. Act in good faith from a position of fairness.
3. Establish parameters and determine its positions in the Board proposal.
4. Express these positions through its designated spokesperson.
5. Be informed by the negotiating team periodically.
6. Keep all differences between Board members behind closed doors in executive session.
7. Maintain its dedication to the school children and taxpayers.

**Other Advisory Committees**

Note: The following **optional** bylaw may be revised to reflect district practice.

Pursuant to Government Code 54952.2, a meeting of a committee on which a majority of Governing Board members serve may be deemed a Board meeting in certain circumstances and would cause the meeting to be subject to the open meeting law requirements. See BB 9130 - Board Committees for details regarding the applicability of the Brown Act to committees created by the Board.

The Governing Board recognizes that effective performance of its community leadership responsibilities may require its participation in district or community committees on matters of concern to the district and its students. As needed, the Board may appoint any of its members to serve as its representative on a district committee or on a committee of another public agency or organization of which the Board or district is a member or to which the Board is invited to participate.

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*  
*(cf. 1700 - Relations Between Private Industry and the Schools)*

## **BOARD REPRESENTATIVES (continued)**

*(cf. 9000 - Role of the Board)*

*(cf. 9130 - Board Committees)*

*(cf. 9270 - Conflict of Interest)*

*(cf. 9320 - Meetings and Notices)*

When making such appointments, the Board shall clearly specify the authority and responsibilities of the representative(s), including, but not limited to, reporting back to the Board regarding committee activities and/or actions. Board representatives shall not exercise the authority of the Board without prior Board approval.

*(cf. 9005 - Governance Standards)*

*(cf. 9200 - Limits of Board Member Authority)*

If a committee discusses a topic on which the Board has taken a position, the Board member shall express the position of the Board. When contributing his/her own ideas or opinions, the representative shall clearly indicate that he/she is expressing his/her individual idea or opinion.

*(cf. 1220 - Citizen Advisory Committees)*

*(cf. 9010 - Public Statements)*

### **Board Representative to Elect Members of County Committee on School District Organization**

Note: Pursuant to Education Code 4000-4014, every county, except any one that is a city and county, is required to have a county committee on school district organization. In many counties, the duties of the county committee have been transferred to the county board of education pursuant to Education Code 4020. In any county with six or more districts or where the duties of the county committee have not been transferred to the county board, the Board of each district must, at its annual organizational meeting, designate a voting representative to elect members of the county committee, pursuant to Education Code 35023.

At its annual organizational meeting, the Board shall designate one Board member as its representative to elect members to the county committee on school district organization. (Education Code 35023)

The Board shall provide the representative with nominees to this committee.

A Board member is eligible serve as a member of the county committee on school district organization. (Education Code 4007)

*(cf. 9100 - Organization)*

*Legal Reference:*

EDUCATION CODE

4000-4014 County committees on school district organization

35020-35046 School district officers and agents (power of governing board to employ or appoint)

35160 Authority of governing boards

GOVERNMENT CODE

54952.2 Meetings

*Management Resources:*

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California Department of Education District Organization Handbook, 2010

# **Board Bylaw**

## **Board Representatives**

**BB 9140**  
**Board Bylaws**

### **Labor Relations Negotiators**

The Governing Board shall designate a chief negotiator to represent it in negotiations with employee organizations.

### **Board Representative**

The district Superintendent is officially delegated as the representative of the board to consult with the negotiator.

The Board itself will not negotiate with any employee organization directly. The Board's role in the negotiation process will be to:

1. Obtain the most competent negotiations representative it is able to secure.
2. Act in good faith from a position of fairness.
3. Establish parameters and determine its positions in the Board proposal.
4. Express these positions through its designated spokesperson.
5. Be informed by the negotiating team periodically.
6. Keep all differences between Board members behind closed doors in executive session.
7. Maintain its dedication to the school children and taxpayers.

### **Other Advisory Committees**

The Board may appoint any of its members to serve on advisory committees, or as representatives to other public agencies or organizations when the Board deems such appointments desirable, contingent on acceptance of the appointment by the member.

At its annual organizational meeting, the Board shall designate one Board member as its representative to elect members to the county committee on school district organization. (Education Code 35023)

The Board shall provide the representative with nominees to this committee.

A Board member is eligible serve as a member of the county committee on school district organization. (Education Code 4007)

**(cf. 9100 - Organization)**

**Legal Reference:**

**EDUCATION CODE**

**4000-4014 County committees on school district organization**

**35020-35046 School district officers and agents (power of governing board to employ or appoint)**

**35160 Authority of governing boards**

**GOVERNMENT CODE**

**54952.2 Meetings**

**Bylaw  
adopted:**

**CENTER UNIFIED SCHOOL DISTRICT  
June 19, 1996 Antelope, 1996**



**ACTIONS BY THE BOARD**

Note: Pursuant to Education Code 35164, a majority vote of all members of the Governing Board is necessary for an item to carry, even in those cases where some members are absent. For districts with a five-member Board, an item will pass with three votes, even if only three members are present or there is a vacancy. Education Code 35165 details the effect of a vacancy in districts with a seven-member Board. For language regarding vote requirements when a Board member abstains, see BB 9323 - Meeting Conduct.

The law specifies certain Board actions as requiring more than a majority vote; see the accompanying Exhibit for a specific list of such actions.

The Governing Board shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

Note: In some instances, the law requires that a hearing be conducted before the Board takes action on an item (e.g., before adopting the district's budget or expelling a student). Notice and other applicable requirements for hearings may be more extensive than those for regular or special meetings and will depend upon the requirements in applicable statutes.

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members
2. A collective commitment or promise by a majority of the members to make a positive or negative decision
3. A vote by a majority of the members when sitting as the Board upon a motion, proposal, resolution, order, or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

*(cf. 9324 - Minutes and Recordings)*

**Action on Non-Agenda Items**

Note: The Brown Act (Government Code 54950-54963) generally prohibits any action or discussion of items not on the posted agenda. However, Government Code 54954.2 provides for three specific and narrow situations in which a Board can act on an item not on the agenda, as specified below. Board members may also briefly respond to questions raised by members of the public concerning items not on the agenda; see BB 9323 - Meeting Conduct.

## **ACTIONS BY THE BOARD (continued)**

After publicly identifying the item, the Board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions: (Government Code 54954.2)

1. When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5
2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the agenda was posted
3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier

*(cf. 9320 - Meetings and Notices)*

*(cf. 9322 - Agenda/Meeting Materials)*

## **Challenging Board Actions**

Note: Pursuant to Government Code 54960.1, the district attorney's office or any interested person may file a lawsuit to invalidate (i.e., declare null and void) actions that violate specific provisions of the Brown Act listed in Government Code 54960.1 and specified below. However, even when the action may normally be subject to invalidation, Government Code 54960.1 provides that in certain circumstances (e.g., when there has been substantial compliance with the Brown Act or the Board created a contractual obligation), the action may not be invalidated.

Before seeking court action, the person who believes a violation occurred must send a written demand to the Board to "cure or correct" the action as specified below. Because the laws regarding these provisions are complex, it is recommended that the district consult with legal counsel upon receipt of a "cure and correct" demand.

Any interested person or the district attorney's office may present a demand that the Board cure and correct a Board action which he/she alleges is in violation of Government Code 54954.2 (agenda posting), Government Code 54953 (open meeting and teleconferencing), Government Code 54954.5 (closed session item descriptions), Government Code 54954.6 (new or increased tax assessments), Government Code 54956 (special meetings), or Government Code 54956.5 (emergency meetings). (Government Code 54960.1)

Any demand to "cure and correct" an alleged violation shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

## **ACTIONS BY THE BOARD (continued)**

Within 30 days of receiving the demand, the Board shall do one of the following:  
(Government Code 54960.1)

1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.
2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.
3. Take no action. If the Board takes no action within the 30-day review period, its inaction shall be considered a decision not to cure or correct the action.

Note: Pursuant to Government Code 54960.1, a demanding party who desires to file a lawsuit must do so within 15 days of receiving the Board's written decision to not cure or correct the challenged action or within 15 days of the expiration of the 30-day Board review period, whichever is earlier.

Government Code 54960 grants authority for the district attorney or any interested person to file a civil action asking the court to order the Board to stop or prevent Brown Act violations, to determine the legal validity of any Board action to penalize or otherwise discourage the expression of one or more of its members, or to compel the Board, under certain circumstances, to record its closed sessions. Pursuant to Government Code 54960.5, a court may award the plaintiff court costs and reasonable attorney's fees if he/she successfully invalidates a Board action in violation of the Brown Act or successfully enforces one of the Brown Act's civil remedies. In addition, a court may award court costs to the district when the district has prevailed and the court finds that the action was clearly frivolous and totally lacking in merit.

### *Legal Reference:*

#### EDUCATION CODE

*15266 School construction bonds*

*17466 Declaration of intent to sell or lease real property*

*17481 Lease of property with residence for nondistrict purposes*

*17510-17511 Resolution requiring unanimous vote of all members constituting board*

*17546 Private sale of personal property*

*17556-17561 Dedication of real property*

*17582-17583 District deferred maintenance fund*

*35140-35149 Meetings*

*35160-35178.4 Powers and duties*

*48660-48661 Community day schools establishment and restrictions*

#### CODE OF CIVIL PROCEDURE

*425.16 Special motion to strike in connection with a public issue*

*1245.240 Eminent domain vote requirements*

*1245.245 Eminent domain, resolution adopting different use*

#### GOVERNMENT CODE

*53090-53097.5 Regulation of local agencies by counties and cities*

*53724 Parcel tax resolution requirements*

*Legal Reference continued: (see next page)*

## ACTIONS BY THE BOARD (continued)

### *Legal Reference: (continued)*

#### GOVERNMENT CODE (continued)

53790-53792 *Exceeding the budget*

53820-53833 *Temporary borrowing*

53850-53858 *Temporary borrowing*

54950-54963 *The Ralph M. Brown Act, especially:*

54952.6 *Action taken, definition*

54953 *Meetings to be open and public; attendance; secret ballots*

54960 *Action to prevent violations*

65352.2 *Coordination with planning agency*

#### PUBLIC CONTRACT CODE

3400 *Bid specifications*

20111 *Contracts over \$50,000; contracts for construction; award to lowest responsible bidder*

20113 *Emergencies, award of contracts without bids*

#### COURT DECISIONS

*Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors*, (2003) 112 Cal.App.4th 1313

*McKee v. Orange Unified School District*, (2003) 110 Cal.App.4th 1310

*Bell v. Vista Unified School District*, (2002) 82 Cal.App.4th 672

*Boyle v. City of Redondo Beach*, (1999) 70 Cal.App.4th 1109

### *Management Resources:*

#### CSBA PUBLICATIONS

*The Brown Act: School Boards and Open Meeting Laws*, 2009

#### ATTORNEY GENERAL PUBLICATIONS

*The Brown Act: Open Meetings for Local Legislative Bodies*, 2003

#### LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

*Open and Public IV: A Guide to the Ralph M. Brown Act*, 2007

#### WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://www.caag.state.ca.us>

Institute of Local Government: <http://www.ca-ilg.org>

# **Board Bylaw**

## **Actions By The Board**

BB 9323.2

### **Board Bylaws**

The Governing Board shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members
2. A collective commitment or promise by a majority of the members to make a positive or negative decision
3. A vote by a majority of the members when sitting as the Board upon a motion, proposal, resolution, order or ordinance

The Board may take action in a regular meeting on a subject not listed on the published agenda only when it publicly identifies the item to be acted upon in conjunction with one of the following circumstances: (Government Code 54954.2)

1. The Board, by majority vote of its members, determines that the action responds to an emergency situation.

(cf. 9320 - Meetings and Notices)

2. The Board determines, either by a two-thirds majority vote of the members present at the meeting or, if less than two-thirds of the members are present, by a unanimous vote of all members present, that the need to take immediate action came to the district's attention after the posting of the agenda.

3. The matter was properly posted for a previous meeting occurring not more than five days earlier and was continued to the meeting at which action is being taken.

(cf. 9322 - Agenda/Meeting Materials)

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education Code 35145)

(cf. 9324 - Minutes and Recordings)

### **Challenging Board Actions**

Any demand by the district attorney's office or any interested person to correct a Board action shall be presented to the Board in writing within 90 days of the date when the action was taken. Such demand shall allege a violation of any of the following: (Government Code 54960.1)

1. Government Code 54953, regarding open meeting and teleconferencing
2. Government Code 54954.5, regarding closed session item descriptions
3. Government Code 54954.6, regarding new or increased tax assessments
4. Government Code 54956, regarding special meetings
5. Government Code 54956.5, regarding emergency meetings

If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

Any demand to "cure and correct" an alleged violation shall clearly describe the challenged action and the nature of the alleged violation. (Government Code 54960.1)

Within 30 days of receiving the demand, the Board shall cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct. If the Board decides to not cure or correct the challenged action, the demanding party shall be informed in writing of that decision. (Government Code 54960.1)

If the Board takes no action within the 30-day review period, its inaction shall be considered a decision not to cure or correct the action. (Government Code 54960.1)

**Legal Reference:**

**EDUCATION CODE**

15266 School construction bonds  
17466 Declaration of intent to sell or lease real property  
17481 Lease of property with residence for nondistrict purposes  
17510-17511 Resolution requiring unanimous vote of all members constituting board  
17546 Private sale of personal property  
17556-17561 Dedication of real property  
17582 District deferred maintenance fund  
17583 Deferred maintenance fund; transfer of excess local funds  
35144 Special meeting  
35145 Public meetings  
35164 Majority vote of all members constituting board for board action  
35165 Vacancies, effect on majority and unanimous vote  
48660 Establishment of community day schools  
48661 School site restrictions for community day schools

**CODE OF CIVIL PROCEDURE**

1245.240 Eminent domain vote requirements  
1245.245 Eminent domain, resolution adopting different use  
GOVERNMENT CODE

53094 Authority to render zoning ordinance inapplicable  
53097 Compliance with ordinances  
53097.3 Charter school ordinances  
53724 Parcel tax resolution requirements  
53790-53792 Exceeding the budget  
53820-53833 Temporary borrowing  
53850-53858 Temporary borrowing  
54950 Meetings: declaration; intent; sovereignty  
54952.6 Action taken, definition  
54953 Meetings to be open and public; attendance; secret ballots  
54953.5 Right to record proceedings; conditions  
54954.2 Agenda posting requirements; board actions  
54954.5 Closed session item descriptions  
54954.6 New or increased taxes or assessments; hearings; notice  
54956 Special meetings; call; notice  
54956.5 Emergency meetings in emergency situations  
54960 Action to prevent violations  
54960.1 Challenge of governing board actions  
54960.5 Costs and attorney fees  
65352.2 Coordination with planning agency

#### **PUBLIC CONTRACT CODE**

3400 Bid specifications  
20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder  
20113 Emergencies, award of contracts without bids

#### **COURT DECISIONS**

Bell v. Vista Unified School District, (2002) 82 Cal.App.4th 672  
Boyle v. City of Redondo Beach, (1999) 70 Cal.App.4th 1109

#### **Management Resources:**

##### **CSBA PUBLICATIONS**

The Brown Act: School Boards and Open Meeting Laws, 1999

##### **ATTORNEY GENERAL PUBLICATIONS**

The Brown Act: Open Meetings for Legislative Bodies,, California Attorney General's Office, 2002

##### **CALIFORNIA CITY ATTORNEY PUBLICATIONS**

Open and Public III: A User's Guide to the Ralph M. Brown Act, 2000

##### **WEB SITES**

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://www.caag.state.ca.us>

*Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Wilson C. Riles Middle School

**Date:** June 6, 2011

**Action Item**   X  

**To:** Board of Trustees

**Information Item**       

**From:** Joyce Frisch, Principal

**# Attached Pages**   1  

**Principal's Initials:** 

**SUBJECT:**

Wilson C. Riles Middle School is requesting Board Policy 6146.21 Instruction (Minimum Promotion Standards for Middle School Students) be changed from current standards to standards described in attachment.

**RECOMMENDATION:**

Approve changes to BP 6146.21 Instruction (Minimum Promotion Standards for Middle School Students).



# Center USD

## Board Policy

### Minimum Promotion Standards For Middle School Students

BP 6146.21

#### Instruction

~~Minimum Requirements for Promotion from Sixth Grade to Seventh Grade, from Seventh to Eighth Grade, and from Eighth Grade to Ninth Grade Middle School Grades:~~

- ~~1. Sixth, seventh, and eighth grade Middle School students must complete their prescribed course of study.~~
- ~~2. The school year is divided into two semester grading periods. Grades are earned at the end of the semester.~~
- ~~3. Students must have a cumulative grade point average (GPA) of 2.00 on a 4.00 scale. Students must not earn more than one "F" in the same core subject area for the year. Students who have been identified as having a deficiency in English/Language Arts or Mathematics based on the results of multiple measures including state, district, and school assessments will be provided intervention during the school year.~~
- ~~4. Mastery of the promotion requirements shall be determined four days prior to promotion each school year for students to participate in promotion exercises.~~

Policy CENTER UNIFIED SCHOOL DISTRICT  
adopted: November 16, 2005 Antelope, California

# *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept/Site:** Business Department

**Date:** 06/15/11

**Action Item**   X  

**To:** Board of Trustees

**Information Item**

**From:** Jeanne Bess *JB*  
Director of Fiscal Services

**# Attached Page**

**SUBJECT:**

**Resolution No. 13/2010-11  
Statement of Board Intent to Establish  
Classification of Fund Balances  
In the General Fund In Compliance With  
Governmental Accounting Standards Board  
(GASB) Statement 54**

**Jeanne Bess, Director of Fiscal Services is asking the Board to adopt a formal resolution that provides for classification of fund balances in the general fund and is compliant with GASB Statement 54 as set forth in current Board Policy 3100.**

**RECOMMENDATION: To approve resolution number 13/2010-11 to adopt fund balance classifications as described.**

RESOLUTION NO. 13/2010-11

GOVERNING BOARD OF THE CENTER JOINT UNIFIED SCHOOL DISTRICT  
STATEMENT OF BOARD INTENT TO ESTABLISH CLASSIFICATION OF FUND  
BALANCES IN THE GENERAL FUND IN COMPLIANCE WITH  
GOVERNMENTAL  
ACCOUNTING STANDARDS BOARD (GASB) STATEMENT 54

**WHEREAS**, the Governing Board of the Center Joint Unified School District has determined it is in the interest of the District to adopt fiscal procedures that are consistent with accounting standards established under GASB 54;

**WHEREAS**, the Governmental Accounting Standards Board is the recognized authority in developing school finance accounting procedures for California public school districts;

**WHEREAS**, the Governmental Accounting Standards Board has developed Statement 54, which establishes certain accounting procedures concerning Unrestricted Fund Balances;

**WHEREAS**, GASB 54 further requires specific procedures to report within Standardized Accounting Code Structure (SAC) software Unrestricted Fund Balances as either, committed, assigned, or unassigned according to the level of constraint imposed on their expenditure;

**WHEREAS**, GASB 54 provides further definition of these subsets of the Unrestricted Fund Balance as:

**Committed Balances:** Funds that have been set aside by formal action and subject to internal constraints and the highest level of decision making authority and may only be removed by same level of formal action;

**Assigned Balances:** Funds that have been set aside for a specific purpose that may be established by the Governing Board or by a designee of the Governing Board;

**Unassigned Balances:** Funds that are the residual amount not designated as Committed or Assigned and include the Reserve for Economic Uncertainties (REU).

**NOW THEREFORE, BE IT RESOLVED**, the Governing Board of the Center Joint Unified School District establishes the following procedures for establishing and maintaining each of the following Unrestricted Fund Balances:

Committed Balances shall be established by formal Governing Board action. Expenditures of said funds for the committed purpose may be made by the Superintendent or designee for the committed purpose without additional action by the Governing Board, though such expenditures shall be reported to the Governing Board with each of the first interim, second interim and unaudited actual reports;

Assigned Balances shall be established by the Superintendent with the recommendation of the Director of Fiscal Services and confirmed by the Governing Board. Expenditures of said funds for the assigned purpose may be made by the Superintendent or designee for the assigned purpose without additional action by the Governing Board, though such expenditures shall be reported to the Governing Board with each of the first interim, second interim, and unaudited actual reports;

Unassigned Balances shall include the required three percent (3%) Reserve for Economic Uncertainties as established in Board Policy 3100 and any other unappropriated ending fund balances. Expenditures of said funds for the unassigned purpose may be made by the Superintendent or designee for the unassigned purpose with out additional action by the Governing Board, though such expenditures shall be reported to the Governing Board with each of the first interim, second interim, and unaudited actual reports. If any portion of the 3% Reserve for Economic Uncertainties is spent, then the District shall reduce expenditures to reestablish the 3% Reserve for Economic Uncertainties;

**BE IT FURTHER RESOLVED**, the order of expenditure in which fund balances may be spent shall first use Restricted funds before any Unrestricted funds may be used.

Passed and adopted by the Governing Board of the Center Joint Unified School District on June 15, 2011 by the following vote:

Ayes:

Noes:

Absent:

---

Matthew Friedman, President, Governing Board  
Center Joint Unified School District  
Sacramento County, California

Attested by : \_\_\_\_\_  
Scott Loehr, Secretary to the Board

# Center Joint Unified School District

## AGENDA REQUEST FOR:

Dept/Site: Business Department

Date: 06/15/11

Action Item   X  

To: Board of Trustees

Information Item

From: Jeanne Bess *JB*  
Director of Fiscal Services

# Attached Page   

## SUBJECT: Public Hearing and Authorization Tier III Categorical Funding Flexibility Transfer For FY 2011/12

To take advantage of the flexibility provisions described in the 2009/10 Budget Act, school districts have the ability to transfer all "Tier III" categorical programs for "any educational purpose to the extent permitted by federal and state law". The flexibility to transfer funds from these programs is authorized through 2014/15. The Tier III programs for Center Unified are:

Resource	Program	Budget Amount	Transfer Amt
0000	Supplemental Hourly Programs	\$142,472	\$0.00
0020/1200	Morgan-Hart Class Size Reduction	\$127,444	\$127,444
0024/6205	Deferred Maintenance	\$197,167	\$0.00
0028/6285	Community Based Tutoring Grant	\$17,834	\$0.00
0031/6405	School Safety Block Grant	\$69,280	\$0.00
0032/6760	Arts and Music Block Grant	\$76,342	\$76,342
0033/7055	CAHSEE Intervention Grants	\$49,144	\$49,144
0034/7080	Counselors, Grades 7-12	\$165,792	\$165,792
0036/7140	Gifted and Talented Education (GATE)	\$34,417	\$0.00
0037/7156	Instructional Materials Fund	\$297,489	\$277,489
0040/7271	PAR	\$20,655	\$20,655
0049/7390	Pupil Retention Block Grant	\$134,976	\$134,976
0052/7393	Professional Development Block Grant	\$146,866	\$30,725
0053/7394	Targeted Instructional Improvement Block Grant	\$231,282	\$231,282
0054/7395	School & Library Improvement Block Grant	\$316,889	\$0.00

The fiscal impact of this action would shift the funds in these programs from restricted to unrestricted purposes. All funds will be used to support current core programs. The amounts listed are based on estimated awards.

**RECOMMENDATION:** To approve the transfer of the above restricted programs to be used for unrestricted purposes that support current core programs.

# *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept/Site:** Business Department

**Date:** 06/15/11

**Action Item**   X  

**To:** Board of Trustees

**Information Item**

**From:** Jeanne Bess *JB*  
Director of Fiscal Services

**# Attached Page**

**SUBJECT:**

**Adopted Budget  
For Fiscal Year 2011/12**

**Jeanne Bess, Director of Fiscal Services is presenting the 2011/12 Budget for approval. The 2011/12 Budget is based on the guidelines set forth in the Governor's May Revised State Budget.**

**RECOMMENDATION: To approve the 2011/12 Adopted Budget as presented.**

# CENTER JOINT UNIFIED SCHOOL DISTRICT

8408 Watt Avenue  
Antelope, CA 95843



MR. SCOTT LOEHR  
SUPERINTENDENT

## **2011/12 Adopted Budget**

### Governing Board

Matthew Friedman, President

Nancy Anderson

Jeremy Hunt

Kelly Kelley

Donald Wilson

PREPARED BY

Jeanne Bess, Director of Fiscal Services

## Center Joint Unified School District

To: Board of Trustees  
Mr. Scott Loehr, Superintendent

From: Jeanne Bess, Director of Fiscal Services 

Date: June 15, 2011

Subject: 2011/12 Adopted Budget Assumptions

The following report contains budget assumptions used in the preparation of the 2011/12 Budget. These assumptions are a result of the Governor's recommendations that were put forth as a part of the May Revised State Budget.

The budget and multiyear revenue projections for 2011/12, 2012/13, and 2013/14 fiscal years were built on the following assumptions.

- a. ADA was based on prior year P-2 for the budget year. We will be funded at a level that is 76 ADA less than last year due to continued declining enrollment. For 2012/13 a funded loss of 30 ADA was projected and for 2013/14 an additional loss of 15 ADA was projected.
- b. Revenue Limit funding is based on the Governor's May Revised State Budget and with the guidelines from School Services of California. For fiscal year 2011/12, the deficit rose to 19.754% to offset the 2.24% COLA. Fiscal year 2012/13 projected a 3.2% COLA and 2013/14 a COLA of 2.7% as suggested by School Services of California. With both of the out years, the deficit was held at 19.754%.
- c. Federal revenues on the restricted side decreased due to the anticipated reduction of Federal awards.
- d. State revenues decreased from the prior year primarily due to the increased penalty the District will be assessed as a result of increasing class size at the K-3 level. K-3 class size reduction was budgeted with all of the 42 anticipated classes being assessed the 30% penalty for exceeding the 20.44:1 ratio for full funding. Flexibility is still available for 42 categorical programs that remain unrestricted for the current and out years.
- e. Local revenues were held steady to reflect the current trends. In addition, our low cash balance negatively affects interest earnings.
- f. Contributions to encroaching programs are reflective of our ability to utilize all restricted dollars. Encroaching programs include special education and transportation.



The Budget and multiyear expense projections for 2011/12, 2012/13 and 2013/14 fiscal years were built on the following assumptions.

- a. There continues to be a firm hiring freeze in place. Only step and column adjustments were included in the initial cost calculations. Certificated numbers include the affect of the 8 furlough days and the 175 day school year. Classified employee expenses also reflect the furlough reduction of 5 or 8 days each. Fiscal year 2012/13 assumes the return of the work and school days.
- b. Employee benefits (which include taxes) was built on the increased PERS rate of 10.923% and the State Unemployment Insurance rate increase from 0.72% to 1.61% for fiscal year 2011/12. The budget also includes \$100,000 for the anticipated premium increase that may come effective January 1, 2012. There is no increase included for future health & welfare cost increases in the out years.
- c. Books & supply budgets were held steady on the unrestricted side of the budget. The restricted budgets were cut significantly to align with reductions in program awards and increased personnel costs for existing programs.
- d. Services and other expenses rose slightly to align with current year needs. The out years were raised to accommodate increases in inflation.
- e. There are no planned expenses for capital outlay.
- f. Other outgo and Indirect Costs holds steady in the out years as a result of the continued flexibility of 42 categorical programs that would otherwise have been charged indirect costs.
- g. At this time, the contribution to Routine Maintenance was held at approximately 2% of General Fund expenditures for all fiscal years.

In summary, the 2011/12 budget report takes into account all known information as of May 16, 2011. At the time this budget was prepared, there was no State budget in place for the budget year. The assumptions used for this budget were made on the Governor's suggestions and the guidance of School Services of California as a result of his May Revised State Budget. A major component that changes this budget from previous reports is the elimination of the additional cut of \$330 per ADA. This approximate \$1.5 million reduction to our budget could be a result of State budget passing with reductions to the funding of schools throughout the state. Should we be asked to take a cut, the existing undesignated fund balance would be used to begin covering any shortfall. Other program budgets that would be impacted to make up the shortfall would be the contribution to deferred maintenance, the health & welfare increase, the utilization of all restricted dollars, and carryover from the 2010/11 fiscal year.

The District continues to outspend revenues during the current year. However, if the State follows through with its promise of "flat funding", our deficit spending was cut significantly for fiscal year 2011/12. In order to maintain this practice, there will need to be reductions in the out years. At this time, no reductions are built into the multiyear

projection. Fiscal year 2013/14 indicates a shortfall. Much will depend on the outcome of the State enacted budget.

The last consideration to a qualified report is the District's cash flow. Not only are resources in short supply but cash flow is critical and getting worse. Once again, although the State has proposed not imposing another deferral of District funds, we continue to be deferred at the rate of 26% of our annual allocations into the next fiscal year. Once again we will need to look at other sources of financing.

## **Other Funds**

### **Fund 09**

Center Joint Unified School District is the sponsoring authority for two charter schools in the District. Antelope View Charter School (AVCS) is an independent study school and Global Youth (GY) is a seat based school. Both charter schools are reported in Fund 09. Each school is identified by a unique resource code and location indicator.

AVCS was budgeted assuming an average daily attendance of 155; GY on an ADA of 75 students.

Both charter schools are currently operating in the black and are expected to end the 2010/11 year with a positive fund balance.

### **Fund 11**

The Adult Education fund is operating with a reduced budget and program adjustments. It continues to be an effective asset for the District. The fund has a positive balance.

### **Fund 12**

The Child Development fund is operating as a revenue neutral fund. No contributions are made from the General Fund.

### **Fund 13**

The cafeteria fund is self sustaining. With rising costs for food, etc, there is no reserve available unless year end closing produces some unspent funds. Cash flow is sometimes negative due to the timing of reimbursements from the state and federal reimbursement programs.

### **Fund 14**

The Deferred Maintenance Fund is operating with limited funds for the budget year. At this time, the pass-through of the State allocation for deferred maintenance is planned.

**Fund 17**

The Special Reserve fund is covering the shortfall in the Developer Fee fund. No other designations have been made.

**Fund 21**

The fund balance continues to support the construction projects of the District. No bonds sales or major construction is anticipated for the budget year.

**Fund 25**

While this fund continues to be negative, Fund 17 holds the reserve to cover the shortfall until new developments that are planned begin to generate contributions.

**Fund 35**

The County School Facilities Fund shows a positive balance as a result of funds received for future school construction planning expenses. No major activity is anticipated for the budget year.

## Assumptions Used for Budget Adoption

2011/12

2012/13

2013/14

### Revenues

ADA	Based on prior year P-2; funded level reduced by 76 ADA	Reduced funded level by 30	Reduced funded level by 15
Revenue Limit			
COLA	2.24%	3.20%	2.70%
Deficit	19.754%	19.754%	19.754%
Additional per/ADA Reduction	\$0.00	\$0.00	\$0.00
Federal Revenue	No new awards; amounts held steady	No new awards; amounts held steady	No new awards; amounts held steady
State Revenues	K-3 CSR class size increased  CSR penalty reduces revenue	Increased K-3 CSR class size maintained Lottery award adjusted per School Services Dartboard	Increased K-3 CSR class size maintained Lottery award adjusted per School Services Dartboard
Local Revenue	Decreased to reflect current trend	Held Steady	Held steady
Other Financing Sources	Includes contributions to encroaching programs	Includes contributions to encroaching programs	Includes contributions to encroaching programs

### Expenses

Certificated salaries	Includes step & column	Add step & column Add return of furlough & school days	Add step & column  Maintain 180 school days
Classified Salaries	Add steps	Add steps Add return of furlough & school days from classified, managers/confidential	Add steps  Maintain 180 school days
Employee Benefits	Increased PERS & UI tax rate Included \$100,000 towards increase of 2012 H & W rates	No increase budgeted for increase to H&W	No increase budgeted for increase to H&W
Materials & Supplies	Reduced discretionary funds	Held steady	Held steady
Services & other expenses	Increased for inflation	Increased for inflation	Increases for inflation
Capitol Outlay	None expected	None expected	None expected
Other Outgo	Includes payments for pre- existing STRS retirement packages	Held steady; plus inflation of excess cost estimates for sp ed	Held steady; plus inflation of excess cost estimates for sp ed

			2010-11 Estimated Actuals			2011-12 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Description	Resource Codes	Object Codes							
A. REVENUES									
1) Revenue Limit Sources		8010-8099	23,337,021.00	1,303,084.00	24,640,105.00	22,883,902.00	1,542,539.00	24,426,441.00	-0.9%
2) Federal Revenue		8100-8299	1,105.00	4,363,759.00	4,364,864.00	0.00	2,637,154.00	2,637,154.00	-39.6%
3) Other State Revenue		8300-8599	4,037,029.00	1,156,696.00	5,193,725.00	3,133,301.00	1,118,394.00	4,251,695.00	-18.1%
4) Other Local Revenue		8600-8799	478,645.00	1,980,338.00	2,458,983.00	220,000.00	1,931,838.00	2,151,838.00	-12.5%
5) TOTAL, REVENUES			27,853,800.00	8,803,877.00	36,657,677.00	26,237,203.00	7,229,925.00	33,467,128.00	-8.7%
B. EXPENDITURES									
1) Certificated Salaries		1000-1999	14,154,967.00	4,509,256.00	18,664,223.00	12,204,629.44	3,359,643.00	15,564,272.44	-16.6%
2) Classified Salaries		2000-2999	3,503,116.00	2,860,516.00	6,363,632.00	3,129,531.00	2,652,430.00	5,781,961.00	-9.1%
3) Employee Benefits		3000-3999	4,650,794.00	2,592,242.00	7,243,036.00	4,551,766.84	1,948,443.00	6,500,209.84	-10.3%
4) Books and Supplies		4000-4999	447,973.00	1,242,006.00	1,689,979.00	484,137.00	834,878.00	1,319,015.00	-22.0%
5) Services and Other Operating Expenditures		5000-5999	3,146,701.00	1,250,879.00	4,397,580.00	2,907,048.00	1,181,592.00	4,088,640.00	-7.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299							
		7400-7499	264,277.00	231,281.00	495,558.00	119,298.00	234,280.00	353,578.00	-28.7%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(236,622.00)	114,111.00	(122,511.00)	(203,256.00)	91,451.00	(111,805.00)	-8.7%
9) TOTAL, EXPENDITURES			25,931,206.00	12,800,291.00	38,731,497.00	23,193,154.28	10,302,717.00	33,495,871.28	-13.5%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			1,922,594.00	(3,996,414.00)	(2,073,820.00)	3,044,048.72	(3,072,792.00)	(28,743.28)	-98.6%
D. OTHER FINANCING SOURCES/USES									
1) Interfund Transfers									
a) Transfers In		8900-8929	1,010,000.00	0.00	1,010,000.00	0.00	0.00	0.00	-100.0%
b) Transfers Out		7600-7629	76,037.00	0.00	76,037.00	264,919.00	0.00	264,919.00	248.4%
2) Other Sources/Uses									
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	(3,558,744.00)	3,558,744.00	0.00	(3,221,808.00)	3,221,808.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(2,624,781.00)	3,558,744.00	933,963.00	(3,486,727.00)	3,221,808.00	(264,919.00)	-128.4%

Description Resource Codes Object Codes			2010-11 Estimated Actuals			2011-12 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(702,187.00)	(437,670.00)	(1,139,857.00)	(442,678.28)	149,016.00	(293,662.28)	-74.2%
<b>F. FUND BALANCE, RESERVES</b>									
1) Beginning Fund Balance									
a) As of July 1 - Unaudited		9791	2,951,630.99	762,879.57	3,714,510.56	2,249,443.99	325,209.57	2,574,653.56	-30.7%
b) Audit Adjustments		9793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,951,630.99	762,879.57	3,714,510.56	2,249,443.99	325,209.57	2,574,653.56	-30.7%
d) Other Restatements		9795	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,951,630.99	762,879.57	3,714,510.56	2,249,443.99	325,209.57	2,574,653.56	-30.7%
2) Ending Balance, June 30 (E + F1e)			2,249,443.99	325,209.57	2,574,653.56	1,806,765.71	474,225.57	2,280,991.28	-11.4%
Components of Ending Fund Balance (Actuals)									
a) Reserve for									
Revolving Cash		9711	10,000.00	0.00	10,000.00				
Stores		9712	53,502.32	0.00	53,502.32				
Prepaid Expenditures		9713	57,161.75	2,956.50	60,118.25				
All Others		9719	0.00	0.00	0.00				
General Reserve		9730	0.00	0.00	0.00				
Legally Restricted Balance		9740	0.00	322,253.07	322,253.07				
b) Designated Amounts									
Designated for Economic Uncertainties		9770	1,164,140.00	0.00	1,164,140.00				
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00	0.00	0.00				
Other Designations		9780	0.00	0.00	0.00				
c) Undesignated Amount		9790	964,639.92	0.00	964,639.92				
d) Unappropriated Amount		9790							
Components of Ending Fund Balance (Budget)									
a) Nonspendable									
Revolving Cash		9711				10,000.00	0.00	10,000.00	
Stores		9712				50,495.41	0.00	50,495.41	
Prepaid Expenditures		9713				64,794.70	0.00	64,794.70	
All Others		9719				0.00	0.00	0.00	
b) Restricted		9740				0.00	474,225.96	474,225.96	
c) Committed									

			2010-11 Estimated Actuals			2011-12 Budget			% Diff Column C & F
Description	Resource Codes	Object Codes	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Stabilization Arrangements		9750				0.00	0.00	0.00	
Other Commitments		9760				0.00	0.00	0.00	
d) Assigned									
Other Assignments		9780				0.00	0.00	0.00	
e) Unassigned/unappropriated									
Reserve for Economic Uncertainties		9789				1,012,824.00	0.00	1,012,824.00	
Unassigned/Unappropriated Amount		9790				668,651.60	(0.39)	668,651.21	

Description Resource Codes Object Codes			2010-11 Estimated Actuals			2011-12 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
<b>G. ASSETS</b>									
1) Cash									
a) in County Treasury		9110	10,017,639.26	(4,640,000.18)	5,377,639.08				
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00	0.00	0.00				
b) in Banks		9120	0.00	0.00	0.00				
c) in Revolving Fund		9130	10,000.00	0.00	10,000.00				
d) with Fiscal Agent		9135	0.00	0.00	0.00				
e) collections awaiting deposit		9140	0.00	0.00	0.00				
2) Investments		9150	0.00	0.00	0.00				
3) Accounts Receivable		9200	767,142.11	242,999.35	1,010,141.46				
4) Due from Grantor Government		9290	0.00	0.00	0.00				
5) Due from Other Funds		9310	0.00	0.00	0.00				
6) Stores		9320	53,502.32	0.00	53,502.32				
7) Prepaid Expenditures		9330	57,161.75	2,956.50	60,118.25				
8) Other Current Assets		9340	0.00	0.00	0.00				
9) Fixed Assets		9400							
10) TOTAL, ASSETS			10,905,445.44	(4,394,044.33)	6,511,401.11				
<b>H. LIABILITIES</b>									
1) Accounts Payable		9500	1,986,215.00	3,072.86	1,989,287.86				
2) Due to Grantor Governments		9590	0.00	0.00	0.00				
3) Due to Other Funds		9610	0.00	0.00	0.00				
4) Current Loans		9640	6,710,000.00	0.00	6,710,000.00				
5) Deferred Revenue		9650	0.00	0.00	0.00				
6) Long-Term Liabilities		9660							
7) TOTAL, LIABILITIES			8,696,215.00	3,072.86	8,699,287.86				
<b>I. FUND EQUITY</b>									
Ending Fund Balance, June 30 (G10 - H7)			2,209,230.44	(4,397,117.19)	(2,187,886.75)				



			2010-11 Estimated Actuals			2011-12 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Description	Resource Codes	Object Codes							
REVENUE LIMIT SOURCES									
Principal Apportionment State Aid - Current Year		8011	19,524,949.00	0.00	19,524,949.00	19,323,902.00	0.00	19,323,902.00	-1.0%
Charter Schools General Purpose Entitlement - State Aid		8015	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions Homeowners' Exemptions		8021	61,960.00	0.00	61,960.00	61,960.00	0.00	61,960.00	0.0%
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
County & District Taxes Secured Roll Taxes		8041	4,081,188.00	0.00	4,081,188.00	4,081,188.00	0.00	4,081,188.00	0.0%
Unsecured Roll Taxes		8042	159,800.00	0.00	159,800.00	159,800.00	0.00	159,800.00	0.0%
Prior Years' Taxes		8043	346,300.00	0.00	346,300.00	346,300.00	0.00	346,300.00	0.0%
Supplemental Taxes		8044	26,000.00	0.00	26,000.00	26,000.00	0.00	26,000.00	0.0%
Education Revenue Augmentation Fund (ERAF)		8045	633,000.00	0.00	633,000.00	633,000.00	0.00	633,000.00	0.0%
Supplemental Educational Revenue Augmentation Fund (SERAF)		8046	0.00	0.00	0.00				
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604) Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	65.00	0.00	65.00	0.00	0.00	0.00	-100.0%
Less: Non-Revenue Limit (50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Subtotal, Revenue Limit Sources			24,833,262.00	0.00	24,833,262.00	24,632,150.00	0.00	24,632,150.00	-0.8%
Revenue Limit Transfers									
Unrestricted Revenue Limit Transfers - Current Year	0000	8091	(1,303,084.00)		(1,303,084.00)	(1,542,539.00)		(1,542,539.00)	18.4%
Continuation Education ADA Transfer	2200	8091		0.00	0.00		0.00	0.00	0.0%
Community Day Schools Transfer	2430	8091		0.00	0.00		0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals			2011-12 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Special Education ADA Transfer	6500	8091		1,303,084.00	1,303,084.00		1,542,539.00	1,542,539.00	18.4%
All Other Revenue Limit Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
PERS Reduction Transfer		8092	96,185.00	0.00	96,185.00	63,063.00	0.00	63,063.00	-34.4%
Transfers to Charter Schools in Lieu of Property Taxes		8096	(289,342.00)	0.00	(289,342.00)	(268,772.00)	0.00	(268,772.00)	-7.1%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, REVENUE LIMIT SOURCES</b>			<b>23,337,021.00</b>	<b>1,303,084.00</b>	<b>24,640,105.00</b>	<b>22,883,902.00</b>	<b>1,542,539.00</b>	<b>24,426,441.00</b>	<b>-0.9%</b>
<b>FEDERAL REVENUE</b>									
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	920,725.00	920,725.00	0.00	908,241.00	908,241.00	-1.4%
Special Education Discretionary Grants		8182	0.00	203,945.00	203,945.00	0.00	66,622.00	66,622.00	-67.3%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Sources		8287	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB/IASA (incl. ARRA)	3000-3299, 4000-4139, 4201-4215, 4610, 5510	8290		2,858,817.00	2,858,817.00		1,456,739.00	1,456,739.00	-49.0%
Vocational and Applied Technology Education	3500-3699	8290		39,294.00	39,294.00		39,678.00	39,678.00	1.0%
Safe and Drug Free Schools	3700-3799	8290		0.00	0.00		0.00	0.00	0.0%
Other Federal Revenue (incl. ARRA)	All Other	8290	1,105.00	340,978.00	342,083.00	0.00	165,874.00	165,874.00	-51.5%
<b>TOTAL, FEDERAL REVENUE</b>			<b>1,105.00</b>	<b>4,363,759.00</b>	<b>4,364,864.00</b>	<b>0.00</b>	<b>2,637,154.00</b>	<b>2,637,154.00</b>	<b>-39.6%</b>

			2010-11 Estimated Actuals			2011-12 Budget			
Description	Resource Codes	Object Codes	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
OTHER STATE REVENUE									
Other State Apportionments									
Community Day School Additional Funding Current Year	2430	8311		0.00	0.00		0.00	0.00	0.0%
Prior Years	2430	8319		0.00	0.00		0.00	0.00	0.0%
ROC/P Entitlement									
Current Year	6355-6360	8311		0.00	0.00		0.00	0.00	0.0%
Prior Years	6355-6360	8319		0.00	0.00		0.00	0.00	0.0%
Special Education Master Plan									
Current Year	6500	8311		0.00	0.00		0.00	0.00	0.0%
Prior Years	6500	8319		0.00	0.00		0.00	0.00	0.0%
Home-to-School Transportation	7230	8311		222,447.00	222,447.00		223,404.00	223,404.00	0.4%
Economic Impact Aid	7090-7091	8311		538,888.00	538,888.00		538,888.00	538,888.00	0.0%
Spec. Ed. Transportation	7240	8311		39,683.00	39,683.00		39,854.00	39,854.00	0.4%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Year Round School Incentive		8425	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Class Size Reduction, K-3		8434	1,122,408.00	0.00	1,122,408.00	629,748.00	0.00	629,748.00	-43.9%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	214,975.00	0.00	214,975.00	0.00	0.00	0.00	-100.0%
Lottery - Unrestricted and Instructional Materials		8560	516,940.00	68,475.00	585,415.00	518,675.00	83,981.00	602,656.00	2.9%
Tax Relief Subventions									
Restricted Levies - Other									
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources									
		8587	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
School Based Coordination Program	7250	8590		0.00	0.00		0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650-6690	8590		3,725.00	3,725.00		3,000.00	3,000.00	-19.5%
Healthy Start	6240	8590		0.00	0.00		0.00	0.00	0.0%
Class Size Reduction Facilities	6200	8590		0.00	0.00		0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals			2011-12 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
School Community Violence Prevention Grant	7391	8590		0.00	0.00		0.00	0.00	0.0%
Quality Education Investment Act	7400	8590		0.00	0.00		0.00	0.00	0.0%
All Other State Revenue	All Other	8590	2,182,706.00	283,478.00	2,466,184.00	1,984,878.00	229,267.00	2,214,145.00	-10.2%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>4,037,029.00</b>	<b>1,156,696.00</b>	<b>5,193,725.00</b>	<b>3,133,301.00</b>	<b>1,118,394.00</b>	<b>4,251,695.00</b>	<b>-18.1%</b>

			2010-11 Estimated Actuals			2011-12 Budget			
Description	Resource Codes	Object Codes	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
OTHER LOCAL REVENUE									
Other Local Revenue									
County and District Taxes									
Other Restricted Levies									
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes									
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds									
Not Subject to RL Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from									
Delinquent Non-Revenue									
Limit Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sales									
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	165,000.00	48,500.00	213,500.00	100,000.00	48,000.00	148,000.00	-30.7%
Interest		8660	172,050.00	0.00	172,050.00	50,000.00	0.00	50,000.00	-70.9%
Net Increase (Decrease) in the Fair Value of Investments									
		8662	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts									
Adult Education Fees		8671	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	8,000.00	8,000.00	0.00	8,000.00	8,000.00	0.0%
Transportation Services	7230, 7240	8677		0.00	0.00		0.00	0.00	0.0%
Interagency Services	All Other	8677	0.00	24,000.00	24,000.00	0.00	0.00	0.00	-100.0%
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description Resource Codes Object Codes			2010-11 Estimated Actuals			2011-12 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Other Local Revenue Plus: Misc Funds Non-Revenue Limit (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	141,595.00	24,000.00	165,595.00	70,000.00	0.00	70,000.00	-57.7%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments									
Special Education SELPA Transfers									
From Districts or Charter Schools	6500	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6500	8792		1,875,838.00	1,875,838.00		1,875,838.00	1,875,838.00	0.0%
From JPAs	6500	8793		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers									
From Districts or Charter Schools	6360	8791		0.00	0.00		0.00	0.00	0.0%
From County Offices	6360	8792		0.00	0.00		0.00	0.00	0.0%
From JPAs	6360	8793		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments									
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>478,645.00</b>	<b>1,980,338.00</b>	<b>2,458,983.00</b>	<b>220,000.00</b>	<b>1,931,838.00</b>	<b>2,151,838.00</b>	<b>-12.5%</b>
<b>TOTAL, REVENUES</b>			<b>27,853,800.00</b>	<b>8,803,877.00</b>	<b>36,657,677.00</b>	<b>26,237,203.00</b>	<b>7,229,925.00</b>	<b>33,467,128.00</b>	<b>-8.7%</b>

			2010-11 Estimated Actuals			2011-12 Budget			
Description	Resource Codes	Object Codes	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
CERTIFICATED SALARIES									
Certificated Teachers' Salaries		1100	12,433,261.00	3,959,719.00	16,392,980.00	10,817,442.00	2,922,720.00	13,740,162.00	-16.2%
Certificated Pupil Support Salaries		1200	451,544.00	384,425.00	835,969.00	265,458.00	259,700.00	525,158.00	-37.2%
Certificated Supervisors' and Administrators' Salaries		1300	1,137,224.00	37,551.00	1,174,775.00	1,024,967.00	36,476.00	1,061,443.00	-9.6%
Other Certificated Salaries		1900	132,938.00	127,561.00	260,499.00	96,762.44	140,747.00	237,509.44	-8.8%
TOTAL, CERTIFICATED SALARIES			14,154,967.00	4,509,256.00	18,664,223.00	12,204,629.44	3,359,643.00	15,564,272.44	-16.6%
CLASSIFIED SALARIES									
Classified Instructional Salaries		2100	40,233.00	1,530,977.00	1,571,210.00	0.00	1,350,746.00	1,350,746.00	-14.0%
Classified Support Salaries		2200	1,477,199.00	833,187.00	2,310,386.00	1,351,701.00	800,970.00	2,152,671.00	-6.8%
Classified Supervisors' and Administrators' Salaries		2300	307,790.00	218,313.00	526,103.00	302,895.00	211,097.00	513,992.00	-2.3%
Clerical, Technical and Office Salaries		2400	1,535,154.00	241,571.00	1,776,725.00	1,379,594.00	252,774.00	1,632,368.00	-8.1%
Other Classified Salaries		2900	142,740.00	36,468.00	179,208.00	95,341.00	36,843.00	132,184.00	-26.2%
TOTAL, CLASSIFIED SALARIES			3,503,116.00	2,860,516.00	6,363,632.00	3,129,531.00	2,652,430.00	5,781,961.00	-9.1%
EMPLOYEE BENEFITS									
STRS		3101-3102	1,184,905.00	388,934.00	1,573,839.00	1,018,569.63	286,875.00	1,305,444.63	-17.1%
PERS		3201-3202	364,040.00	285,493.00	649,533.00	341,256.00	272,065.00	613,321.00	-5.6%
OASDI/Medicare/Alternative		3301-3302	478,475.00	289,677.00	768,152.00	424,120.21	244,969.00	669,089.21	-12.9%
Health and Welfare Benefits		3401-3402	1,908,832.00	1,331,274.00	3,240,106.00	2,031,756.00	833,851.00	2,865,607.00	-11.6%
Unemployment Insurance		3501-3502	130,065.00	53,293.00	183,358.00	251,265.00	96,689.00	347,954.00	89.8%
Workers' Compensation		3601-3602	338,092.00	136,460.00	474,552.00	277,727.00	107,274.00	385,001.00	-18.9%
OPEB, Allocated		3701-3702	0.00	0.00	0.00	50,000.00	0.00	50,000.00	New
OPEB, Active Employees		3751-3752	50,000.00	0.00	50,000.00	0.00	0.00	0.00	-100.0%
PERS Reduction		3801-3802	96,185.00	0.00	96,185.00	63,063.00	0.00	63,063.00	-34.4%
Other Employee Benefits		3901-3902	100,200.00	107,111.00	207,311.00	94,010.00	106,720.00	200,730.00	-3.2%
TOTAL, EMPLOYEE BENEFITS			4,650,794.00	2,592,242.00	7,243,036.00	4,551,766.84	1,948,443.00	6,500,209.84	-10.3%
BOOKS AND SUPPLIES									
Approved Textbooks and Core Curricula Materials		4100	19,136.00	637.00	19,773.00	0.00	0.00	0.00	-100.0%
Books and Other Reference Materials		4200	35,534.00	29,528.00	65,062.00	56,311.00	0.00	56,311.00	-13.5%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals			2011-12 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Materials and Supplies		4300	354,986.00	1,110,979.00	1,465,965.00	397,226.00	826,003.00	1,223,229.00	-16.6%
Noncapitalized Equipment		4400	38,317.00	100,862.00	139,179.00	30,600.00	8,875.00	39,475.00	-71.6%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>447,973.00</b>	<b>1,242,006.00</b>	<b>1,689,979.00</b>	<b>484,137.00</b>	<b>834,878.00</b>	<b>1,319,015.00</b>	<b>-22.0%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>									
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	41,920.00	61,661.00	103,581.00	30,824.00	11,259.00	42,083.00	-59.4%
Dues and Memberships		5300	24,874.00	1,222.00	26,096.00	21,000.00	250.00	21,250.00	-18.6%
Insurance	5400 - 5450		301,043.00	0.00	301,043.00	310,000.00	0.00	310,000.00	3.0%
Operations and Housekeeping Services		5500	1,045,190.00	0.00	1,045,190.00	1,047,000.00	0.00	1,047,000.00	0.2%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	121,113.98	111,664.00	232,777.98	115,744.00	59,300.00	175,044.00	-24.8%
Transfers of Direct Costs		5710	7,516.00	(7,516.00)	0.00	22,105.00	(22,105.00)	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(3,000.00)	0.00	(3,000.00)	(3,050.00)	0.00	(3,050.00)	1.7%
Professional/Consulting Services and Operating Expenditures		5800	1,408,265.02	1,083,098.00	2,491,363.02	1,181,475.00	1,132,888.00	2,314,363.00	-7.1%
Communications		5900	199,779.00	750.00	200,529.00	181,950.00	0.00	181,950.00	-9.3%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>3,146,701.00</b>	<b>1,250,879.00</b>	<b>4,397,580.00</b>	<b>2,907,048.00</b>	<b>1,181,592.00</b>	<b>4,088,640.00</b>	<b>-7.0%</b>



			2010-11 Estimated Actuals			2011-12 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Description	Resource Codes	Object Codes							
CAPITAL OUTLAY									
Land		6100	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)									
Tuition									
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	34,812.00	15,000.00	49,812.00	30,000.00	18,000.00	48,000.00	-3.6%
Tuition, Excess Costs, and/or Deficit Payments									
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	203,275.00	203,275.00	0.00	203,275.00	203,275.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Pass-Through Revenues									
To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education SELPA Transfers of Apportionments									
To Districts or Charter Schools	6500	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6500	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6500	7223		0.00	0.00		0.00	0.00	0.0%
ROC/P Transfers of Apportionments									
To Districts or Charter Schools	6360	7221		0.00	0.00		0.00	0.00	0.0%
To County Offices	6360	7222		0.00	0.00		0.00	0.00	0.0%
To JPAs	6360	7223		0.00	0.00		0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

			2010-11 Estimated Actuals			2011-12 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
Description	Resource Codes	Object Codes							
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service									
Debt Service - Interest		7438	15,898.00	0.00	15,898.00	15,898.00	0.00	15,898.00	0.0%
Other Debt Service - Principal		7439	213,567.00	13,006.00	226,573.00	73,400.00	13,005.00	86,405.00	-61.9%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)			264,277.00	231,281.00	495,558.00	119,298.00	234,280.00	353,578.00	-28.7%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS									
Transfers of Indirect Costs		7310	(114,111.00)	114,111.00	0.00	(91,451.00)	91,451.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	(122,511.00)	0.00	(122,511.00)	(111,805.00)	0.00	(111,805.00)	-8.7%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(236,622.00)	114,111.00	(122,511.00)	(203,256.00)	91,451.00	(111,805.00)	-8.7%
TOTAL, EXPENDITURES			25,931,206.00	12,800,291.00	38,731,497.00	23,193,154.28	10,302,717.00	33,495,871.28	-13.5%

			2010-11 Estimated Actuals			2011-12 Budget			
Description	Resource Codes	Object Codes	Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	% Diff Column C & F
INTERFUND TRANSFERS									
INTERFUND TRANSFERS IN									
From: Special Reserve Fund		8912	1,010,000.00	0.00	1,010,000.00	0.00	0.00	0.00	-100.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			1,010,000.00	0.00	1,010,000.00	0.00	0.00	0.00	-100.0%
INTERFUND TRANSFERS OUT									
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
To: Deferred Maintenance Fund		7615	0.00	0.00	0.00	197,167.00	0.00	197,167.00	New
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	76,037.00	0.00	76,037.00	67,752.00	0.00	67,752.00	-10.9%
(b) TOTAL, INTERFUND TRANSFERS OUT			76,037.00	0.00	76,037.00	264,919.00	0.00	264,919.00	248.4%
OTHER SOURCES/USES									
SOURCES									
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds									
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources									
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds									
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals			2011-12 Budget			% Diff Column C & F
			Unrestricted (A)	Restricted (B)	Total Fund col. A + B (C)	Unrestricted (D)	Restricted (E)	Total Fund col. D + E (F)	
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>									
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>									
Contributions from Unrestricted Revenues		8980	(3,956,120.00)	3,956,120.00	0.00	(3,221,808.00)	3,221,808.00	0.00	0.0%
Contributions from Restricted Revenues		8990	397,376.00	(397,376.00)	0.00	0.00	0.00	0.00	0.0%
Transfers of Restricted Balances		8997	0.00	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(3,558,744.00)	3,558,744.00	0.00	(3,221,808.00)	3,221,808.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			(2,624,781.00)	3,558,744.00	933,963.00	(3,486,727.00)	3,221,808.00	(264,919.00)	-128.4%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit Sources		8010-8099	1,451,144.00	1,348,233.00	-7.1%
2) Federal Revenue		8100-8299	52,243.00	0.00	-100.0%
3) Other State Revenue		8300-8599	148,000.00	124,394.00	-16.0%
4) Other Local Revenue		8600-8799	2,000.00	1,000.00	-50.0%
5) TOTAL, REVENUES			1,653,387.00	1,473,627.00	-10.9%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	882,810.00	814,423.00	-7.7%
2) Classified Salaries		2000-2999	252,765.00	203,836.00	-19.4%
3) Employee Benefits		3000-3999	345,315.00	288,131.00	-16.6%
4) Books and Supplies		4000-4999	120,649.00	46,769.00	-61.2%
5) Services and Other Operating Expenditures		5000-5999	46,102.00	23,495.00	-49.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	48,280.00	48,500.00	0.5%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	93,271.00	74,285.00	-20.4%
9) TOTAL, EXPENDITURES			1,789,192.00	1,499,439.00	-16.2%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(135,805.00)	(25,812.00)	-81.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(135,805.00)	(25,812.00)	-81.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	177,209.43	41,404.43	-76.6%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			177,209.43	41,404.43	-76.6%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			177,209.43	41,404.43	-76.6%
2) Ending Balance, June 30 (E + F1e)			41,404.43	15,592.43	-62.3%
Components of Ending Fund Balance (Actuals)					
a) Reserve for					
Revolving Cash		9711	0.00		
Stores		9712	0.00		
Prepaid Expenditures		9713	0.00		
All Others		9719	0.00		
General Reserve		9730	0.00		
Legally Restricted Balance		9740	0.00		
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00		
Designated for the Unrealized Gains of					
Investments and Cash in County Treasury		9775	0.00		
Other Designations		9780	0.00		
c) Undesignated Amount		9790	41,404.43		
d) Unappropriated Amount		9790			
Components of Ending Fund Balance (Budget)					
a) Nonspendable					
Revolving Cash		9711		0.00	
Stores		9712		0.00	
Prepaid Expenditures		9713		0.00	
All Others		9719		0.00	
b) Restricted		9740		0.17	
c) Committed					
Stabilization Arrangements		9750		0.00	
Other Commitments		9760		0.00	
d) Assigned					
Other Assignments		9780		15,592.26	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789		0.00	
Unassigned/Unappropriated Amount		9790		0.00	

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	(245,257.23)		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	84,763.87		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400	0.00		
10) TOTAL, ASSETS			(160,493.36)		
<b>H. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640	0.00		
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			0.00		
<b>I. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G10 - H7)			(160,493.36)		

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>REVENUE LIMIT SOURCES</b>					
Principal Apportionment					
Charter Schools General Purpose Entitlement - State Aid		8015	1,143,371.00	1,097,269.00	-4.0%
State Aid - Prior Years		8019	14,008.00	0.00	-100.0%
Revenue Limit Transfers					
Unrestricted Revenue Limit Transfers - Current Year	0000	8091	0.00	0.00	0.0%
All Other Revenue Limit Transfers - Current Year	All Other	8091	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	293,765.00	250,964.00	-14.6%
Property Taxes Transfers		8097	0.00	0.00	0.0%
Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
<b>TOTAL, REVENUE LIMIT SOURCES</b>			<b>1,451,144.00</b>	<b>1,348,233.00</b>	<b>-7.1%</b>
<b>FEDERAL REVENUE</b>					
Maintenance and Operations		8110	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.0%
Child Nutrition Programs		8220	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
NCLB / IASA (incl. ARRA)	3000-3299, 4000-4139, 4201-4215, 4610, 5510	8290	52,243.00	0.00	-100.0%
Vocational and Applied Technology Education	3500-3699	8290	0.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.0%
Other Federal Revenue (incl. ARRA)	All Other	8290	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>52,243.00</b>	<b>0.00</b>	<b>-100.0%</b>
<b>OTHER STATE REVENUE</b>					
Other State Apportionments					
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.0%
Home-to-School Transportation	7230	8311	0.00	0.00	0.0%



Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
Special Education Transportation	7240	8311	0.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.0%
Year Round School Incentive		8425	0.00	0.00	0.0%
Class Size Reduction, K-3		8434	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	31,330.00	29,684.00	-5.3%
School Based Coordination Program	7250	8590	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650-6690	8590	0.00	0.00	0.0%
Healthy Start	6240	8590	0.00	0.00	0.0%
Class Size Reduction Facilities	6200	8590	0.00	0.00	0.0%
School Community Violence Prevention Grant	7391	8590	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	116,670.00	94,710.00	-18.8%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>148,000.00</b>	<b>124,394.00</b>	<b>-16.0%</b>

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>OTHER LOCAL REVENUE</b>					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Sale of Publications		8632	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
All Other Sales		8639	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0.00	0.0%
Transportation Services	7230, 7240	8677	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
All Other Local Revenue		8699	2,000.00	1,000.00	-50.0%
Tuition		8710	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.0%
Transfers of Apportionments					
Special Education SELPA Transfers					
From Districts or Charter Schools	6500	8791	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.0%
Other Transfers of Apportionments					
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.0%
From County Offices	All Other	8792	0.00	0.00	0.0%
From JPAs	All Other	8793	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>2,000.00</b>	<b>1,000.00</b>	<b>-50.0%</b>
<b>TOTAL, REVENUES</b>			<b>1,653,387.00</b>	<b>1,473,627.00</b>	<b>-10.9%</b>

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>CERTIFICATED SALARIES</b>					
Certificated Teachers' Salaries		1100	719,382.00	655,748.00	-8.8%
Certificated Pupil Support Salaries		1200	22,505.00	20,000.00	-11.1%
Certificated Supervisors' and Administrators' Salaries		1300	140,923.00	138,675.00	-1.6%
Other Certificated Salaries		1900	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>882,810.00</b>	<b>814,423.00</b>	<b>-7.7%</b>
<b>CLASSIFIED SALARIES</b>					
Classified Instructional Salaries		2100	20,206.00	0.00	-100.0%
Classified Support Salaries		2200	60,342.00	35,412.00	-41.3%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	172,217.00	168,424.00	-2.2%
Other Classified Salaries		2900	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>252,765.00</b>	<b>203,836.00</b>	<b>-19.4%</b>
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	71,179.00	65,543.00	-7.9%
PERS		3201-3202	27,096.00	23,239.00	-14.2%
OASDI/Medicare/Alternative		3301-3302	32,639.00	27,413.00	-16.0%
Health and Welfare Benefits		3401-3402	183,947.00	137,270.00	-25.4%
Unemployment Insurance		3501-3502	8,176.00	14,673.00	79.5%
Workers' Compensation		3601-3602	20,478.00	18,193.00	-11.2%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
PERS Reduction		3801-3802	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	1,800.00	1,800.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>345,315.00</b>	<b>288,131.00</b>	<b>-16.6%</b>
<b>BOOKS AND SUPPLIES</b>					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	3,230.00	0.00	-100.0%
Materials and Supplies		4300	113,419.00	46,769.00	-58.8%
Noncapitalized Equipment		4400	4,000.00	0.00	-100.0%
Food		4700	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>120,649.00</b>	<b>46,769.00</b>	<b>-61.2%</b>

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	2,220.00	1,320.00	-40.5%
Dues and Memberships		5300	6,000.00	0.00	-100.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	12,755.00	6,100.00	-52.2%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	23,504.00	15,825.00	-32.7%
Communications		5900	1,623.00	250.00	-84.6%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>46,102.00</b>	<b>23,495.00</b>	<b>-49.0%</b>
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Tuition					
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments					
Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Other Transfers Out					
All Other Transfers		7281-7283	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	48,280.00	48,500.00	0.5%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>48,280.00</b>	<b>48,500.00</b>	<b>0.5%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs		7310	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	93,271.00	74,285.00	-20.4%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>93,271.00</b>	<b>74,285.00</b>	<b>-20.4%</b>
<b>TOTAL, EXPENDITURES</b>			<b>1,789,192.00</b>	<b>1,499,439.00</b>	<b>-16.2%</b>

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
Transfers of Restricted Balances		8997	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)</b>					
			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	17,834.00	17,834.00	0.0%
4) Other Local Revenue		8600-8799	36,010.00	32,800.00	-8.9%
5) TOTAL, REVENUES			53,844.00	50,634.00	-6.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	81,035.00	74,783.00	-7.7%
2) Classified Salaries		2000-2999	26,835.00	13,207.00	-50.8%
3) Employee Benefits		3000-3999	33,878.00	18,195.00	-46.3%
4) Books and Supplies		4000-4999	5,700.00	11,651.00	104.4%
5) Services and Other Operating Expenditures		5000-5999	1,200.00	550.00	-54.2%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			148,648.00	118,386.00	-20.4%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(94,804.00)	(67,752.00)	-28.5%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	76,037.00	67,752.00	-10.9%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			76,037.00	67,752.00	-10.9%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(18,767.00)	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	76,982.45	58,215.45	-24.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			76,982.45	58,215.45	-24.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			76,982.45	58,215.45	-24.4%
2) Ending Balance, June 30 (E + F1e)			58,215.45	58,215.45	0.0%
Components of Ending Fund Balance (Actuals)					
a) Reserve for					
Revolving Cash		9711	0.00		
Stores		9712	0.00		
Prepaid Expenditures		9713	0.00		
All Others		9719	0.00		
General Reserve		9730	0.00		
Legally Restricted Balance		9740	0.00		
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00		
Designated for the Unrealized Gains of					
Investments and Cash in County Treasury		9775	0.00		
Other Designations		9780	0.00		
c) Undesignated Amount		9790	58,215.45		
d) Unappropriated Amount		9790			
Components of Ending Fund Balance (Budget)					
a) Nonspendable					
Revolving Cash		9711		0.00	
Stores		9712		0.00	
Prepaid Expenditures		9713		0.00	
All Others		9719		0.00	
b) Restricted		9740		0.00	
c) Committed					
Stabilization Arrangements		9750		0.00	
Other Commitments		9760		0.00	
d) Assigned					
Other Assignments		9780		58,215.45	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789		0.00	
Unassigned/Unappropriated Amount		9790		0.00	



Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	18,020.92		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400	0.00		
10) TOTAL, ASSETS			18,020.92		
<b>H. LIABILITIES</b>					
1) Accounts Payable		9500	20.87		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			20.87		
<b>I. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G10 - H7)			18,000.05		

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>FEDERAL REVENUE</b>					
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
NCLB / IASA (incl. ARRA)	3000-3299, 4000-4139, 4201-4215, 4610, 5510	8290	0.00	0.00	0.0%
Vocational and Applied Technology Education	3500-3699	8290	0.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.0%
Other Federal Revenue (incl. ARRA)	All Other	8290	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>					
Other State Apportionments					
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.0%
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.0%
All Other State Revenue		8590	17,834.00	17,834.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			17,834.00	17,834.00	0.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	500.00	300.00	-40.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Adult Education Fees		8671	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	35,510.00	32,500.00	-8.5%
Tuition		8710	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>36,010.00</b>	<b>32,800.00</b>	<b>-8.9%</b>
<b>TOTAL, REVENUES</b>			<b>53,844.00</b>	<b>50,634.00</b>	<b>-6.0%</b>

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>CERTIFICATED SALARIES</b>					
Certificated Teachers' Salaries		1100	81,035.00	74,783.00	-7.7%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>81,035.00</b>	<b>74,783.00</b>	<b>-7.7%</b>
<b>CLASSIFIED SALARIES</b>					
Classified Instructional Salaries		2100	9,965.00	0.00	-100.0%
Classified Support Salaries		2200	2,310.00	0.00	-100.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	13,560.00	13,207.00	-2.6%
Other Classified Salaries		2900	1,000.00	0.00	-100.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>26,835.00</b>	<b>13,207.00</b>	<b>-50.8%</b>
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	6,214.00	6,170.00	-0.7%
PERS		3201-3202	5,690.00	1,443.00	-74.6%
OASDI/Medicare/Alternative		3301-3302	4,948.00	2,096.00	-57.6%
Health and Welfare Benefits		3401-3402	13,795.00	5,300.00	-61.6%
Unemployment Insurance		3501-3502	721.00	1,148.00	59.2%
Workers' Compensation		3601-3602	1,877.00	1,572.00	-16.2%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
PERS Reduction		3801-3802	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	633.00	466.00	-26.4%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>33,878.00</b>	<b>18,195.00</b>	<b>-46.3%</b>
<b>BOOKS AND SUPPLIES</b>					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	551.00	300.00	-45.6%
Materials and Supplies		4300	5,149.00	11,351.00	120.5%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>5,700.00</b>	<b>11,651.00</b>	<b>104.4%</b>

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	300.00	300.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	50.00	New
Professional/Consulting Services and Operating Expenditures		5800	400.00	100.00	-75.0%
Communications		5900	500.00	100.00	-80.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>1,200.00</b>	<b>550.00</b>	<b>-54.2%</b>
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Tuition					
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.0%
Payments to County Offices		7142	0.00	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			0.00	0.00	0.0%
<b>TOTAL, EXPENDITURES</b>			148,648.00	118,386.00	-20.4%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	76,037.00	67,752.00	-10.9%
(a) TOTAL, INTERFUND TRANSFERS IN			76,037.00	67,752.00	-10.9%
<b>INTERFUND TRANSFERS OUT</b>					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
Transfers of Restricted Balances		8997	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)					
			76,037.00	67,752.00	-10.9%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	721,980.00	737,520.00	2.2%
4) Other Local Revenue		8600-8799	3,365.00	0.00	-100.0%
5) TOTAL, REVENUES			725,345.00	737,520.00	1.7%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	770,838.00	700,000.00	-9.2%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	29,240.00	37,520.00	28.3%
9) TOTAL, EXPENDITURES			800,078.00	737,520.00	-7.8%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(74,733.00)	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	74,733.00	0.00	-100.0%
b) Transfers Out		7600-7629	74,733.00	0.00	-100.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%



Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(74,733.00)	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	74,732.62	(0.38)	-100.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			74,732.62	(0.38)	-100.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			74,732.62	(0.38)	-100.0%
2) Ending Balance, June 30 (E + F1e)			(0.38)	(0.38)	0.0%
Components of Ending Fund Balance (Actuals)					
a) Reserve for					
Revolving Cash		9711	0.00		
Stores		9712	0.00		
Prepaid Expenditures		9713	0.00		
All Others		9719	0.00		
General Reserve		9730	0.00		
Legally Restricted Balance		9740	0.00		
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00		
Designated for the Unrealized Gains of					
Investments and Cash in County Treasury		9775	0.00		
Other Designations		9780	0.00		
c) Undesignated Amount		9790	(0.38)		
d) Unappropriated Amount		9790			
Components of Ending Fund Balance (Budget)					
a) Nonspendable					
Revolving Cash		9711		0.00	
Stores		9712		0.00	
Prepaid Expenditures		9713		0.00	
All Others		9719		0.00	
b) Restricted		9740		0.00	
c) Committed					
Stabilization Arrangements		9750		0.00	
Other Commitments		9760		0.00	
d) Assigned					
Other Assignments		9780		0.00	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789		0.00	
Unassigned/Unappropriated Amount		9790		(0.38)	

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	181,315.01		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400	0.00		
10) TOTAL, ASSETS			181,315.01		
<b>H. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			0.00		
<b>I. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G10 - H7)			181,315.01		

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>FEDERAL REVENUE</b>					
Child Nutrition Programs		8220	0.00	0.00	0.0%
Interagency Contracts Between LEAs		8285	0.00	0.00	0.0%
Other Federal Revenue (incl. ARRA)		8290	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>					
Child Nutrition Programs		8520	0.00	0.00	0.0%
Child Development Apportionments		8530	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
State Preschool	6055, 6056, 6105	8590	721,980.00	737,520.00	2.2%
All Other State Revenue	All Other	8590	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>721,980.00</b>	<b>737,520.00</b>	<b>2.2%</b>
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	0.00	0.00	0.0%
Interest		8660	3,365.00	0.00	-100.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Child Development Parent Fees		8673	0.00	0.00	0.0%
Interagency Services		8677	0.00	0.00	0.0%
All Other Fees and Contracts		8689	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>3,365.00</b>	<b>0.00</b>	<b>-100.0%</b>
<b>TOTAL, REVENUES</b>			<b>725,345.00</b>	<b>737,520.00</b>	<b>1.7%</b>

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>CERTIFICATED SALARIES</b>					
Certificated Teachers' Salaries		1100	0.00	0.00	0.0%
Certificated Pupil Support Salaries		1200	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CLASSIFIED SALARIES</b>					
Classified Instructional Salaries		2100	0.00	0.00	0.0%
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
PERS Reduction		3801-3802	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>BOOKS AND SUPPLIES</b>					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
Food		4700	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Dues and Memberships		5300	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	770,838.00	700,000.00	-9.2%
Communications		5900	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>770,838.00</b>	<b>700,000.00</b>	<b>-9.2%</b>
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs - Interfund		7350	29,240.00	37,520.00	28.3%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>29,240.00</b>	<b>37,520.00</b>	<b>28.3%</b>
<b>TOTAL, EXPENDITURES</b>			<b>800,078.00</b>	<b>737,520.00</b>	<b>-7.8%</b>

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
From: General Fund		8911	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	74,733.00	0.00	-100.0%
(a) TOTAL, INTERFUND TRANSFERS IN			74,733.00	0.00	-100.0%
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	74,733.00	0.00	-100.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			74,733.00	0.00	-100.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	1,133,691.00	1,261,233.00	11.3%
3) Other State Revenue		8300-8599	92,966.00	90,000.00	-3.2%
4) Other Local Revenue		8600-8799	449,261.00	401,500.00	-10.6%
5) TOTAL, REVENUES			1,675,918.00	1,752,733.00	4.6%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	592,243.00	581,739.00	-1.8%
3) Employee Benefits		3000-3999	276,474.00	277,546.00	0.4%
4) Books and Supplies		4000-4999	827,296.00	820,000.00	-0.9%
5) Services and Other Operating Expenditures		5000-5999	83,167.00	73,448.00	-11.7%
6) Capital Outlay		6000-6999	34,641.00	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,813,821.00	1,752,733.00	-3.4%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(137,903.00)	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(137,903.00)	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	172,626.05	34,723.05	-79.9%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			172,626.05	34,723.05	-79.9%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			172,626.05	34,723.05	-79.9%
2) Ending Balance, June 30 (E + F1e)			34,723.05	34,723.05	0.0%
Components of Ending Fund Balance (Actuals)					
a) Reserve for					
Revolving Cash		9711	550.00		
Stores		9712	21,251.79		
Prepaid Expenditures		9713	0.00		
All Others		9719	0.00		
General Reserve		9730	0.00		
Legally Restricted Balance		9740	0.00		
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00		
Designated for the Unrealized Gains of					
Investments and Cash in County Treasury		9775	0.00		
Other Designations		9780	0.00		
c) Undesignated Amount		9790	12,921.26		
d) Unappropriated Amount		9790			
Components of Ending Fund Balance (Budget)					
a) Nonspendable					
Revolving Cash		9711		0.00	
Stores		9712		0.00	
Prepaid Expenditures		9713		0.00	
All Others		9719		0.00	
b) Restricted		9740		34,723.05	
c) Committed					
Stabilization Arrangements		9750		0.00	
Other Commitments		9760		0.00	
d) Assigned					
Other Assignments		9780		0.00	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789		0.00	
Unassigned/Unappropriated Amount		9790		0.00	



Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	33,821.34		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	550.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	21,251.79		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400	0.00		
<b>10) TOTAL, ASSETS</b>			<b>55,623.13</b>		
<b>H. LIABILITIES</b>					
1) Accounts Payable		9500	107.73		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
<b>7) TOTAL, LIABILITIES</b>			<b>107.73</b>		
<b>I. FUND EQUITY</b>					
Ending Fund Balance, June 30					
(G10 - H7)			<b>55,515.40</b>		

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>REVENUE LIMIT SOURCES</b>					
Revenue Limit Transfers					
Unrestricted Revenue Limit Transfers - Current Year	0000	8091	0.00	0.00	0.0%
All Other Revenue Limit Transfers - Current Year	All Other	8091	0.00	0.00	0.0%
Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.0%
<b>TOTAL, REVENUE LIMIT SOURCES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>FEDERAL REVENUE</b>					
Child Nutrition Programs		8220	1,133,691.00	1,261,233.00	11.3%
Other Federal Revenue (incl. ARRA)		8290	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			<b>1,133,691.00</b>	<b>1,261,233.00</b>	<b>11.3%</b>
<b>OTHER STATE REVENUE</b>					
Child Nutrition Programs		8520	92,966.00	90,000.00	-3.2%
All Other State Revenue		8590	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>92,966.00</b>	<b>90,000.00</b>	<b>-3.2%</b>
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Food Service Sales		8634	445,157.00	400,000.00	-10.1%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Interagency Services		8677	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	4,104.00	1,500.00	-63.5%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>449,261.00</b>	<b>401,500.00</b>	<b>-10.6%</b>
<b>TOTAL, REVENUES</b>			<b>1,675,918.00</b>	<b>1,752,733.00</b>	<b>4.6%</b>

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>CERTIFICATED SALARIES</b>					
Certificated Supervisors' and Administrators' Salaries		1300	0.00	0.00	0.0%
Other Certificated Salaries		1900	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	497,656.00	489,685.00	-1.6%
Classified Supervisors' and Administrators' Salaries		2300	66,314.00	66,466.00	0.2%
Clerical, Technical and Office Salaries		2400	28,273.00	25,588.00	-9.5%
Other Classified Salaries		2900	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>592,243.00</b>	<b>581,739.00</b>	<b>-1.8%</b>
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	59,613.00	63,547.00	6.6%
OASDI/Medicare/Alternative		3301-3302	46,111.00	44,622.00	-3.2%
Health and Welfare Benefits		3401-3402	140,711.00	135,645.00	-3.6%
Unemployment Insurance		3501-3502	4,477.00	9,372.00	109.3%
Workers' Compensation		3601-3602	11,599.00	10,395.00	-10.4%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
PERS Reduction		3801-3802	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	13,963.00	13,985.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>276,474.00</b>	<b>277,546.00</b>	<b>0.4%</b>
<b>BOOKS AND SUPPLIES</b>					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	97,000.00	100,000.00	3.1%
Noncapitalized Equipment		4400	45,000.00	20,000.00	-55.6%
Food		4700	685,296.00	700,000.00	2.1%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>827,296.00</b>	<b>820,000.00</b>	<b>-0.9%</b>

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	4,345.00	3,160.00	-27.3%
Dues and Memberships		5300	5,200.00	5,000.00	-3.8%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	55,388.00	47,088.00	-15.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	3,000.00	3,000.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	15,034.00	15,000.00	-0.2%
Communications		5900	200.00	200.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>83,167.00</b>	<b>73,448.00</b>	<b>-11.7%</b>
<b>CAPITAL OUTLAY</b>					
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	34,641.00	0.00	-100.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>34,641.00</b>	<b>0.00</b>	<b>-100.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>					
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENDITURES</b>			<b>1,813,821.00</b>	<b>1,752,733.00</b>	<b>-3.4%</b>

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
From: General Fund		8916	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
Transfers of Restricted Balances		8997	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)					
			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	26,668.00	2,342.00	-91.2%
5) TOTAL, REVENUES			26,668.00	2,342.00	-91.2%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	4,000.00	0.00	-100.0%
3) Employee Benefits		3000-3999	700.00	0.00	-100.0%
4) Books and Supplies		4000-4999	185,478.00	149,509.00	-19.4%
5) Services and Other Operating Expenditures		5000-5999	105,368.00	50,000.00	-52.5%
6) Capital Outlay		6000-6999	38,000.00	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			333,546.00	199,509.00	-40.2%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(306,878.00)	(197,167.00)	-35.8%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	197,167.00	New
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	197,167.00	New

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(306,878.00)	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	306,878.70	0.70	-100.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			306,878.70	0.70	-100.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			306,878.70	0.70	-100.0%
2) Ending Balance, June 30 (E + F1e)			0.70	0.70	0.0%
Components of Ending Fund Balance (Actuals)					
a) Reserve for					
Revolving Cash		9711	0.00		
Stores		9712	0.00		
Prepaid Expenditures		9713	0.00		
All Others		9719	0.00		
General Reserve		9730	0.00		
Legally Restricted Balance		9740	0.00		
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00		
Designated for the Unrealized Gains of					
Investments and Cash in County Treasury		9775	0.00		
Other Designations		9780	0.00		
c) Undesignated Amount		9790	0.70		
d) Unappropriated Amount		9790			
Components of Ending Fund Balance (Budget)					
a) Nonspendable					
Revolving Cash		9711		0.00	
Stores		9712		0.00	
Prepaid Expenditures		9713		0.00	
All Others		9719		0.00	
b) Restricted		9740		0.00	
c) Committed					
Stabilization Arrangements		9750		0.00	
Other Commitments		9760		0.00	
d) Assigned					
Other Assignments		9780		0.70	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789		0.00	
Unassigned/Unappropriated Amount		9790		0.00	

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	215,074.19		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400	0.00		
10) TOTAL, ASSETS			215,074.19		
<b>H. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			0.00		
<b>I. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G10 - H7)			215,074.19		



July 1 Budget (Single Adoption)  
Deferred Maintenance Fund  
Expenditures by Object

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>OTHER STATE REVENUE</b>					
All Other State Revenue		8590	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	26,668.00	2,342.00	-91.2%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>26,668.00</b>	<b>2,342.00</b>	<b>-91.2%</b>
<b>TOTAL, REVENUES</b>			<b>26,668.00</b>	<b>2,342.00</b>	<b>-91.2%</b>

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	4,000.00	0.00	-100.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>4,000.00</b>	<b>0.00</b>	<b>-100.0%</b>
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	450.00	0.00	-100.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	100.00	0.00	-100.0%
Workers' Compensation		3601-3602	150.00	0.00	-100.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
PERS Reduction		3801-3802	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>700.00</b>	<b>0.00</b>	<b>-100.0%</b>
<b>BOOKS AND SUPPLIES</b>					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	174,478.00	149,509.00	-14.3%
Noncapitalized Equipment		4400	11,000.00	0.00	-100.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>185,478.00</b>	<b>149,509.00</b>	<b>-19.4%</b>

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	98,368.00	50,000.00	-49.2%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	7,000.00	0.00	-100.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>105,368.00</b>	<b>50,000.00</b>	<b>-52.5%</b>
<b>CAPITAL OUTLAY</b>					
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Equipment		6400	15,000.00	0.00	-100.0%
Equipment Replacement		6500	23,000.00	0.00	-100.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>38,000.00</b>	<b>0.00</b>	<b>-100.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENDITURES</b>			<b>333,546.00</b>	<b>199,509.00</b>	<b>-40.2%</b>

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
From: General, Special Reserve, & Building Funds		8915	0.00	197,167.00	New
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			0.00	197,167.00	New
<b>INTERFUND TRANSFERS OUT</b>					
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
Transfers of Restricted Balances		8997	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b>					
<b>(a - b + c - d + e)</b>			0.00	197,167.00	New

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	56,058.00	2,500.00	-95.5%
5) TOTAL, REVENUES			56,058.00	2,500.00	-95.5%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			56,058.00	2,500.00	-95.5%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	1,010,000.00	0.00	-100.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			(1,010,000.00)	0.00	-100.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(953,942.00)	2,500.00	-100.3%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	2,317,373.81	1,363,431.81	-41.2%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,317,373.81	1,363,431.81	-41.2%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,317,373.81	1,363,431.81	-41.2%
2) Ending Balance, June 30 (E + F1e)			1,363,431.81	1,365,931.81	0.2%
Components of Ending Fund Balance (Actuals)					
a) Reserve for					
Revolving Cash		9711	0.00		
Stores		9712	0.00		
Prepaid Expenditures		9713	0.00		
All Others		9719	0.00		
General Reserve		9730	0.00		
Legally Restricted Balance		9740	0.00		
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00		
Designated for the Unrealized Gains of					
Investments and Cash in County Treasury		9775	0.00		
Other Designations		9780	1,310,752.00		
c) Undesignated Amount		9790	52,679.81		
d) Unappropriated Amount		9790			
Components of Ending Fund Balance (Budget)					
a) Nonspendable					
Revolving Cash		9711		0.00	
Stores		9712		0.00	
Prepaid Expenditures		9713		0.00	
All Others		9719		0.00	
b) Restricted		9740		0.00	
c) Committed					
Stabilization Arrangements		9750		0.00	
Other Commitments		9760		0.00	
d) Assigned					
Other Assignments		9780		1,310,751.48	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789		55,180.33	
Unassigned/Unappropriated Amount		9790		0.00	

July 1 Budget (Single Adoption)  
Special Reserve Fund for Other Than Capital Outlay Projects  
Expenditures by Object

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	2,327,482.81		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400	0.00		
10) TOTAL, ASSETS			2,327,482.81		
<b>H. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			0.00		
<b>I. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G10 - H7)			2,327,482.81		

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
Sales					
Sale of Equipment/Supplies		8631	0.00	0 00	0.0%
Interest		8660	56,058.00	2,500 00	-95.5%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0 00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>56,058.00</b>	<b>2,500 00</b>	<b>-95.5%</b>
<b>TOTAL, REVENUES</b>			<b>56,058.00</b>	<b>2,500 00</b>	<b>-95.5%</b>



Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
From: General Fund/CSSF		8912	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
To: General Fund/CSSF		7612	1,010,000.00	0.00	-100.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
To: Deferred Maintenance Fund		7615	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			1,010,000.00	0.00	-100.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d)</b>			(1,010,000.00)	0.00	-100.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	36,473.00	13,027.00	-64.3%
5) TOTAL, REVENUES			36,473.00	13,027.00	-64.3%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	3,500.00	0.00	-100.0%
3) Employee Benefits		3000-3999	351.00	0.00	-100.0%
4) Books and Supplies		4000-4999	14,886.00	0.00	-100.0%
5) Services and Other Operating Expenditures		5000-5999	334,402.00	13,027.00	-96.1%
6) Capital Outlay		6000-6999	938,370.00	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,291,509.00	13,027.00	-99.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(1,255,036.00)	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(1,255,036.00)	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,825,265.34	570,229.34	-68.8%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,825,265.34	570,229.34	-68.8%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,825,265.34	570,229.34	-68.8%
2) Ending Balance, June 30 (E + F1e)			570,229.34	570,229.34	0.0%
Components of Ending Fund Balance (Actuals)					
a) Reserve for					
Revolving Cash		9711	0.00		
Stores		9712	0.00		
Prepaid Expenditures		9713	0.00		
All Others		9719	0.00		
General Reserve		9730	0.00		
Legally Restricted Balance		9740	0.00		
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00		
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00		
Other Designations		9780	0.00		
c) Undesignated Amount		9790	570,229.34		
d) Unappropriated Amount		9790			
Components of Ending Fund Balance (Budget)					
a) Nonspendable					
Revolving Cash		9711		0.00	
Stores		9712		0.00	
Prepaid Expenditures		9713		0.00	
All Others		9719		0.00	
b) Restricted		9740		0.00	
c) Committed					
Stabilization Arrangements		9750		0.00	
Other Commitments		9760		0.00	
d) Assigned					
Other Assignments		9780		570,229.34	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789		0.00	
Unassigned/Unappropriated Amount		9790		0.00	

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	1,081,893.80		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	212,174.90		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TOTAL, ASSETS			1,294,068.70		
<b>H. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			0.00		
<b>I. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G10 - H7)			1,294,068.70		

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>FEDERAL REVENUE</b>					
FEMA		8281	0.00	0.00	0.0%
Other Federal Revenue (incl. ARRA)		8290	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>					
Tax Relief Subventions Restricted Levies - Other					
Homeowners' Exemptions		8575	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue County and District Taxes					
Other Restricted Levies Secured Roll		8615	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.0%
Non-Ad Valorem Taxes Parcel Taxes		8621	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to RL Deduction		8625	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-Revenue Limit Taxes		8629	0.00	0.00	0.0%
Sales Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	36,473.00	13,027.00	-64.3%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			36,473.00	13,027.00	-64.3%
<b>TOTAL, REVENUES</b>			36,473.00	13,027.00	-64.3%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	3,500.00	0.00	-100.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>3,500.00</b>	<b>0.00</b>	<b>-100.0%</b>
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	256.00	0.00	-100.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	25.00	0.00	-100.0%
Workers' Compensation		3601-3602	70.00	0.00	-100.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
PERS Reduction		3801-3802	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>351.00</b>	<b>0.00</b>	<b>-100.0%</b>
<b>BOOKS AND SUPPLIES</b>					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	10,786.00	0.00	-100.0%
Noncapitalized Equipment		4400	4,100.00	0.00	-100.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>14,886.00</b>	<b>0.00</b>	<b>-100.0%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	200.00	0.00	-100.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
Professional/Consulting Services and Operating Expenditures		5800	334,202.00	13,027.00	-96.1%
Communications		5900	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>334,402.00</b>	<b>13,027.00</b>	<b>-96.1%</b>
<b>CAPITAL OUTLAY</b>					
Land		6100	481,700.00	0.00	-100.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	456,670.00	0.00	-100.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>938,370.00</b>	<b>0.00</b>	<b>-100.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0.00	0.0%
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENDITURES</b>			<b>1,291,509.00</b>	<b>13,027.00</b>	<b>-99.0%</b>

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
To: Deferred Maintenance Fund		7615	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.0%



Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Proceeds					
Proceeds from Sale of Bonds		8951	0.00	0.00	0.0%
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.0%
Other Sources					
County School Bldg Aid		8961	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	0.0%
5) TOTAL, REVENUES			0.00	0.00	0.0%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			0.00	0.00	0.0%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			0.00	0.00	0.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	0.00	0.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	(1,310,751.46)	(1,310,751.46)	0.0%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			(1,310,751.46)	(1,310,751.46)	0.0%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			(1,310,751.46)	(1,310,751.46)	0.0%
2) Ending Balance, June 30 (E + F1e)			(1,310,751.46)	(1,310,751.46)	0.0%
Components of Ending Fund Balance (Actuals)					
a) Reserve for					
Revolving Cash		9711	0.00		
Stores		9712	0.00		
Prepaid Expenditures		9713	0.00		
All Others		9719	0.00		
General Reserve		9730	0.00		
Legally Restricted Balance		9740	0.00		
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00		
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00		
Other Designations		9780	0.00		
c) Undesignated Amount		9790	(1,310,751.46)		
d) Unappropriated Amount		9790			
Components of Ending Fund Balance (Budget)					
a) Nonspendable					
Revolving Cash		9711		0.00	
Stores		9712		0.00	
Prepaid Expenditures		9713		0.00	
All Others		9719		0.00	
b) Restricted		9740		0.00	
c) Committed					
Stabilization Arrangements		9750		0.00	
Other Commitments		9760		0.00	
d) Assigned					
Other Assignments		9780		0.00	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789		0.00	
Unassigned/Unappropriated Amount		9790		(1,310,751.46)	

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	(1,316,469.46)		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TOTAL, ASSETS			(1,316,469.46)		
<b>H. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			0.00		
<b>I. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G10 - H7)			(1,316,469.46)		

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>OTHER STATE REVENUE</b>					
Tax Relief Subventions					
Restricted Levies - Other					
Homeowners' Exemptions		8575	0.00	0.00	0.0%
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>					
Other Local Revenue					
County and District Taxes					
Other Restricted Levies					
Secured Roll		8615	0.00	0.00	0.0%
Unsecured Roll		8616	0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.0%
Supplemental Taxes		8618	0.00	0.00	0.0%
Non-Ad Valorem Taxes					
Parcel Taxes		8621	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.0%
Community Redevelopment Funds					
Not Subject to RL Deduction		8625	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-Revenue Limit Taxes		8629	0.00	0.00	0.0%
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Interest		8660	(31,667.00)	(26,848.00)	-15.2%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Fees and Contracts					
Mitigation/Developer Fees		8681	31,667.00	26,848.00	-15.2%
Other Local Revenue					
All Other Local Revenue		8699	0.00	0.00	0.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			0.00	0.00	0.0%
<b>TOTAL, REVENUES</b>			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>CERTIFICATED SALARIES</b>					
Other Certificated Salaries		1900	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			0.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
PERS Reduction		3801-3802	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			0.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>					
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.0%
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	0.00	0.00	0.0%
Communications		5900	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			0.00	0.00	0.0%
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	0.00	0.00	0.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			0.00	0.00	0.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Other Transfers Out					
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			0.00	0.00	0.0%
<b>TOTAL EXPENDITURES</b>			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Proceeds					
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.0%
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			0.00	0.00	0.0%



Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>A. REVENUES</b>					
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	9,024.00	5,214.00	-42.2%
5) TOTAL, REVENUES			9,024.00	5,214.00	-42.2%
<b>B. EXPENDITURES</b>					
1) Certificated Salaries		1000-1999	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	2,862.00	5,214.00	82.2%
6) Capital Outlay		6000-6999	145,000.00	0.00	-100.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES			147,862.00	5,214.00	-96.5%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			(138,838.00)	0.00	-100.0%
<b>D. OTHER FINANCING SOURCES/USES</b>					
1) Interfund Transfers					
a) Transfers In		8900-8929	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.0%
2) Other Sources/Uses					
a) Sources		8930-8979	0.00	0.00	0.0%
b) Uses		7630-7699	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(138,838.00)	0.00	-100.0%
<b>F. FUND BALANCE, RESERVES</b>					
1) Beginning Fund Balance					
a) As of July 1 - Unaudited		9791	1,034,673.39	895,835.39	-13.4%
b) Audit Adjustments		9793	0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			1,034,673.39	895,835.39	-13.4%
d) Other Restatements		9795	0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,034,673.39	895,835.39	-13.4%
2) Ending Balance, June 30 (E + F1e)			895,835.39	895,835.39	0.0%
Components of Ending Fund Balance (Actuals)					
a) Reserve for					
Revolving Cash		9711	0.00		
Stores		9712	0.00		
Prepaid Expenditures		9713	0.00		
All Others		9719	0.00		
General Reserve		9730	0.00		
Legally Restricted Balance		9740	0.00		
b) Designated Amounts					
Designated for Economic Uncertainties		9770	0.00		
Designated for the Unrealized Gains of Investments and Cash in County Treasury		9775	0.00		
Other Designations		9780	0.00		
c) Undesignated Amount		9790	895,835.39		
d) Unappropriated Amount		9790			
Components of Ending Fund Balance (Budget)					
a) Nonspendable					
Revolving Cash		9711		0.00	
Stores		9712		0.00	
Prepaid Expenditures		9713		0.00	
All Others		9719		0.00	
b) Restricted		9740		895,835.39	
c) Committed					
Stabilization Arrangements		9750		0.00	
Other Commitments		9760		0.00	
d) Assigned					
Other Assignments		9780		0.00	
e) Unassigned/Unappropriated					
Reserve for Economic Uncertainties		9789		0.00	
Unassigned/Unappropriated Amount		9790		0.00	

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>G. ASSETS</b>					
1) Cash					
a) in County Treasury		9110	1,043,725.67		
1) Fair Value Adjustment to Cash in County Treasury		9111	0.00		
b) in Banks		9120	0.00		
c) in Revolving Fund		9130	0.00		
d) with Fiscal Agent		9135	0.00		
e) collections awaiting deposit		9140	0.00		
2) Investments		9150	0.00		
3) Accounts Receivable		9200	0.00		
4) Due from Grantor Government		9290	0.00		
5) Due from Other Funds		9310	0.00		
6) Stores		9320	0.00		
7) Prepaid Expenditures		9330	0.00		
8) Other Current Assets		9340	0.00		
9) Fixed Assets		9400			
10) TOTAL, ASSETS			1,043,725.67		
<b>H. LIABILITIES</b>					
1) Accounts Payable		9500	0.00		
2) Due to Grantor Governments		9590	0.00		
3) Due to Other Funds		9610	0.00		
4) Current Loans		9640			
5) Deferred Revenue		9650	0.00		
6) Long-Term Liabilities		9660			
7) TOTAL, LIABILITIES			0.00		
<b>I. FUND EQUITY</b>					
Ending Fund Balance, June 30 (G10 - H7)			1,043,725.67		

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>FEDERAL REVENUE</b>					
Other Federal Revenue (incl. ARRA)		8290	0.00	0.00	0.0%
<b>TOTAL, FEDERAL REVENUE</b>			0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>					
School Facilities Apportionments		8545	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>					
Sales					
Sale of Equipment/Supplies		8631	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.0%
Interest		8660	2,962.00	5,214.00	76.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.0%
Other Local Revenue					
All Other Local Revenue		8699	6,062.00	0.00	-100.0%
All Other Transfers In from All Others		8799	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			9,024.00	5,214.00	-42.2%
<b>TOTAL, REVENUES</b>			9,024.00	5,214.00	-42.2%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>CLASSIFIED SALARIES</b>					
Classified Support Salaries		2200	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>					
STRS		3101-3102	0.00	0.00	0.0%
PERS		3201-3202	0.00	0.00	0.0%
OASDI/Medicare/Alternative		3301-3302	0.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	0.00	0.00	0.0%
Unemployment Insurance		3501-3502	0.00	0.00	0.0%
Workers' Compensation		3601-3602	0.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.0%
PERS Reduction		3801-3802	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			0.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>					
Books and Other Reference Materials		4200	0.00	0.00	0.0%
Materials and Supplies		4300	0.00	0.00	0.0%
Noncapitalized Equipment		4400	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>					
Subagreements for Services		5100	0.00	0.00	0.0%
Travel and Conferences		5200	0.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.0%
Operations and Housekeeping Services		5500	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	0.00	0.00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	2,862.00	5,214.00	82.2%
Communications		5900	0.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>2,862.00</b>	<b>5,214.00</b>	<b>82.2%</b>
<b>CAPITAL OUTLAY</b>					
Land		6100	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	145,000.00	0.00	-100.0%
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.0%
Equipment		6400	0.00	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>145,000.00</b>	<b>0.00</b>	<b>-100.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>					
Other Transfers Out					
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.0%
To County Offices		7212	0.00	0.00	0.0%
To JPAs		7213	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.0%
Debt Service					
Debt Service - Interest		7438	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, EXPENDITURES</b>			<b>147,862.00</b>	<b>5,214.00</b>	<b>-96.5%</b>

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>INTERFUND TRANSFERS</b>					
<b>INTERFUND TRANSFERS IN</b>					
To: State School Building Fund/ County School Facilities Fund From: All Other Funds		8913	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>					
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.0%

Description	Resource Codes	Object Codes	2010-11 Estimated Actuals	2011-12 Budget	Percent Difference
<b>OTHER SOURCES/USES</b>					
<b>SOURCES</b>					
Proceeds					
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.0%
Other Sources					
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.0%
Long-Term Debt Proceeds					
Proceeds from Certificates of Participation		8971	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			0.00	0.00	0.0%
<b>USES</b>					
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>					
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.0%
Contributions from Restricted Revenues		8990	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			0.00	0.00	0.0%



Description	2010-11 Estimated Actuals			2011-12 Budget		
	P-2 ADA	Annual ADA	Revenue Limit ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Revenue Limit ADA
<b>ELEMENTARY</b>						
1. General Education			3,115.24	3,083.96	3,083.96	3,088.96
a. Kindergarten	367.65	367.65				
b. Grades One through Three	1,007.54	1,007.54				
c. Grades Four through Six	1,029.00	1,029.00				
d. Grades Seven and Eight	683.77	683.77				
e. Opportunity Schools and Full-Day Opportunity Classes	0.00	0.00				
f. Home and Hospital	1.00	1.00				
g. Community Day School	0.00	0.00				
2. Special Education						
a. Special Day Class	129.62	129.62	129.62	129.62	129.62	129.62
b. Nonpublic, Nonsectarian Schools (EC 56366[a][7])	6.62	6.62	6.84	6.62	6.62	6.62
c. Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	1.34	1.34	0.88	1.34	1.34	1.34
3. TOTAL, ELEMENTARY	3,226.54	3,226.54	3,252.58	3,221.54	3,221.54	3,226.54
<b>HIGH SCHOOL</b>						
4. General Education			1,367.23	1,308.09	1,308.09	1,328.09
a. Grades Nine through Twelve	1,221.24	1,221.24				
b. Continuation Education	105.61	105.61				
c. Opportunity Schools and Full-Day Opportunity Classes	0.00	0.00				
d. Home and Hospital	1.24	1.24				
e. Community Day School	0.00	0.00				
5. Special Education						
a. Special Day Class	55.61	55.61	55.61	55.61	55.61	55.61
b. Nonpublic, Nonsectarian Schools (EC 56366[a][7])	6.69	6.69	9.13	6.69	6.69	6.69
c. Nonpublic, Nonsectarian Schools - Licensed Children's Institutions	0.71	0.71	1.23	0.71	0.71	0.71
6. TOTAL, HIGH SCHOOL	1,391.10	1,391.10	1,433.20	1,371.10	1,371.10	1,391.10
<b>COUNTY SUPPLEMENT</b>						
7. County Community Schools (EC 1982[a])						
a. Elementary						
b. High School						
8. Special Education						
a. Special Day Class - Elementary	21.00	21.00	21.00	21.00	21.00	21.00
b. Special Day Class - High School	19.80	19.80	19.80	19.80	19.80	19.80
c. Nonpublic, Nonsectarian Schools - Elementary	1.03	1.03	0.85	1.03	1.03	1.03
d. Nonpublic, Nonsectarian Schools - High School	1.09	1.09	0.95	1.09	1.09	1.09
e. Nonpublic, Nonsectarian Schools - Licensed Children's Institutions - Elementary						
f. Nonpublic, Nonsectarian Schools - Licensed Children's Institutions - High School						
9. TOTAL, ADA REPORTED BY COUNTY OFFICES	42.92	42.92	42.60	42.92	42.92	42.92
10. TOTAL, K-12 ADA (sum lines 3, 6, and 9)	4,660.56	4,660.56	4,728.38	4,635.56	4,635.56	4,660.56
11. ADA for Necessary Small Schools also included in lines 3 and 6.						
12. REGIONAL OCCUPATIONAL CENTERS & PROGRAMS*						

Description	2010-11 Estimated Actuals			2011-12 Budget		
	P-2 ADA	Annual ADA	Revenue Limit ADA	Estimated P-2 ADA	Estimated Annual ADA	Estimated Revenue Limit ADA
<b>CLASSES FOR ADULTS</b>						
13. Concurrently Enrolled Secondary Students*						
14. Adults Enrolled, State Apportioned*						
15. Students 21 Years or Older and Students 19 or Older Not Continuously Enrolled Since Their 18th Birthday, Participating in Full-Time Independent Study*						
16. TOTAL, CLASSES FOR ADULTS (sum lines 13 through 15)						
17. Adults in Correctional Facilities						
18. TOTAL, ADA (sum lines 10, 12, 16, and 17)	4,660.56	4,660.56	4,728.38	4,635.56	4,635.56	4,660.56
<b>SUPPLEMENTAL INSTRUCTIONAL HOURS</b>						
19. ELEMENTARY*						
20. HIGH SCHOOL*						
21. TOTAL, SUPPLEMENTAL INSTRUCTIONAL HOURS (sum lines 19 and 20)						
<b>COMMUNITY DAY SCHOOLS - Additional Funds</b>						
22. ELEMENTARY						
a. 5th & 6th Hour (ADA) - Mandatory Expelled Pupils only						
b. 7th & 8th Hour Pupil Hours (Hours)*						
23. HIGH SCHOOL						
a. 5th & 6th Hour (ADA) - Mandatory Expelled Pupils only						
b. 7th & 8th Hour Pupil Hours (Hours)*						
<b>CHARTER SCHOOLS</b>						
24. Charter ADA Funded Through the Block Grant						
a. Charters Sponsored by Unified Districts - Resident (EC 47660) (applicable only for unified districts with Charter School General Purpose Block Grant Offset recorded on line 30 in Form RL)						
b. All Other Block Grant Funded Charters						
25. Charter ADA Funded Through the Revenue Limit						
26. TOTAL, CHARTER SCHOOLS ADA (sum lines 24a, 24b, and 25)	0.00	0.00	0.00	0.00	0.00	0.00
27. SUPPLEMENTAL INSTRUCTIONAL HOURS*						

\*ADA is no longer collected as a result of flexibility provisions of SBX3 4 (Chapter 12, Statutes of 2009), currently in effect for a five-year period from 2008-09 through 2012-13.

Description	Principal Appt. Software Data ID	2010-11 Estimated Actuals	2011-12 Budget
<b>BASE REVENUE LIMIT PER ADA</b>			
1. Base Revenue Limit per ADA (prior year)	0025	6,363.46	6,352.00
2. Inflation Increase	0041	(25.00)	143.00
3. All Other Adjustments	0042, 0525, 0719	13.54	
4. TOTAL, BASE REVENUE LIMIT PER ADA (Sum Lines 1 through 3)	0024	6,352.00	6,495.00
<b>REVENUE LIMIT SUBJECT TO DEFICIT</b>			
5. Total Base Revenue Limit			
a. Base Revenue Limit per ADA (from Line 4)	0024	6,352.00	6,495.00
b. Revenue Limit ADA	0033	4,728.75	4,660.56
c. Total Base Revenue Limit (Line 5a times Line 5b)	0269	30,037,020.00	30,270,337.20
6. Allowance for Necessary Small School	0489		
7. Gain or Loss from Interdistrict Attendance Agreements	0272		
8. Meals for Needy Pupils	0090		
9. Special Revenue Limit Adjustments	0274		
10. One-time Equalization Adjustments	0275		
11. Miscellaneous Revenue Limit Adjustments	0276, 0659		
12. Less: All Charter District Revenue Limit Adjustment	0217		
13. Beginning Teacher Salary Incentive Funding	0552		
14. Less: Class Size Penalties Adjustment	0173		
15. REVENUE LIMIT SUBJECT TO DEFICIT (Sum Lines 5c through 11, plus Line 13, minus Lines 12 and 14)	0082	30,037,020.00	30,270,337.20
<b>DEFICIT CALCULATION</b>			
16. Deficit Factor	0281	0.82037	0.80246
17. TOTAL DEFICITED REVENUE LIMIT (Line 15 times Line 16)	0284	24,641,470.10	24,290,734.79
<b>OTHER REVENUE LIMIT ITEMS</b>			
18. Unemployment Insurance Revenue	0060	185,259.00	357,698.00
19. Less: Longer Day/Year Penalty	0287		
20. Less: Excess ROC/P Reserves Adjustment	0288		
21. Less: PERS Reduction	0195	96,185.00	63,063.00
22. PERS Safety Adjustment/SFUSD PERS Adjustment	0205, 0654		
23. TOTAL, OTHER REVENUE LIMIT ITEMS (Sum Lines 18 and 22, minus Lines 19 through 21)	- - -	89,074.00	294,635.00
24. TOTAL REVENUE LIMIT (Sum Lines 17 and 23)	0088	24,730,544.10	24,585,369.79

Description	Principal Appt. Software Data ID	2010-11 Estimated Actuals	2011-12 Budget
<b>REVENUE LIMIT - LOCAL SOURCES</b>			
25. Property Taxes	0587, 0660	5,308,248.00	5,308,248.00
26. Miscellaneous Funds	0588		
27. Community Redevelopment Funds	0589		
28. Less: Charter Schools In-lieu Taxes	0595	289,342.00	268,772.00
29. TOTAL, REVENUE LIMIT - LOCAL SOURCES (Sum Lines 25 through 27, minus Line 28)	0126	5,018,906.00	5,039,476.00
30. Charter School General Purpose Block Grant Offset (Unified Districts Only)	0293		
31. STATE AID PORTION OF REVENUE LIMIT (Sum Line 24, minus Lines 29 and 30. If negative, then zero)	0111	19,711,638.10	19,545,893.79
<b>OTHER ITEMS</b>			
32. Less: County Office Funds Transfer	0458	186,624.00	221,992.00
33. Core Academic Program	9001		
34. California High School Exit Exam	9002		
35. Pupil Promotion and Retention Programs (Retained and Recommended for Retention, and Low STAR and At Risk of Retention)	9016, 9017		
36. Apprenticeship Funding	0570		
37. Community Day School Additional Funding	3103, 9007		
38. Basic Aid "Choice"/Court Ordered Voluntary Pupil Transfer	0634, 0629		
39. Basic Aid Supplement Charter School Adjustment	9018		
40. All Other Adjustments	---		
41. TOTAL, OTHER ITEMS (Sum Lines 33 through 40, minus Line 32)	---	(186,624.00)	(221,992.00)
42. TOTAL, STATE AID PORTION OF REVENUE LIMIT (Sum Lines 31 and 41) (This amount should agree with Object 8011)	---	19,525,014.10	19,323,901.79
43. Less: Revenue Limit State Apportionment Receipts	---		
44. NET ACCRUAL TO STATE AID - REVENUE LIMIT (Line 42 minus Line 43)	---	19,525,014.10	

<b>OTHER NON-REVENUE LIMIT ITEMS</b>			
45. Core Academic Program	9001		
46. California High School Exit Exam	9002		
47. Pupil Promotion and Retention Programs (Retained and Recommended for Retention, and Low STAR and At Risk of Retention)	9016, 9017		
48. Apprenticeship Funding	0570		
49. Community Day School Additional Funding	3103, 9007		

Description	Object Codes	2011-12 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2012-13 Projection (C)	% Change (Cols. E-C/C) (D)	2013-14 Projection (E)
<b>A. REVENUES AND OTHER FINANCING SOURCES</b> (Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted except line A1h)						
1. Revenue Limit Sources	8010-8099	22,883,902.00				
a. Base Revenue Limit per ADA (Form RL, line 4, ID 0024)		6,495.00	3.19%	6,702.40	2.69%	6,883.00
b. Revenue Limit ADA (Form RL, line 5b, ID 0033)		4,660.56	-0.64%	4,630.56	-0.32%	4,615.56
c. Total Base Revenue Limit (Line A1a times line A1b, ID 0269)		30,270,337.20	2.53%	31,035,865.34	2.36%	31,768,899.48
d. Other Revenue Limit (Form RL, lines 6 thru 14)		0.00	0.00%	0.00	0.00%	0.00
e. Total Revenue Limit Subject to Deficit (Sum lines A1c plus A1d, ID 0082)		30,270,337.20	2.53%	31,035,865.34	2.36%	31,768,899.48
f. Deficit Factor (Form RL, line 16)		0.80246	0.00%	0.80246	0.00%	0.80246
g. Deficit Revenue Limit (Line A1e times line A1f, ID 0284)		24,290,734.79	2.53%	24,905,040.50	2.36%	25,493,271.08
h. Plus: Other Adjustments (e.g., basic aid, charter schools object 8015, prior year adjustments objects 8019 and 8099)			0.00%	0.00	0.00%	0.00
i. Revenue Limit Transfers (Objects 8091 and 8097)		(1,542,539.00)	-12.84%	(1,344,434.00)	2.69%	(1,380,600.00)
j. Other Adjustments (Form RL, lines 18 thru 20 and line 41)		135,706.00	-45.41%	74,085.00	0.00%	74,085.00
k. Total Revenue Limit Sources (Sum lines A1g thru A1j) (Must equal line A1)		22,883,901.79	3.28%	23,634,691.50	2.34%	24,186,756.08
2. Federal Revenues	8100-8299	0.00	0.00%	0.00	0.00%	0.00
3. Other State Revenues	8300-8599	3,133,301.00	-0.30%	3,123,926.00	-0.39%	3,111,892.00
4. Other Local Revenues	8600-8799	220,000.00	0.00%	220,000.00	0.00%	220,000.00
5. Other Financing Sources	8900-8999	(3,221,808.00)	-4.71%	(3,070,000.00)	14.45%	(3,513,657.00)
6. Total (Sum lines A1k thru A5)		23,015,394.79	3.88%	23,908,617.50	0.40%	24,004,991.08
<b>B. EXPENDITURES AND OTHER FINANCING USES</b> (Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
1. Certificated Salaries						
a. Base Salaries				12,204,629.44		12,993,427.44
b. Step & Column Adjustment				234,911.00		234,911.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				553,887.00		0.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	12,204,629.44	6.46%	12,993,427.44	1.81%	13,228,338.44
2. Classified Salaries						
a. Base Salaries				3,129,531.00		3,192,792.00
b. Step & Column Adjustment				8,357.00		8,357.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				54,904.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	3,129,531.00	2.02%	3,192,792.00	0.26%	3,201,149.00
3. Employee Benefits	3000-3999	4,551,766.84	-2.73%	4,427,678.00	0.00%	4,427,678.00
4. Books and Supplies	4000-4999	484,137.00	0.00%	484,137.00	0.00%	484,137.00
5. Services and Other Operating Expenditures	5000-5999	2,907,048.00	3.20%	3,000,074.00	2.70%	3,081,076.00
6. Capital Outlay	6000-6999	0.00	0.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	119,298.00	0.00%	119,298.00	0.00%	119,298.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(203,256.00)	0.00%	(203,256.00)	0.00%	(203,256.00)
9. Other Financing Uses	7600-7699	264,919.00	0.00%	264,919.00	0.00%	264,919.00
10. Other Adjustments (Explain in Section F below)						
11. Total (Sum lines B1 thru B10)		23,458,073.28	3.50%	24,279,069.44	1.34%	24,603,339.44
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b> (Line A6 minus line B11)						
		(442,678.49)		(370,451.94)		(598,348.36)
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 01, line F1e)		2,249,443.99		1,806,765.50		1,436,313.56
2. Ending Fund Balance (Sum lines C and D1)		1,806,765.50		1,436,313.56		837,965.20
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	125,290.11				
b. Restricted	9740					
c. Committed						
1. Stabilization Arrangements	9750	0.00				
2. Other Commitments	9760	0.00				
d. Assigned	9780	0.00				
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	1,012,824.00		1,038,010.00		1,050,075.00
2. Unassigned/Unappropriated	9790	668,651.60		398,303.56		(212,109.80)
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		1,806,765.71		1,436,313.56		837,965.20

Description	Object Codes	2011-12 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2012-13 Projection (C)	% Change (Cols. E-C/C) (D)	2013-14 Projection (E)
<b>E. AVAILABLE RESERVES</b>						
<b>1. General Fund</b>						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	1,012,824.00		1,038,010.00		1,050,075.00
c. Unassigned/Unappropriated	9790	668,651.60		398,303.56		(212,109.80)
(Enter reserve projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted.)						
<b>2. Special Reserve Fund - Noncapital Outlay (Fund 17)</b>						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789	55,180.33				
c. Unassigned/Unappropriated	9790					
<b>3. Total Available Reserves (Sum lines E1a thru E2c)</b>		<b>1,736,655.93</b>		<b>1,436,313.56</b>		<b>837,965.20</b>
<b>F. ASSUMPTIONS</b>						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						
See attached summary.						

Description	Object Codes	2011-12 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2012-13 Projection (C)	% Change (Cols. E-C/C) (D)	2013-14 Projection (E)
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
1. Revenue Limit Sources	8010-8099	1,542,539.00	-12.84%	1,344,434.00	2.69%	1,380,600.00
2. Federal Revenues	8100-8299	2,637,154.00	-6.63%	2,462,250.00	0.00%	2,462,250.00
3. Other State Revenues	8300-8599	1,118,394.00	-0.66%	1,111,049.00	-0.02%	1,110,791.00
4. Other Local Revenues	8600-8799	1,931,838.00	0.00%	1,931,838.00	0.00%	1,931,838.00
5. Other Financing Sources	8900-8999	3,221,808.00	-4.71%	3,070,000.00	14.45%	3,513,657.00
6. Total (Sum lines A1 thru A5)		10,451,733.00	-5.09%	9,919,571.00	4.83%	10,399,136.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
1. Certificated Salaries						
a. Base Salaries				3,359,643.00		3,576,780.00
b. Step & Column Adjustment				64,665.00		64,665.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				152,472.00		0.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	3,359,643.00	6.46%	3,576,780.00	1.81%	3,641,445.00
2. Classified Salaries						
a. Base Salaries				2,652,430.00		2,706,046.00
b. Step & Column Adjustment				7,083.00		7,083.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				46,533.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	2,652,430.00	2.02%	2,706,046.00	0.26%	2,713,129.00
3. Employee Benefits	3000-3999	1,948,443.00	-2.79%	1,893,992.00	0.00%	1,893,992.00
4. Books and Supplies	4000-4999	834,878.00	-24.54%	630,000.00	0.00%	630,000.00
5. Services and Other Operating Expenditures	5000-5999	1,181,592.00	0.00%	1,181,592.00	0.00%	1,181,592.00
6. Capital Outlay	6000-6999	0.00	0.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	234,280.00	3.02%	241,361.00	2.55%	247,527.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	91,451.00	0.00%	91,451.00	0.00%	91,451.00
9. Other Financing Uses	7600-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section F below)						
11. Total (Sum lines B1 thru B10)		10,302,717.00	0.18%	10,321,222.00	0.75%	10,399,136.00
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)						
		149,016.00		(401,651.00)		0.00
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 01, line F1e)		325,209.57		474,225.57		72,574.57
2. Ending Fund Balance (Sum lines C and D1)		474,225.57		72,574.57		72,574.57
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	0.00				
b. Restricted	9740	474,225.96		75,450.57		75,450.57
c. Committed						
1. Stabilization Arrangements	9750					
2. Other Commitments	9760					
d. Assigned	9780					
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789					
2. Unassigned/Unappropriated	9790	(0.39)		(2,876.00)		(2,876.00)
f. Total Components of Ending Fund Balance						
(Line D3f must agree with line D2)		474,225.57		72,574.57		72,574.57

Description	Object Codes	2011-12 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2012-13 Projection (C)	% Change (Cols. E-C/C) (D)	2013-14 Projection (E)
<b>E. AVAILABLE RESERVES</b>						
1. General Fund						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
(Enter reserve projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted.)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated	9790					
3. Total Available Reserves (Sum lines E1a thru E2c)						
<b>F. ASSUMPTIONS</b>						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						
See attached summary.						



Description	Object Codes	2011-12 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2012-13 Projection (C)	% Change (Cols. E-C/C) (D)	2013-14 Projection (E)
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
1. Revenue Limit Sources	8010-8099	24,426,441.00	2.26%	24,979,125.50	2.35%	25,567,356.08
2. Federal Revenues	8100-8299	2,637,154.00	-6.63%	2,462,250.00	0.00%	2,462,250.00
3. Other State Revenues	8300-8599	4,251,695.00	-0.39%	4,234,975.00	-0.29%	4,222,683.00
4. Other Local Revenues	8600-8799	2,151,838.00	0.00%	2,151,838.00	0.00%	2,151,838.00
5. Other Financing Sources	8900-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5)		33,467,127.79	1.08%	33,828,188.50	1.70%	34,404,127.08
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
1. Certificated Salaries						
a. Base Salaries				15,564,272.44		16,570,207.44
b. Step & Column Adjustment				299,576.00		299,576.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				706,359.00		0.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	15,564,272.44	6.46%	16,570,207.44	1.81%	16,869,783.44
2. Classified Salaries						
a. Base Salaries				5,781,961.00		5,898,838.00
b. Step & Column Adjustment				15,440.00		15,440.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				101,437.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	5,781,961.00	2.02%	5,898,838.00	0.26%	5,914,278.00
3. Employee Benefits	3000-3999	6,500,209.84	-2.75%	6,321,670.00	0.00%	6,321,670.00
4. Books and Supplies	4000-4999	1,319,015.00	-15.53%	1,114,137.00	0.00%	1,114,137.00
5. Services and Other Operating Expenditures	5000-5999	4,088,640.00	2.28%	4,181,666.00	1.94%	4,262,668.00
6. Capital Outlay	6000-6999	0.00	0.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	353,578.00	2.00%	360,659.00	1.71%	366,825.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(111,805.00)	0.00%	(111,805.00)	0.00%	(111,805.00)
9. Other Financing Uses	7600-7699	264,919.00	0.00%	264,919.00	0.00%	264,919.00
10. Other Adjustments				0.00		0.00
11. Total (Sum lines B1 thru B10)		33,760,790.28	2.49%	34,600,291.44	1.16%	35,002,475.44
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)						
		(293,662.49)		(772,102.94)		(598,348.36)
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 01, line F1e)		2,574,653.56		2,280,991.07		1,508,888.13
2. Ending Fund Balance (Sum lines C and D1)		2,280,991.07		1,508,888.13		910,539.77
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	125,290.11		0.00		0.00
b. Restricted	9740	474,225.96		75,450.57		75,450.57
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	0.00		0.00		0.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	1,012,824.00		1,038,010.00		1,050,075.00
2. Unassigned/Unappropriated	9790	668,651.21		395,427.56		(214,985.80)
f. Total Components of Ending Fund Balance						
(Line D3f must agree with line D2)		2,280,991.28		1,508,888.13		910,539.77

Description	Object Codes	2011-12 Budget (Form 01) (A)	% Change (Cols. C-A/A) (B)	2012-13 Projection (C)	% Change (Cols. E-C/C) (D)	2013-14 Projection (E)
<b>E. AVAILABLE RESERVES</b>						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	1,012,824.00		1,038,010.00		1,050,075.00
c. Unassigned/Unappropriated	9790	668,651.60		398,303.56		(212,109.80)
d. Negative Restricted Ending Balances (Negative resources 2000-9999) (Enter projections)	979Z	(0.39)		(0.39)		(0.39)
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	55,180.33		0.00		0.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1a thru E2c)		1,736,655.54		1,436,313.17		837,964.81
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		5.14%		4.15%		2.39%
<b>F. RECOMMENDED RESERVES</b>						
1. Special Education Pass-through Exclusions For districts that serve as the administrative unit (AU) of a special education local plan area (SELPA):						
a. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?	No					
b. If you are the SELPA AU and are excluding special education pass-through funds: 1. Enter the name(s) of the SELPA(s):						
2. Special education pass-through funds (Column A: Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223; enter projections for subsequent years 1 and 2 in Columns C and E)		0.00				
2. District ADA Used to determine the reserve standard percentage level on line F3d (Col. A: Form A, Estimated P-2 ADA column, lines 3, 6, and 25; enter projections)		4,592.64		4,562.64		4,547.64
3. Calculating the Reserves						
a. Expenditures and Other Financing Uses (Line B11)		33,760,790.28		34,600,291.44		35,002,475.44
b. Plus: Special Education Pass-through Funds (Line F1b2, if Line F1a is No)		0.00		0.00		0.00
c. Total Expenditures and Other Financing Uses (Line F3a plus line F3b)		33,760,790.28		34,600,291.44		35,002,475.44
d. Reserve Standard Percentage Level (Refer to Form 01CS, Criterion 10 for calculation details)		3%		3%		3%
e. Reserve Standard - By Percent (Line F3c times F3d)		1,012,823.71		1,038,008.74		1,050,074.26
f. Reserve Standard - By Amount (Refer to Form 01CS, Criterion 10 for calculation details)		0.00		0.00		0.00
g. Reserve Standard (Greater of Line F3e or F3f)		1,012,823.71		1,038,008.74		1,050,074.26
h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)		YES		YES		NO

Provide methodology and assumptions used to estimate ADA, enrollment, revenues, expenditures, reserves and fund balance, and multiyear commitments (including cost-of-living adjustments).

Deviations from the standards must be explained and may affect the approval of the budget.

## CRITERIA AND STANDARDS

### 1. CRITERION: Average Daily Attendance

**STANDARD:** Funded average daily attendance (ADA) has not been overestimated in 1) the first prior fiscal year OR in 2) two or more of the previous three fiscal years by more than the following percentage levels:

Percentage Level	District ADA		
3.0%	0	to	300
2.0%	301	to	1,000
1.0%	1,001	and	over

District ADA (Form A, Estimated P-2 ADA column, lines 3, 6, and 25):

District's ADA Standard Percentage Level:

### 1A. Calculating the District's ADA Variances

**DATA ENTRY:** Enter data in the Revenue Limit ADA, Original Budget column for the First, Second, and Third Prior Years; all other data are extracted or calculated.

Fiscal Year	Revenue Limit (Funded) ADA		ADA Variance Level (If Budget is greater than Actuals, else N/A)	Status
	Original Budget (Use Form RL, Line 5b)	Estimated/Unaudited Actuals (Form RL, Line 5b)		
Third Prior Year (2008-09)	5,230.72	5,117.68	2.2%	Not Met
Second Prior Year (2009-10)	4,897.23	4,897.23	0.0%	Met
First Prior Year (2010-11)	4,723.97	4,728.75	N/A	Met
Budget Year (2011-12) (Criterion 4A1, Step 2a)	4,660.56			

### 1B. Comparison of District ADA to the Standard

**DATA ENTRY:** Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Funded ADA has not been overestimated by more than the standard percentage level for the first prior year.

**Explanation:**  
(required if NOT met)

The ADA loss was larger than anticipated due to economic conditions and the opening of a new high school in a neighboring district.

- 1b. STANDARD MET - Funded ADA has not been overestimated by more than the standard percentage level for two or more of the previous three years.

**Explanation:**  
(required if NOT met)

**2. CRITERION: Enrollment**

**STANDARD:** Projected enrollment has not been overestimated in 1) the first prior fiscal year OR in 2) two or more of the previous three fiscal years by more than the following percentage levels:

Percentage Level	District ADA		
3.0%	0	to	300
2.0%	301	to	1,000
1.0%	1,001	and	over

District ADA (Form A, Estimated P-2 ADA column, lines 3, 6, and 25): District's Enrollment Standard Percentage Level: **2A. Calculating the District's Enrollment Variances**

DATA ENTRY: Enter data in the Enrollment, Budget, column for all fiscal years and in the Enrollment, CBEDS Actual, column for the First Prior Year; all other data are extracted or calculated.

Fiscal Year	Budget	Enrollment CBEDS Actual	Enrollment Variance Level (If Budget is greater than Actual, else N/A)	Status
Third Prior Year (2008-09)	5,248	5,334	N/A	Met
Second Prior Year (2009-10)	5,246	5,213	0.6%	Met
First Prior Year (2010-11)	5,195	5,143	1.0%	Met
Budget Year (2011-12)	5,091			

**2B. Comparison of District Enrollment to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Enrollment has not been overestimated by more than the standard percentage level for the first prior year.

Explanation:  
(required if NOT met)

1b. STANDARD MET - Enrollment has not been overestimated by more than the standard percentage level for two or more of the previous three years.

Explanation:  
(required if NOT met)

### 3. CRITERION: ADA to Enrollment

**STANDARD:** Projected second period (P-2) average daily attendance (ADA) to enrollment ratio for any of the budget year or two subsequent fiscal years has not increased from the historical average ratio from the three prior fiscal years by more than one half of one percent (0.5%).

#### 3A. Calculating the District's ADA to Enrollment Standard

DATA ENTRY: All data are extracted or calculated.

Fiscal Year	P-2 ADA	Enrollment	Historical Ratio of ADA to Enrollment
	Estimated/Unaudited Actuals (Form A, Lines 3, 6, and 25)	CBEDS Actual (Criterion 2, Item 2A)	
Third Prior Year (2008-09)	4,864	5,334	91.2%
Second Prior Year (2009-10)	4,688	5,213	89.9%
First Prior Year (2010-11)	4,618	5,143	89.8%
Historical Average Ratio:			90.3%
District's ADA to Enrollment Standard (historical average ratio plus 0.5%):			90.8%

#### 3B. Calculating the District's Projected Ratio of ADA to Enrollment

DATA ENTRY: If Form MYP exists, Estimated P-2 ADA for the two subsequent years will be extracted; if not, enter Estimated P-2 ADA data in the first column. Enter data in the Enrollment column for the two subsequent years. All other data are extracted or calculated.

Fiscal Year	Estimated P-2 ADA Budget (Form A, Lines 3, 6, and 25) (Form MYP, Line F2)	Enrollment Budget/Projected (Criterion 2, Item 2A)	Ratio of ADA to Enrollment	Status
Budget Year (2011-12)	4,593	5,091	90.2%	Met
1st Subsequent Year (2012-13)	4,563	5,048	90.4%	Met
2nd Subsequent Year (2013-14)	4,548	5,050	90.1%	Met

#### 3C. Comparison of District ADA to Enrollment Ratio to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected P-2 ADA to enrollment ratio has not exceeded the standard for the budget and two subsequent fiscal years.

Explanation:  
(required if NOT met)

**4. CRITERION: Revenue Limit**

**STANDARD:** Projected revenue limit for any of the budget year or two subsequent fiscal years has not changed from the prior fiscal year by more than the change in population and the funded cost-of-living adjustment (COLA) plus or minus one percent.

For basic aid districts, projected revenue limit has not changed from the prior fiscal year by more than the percent change in property tax revenues plus or minus one percent.

For districts funded by necessary small school formulas, projected revenue limit has not changed from the prior fiscal year by more than the funded cost-of-living adjustment plus or minus one percent.

**4A1. Calculating the District's Revenue Limit Standard**

**DATA ENTRY:** If Form MYP exists, the 1st and 2nd Subsequent Year columns for Step 1a and Step 2a will be extracted; if not, enter data for the two subsequent years. In addition, the deficit factor, Step 1b, for the two subsequent years will be extracted from Form MYP if it exists; if not, it will link from the Budget Year column, but may be overwritten. All other data are extracted or calculated.

**Projected Revenue Limit**

	Prior Year (2010-11)	Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
<b>Step 1 - Funded COLA</b>				
a. Base Revenue Limit (BRL) per ADA (Form RL, Line 4) (Form MYP, Unrestricted, Line A1a)	6,352.00	6,495.00	6,702.40	6,883.00
b. Deficit Factor (Form RL, Line 16) (Form MYP, Unrestricted, Line A1f)	0.82037	0.80246	0.80246	0.80246
c. Funded BRL per ADA (Step 1a times Step 1b)	5,210.99	5,211.98	5,378.41	5,523.33
d. Prior Year Funded BRL per ADA		5,210.99	5,211.98	5,378.41
e. Difference (Step 1c minus Step 1d)		0.99	166.43	144.92
f. Percent Change Due to COLA (Step 1e divided by Step 1d)		0.02%	3.19%	2.69%
<b>Step 2 - Change in Population</b>				
a. Revenue Limit (Funded) ADA (Form RL, Line 5b) (Form MYP, Unrestricted, Line A1b)	4,728.75	4,660.56	4,630.56	4,615.56
b. Prior Year Revenue Limit (Funded) ADA		4,728.75	4,660.56	4,630.56
c. Difference (Step 2a minus Step 2b)		(68.19)	(30.00)	(15.00)
d. Percent Change Due to Population (Step 2c divided by Step 2b)		-1.44%	-0.64%	-0.32%
<b>Step 3 - Total Change in Funded COLA and Population (Step 1f plus Step 2d)</b>		-1.42%	2.55%	2.37%
<b>Revenue Limit Standard (Step 3, plus/minus 1%):</b>		-2.42% to -.42%	1.55% to 3.55%	1.37% to 3.37%

**4A2. Alternate Revenue Limit Standard - Basic Aid**

**DATA ENTRY:** If applicable to your district, input data in the 1st and 2nd Subsequent Year columns for projected local property taxes; all other data are extracted or calculated.

**Basic Aid District Projected Revenue Limit (applicable if Form RL, Budget column, line 31, is zero)**

	Prior Year (2010-11)	Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
Projected Local Property Taxes (Form RL, Lines 25 thru 27)	5,308,248.00	5,308,248.00	5,308,248.00	5,308,248.00
Percent Change from Previous Year		N/A	N/A	N/A
<b>Basic Aid Standard (percent change from previous year, plus/minus 1%):</b>		N/A	N/A	N/A

#### 4A3. Alternate Revenue Limit Standard - Necessary Small School

DATA ENTRY: All data are extracted or calculated.

Necessary Small School District Projected Revenue Limit (applicable if Form RL, Budget column, line 6, is greater than zero, and line 5b, RL ADA, is zero)

	Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
Necessary Small School Standard (Funded COLA change - Step 1f, plus/minus 1%):	N/A	N/A	N/A

#### 4B. Calculating the District's Projected Change in Revenue Limit

DATA ENTRY: Enter data in the 1st and 2nd Subsequent Year columns for Revenue Limit; all other data are extracted or calculated.

	Prior Year (2010-11)	Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
Revenue Limit (Fund 01, Objects 8011, 8020-8089)	24,833,262.00	24,632,150.00	25,382,940.00	25,935,005.00
District's Projected Change in Revenue Limit:		-0.81%	3.05%	2.17%
Revenue Limit Standard:		-2.42% to -.42%	1.55% to 3.55%	1.37% to 3.37%
Status:		Met	Met	Met

#### 4C. Comparison of District Revenue Limit to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected change in revenue limit has met the standard for the budget and two subsequent fiscal years.

Explanation:  
(required if NOT met)

**5. CRITERION: Salaries and Benefits**

**STANDARD:** Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures for any of the budget year or two subsequent fiscal years has not changed from the historical average ratio from the three prior fiscal years by more than the greater of three percent or the district's required reserves percentage.

**5A. Calculating the District's Historical Average Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures**

DATA ENTRY: All data are extracted or calculated.

Fiscal Year	Estimated/Unaudited Actuals - Unrestricted (Resources 0000-1999)		Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures
	Salaries and Benefits (Form 01, Objects 1000-3999)	Total Expenditures (Form 01, Objects 1000-7499)	
Third Prior Year (2008-09)	26,199,586.59	29,329,874.41	89.3%
Second Prior Year (2009-10)	22,219,603.01	25,386,583.02	87.5%
First Prior Year (2010-11)	22,308,877.00	25,931,206.00	86.0%
	Historical Average Ratio:		87.6%

	Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
District's Reserve Standard Percentage (Criterion 10B, Line 4):	3.0%	3.0%	3.0%
District's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the district's reserve standard percentage):	84.6% to 90.6%	84.6% to 90.6%	84.6% to 90.6%

**5B. Calculating the District's Projected Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures**

DATA ENTRY: If Form MYP exists, Unrestricted Salaries and Benefits, and Total Unrestricted Expenditures data for the 1st and 2nd Subsequent Years will be extracted; if not, enter data for the two subsequent years. All other data are extracted or calculated.

Fiscal Year	Budget - Unrestricted (Resources 0000-1999)		Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures	Status
	Salaries and Benefits (Form 01, Objects 1000-3999) (Form MYP, Lines B1-B3)	Total Expenditures (Form 01, Objects 1000-7499) (Form MYP, Lines B1-B8, B10)		
Budget Year (2011-12)	19,885,927.28	23,193,154.28	85.7%	Met
1st Subsequent Year (2012-13)	20,613,897.44	24,014,150.44	85.8%	Met
2nd Subsequent Year (2013-14)	20,857,165.44	24,338,420.44	85.7%	Met

**5C. Comparison of District Salaries and Benefits Ratio to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Ratio of total unrestricted salaries and benefits to total unrestricted expenditures has met the standard for the budget and two subsequent fiscal years.

Explanation:  
(required if NOT met)



**6. CRITERION: Other Revenues and Expenditures**

**STANDARD:** Projected operating revenues (including federal, other state, and other local) or expenditures (including books and supplies, and services and other operating), for any of the budget year or two subsequent fiscal years, have not changed from the prior fiscal year amount by more than the percentage change in population and the funded cost-of-living adjustment (COLA) plus or minus ten percent.

For each major object category, changes that exceed the percentage change in population and the funded COLA plus or minus five percent must be explained.

**6A. Calculating the District's Other Revenues and Expenditures Standard Percentage Ranges**

DATA ENTRY: All data are extracted or calculated.

	Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
1. District's Change in Population and Funded COLA (Criterion 4A1, Step 3):	-1.42%	2.55%	2.37%
2. District's Other Revenues and Expenditures Standard Percentage Range (Line 1, plus/minus 10%):	-11.42% to 8.58%	-7.45% to 12.55%	-7.63% to 12.37%
3. District's Other Revenues and Expenditures Explanation Percentage Range (Line 1, plus/minus 5%):	-6.42% to 3.58%	-2.45% to 7.55%	-2.63% to 7.37%

**6B. Calculating the District's Change by Major Object Category and Comparison to the Explanation Percentage Range (Section 6A, Line 3)**

DATA ENTRY: If Form MYP exists, the 1st and 2nd Subsequent Year data for each revenue and expenditure section will be extracted; if not, enter data for the two subsequent years. All other data are extracted or calculated.

Explanations must be entered for each category if the percent change for any year exceeds the district's explanation percentage range.

Object Range / Fiscal Year	Amount	Percent Change Over Previous Year	Change Is Outside Explanation Range
<b>Federal Revenue (Fund 01, Objects 8100-8299) (Form MYP, Line A2)</b>			
First Prior Year (2010-11)	4,364,864.00		
Budget Year (2011-12)	2,637,154.00	-39.58%	Yes
1st Subsequent Year (2012-13)	2,462,250.00	-6.63%	Yes
2nd Subsequent Year (2013-14)	2,462,250.00	0.00%	No

Explanation:  
(required if Yes)

For the budget year, Federal revenues are much lower due to the depletion of Federal Jobs money and ARRA funds. For the subsequent year, the 6.63% drop results from an anticipated drop in Title I and other federal programs.

**Other State Revenue (Fund 01, Objects 8300-8599) (Form MYP, Line A3)**

First Prior Year (2010-11)	5,193,725.00		
Budget Year (2011-12)	4,251,895.00	-18.14%	Yes
1st Subsequent Year (2012-13)	4,234,975.00	-0.39%	No
2nd Subsequent Year (2013-14)	4,222,683.00	-0.29%	No

Explanation:  
(required if Yes)

State revenues dropped due to the increased penalty imposed by exceeding the 20.44:1 ratio for K-3 CSR. For the budget and cut years, the class size will increase to legal limits.

**Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYP, Line A4)**

First Prior Year (2010-11)	2,458,983.00		
Budget Year (2011-12)	2,151,838.00	-12.49%	Yes
1st Subsequent Year (2012-13)	2,151,838.00	0.00%	No
2nd Subsequent Year (2013-14)	2,151,838.00	0.00%	No

Explanation:  
(required if Yes)

Local revenue was decreased in part due to the lower cash balance maintained by the District. Interest revenue is slim at best. Other local revenue for rentals, etc., was brought into line with actuals.

**Books and Supplies (Fund 01, Objects 4000-4999) (Form MYP, Line B4)**

First Prior Year (2010-11)	1,689,979.00		
Budget Year (2011-12)	1,319,015.00	-21.95%	Yes
1st Subsequent Year (2012-13)	1,114,137.00	-15.53%	Yes
2nd Subsequent Year (2013-14)	1,114,137.00	0.00%	No

Explanation:  
(required if Yes)

Once again, books and supply budgets are tightened as the ARRA dollars are extinguished. Additional cuts were made across the board in the budget year to adjust to actual awards. In addition, carryover from the previous year (if it exists) is not budgeted until year end closing.

**Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYP, Line B6)**

First Prior Year (2010-11)

Budget Year (2011-12)

1st Subsequent Year (2012-13)

2nd Subsequent Year (2013-14)

4,397,580.00		
4,088,840.00	-7.03%	Yes
4,181,666.00	2.28%	No
4,262,668.00	1.94%	No

Explanation:  
(required if Yes)

The services budget was also cut to align with current district needs.

**6C. Calculating the District's Change in Total Operating Revenues and Expenditures (Section 6A, Line 2)**

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	Amount	Percent Change Over Previous Year	Status
----------------------------	--------	--------------------------------------	--------

**Total Federal, Other State, and Other Local Revenue (Criterion 6B)**

First Prior Year (2010-11)

Budget Year (2011-12)

1st Subsequent Year (2012-13)

2nd Subsequent Year (2013-14)

12,017,572.00		
9,040,687.00	-24.77%	Not Met
8,849,063.00	-2.12%	Met
8,836,771.00	-0.14%	Met

**Total Books and Supplies, and Services and Other Operating Expenditures (Criterion 6B)**

First Prior Year (2010-11)

Budget Year (2011-12)

1st Subsequent Year (2012-13)

2nd Subsequent Year (2013-14)

6,087,559.00		
5,407,655.00	-11.17%	Met
5,295,803.00	-2.07%	Met
5,376,805.00	1.53%	Met

**6D. Comparison of District Total Operating Revenues and Expenditures to the Standard Percentage Range**

DATA ENTRY: Explanations are linked from Section 6B if the status in Section 6C is not met; no entry is allowed below.

- 1a. **STANDARD NOT MET** - Projected total operating revenues have changed by more than the standard in one or more of the budget or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating revenues within the standard must be entered in Section 6A above and will also display in the explanation box below.

Explanation:  
Federal Revenue  
(linked from 6B  
if NOT met)

For the budget year, Federal revenues are much lower due to the depletion of Federal Jobs money and ARRA funds. For the subsequent year, the 6.63% drop results from an anticipated drop in Title I and other federal programs.

Explanation:  
Other State Revenue  
(linked from 6B  
if NOT met)

State revenues dropped due to the increased penalty imposed by exceeding the 20.44:1 ratio for K-3 CSR. For the budget and out years, the class size will increase to legal limits.

Explanation:  
Other Local Revenue  
(linked from 6B  
if NOT met)

Local revenue was decreased in part due to the lower cash balance maintained by the District. Interest revenue is slim at best. Other local revenue for rentals, etc., was brought into line with actuals.

- 1b. **STANDARD MET** - Projected total operating expenditures have not changed by more than the standard for the budget and two subsequent fiscal years.

Explanation:  
Books and Supplies  
(linked from 6B  
if NOT met)Explanation:  
Services and Other Exps  
(linked from 6B  
if NOT met)

**7. CRITERION: Facilities Maintenance**

**STANDARD:** Confirm that the annual contribution for facilities maintenance funding is not less than the amounts required pursuant to Education Code sections 17584 (Deferred Maintenance) and 17070.75 (Ongoing and Major Maintenance/Restricted Maintenance Account), if applicable.

**7A. Determining the District's Compliance with the Contribution Requirement for EC Section 17584 - Deferred Maintenance**

**NOTE:** SBX3 4 (Chapter 12, Statutes of 2009) eliminates the local match requirement for Deferred Maintenance for a five-year period from 2008-09 through 2012-13. Therefore, this section has been inactivated for that period.

**7B. Determining the District's Compliance with the Contribution Requirement for EC Section 17070.75 as modified by Section 17070.766, effective 2008-09 through 2012-13 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)**

**NOTE:** EC Section 17070.766 reduces the contributions required in EC Section 17070.75 from 3 percent to 1 percent for a five-year period from 2008-09 through 2012-13. Therefore, the calculation in this section has been revised accordingly for that period.

**DATA ENTRY:** Click the appropriate Yes or No button for special education local plan area (SELPA) administrative units (AUs); all other data are extracted or calculated. If standard is not met, enter an X in the appropriate box and enter an explanation, if applicable.

1. a. For districts that are the AU of a SELPA, do you choose to exclude revenue that are passed through to participating members of the SELPA from the OMMA/RMA required minimum contribution calculation?

- b. Pass-through revenues and apportionments that may be excluded from the OMMA/RMA calculation per EC Section 17070.75(b)(2)(C) (Fund 10, objects 7211-7213 and 7221-7223 with resources 3300-3499 and 6500-6540)

 0.00**2. Ongoing and Major Maintenance/Restricted Maintenance Account**

- a. Budgeted Expenditures and Other Financing Uses (Form 01, objects 1000-7999)  
b. Plus: Pass-through Revenues and Apportionments (Line 1b, if line 1a is No)  
c. Net Budgeted Expenditures and Other Financing Uses

33,760,790.28			
	1% Required Minimum Contribution (Line 2c times 1%)	Budgeted Contribution <sup>1</sup> to the Ongoing and Major Maintenance Account	Status
33,760,790.28	337,607.90	775,000.00	Met

<sup>1</sup> Fund 01, Resource 8150, Objects 8900-8999

If standard is not met, enter an X in the box that best describes why the minimum required contribution was not made:

<input type="checkbox"/>	Not applicable (district does not participate in the Leroy F. Green School Facilities Act of 1998)
<input type="checkbox"/>	Exempt (due to district's small size [EC Section 17070.75 (b)(2)(D)])
<input type="checkbox"/>	Other (explanation must be provided)

**Explanation:**  
(required if NOT met  
and Other is marked)

**8. CRITERION: Deficit Spending**

**STANDARD:** Unrestricted deficit spending (total unrestricted expenditures and other financing uses is greater than total unrestricted revenues and other financing sources) as a percentage of total unrestricted expenditures and other financing uses, has not exceeded one-third of the district's available reserves<sup>1</sup> as a percentage of total expenditures and other financing uses<sup>2</sup> in two out of three prior fiscal years.

**8A. Calculating the District's Deficit Spending Standard Percentage Levels**

DATA ENTRY: All data are extracted or calculated.

	Third Prior Year (2008-09)	Second Prior Year (2009-10)	First Prior Year (2010-11)
1. District's Available Reserve Amounts (resources 0000-1999)			
a. Designated for Economic Uncertainties (Funds 01 and 17, Object 9770)	1,210,438.00	1,155,655.00	1,164,140.00
b. Undesignated Amounts (Funds 01 and 17, Object 9790)	1,883,968.47	2,598,882.59	1,017,319.73
c. Negative General Fund Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999)	0.00	0.00	(0.39)
d. Available Reserves (Lines 1a through 1c)	3,094,406.47	3,754,537.59	2,181,459.34
2. Expenditures and Other Financing Uses			
a. District's Total Expenditures and Other Financing Uses (Fund 01, objects 1000-7999)	40,342,795.05	38,521,789.29	38,807,534.00
b. Less: Special Education Pass-through Funds (Fund 01, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223)			0.00
c. Net Expenditures and Other Financing Uses (Line 2a minus Line 2b)	40,342,795.05	38,521,789.29	38,807,534.00
3. District's Available Reserve Percentage (Line 1d divided by Line 2c)	7.7%	9.7%	5.6%
District's Deficit Spending Standard Percentage Levels (Line 3 times 1/3):	2.6%	3.2%	1.9%

<sup>1</sup>Available reserves are the unrestricted amounts in the Reserve for Economic Uncertainties and the Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup>A school district that is the Administrative Unit of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

**8B. Calculating the District's Deficit Spending Percentages**

DATA ENTRY: All data are extracted or calculated.

Fiscal Year	Net Change in Unrestricted Fund Balance (Form 01, Section E)	Total Unrestricted Expenditures and Other Financing Uses (Form 01, Objects 1000-7999)	Deficit Spending Level (If Net Change in Unrestricted Fund Balance is negative, else N/A)	Status
Third Prior Year (2008-09)	767,721.64	29,372,956.41	N/A	Met
Second Prior Year (2009-10)	(535,605.48)	25,366,583.02	2.1%	Met
First Prior Year (2010-11)	(702,187.00)	26,007,243.00	2.7%	Not Met
Budget Year (2011-12) (Information only)	(442,678.28)	23,458,073.28		

**8C. Comparison of District Deficit Spending to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - Unrestricted deficit spending, if any, has not exceeded the standard percentage level in two or more of the three prior years.

Explanation:  
(required if NOT met)

## 9. CRITERION: Fund Balance

**STANDARD:** Budgeted beginning unrestricted general fund balance has not been overestimated for two out of three prior fiscal years by more than the following percentage levels:

Percentage Level <sup>1</sup>	District ADA		
1.7%	0	to	300
1.3%	301	to	1,000
1.0%	1,001	to	30,000
0.7%	30,001	to	400,000
0.3%	400,001	and	over

<sup>1</sup> Percentage levels equate to a rate of deficit spending which would eliminate recommended reserves for economic uncertainties over a three year period.

District ADA (Form A, Estimated P-2 ADA column, lines 3, 6, and 25):

District's Fund Balance Standard Percentage Level:

### 9A. Calculating the District's Unrestricted General Fund Beginning Balance Percentages

DATA ENTRY: Enter data in the Original Budget column for the First, Second, and Third Prior Years; all other data are extracted or calculated.

Fiscal Year	Unrestricted General Fund Beginning Balance <sup>1</sup> (Form 01, Line F1e, Unrestricted Column)		Beginning Fund Balance Variance Level (If overestimated, else N/A)	Status
	Original Budget	Estimated/Unaudited Actuals		
Third Prior Year (2008-09)	1,903,859.00	2,719,514.83	N/A	Met
Second Prior Year (2009-10)	1,687,719.00	3,487,236.47	N/A	Met
First Prior Year (2010-11)	2,951,130.00	2,951,630.99	N/A	Met
Budget Year (2011-12) (Information only)	2,249,443.99			

<sup>1</sup> Adjusted beginning balance, including audit adjustments and other restatements (objects 9791-9795)

### 9B. Comparison of District Unrestricted Beginning Fund Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. **STANDARD MET** - Unrestricted general fund beginning fund balance has not been overestimated by more than the standard percentage level for two or more of the previous three years.

**Explanation:**  
(required if NOT met)

**10. CRITERION: Reserves**

**STANDARD:** Available reserves<sup>1</sup> for any of the budget year or two subsequent fiscal years are not less than the following percentages or amounts<sup>2</sup> as applied to total expenditures and other financing uses<sup>3</sup>:

Percentage Level	District ADA		
5% or \$60,000 (greater of)	0	to	300
4% or \$60,000 (greater of)	301	to	1,000
3%	1,001	to	30,000
2%	30,001	to	400,000
1%	400,001	and	over

<sup>1</sup> Available reserves are the unrestricted amounts in the Reserve for Economic Uncertainties and the Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup> Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment (Education Code Section 42238), rounded to the nearest thousand.

<sup>3</sup> A school district that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

	Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
District Estimated P-2 ADA (Criterion 3, Item 3B):	4,593	4,563	4,548
District's Reserve Standard Percentage Level:	3%	3%	3%

**10A. Calculating the District's Special Education Pass-through Exclusions (only for districts that serve as the AU of a SELPA)**

**DATA ENTRY:** For SELPA AUs, if Form MYP exists, all data will be extracted including the Yes/No button selection. If not, click the appropriate Yes or No button for item 1 and, if Yes, enter data for item 2a and for the two subsequent years in item 2b; Budget Year data are extracted.

For districts that serve as the AU of a SELPA (Form MYP, Lines F1a, F1b1, and F1b2):

1. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?
2. If you are the SELPA AU and are excluding special education pass-through funds:

- a. Enter the name(s) of the SELPA(s):

	Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
b. Special Education Pass-through Funds (Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223)	0.00		

**10B. Calculating the District's Reserve Standard**

**DATA ENTRY:** If Form MYP exists, 1st and 2nd Subsequent Year data for lines 1 and 2 will be extracted; if not, enter data for the two subsequent years. All other data are extracted or calculated.

	Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
1. Expenditures and Other Financing Uses (Fund 01, objects 1000-7999) (Form MYP, Line B11)	33,760,790.28	34,600,291.44	35,002,475.44
2. Plus: Special Education Pass-through (Criterion 10A, Line 2b, if Criterion 10A, Line 1 is No)	0.00		
3. Total Expenditures and Other Financing Uses (Line B1 plus Line B2)	33,760,790.28	34,600,291.44	35,002,475.44
4. Reserve Standard Percentage Level	3%	3%	3%
5. Reserve Standard - by Percent (Line B3 times Line B4)	1,012,823.71	1,038,008.74	1,050,074.26
6. Reserve Standard - by Amount (\$60,000 for districts with 0 to 1,000 ADA, else 0)	0.00	0.00	0.00
7. District's Reserve Standard (Greater of Line B5 or Line B6)	1,012,823.71	1,038,008.74	1,050,074.26

**10C. Calculating the District's Budgeted Reserve Amount**

DATA ENTRY: If Form MYP exists, 1st and 2nd Subsequent Year data for lines 1 through 7 will be extracted; if not, enter data for the two subsequent years.  
All other data are extracted or calculated.

**Reserve Amounts**

(Unrestricted resources 0000-1999 except Line 4):

	Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
1. General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYP, Line E1a)	0.00		
2. General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYP, Line E1b)	1,012,824.00	1,038,010.00	1,050,075.00
3. General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYP, Line E1c)	668,651.60	398,303.56	(212,109.80)
4. General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 9792, if negative, for each of resources 2000-9999) (Form MYP, Line E1d)	(0.39)	(0.39)	(0.39)
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYP, Line E2a)	0.00		
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYP, Line E2b)	55,180.33		
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYP, Line E2c)	0.00		
8. District's Budgeted Reserve Amount (Lines C1 thru C7)	1,738,655.54	1,436,313.17	837,964.81
9. District's Budgeted Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	5.14%	4.15%	2.39%
<b>District's Reserve Standard (Section 10B, Line 7):</b>	<b>1,012,823.71</b>	<b>1,038,008.74</b>	<b>1,050,074.26</b>
<b>Status:</b>	<b>Met</b>	<b>Met</b>	<b>Not Met</b>

**10D. Comparison of District Reserve Amount to the Standard**

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD NOT MET - Projected available reserves are below the standard in one or more of the budget or two subsequent fiscal years. Provide reasons for reserves falling below the standard and what plans and actions are anticipated to be taken to increase reserves to, or above, the standard.

**Explanation:**  
(required if NOT met)

The District acknowledges the need for reductions and/or concessions for the 2013/14 fiscal year. At this time they are not in place but will be when necessary.

## SUPPLEMENTAL INFORMATION

DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

### S1. Contingent Liabilities

- 1a. Does your district have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that may impact the budget?

No

- 1b. If Yes, identify the liabilities and how they may impact the budget:

### S2. Use of One-time Revenues for Ongoing Expenditures

- 1a. Does your district have ongoing general fund expenditures in the budget in excess of one percent of the total general fund expenditures that are funded with one-time resources?

No

- 1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

### S3. Use of Ongoing Revenues for One-time Expenditures

- 1a. Does your district have large non-recurring general fund expenditures that are funded with ongoing general fund revenues?

No

- 1b. If Yes, identify the expenditures:

### S4. Contingent Revenues

- 1a. Does your district have projected revenues for the budget year or either of the two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel taxes, forest reserves)?

No

- 1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:



**S5. Contributions**

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the budget year and two subsequent fiscal years. Provide an explanation if contributions have changed from the prior fiscal year amounts by more than \$20,000 and more than ten percent. Explanation should include whether contributions are ongoing or one-time in nature.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the budget year and two subsequent fiscal years. Provide an explanation if transfers have changed from the prior fiscal year amounts by more than \$20,000 and more than ten percent. Explanation should include whether transfers are ongoing or one-time in nature.

Estimate the impact of any capital projects on the general fund operational budget.

District's Contributions and Transfers Standard:

**-10.0% to +10.0%**  
**or -\$20,000 to +\$20,000****S5A. Identification of the District's Projected Contributions, Transfers, and Capital Projects that may Impact the General Fund**

DATA ENTRY: Enter data in the Projection column for contributions, transfers in, and transfers out for all fiscal years, except the First Prior Year and Budget Year for Contributions, which will be extracted, and click the appropriate button for item 1d; all other data are extracted or calculated.

Description / Fiscal Year	Projection	Amount of Change	Percent Change	Status
<b>1a. Contributions, Unrestricted General Fund (Fund 01, Resources 0000-1999, Object 8980)</b>				
First Prior Year (2010-11)	(3,956,120.00)			
Budget Year (2011-12)	(3,221,808.00)	(734,312.00)	-18.6%	Not Met
1st Subsequent Year (2012-13)	(3,070,000.00)	(151,808.00)	-4.7%	Met
2nd Subsequent Year (2013-14)	(3,513,657.00)	443,657.00	14.5%	Not Met
<b>1b. Transfers In, General Fund *</b>				
First Prior Year (2010-11)	1,010,000.00			
Budget Year (2011-12)	0.00	(1,010,000.00)	-100.0%	Not Met
1st Subsequent Year (2012-13)	0.00	0.00	0.0%	Met
2nd Subsequent Year (2013-14)	0.00	0.00	0.0%	Met
<b>1c. Transfers Out, General Fund *</b>				
First Prior Year (2010-11)	76,037.00			
Budget Year (2011-12)	264,919.00	188,882.00	248.4%	Not Met
1st Subsequent Year (2012-13)	264,919.00	0.00	0.0%	Met
2nd Subsequent Year (2013-14)	264,919.00	0.00	0.0%	Met

**1d. Impact of Capital Projects**

Do you have any capital projects that may impact the general fund operational budget?

No

\* Include transfers used to cover operating deficits in either the general fund or any other fund.

**S5B. Status of the District's Projected Contributions, Transfers, and Capital Projects**

DATA ENTRY: Enter an explanation if Not Met for items 1a-1c or if Yes for item 1d.

- 1a. NOT MET - The projected contributions from the unrestricted general fund to restricted general fund programs have changed by more than the standard for one or more of the budget or subsequent two fiscal years. Identify restricted programs and amount of contribution for each program and whether contributions are ongoing or one-time in nature. Explain the district's plan, with timeframes, for reducing or eliminating the contribution.

Explanation:  
(required if NOT met)

Based on the multi-year projection, the draw down of restricted funds for program purposes results in the fluxuation of our contributions. While in past year there may have been excess in restricted programs to cover salary costs, now more funds are being used from unrestricted sources to cover the salary costs while positions are being adjusted.

- 1b. NOT MET - The projected transfers in to the general fund have changed by more than the standard for one or more of the budget or subsequent two fiscal years. Identify the amount(s) transferred, by fund, and whether transfers are ongoing or one-time in nature. If ongoing, explain the district's plan, with timelines, for reducing or eliminating the transfers.

Explanation:  
(required if NOT met)

During the 2010/11 fiscal year, a one time contribution from Fund 17 was planned to help balance the budget. Additional money is no longer available and cuts have been put in place to replace the need for the additional funds.

- 1c. NOT MET - The projected transfers out of the general fund have changed by more than the standard for one or more of the budget or subsequent two fiscal years. Identify the amount(s) transferred, by fund, and whether transfers are ongoing or one-time in nature. If ongoing, explain the district's plan, with timeframes, for reducing or eliminating the transfers.

Explanation:  
(required if NOT met)

For the multi-year projection, per School Services, the COLA was put into the projections without an adjustment to the deficit being applied. This allowed us to plan on the transfer of the deferred maintenance State allocation to Fund 14 as well as a pass through of Adult Education dollars. If necessary with the adoption of a State budget, adjustments may need to be made.

- 1d. NO - There are no capital projects that may impact the general fund operational budget.

Project Information:  
(required if YES)

---

---

---

---

---

---

---

**S6. Long-term Commitments**

Identify all existing and new multiyear commitments<sup>1</sup> and their annual required payments for the budget year and two subsequent fiscal years.

Explain how any increase in annual payments will be funded. Also explain how any decrease to funding sources used to pay long-term commitments will be replaced.

<sup>1</sup> Include multiyear commitments, multiyear debt agreements, and new programs or contracts that result in long-term obligations.

**S6A. Identification of the District's Long-term Commitments**

DATA ENTRY: Click the appropriate button in item 1 and enter data in all columns of item 2 for applicable long-term commitments; there are no extractions in this section.

- Does your district have long-term (multiyear) commitments?   
(If No, skip item 2 and Sections S6B and S6C)
- If Yes to item 1, list all new and existing multiyear commitments and required annual debt service amounts. Do not include long-term commitments for postemployment benefits other than pensions (OPEB); OPEB is disclosed in item S7A.

Type of Commitment	# of Years Remaining	SACS Fund and Object Codes Used For:		Principal Balance as of July 1, 2011
		Funding Sources (Revenues)	Debt Service (Expenditures)	
Capital Leases				
Certificates of Participation				
General Obligation Bonds		Capital Appreciation Bonds		66,337,295
Supp Early Retirement Program	4	Fund 01/0000/8xxx	Fund 01/0000/7438, 7439	105,917
State School Building Loans				
Compensated Absences		Fund 01/0000/8xxx	Fund 01/0000/3701, 3702	114,066

Other Long-term Commitments (do not include OPEB):


Type of Commitment (continued)	Prior Year (2010-11) Annual Payment (P & I)	Budget Year (2011-12) Annual Payment (P & I)	1st Subsequent Year (2012-13) Annual Payment (P & I)	2nd Subsequent Year (2013-14) Annual Payment (P & I)
Capital Leases	106,341	0	0	0
Certificates of Participation	0	0	0	0
General Obligation Bonds	1,626,573	1,862,379	1,862,379	1,862,379
Supp Early Retirement Program	35,306	35,305	35,305	17,979
State School Building Loans	0	0	0	0
Compensated Absences				

Other Long-term Commitments (continued):

Total Annual Payments:	1,768,220	1,897,684	1,897,684	1,880,358
Has total annual payment increased over prior year (2010-11)?	Yes	Yes	Yes	Yes

---

**S6B. Comparison of the District's Annual Payments to Prior Year Annual Payment**

---

DATA ENTRY: Enter an explanation if Yes.

- 1a. Yes - Annual payments for long-term commitments have increased in one or more of the budget or two subsequent fiscal years. Explain how the increase in annual payments will be funded.

Explanation:  
(required if Yes  
to increase in total  
annual payments)

The General Obligation Bonds are being repaid from the special tax revenues levied in connection with the voter approved bond authorization of November 5, 1991.

---

**S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments**

---

DATA ENTRY: Click the appropriate Yes or No button in item 1; if Yes, an explanation is required in item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

No

2.

No - Funding sources will not decrease or expire prior to the end of the commitment period, and one-time funds are not being used for long-term commitment annual payments.

Explanation:  
(required if Yes)

**S7. Unfunded Liabilities**

Estimate the unfunded liability for postemployment benefits other than pensions (OPEB) based on an actuarial valuation, if required, or other method; identify or estimate the annual required contribution; and indicate how the obligation is funded (pay-as-you-go, amortized over a specific period, etc.).

Estimate the unfunded liability for self-insurance programs such as workers' compensation based on an actuarial valuation, if required, or other method; identify or estimate the required contribution; and indicate how the obligation is funded (level of risk retained, funding approach, etc.).

**S7A. Identification of the District's Estimated Unfunded Liability for Postemployment Benefits Other than Pensions (OPEB)**

DATA ENTRY: Click the appropriate button in item 1 and enter data in all other applicable items; there are no extractions in this section except the budget year data on line 5b.

1. Does your district provide postemployment benefits other than pensions (OPEB)? (If No, skip items 2-5)

Yes

2. For the district's OPEB:  
a. Are they lifetime benefits?

No

- b. Do benefits continue past age 65?

No

- c. Describe any other characteristics of the district's OPEB program including eligibility criteria and amounts, if any, that retirees are required to contribute toward their own benefits:

Retiree benefits are for employee only for 5 years or until age 65 whichever comes first. Coverage includes medical, dental and vision.

3. a. Are OPEB financed on a pay-as-you-go, actuarial cost, or other method?

Pay-as-you-go

- b. Indicate any accumulated amounts earmarked for OPEB in a self-insurance or governmental fund

Self-Insurance Fund

Governmental Fund

0

0

4. OPEB Liabilities

- a. OPEB actuarial accrued liability (AAL)  
b. OPEB unfunded actuarial accrued liability (UAAL)  
c. Are AAL and UAAL based on the district's estimate or an actuarial valuation?  
d. If based on an actuarial valuation, indicate the date of the OPEB valuation

6,459,790.00

6,459,790.00

Actuarial

Jul 01, 2010

5. OPEB Contributions

- a. OPEB annual required contribution (ARC) per actuarial valuation or Alternative Measurement Method  
b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (funds 01-70, objects 3701-3752)  
c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)  
d. Number of retirees receiving OPEB benefits

Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
899,938.00	922,145.00	944,352.00
50,000.00	50,000.00	50,000.00
50,000.00	50,500.00	51,000.00
60	63	65

**S7B. Identification of the District's Unfunded Liability for Self-Insurance Programs**

DATA ENTRY: Click the appropriate button in item 1 and enter data in all other applicable items; there are no extractions in this section.

1. Does your district operate any self-insurance programs such as workers' compensation, employee health and welfare, or property and liability? (Do not include OPEB, which is covered in Section S7A) (If No, skip items 2-4)

No

2. Describe each self-insurance program operated by the district, including details for each such as level of risk retained, funding approach, basis for valuation (district's estimate or actuarial), and date of the valuation:

--

3. Self-Insurance Liabilities

- a. Accrued liability for self-insurance programs  
b. Unfunded liability for self-insurance programs


4. Self-Insurance Contributions

- a. Required contribution (funding) for self-insurance programs  
b. Amount contributed (funded) for self-insurance programs

Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)

**S8. Status of Labor Agreements**

Analyze the status of employee labor agreements. Identify new labor agreements, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues, and explain how these commitments will be funded in future fiscal years.

If salary and benefit negotiations are not finalized at budget adoption, upon settlement with certificated or classified staff:

The school district must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the county office of education (COE) with an analysis of the cost of the settlement and its impact on the operating budget.

The county superintendent shall review the analysis relative to the criteria and standards, and may provide written comments to the president of the district governing board and superintendent.

**S8A. Cost Analysis of District's Labor Agreements - Certificated (Non-management) Employees**

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2010-11)	Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
Number of certificated (non-management) full-time-equivalent (FTE) positions	236.3	197.3	197.3	197.3

**Certificated (Non-management) Salary and Benefit Negotiations**

1. Are salary and benefit negotiations settled for the budget year?

No

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 6 and 7.

Health & welfare negotiations will begin in the fall.

**Negotiations Settled**

- 2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

- 2b. Per Government Code Section 3547.5(b), was the agreement certified by the district superintendent and chief business official?

If Yes, date of Superintendent and CBO certification:

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the agreement?

If Yes, date of budget revision board adoption:

4. Period covered by the agreement:

Begin Date:

End Date:

5. Salary settlement:

Budget Year  
(2011-12)

1st Subsequent Year  
(2012-13)

2nd Subsequent Year  
(2013-14)

Is the cost of salary settlement included in the budget and multiyear projections (MYPs)?

**One Year Agreement**

Total cost of salary settlement

% change in salary schedule from prior year

or

**Multiyear Agreement**

Total cost of salary settlement

% change in salary schedule from prior year  
(may enter text, such as "Reopener")

Identify the source of funding that will be used to support multiyear salary commitments:

**Negotiations Not Settled**

6. Cost of a one percent increase in salary and statutory benefits

7. Amount included for any tentative salary schedule increases

Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
0	0	0

**Certificated (Non-management) Health and Welfare (H&W) Benefits**

- Are costs of H&W benefit changes included in the budget and MYPs?
- Total cost of H&W benefits
- Percent of H&W cost paid by employer
- Percent projected change in H&W cost over prior year

Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
Yes	No	No
2,024,070	2,024,070	2,024,070
65.0%	65.0%	65.0%
0.0%	0.0%	0.0%

**Certificated (Non-management) Prior Year Settlements**

Are any new costs from prior year settlements included in the budget?  
If Yes, amount of new costs included in the budget and MYPs  
If Yes, explain the nature of the new costs:

No		
----	--	--

**Certificated (Non-management) Step and Column Adjustments**

- Are step & column adjustments included in the budget and MYPs?
- Cost of step & column adjustments
- Percent change in step & column over prior year

Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
Yes	Yes	Yes
	299,576	299,576
	0.0%	0.0%

**Certificated (Non-management) Attrition (layoffs and retirements)**

- Are savings from attrition included in the budget and MYPs?
- Are additional H&W benefits for those laid-off or retired employees included in the budget and MYPs?

Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
Yes	Yes	Yes
Yes	Yes	Yes

**Certificated (Non-management) - Other**

List other significant contract changes and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):



**S8B. Cost Analysis of District's Labor Agreements - Classified (Non-management) Employees**

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2010-11)	Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
Number of classified (non-management) FTE positions	166.1	163.1	163.1	163.1

**Classified (Non-management) Salary and Benefit Negotiations**

1. Are salary and benefit negotiations settled for the budget year?

No

If Yes, and the corresponding public disclosure documents  
have been filed with the COE, complete questions 2 and 3.

If Yes, and the corresponding public disclosure documents  
have not been filed with the COE, complete questions 2-5.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 6 and 7.

Negotiations for the 2011/12 year will begin in the fall.

**Negotiations Settled**

- 2a. Per Government Code Section 3547.5(a), date of public disclosure  
board meeting:

- 2b. Per Government Code Section 3547.5(b), was the agreement certified  
by the district superintendent and chief business official?

If Yes, date of Superintendent and CBO certification:

3. Per Government Code Section 3547.5(c), was a budget revision adopted  
to meet the costs of the agreement?

If Yes, date of budget revision board adoption:

4. Period covered by the agreement:

Begin Date:

End Date:

5. Salary settlement:

Budget Year  
(2011-12)

1st Subsequent Year  
(2012-13)

2nd Subsequent Year  
(2013-14)

Is the cost of salary settlement included in the budget and multiyear  
projections (MYPs)?

**One Year Agreement**

Total cost of salary settlement

% change in salary schedule from prior year  
or

**Multiyear Agreement**

Total cost of salary settlement

% change in salary schedule from prior year  
(may enter text, such as "Reopener")

Identify the source of funding that will be used to support multiyear salary commitments:

**Negotiations Not Settled**

6. Cost of a one percent increase in salary and statutory benefits

7. Amount included for any tentative salary schedule increases

Budget Year  
(2011-12)

1st Subsequent Year  
(2012-13)

2nd Subsequent Year  
(2013-14)

0

0

0

**Classified (Non-management) Health and Welfare (H&W) Benefits**

1. Are costs of H&W benefit changes included in the budget and MYPs?
2. Total cost of H&W benefits
3. Percent of H&W cost paid by employer
4. Percent projected change in H&W cost over prior year

Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
Yes	No	No
835,378	835,378	835,378
65.0%	65.0%	65.0%
	0.0%	0.0%

**Classified (Non-management) Prior Year Settlements**

- Are any new costs from prior year settlements included in the budget?  
If Yes, amount of new costs included in the budget and MYPs  
If Yes, explain the nature of the new costs:

No		
----	--	--

--

**Classified (Non-management) Step and Column Adjustments**

1. Are step & column adjustments included in the budget and MYPs?
2. Cost of step & column adjustments
3. Percent change in step & column over prior year

Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
Yes	Yes	Yes
	15,440	15,440
	0.0%	0.0%

**Classified (Non-management) Attrition (layoffs and retirements)**

1. Are savings from attrition included in the budget and MYPs?
2. Are additional H&W benefits for those laid-off or retired employees included in the budget and MYPs?

Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
Yes	Yes	Yes
Yes	Yes	Yes

**Classified (Non-management) - Other**

List other significant contract changes and the cost impact of each change (i.e., hours of employment, leave of absence, bonuses, etc.):


**S8C. Cost Analysis of District's Labor Agreements - Management/Supervisor/Confidential Employees**

DATA ENTRY: Enter all applicable data items; there are no extractions in this section.

	Prior Year (2nd Interim) (2010-11)	Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
Number of management, supervisor, and confidential FTE positions	30.3	30.0	30.0	30.0

**Management/Supervisor/Confidential  
Salary and Benefit Negotiations**

1. Are salary and benefit negotiations settled for the budget year?

No

If Yes, complete question 2.

If No, identify the unsettled negotiations including any prior year unsettled negotiations and then complete questions 3 and 4.

Negotiations will begin in the fall.

If n/a, skip the remainder of Section S8C.

**Negotiations Settled**

2. Salary settlement:

Is the cost of salary settlement included in the budget and multiyear projections (MYPs)?

Total cost of salary settlement

% change in salary schedule from prior year  
(may enter text, such as "Reopener")

Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
Yes	Yes	Yes
0	0	0
0.0%	0.0%	0.0%

**Negotiations Not Settled**

3. Cost of a one percent increase in salary and statutory benefits

4. Amount included for any tentative salary schedule increases

Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
0	0	0

**Management/Supervisor/Confidential  
Health and Welfare (H&W) Benefits**

- Are costs of H&W benefit changes included in the budget and MYPs?
- Total cost of H&W benefits
- Percent of H&W cost paid by employer
- Percent projected change in H&W cost over prior year

Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
Yes	No	No
181,137	181,137	181,137
65.0%	65.0%	65.0%
	0.0%	0.0%

**Management/Supervisor/Confidential  
Step and Column Adjustments**

- Are step & column adjustments included in the budget and MYPs?
- Cost of step and column adjustments
- Percent change in step & column over prior year

Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
Yes	Yes	Yes
0	0	0
	0.0%	0.0%

**Management/Supervisor/Confidential  
Other Benefits (mileage, bonuses, etc.)**

- Are costs of other benefits included in the budget and MYPs?
- Total cost of other benefits
- Percent change in cost of other benefits over prior year

Budget Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
Yes	Yes	Yes
18,158	18,158	18,158
	0.0%	0.0%

## ADDITIONAL FISCAL INDICATORS

The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review.

DATA ENTRY: Click the appropriate Yes or No button for items A1 through A9 except item A3, which is automatically completed based on data in Criterion 2.

A1. Do cash flow projections show that the district will end the budget year with a negative cash balance in the general fund?

Yes

A2. Is the system of personnel position control independent from the payroll system?

Yes

A3. Is enrollment decreasing in both the prior fiscal year and budget year? (Data from the enrollment budget column of Criterion 2A are used to determine Yes or No)

Yes

A4. Are new charter schools operating in district boundaries that impact the district's enrollment, either in the prior fiscal year or budget year?

No

A5. Has the district entered into a bargaining agreement where any of the budget or subsequent years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?

No

A6. Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?

No

A7. Is the district's financial system independent of the county office system?

Yes

A8. Does the district have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education)

No

A9. Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?

No

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

Comments:  
(optional)

Cash flow continues to be a concern.

## End of School District Budget Criteria and Standards Review

**ANNUAL BUDGET REPORT:**

July 1, 2011 Single Budget Adoption

This budget was developed using the state-adopted Criteria and Standards. It was filed and adopted subsequent to a public hearing by the governing board of the school district. (Pursuant to Education Code sections 33129 and 42127)

Budget available for inspection at:

Public Hearing:

Place: 8408 Watt Avenue, Antelope

Date: June 08, 2011

Place: 3909 North Loop Blvd, Antelope

Date: June 15, 2011

Time: 6:00 p.m.

Adoption Date: June 15, 2011

Signed: \_\_\_\_\_

Clerk/Secretary of the Governing Board

(Original signature required)

Contact person for additional information on the budget reports:

Name: Jeanne Bess

Telephone: (916) 338-6302

Title: Director of Fiscal Services

E-mail: jbess@centerusd.org

**Criteria and Standards Review Summary**

The following summary is automatically completed based on data provided in the Criteria and Standards Review (Form 01CS). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern for fiscal solvency purposes and should be carefully reviewed.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	Budgeted (funded) ADA has not been overestimated by more than the standard for the prior fiscal year, or two or more of the previous three fiscal years.	X	
2	Enrollment	Enrollment has not been overestimated by more than the standard for the prior fiscal year, or two or more of the previous three fiscal years.	X	
3	ADA to Enrollment	Projected second period (P-2) ADA to enrollment ratio is consistent with historical ratios for the budget and two subsequent fiscal years.	X	
4	Revenue Limit	Projected change in revenue limit is within the standard for the budget and two subsequent fiscal years.	X	

CRITERIA AND STANDARDS (continued)			Met	Not Met
5	Salaries and Benefits	Projected ratios of total unrestricted salaries and benefits to total unrestricted general fund expenditures are consistent with historical ratios for the budget and two subsequent fiscal years.	X	
6a	Other Revenues	Projected operating revenues (e.g., federal, other state, and other local) are within the standard for the budget and two subsequent fiscal years.		X
6b	Other Expenditures	Projected operating expenditures (e.g., books and supplies, and services and other operating) are within the standard for the budget and two subsequent fiscal years.	X	
7a	Deferred Maintenance	SBX3 4 (Chapter 12, Statutes of 2009) eliminates the local match requirement for Deferred Maintenance for a five-year period from 2008-09 through 2012-13. Therefore, this item has been inactivated for that period.		
7b	Ongoing and Major Maintenance Account	If applicable, required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account) is included in the budget.	X	
8	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard for two or more of the last three fiscal years.	X	
9	Fund Balance	Unrestricted general fund beginning balance has not been overestimated by more than the standard for two or more of the last three fiscal years.	X	
10	Reserves	Projected available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the budget and two subsequent fiscal years.		X

SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Are there known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures in excess of one percent of the total general fund expenditures that are funded with one-time resources?	X	
S3	Using Ongoing Revenues to Fund One-time Expenditures	Are there large non-recurring general fund expenditures that are funded with ongoing general fund revenues?	X	
S4	Contingent Revenues	Are any projected revenues for the budget or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel tax, forest reserves)?	X	
S5	Contributions	Have contributions from unrestricted to restricted resources, or transfers to or from the general fund to cover operating deficits, changed by more than the standard for the budget or two subsequent fiscal years?		X

SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?		X
		• If yes, have annual payments for the budget or two subsequent fiscal years increased over prior year's (2010-11) annual payment?		X
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?		X
		• If yes, are they lifetime benefits?	X	
		• If yes, do benefits continue beyond age 65?	X	
		• If yes, are benefits funded by pay-as-you-go?		X
S7b	Other Self-insurance Benefits	Does the district provide other self-insurance benefits (e.g., workers' compensation)?	X	
S8	Status of Labor Agreements	Are salary and benefit negotiations still open for:		
		• Certificated? (Section S8A, Line 1)		X
		• Classified? (Section S8B, Line 1)		X
		• Management/supervisor/confidential? (Section S8C, Line 1)		X

ADDITIONAL FISCAL INDICATORS			No	Yes
A1	Negative Cash Flow	Do cash flow projections show that the district will end the budget year with a negative cash balance in the general fund?		X
A2	Independent Position Control	Is personnel position control independent from the payroll system?		X
A3	Declining Enrollment	Is enrollment decreasing in both the prior fiscal year and budget year?		X
A4	New Charter Schools Impacting District Enrollment	Are any new charter schools operating in district boundaries that are impacting the district's enrollment, either in the prior fiscal year or budget year?	X	
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the budget or subsequent fiscal years of the agreement would result in salary increases that are expected to exceed the projected state funded cost-of-living adjustment?	X	
A6	Uncapped Health Benefits	Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?	X	
A7	Independent Financial System	Is the district's financial system independent from the county office system?		X
A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?	X	

ANNUAL CERTIFICATION REGARDING SELF-INSURED WORKERS' COMPENSATION CLAIMS

Pursuant to EC Section 42141, if a school district, either individually or as a member of a joint powers agency, is self-insured for workers' compensation claims, the superintendent of the school district annually shall provide information to the governing board of the school district regarding the estimated accrued but unfunded cost of those claims. The governing board annually shall certify to the county superintendent of schools the amount of money, if any, that it has decided to reserve in its budget for the cost of those claims.

To the County Superintendent of Schools:

( ☐ ) Our district is self-insured for workers' compensation claims as defined in Education Code Section 42141(a):

Total liabilities actuarially determined:	\$	_____
Less: Amount of total liabilities reserved in budget:	\$	_____
Estimated accrued but unfunded liabilities:	\$	_____ 0.00

( ☒ ) This school district is self-insured for workers' compensation claims through a JPA, and offers the following information:  
Insured through Schools Insurance Authority

( ☐ ) This school district is not self-insured for workers' compensation claims.

Signed \_\_\_\_\_  
Clerk/Secretary of the Governing Board  
(Original signature required)

Date of Meeting: Jun 15, 2011

For additional information on this certification, please contact:

Name: Jeanne Bess

Title: Director of Fiscal Services

Telephone: (916) 338-6302

E-mail: jbess@centerusd.org



SACS2011 Financial Reporting Software - 2011.1.0

6/6/2011 11:01:17 AM

34-73973-0000000

July 1 Budget (Single Adoption)

2011-12 Budget

Technical Review Checks

Center Joint Unified

Sacramento County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

## IMPORT CHECKS

### GENERAL LEDGER CHECKS

EFB-POSITIVE - (W) - Ending balance (Object 979Z) is negative for the following resources. Please explain the cause of the negative balances and your plan to resolve them. NOTE: Negative ending balances in Fund 01 restricted resources will be offset against available reserves calculated in Form 01CS and Form MYP, which can negatively effect the criteria and standards.

#### EXCEPTION

FUND	RESOURCE	NEG. EFB
25	0000	-1,310,751.46

Explanation: The negative balance in this fund is covered by the reserve designated in Fund 17. It is caused by the payment of past COP's and the failure to receive contributions from developers. The shortfall will be covered by the planned development in the area.

Total of negative resource balances for Fund 25 -1,310,751.46

OBJ-POSITIVE - (W) - The following objects have a negative balance by resource, by fund:

#### EXCEPTION

FUND	RESOURCE	OBJECT	VALUE
25	0000	8660	-26,848.00

Explanation: The negative interest is a result of the negative cash balance in this fund.

25	0000	9790	-1,310,751.46
----	------	------	---------------

Explanation: See explanation above.

## SUPPLEMENTAL CHECKS

## **EXPORT CHECKS**

Checks Completed.

SACS2011 Financial Reporting Software - 2011.1.0  
6/6/2011 11:01:50 AM

34-73973-0000000

July 1 Budget (Single Adoption)  
2010-11 Estimated Actuals  
Technical Review Checks

Center Joint Unified

Sacramento County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

## IMPORT CHECKS

### GENERAL LEDGER CHECKS

EFB-POSITIVE - (W) - Ending balance (Object 979Z) is negative for the following resources. Please explain the cause of the negative balances and your plan to resolve them. EXCEPTION

FUND	RESOURCE	NEG. EFB
25	0000	-1,310,751.46

Explanation: This ending balance is a result of past payments for a COP that has since been paid in full. Fund 17 has reserves to cover the shortfall.

Total of negative resource balances for Fund 25 -1,310,751.46

OBJ-POSITIVE - (W) - The following objects have a negative balance by resource, by fund: EXCEPTION

FUND	RESOURCE	OBJECT	VALUE
25	0000	8660	-31,667.00

Explanation: The negative interest is a result of the negative cash balance in this fund.

25	0000	9790	-1,310,751.46
----	------	------	---------------

Explanation: See explanation above.

## SUPPLEMENTAL CHECKS

### EXPORT CHECKS

Checks Completed.