CENTER JOINT UNIFIED SCHOOL DISTRICT

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

● District Board Room, Room 503
Wilson C. Riles Middle School
4747 PFE Road, Roseville, CA 95747

Wednesday, March 21, 2012 - 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. Public Employee Performance Evaluation (Certificated) Superintendent (G.C.§54957)
 - 2. Student Expulsions/Readmissions (G.C. §54962)
 - 3. Conference with Labor Negotiator, George Tigner, Re: CSEA and CUTA (G.C. §54957.6)
- 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

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.]

IX. STUDENT BOARD REPRESENTATIVE REPORTS (3 minutes each)

- 1. Center High School Aleah Woods
- 2. McClellan High School Rolando (JR) Natividad
- 3. Antelope View Charter School Britney Kaiser
- 4. Global Youth Charter School Hyleah O'Quinn

X. ORGANIZATION REPORTS (3 minutes each)

Info

Info

- 1. CSEA Cyndy Mitchell, President
- 2. CUTA Heather Woods. President

XI. COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA

Public Comments Invited

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.

XII. BOARD / SUPERINTENDENT REPORTS (10 minutes)

Info

XIII. CONSENT AGENDA (5 minutes)

Action

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.

Governance I

- Approve Adoption of Minutes from January 18, 2012 Regular Meeting
- 2. Approve Adoption of Minutes from February 1, 2012 Board Workshop
- 3. Approve Adoption of Minutes from February 8, 2012 Regular Meeting
- 4. Approve Adoption of Minutes from February 29, 2012 Special Meeting
- Approve Adoption of Minutes from March 12, 2012 Special Meeting

Personnel

- 6. Approve Certificated Personnel Transactions
- 7. Approve Classified Personnel Transactions
- Curriculum 8. Approve FBLA Attendance at State Leadership Conference in Irvine, CA CHS
 - Approve 2011-2012 Safe School and Emergency Preparedness Plan Oak Hill

Facilities & Op.

- 10. Approve 2011-2012 Safe School and Emergency Preparedness Plan -
 - AVCS/Global

Series of Notes

- 11. Approve Contract with Martin General Engineering, Inc., for Seal and Stripe Play Area Hard Court Projects at Both North Country and Oak Hill Elementary Schools
- 12. Approve Developer Fee Payment Agreement, Property No. 3

↓ Business ↓

1

- 13. Approve Payroll Orders: July 2011 February 2012
- 14. Approve Supplemental Agenda (Vendor Warrants)

XIV. BUSINESS ITEMS

Business

1

A. Second Interim Report For Fiscal Year 2011/12

Action

This report is based on all known budget guidelines set forth by the State and School Services of California. The expenditure and revenue activity covers the period of July 1, 2011 through January 31, 2012.

B. Tax & Revenue Anticipation Notes (TRANs) Request for Issuance, Resolution #12/2011-12: Resolution of the Governing Board Authorizing the Borrowing of Funds for Fiscal Year 2012-2013 and the Issuance and Sale of One or More Series of 2012-2013 Tax and Revenue Anticipation Notes Therefore and Participation in the California School Cash Reserve Program and Requesting the Board of Supervisors of the County to Issue and Sell Said

Action

Personnel C. Resolution #11/2011-12: Layoff For Lack of Work or Lack of Funds

This resolution is a result of lack of funds/lack of work. Per Article XVII of the CSEA/CUSD Agreement, affected employees will be sent notice of layoff no less than forty-five (45) calendar days prior to the effective layoff date.

Governance D. <u>First Reading: Board Policies/Regulations/Exhibits</u>

Action

Action

AR 1340 - Access to District Records

(AR revised)

Regulation revised to list instructional materials as records that are accessible to the public under the California Public Records Act. Regulation also updates list of confidential records to include library circulation and patron use records, as added by NEW LAW (SB 445), and records pertaining to the security of the district's information technology system.

BP 2121 - Superintendent's Contract

(BP revised)

Policy updated to reflect NEW LAW (AB 1344) which prohibits the automatic renewal of the superintendent's contract with a provision for automatic increase that exceeds the cost-of-living adjustment and requires any contract executed or renewed after January 1, 2012 to include a provision requiring the superintendent to reimburse the district for paid leave salary or cash settlement in the event he/she is convicted of a crime involving an abuse of his/her position.

BP 3110 - Transfer of Funds

(BP revised)

Policy updated to reflect NEW LAW (SB 70) which extends the flexibility for districts to use funds received for 39 "Tier 3" categorical programs for any "educational purpose" through the 2014-15 fiscal year. Policy also reflects NEW LAW (AB 189) which (1) clarifies that the required public hearing must be held prior to and independently of the board's regular budget adoption meeting and (2) requires that, whenever the proposed use of the funding will result in the elimination of a program, the notice for the public hearing must identify the program proposed to be eliminated.

AR 3314 - Payment for Goods and Services

(AR revised)

Regulation updated to reflect NEW LAW (SB 293) which provides that, for public works contracts entered into on or after January 1, 2012, the proceeds that can be lawfully withheld by districts for completed work cannot exceed five percent of the contract price, except when there has been a finding by the board, at a regularly scheduled public hearing prior to accepting bids on the project, that the project is "substantially complex."

BP/AR 3513.1 - Cellular Phone Reimbursement

(BP deleted, AR revised)

Unnecessary policy deleted. Regulation revised to delete section on "Documentation of Records for Tax Purposes" due to NEW FEDERAL LAW (P.L. 111-240, 2010) which removes cell phones from the U.S. Internal Revenue Service's definition of listed property, thereby eliminating the extensive documentation and substantiation requirements placed on employers that provide cell phones for their employees' business use.

AR 3541.1 - Transportation for School-Related Trips

(AR revised)

Regulation updated to (1) reflect NEW LAW (SB 929) which changes the age and weight criteria for children to be required to ride in the rear seat with a child passenger restraint system and (2) list circumstances under which children may be exempted from the requirement to properly secure children in the rear seat in a passenger restraint system. Regulation also clarifies legal requirements pertaining to liability insurance.

BP 3553 - Free and Reduced Price Meals

(BP revised)

MANDATED policy updated to reflect NEW LAW (AB 402) which authorizes districts to share student information on the National School Lunch Program application with the local agency responsible for determining eligibility for participation in the CalFresh (formerly Food Stamp) or other nutrition assistance program, provided the student was approved for free or reduced-price meals and the student's parent/guardian consents to the release of the information.

AR 4117.11/4317.11 - Preretirement Part-Time Employment

(AR revised)

MANDATED regulation revised to clarify that, if a district allows certificated employees who are members of the defined benefit program of the California State Teachers' Retirement System to reduce their workload to part time while continuing to receive the same service credit and other benefits as full-time employees, it must afford equal treatment to all certificated employees who meet the eligibility requirements. Regulation also adds requirement for the district and/or employee to make the payment or contribution necessary for the employee to retain a benefit in the same manner as if the employee were employed full time.

BP 4140/4240/4340 - Bargaining Units

(BP revised and recoded to add 4340)

Policy updated to reflect NEW LAW (AB 501) which (1) expands the definition of "exclusive representative" to allow employees who are neither certificated nor classified employees to be represented, and (2) expands the definition of "public school employer" to include certain joint powers agencies so that employees of the JPA may be represented. Policy also adds new section on "Payment of Dues or Service Fee," including material reflecting NEW COURT DECISION re: disclosing employees' home addresses and telephone numbers to an employee organization.

AR 4217.3 - Layoff/Rehire

(AR revised)

Updated, reorganized regulation reflects NEW LAW (AB 1269) which clarifies that laid-off classified employees' reemployment rights must be enforced in order of seniority rather than reverse order of layoff. Regulation also reflects NEW COURT DECISION which held that the permanent status of a laid-off classified employee is not retained when the employee is reemployed in a different class.

BP/AR 5111 - Admission

(BP/AR revised)

Policy revised to make the timeline for students to enroll in the school in their attendance area consistent with the timeline for intradistrict open enrollment established pursuant to BP/AR 5116.1 - Intradistrict Open Enrollment. Policy also reflects NEW FEDERAL GUIDANCE clarifying that districts may not adopt enrollment procedures based on the actual or perceived citizenship or immigration status of students or their parents/guardians. Updated regulation reflects NEW LAW (SB 1381, 2010) which revises the age criterion for admission into kindergarten or first grade, moving up the birthdate that triggers enrollment eligibility one month each year between 2012-13 and 2014-15. Material re: prekindergarten summer program deleted since the program was eliminated pursuant to SB 1381.

AR 5111.1 - District Residency

(AR revised)

Regulation updated to reflect NEW LAW (SB 381) which extends districts' authority to grant residency based on parent/guardian employment within district boundaries, as detailed in AR 5111.12 - Residency Based on Parent/Guardian Employment. Regulation reflects NEW LAW (AB 207) which (1) requires districts to accept a wide range of documents as reasonable evidence of residency, (2) authorizes districts to make reasonable efforts to verify a student's residency when the district reasonably believes that a parent/guardian has provided false or unreliable evidence of residency, and (3) deletes detailed appeals procedure for denial or revocation of enrollment. Regulation also reflects NEW FEDERAL GUIDANCE clarifying that districts may not inquire about a student's citizenship or immigration status when verifying residency. Material added re: documentation of residency for foster youth and homeless students and the requirement to immediately enroll such youth even if documentation is not available.

AR 5111.12 - Residency Based on Parent/Guardian Employment (AR revised)

Regulation updated to reflect NEW LAW (SB 381) which extends until 2017 the authority to establish residency based on parent/guardian employment within district boundaries and specifies that the employment must be for a minimum of 10 hours per school week. Regulation also adds language requiring parent/guardian to annually provide evidence of the employment since the student's continued enrollment is based on the parent/guardian's continued employment within district boundaries. Section on "Requests for Transfers out of District Schools" revised to clarify the district's authority to deny transfers when the percentage or number of net transfers exceeds the limit specified in law.

AR 5111.13 - Residency for Homeless Children

(AR deleted)

Regulation deleted and key concepts incorporated into AR 5111.1 - District Residency.

AR 5125 - Student Records

(AR revised)

MANDATED, reorganized regulation reflects NEW LAW (AB 143) which (1) permits a minor's legal counsel to access student records for specified purposes and (2) requires certain recipients of student records to provide written certification that the records will not be disclosed to another party without parental consent. Regulation also reflects law authorizing agreements to share information with county placing agencies and requirement to provide specified records to law enforcement when a student with disabilities commits certain acts. Regulation reflects NEW FEDERAL REGULATIONS (76 Fed. Reg. 75604) which clarify the circumstances under which districts may disclose student records for purposes of audit, evaluation, or compliance activities related to state and federally funded programs.

AR/E 5125.1 - Release of Directory Information

(AR/E revised)

MANDATED regulation and accompanying Exhibit updated to reflect NEW LAW (AB 143) which changes the definition of "directory information" to include students' email addresses and exclude students' places of birth. Regulation and Exhibit also revised to reflect federal regulation excluding social security numbers and student identification numbers from the definition of directory information but allowing use of a personal identifier in specified circumstances. Regulation reflects NEW FEDERAL REGULATIONS (76 Fed. Reg. 75604) which authorize districts to limit the applicability of this policy to specific parties and/or for specific purposes.

BP/AR 5131.7 - Weapons and Dangerous Instruments

(BP/AR revised)

MANDATED policy and accompanying regulation updated to renumber legal cites pursuant to NEW LAW (SB 1080, 2010), effective January 1, 2012. Policy also deletes material specifying the term of the suspension or expulsion of students who violate this policy, which is repeated in AR 5144.1 - Suspension and Expulsion/Due Process. Regulation also reflects law prohibiting the carrying of ammunition or reloaded ammunition onto school grounds without permission of the superintendent or designee.

BP/AR 5141.21 - Administering Medication and Monitoring Health Conditions (BP/AR revised)

Policy and Regulation updated to reflect NEW LAW (SB 161) which authorizes districts to train volunteer, nonmedical district employees to provide emergency antiseizure medication to students suffering from epileptic seizures when licensed health care professionals are not available onsite. Regulation includes related requirements pertaining to the health provider's written statement, notifications to staff and parents/guardians, staff training, and other arrangements for assisting students with epilepsy who may suffer a seizure at school.

BP/AR 6143 - Courses of Study

(BP/AR revised)

MANDATED policy includes expanded language on the articulation of courses of study across grade levels and with postsecondary institutions, and clarifies requirement to offer secondary students a course of study that prepares them to meet the prerequisites for college admission and to attain entry-level employment skills. Material re: notifications to students in grades 9-12 moved to AR. Updated regulation reflects NEW LAW (SB 48) which requires social sciences instruction at the appropriate elementary and secondary grade levels to include a study of the contributions of lesbian, gay, bisexual, and transgender (LGBT) Americans, persons with disabilities, European Americans, and members of other cultural groups to the development of California and the United States. Regulation also reflects NEW LAW (AB 199) which encourages social sciences instruction at secondary grade levels to include the role of Filipinos in World War II. New section on "Certification of College Preparatory Courses" added to address the process of seeking certification of a-g courses by the University of California.

BP/AR 6145.2 - Athletic Competition

(BP/AR revised)

Policy and regulation updated to reflect NEW LAW (AB 25) which requires districts to distribute information on concussions and head injuries to student athletes and their parents/guardians and requires that a student athlete who is suspected of sustaining a concussion be immediately removed from the athletic activity and not allowed to return until a health care provider provides written clearance. Policy also reflects (1) NEW COURT DECISION re: liability for failure to provide equivalent athletic opportunities for males and females even if the females did not provide notice of their disadvantageous treatment; (2) NEW LAW (SB 107) which extends the operation of the California Interscholastic Federation (CIF) until 2017; and (3) CIF bylaws related to student eligibility for interscholastic athletic programs, including bylaws limiting eligibility of students in home schooling or home study/independent study programs. Updated regulation clarifies requirements related to ensuring that equivalent athletic opportunities are provided to both sexes.

BP/AR 6146.1 - High School Graduation Requirements

(BP/AR revised)

Policy and regulation updated to reflect NEW LAW (AB 1330) which authorizes governing boards, beginning in the 2012-13 school year, to accept a course in career technical education (CTE) as an alternative to completion of a visual or performing arts or foreign language course for satisfaction of high school graduation requirements. Regulation reflects requirement that any district allowing CTE as an alternative graduation requirement provide information in its annual parent/guardian notification pertaining to the alignment of district CTE courses with college entrance course requirements.

BP/AR/E 6161.1 - Selection and Evaluation of Instructional Materials (BP/AR/E revised)

Policy updated to reflect NEW LAW (SB 70) which extends flexibility for the use of Instructional Materials Funding Realignment Program funds through the 2014-15 fiscal year, Policy also reflects NEW LAW (SB 509) which authorizes districts, until July 1, 2015, to purchase the newest adopted instructional materials for schools in deciles 1-3 of the Academic Performance Index without purchasing them for other schools. Updated regulation reflects (1) NEW LAW (SB 70) which prohibits the State Board of Education (SBE) from adopting K-8 instructional materials until the 2015-16 school year; (2) NEW LAW (AB 114) which provides that districts are not required, through the 2014-15 fiscal year, to provide students with instructional materials within 24 months of the SBE's adoption; (3) NEW LAW (SB 140) which requires the California Department of Education to prepare a list of K-8 supplemental instructional materials that are aligned with the Common Core Standards; and (4) NEW LAW (SB 48) which prohibits the use of instructional materials that adversely reflect upon persons based on their religion, sexual orientation, or other specified characteristics and which requires instructional materials to include the role and contributions of LGBT, disabled, and European American individuals. Exhibit updated to reflect NEW LAW (SB 70) which extends the current definition of "sufficiency" through the 2014-15 fiscal year.

AR 6162.51 - Standardized Testing and Reporting Program

(AR revised)

Regulation updated to reflect NEW STATE REGULATIONS (Register 2011, No. 15) which (1) list criteria that should be considered in determining whether a student with disabilities should be assessed using the California Modified Assessment; (2) lengthen the testing window to 25 instructional days, which includes 12 days before and after completion of 85 percent of the school's instructional days; (3) address the handling of exemptions from the testing requirement requested by parents/guardians after testing has begun; (4) make a number of changes related to allowable testing variations; (5) authorize the appointment of a contractor to administer the assessments; and (6) specify the qualifications of test proctors and translators.

BP 6170.1 - Transitional Kindergarten (BP added)

New policy reflects NEW LAW (SB 1381, 2010) which requires districts to establish "transitional kindergarten" programs beginning in the 2012-13 school year for children whose admission to kindergarten is delayed due to changes in law affecting the age criterion for admission to kindergarten. Policy addresses student eligibility for the program, curriculum and instruction, staffing, and students' continuation to kindergarten at the completion of the transitional kindergarten program.

AR 6173.1 - Education for Foster Youth

(AR revised)

Regulation updated to reflect NEW LAW (AB 709) which aligns Health and Safety Code with Education Code provisions requiring districts to immediately enroll foster youth even if immunization records normally required for enrollment are not available, and to subsequently work to obtain these records. Regulation also reflects NEW LAW (SB 578) which requires districts to accept coursework satisfactorily completed by a student in foster care while attending another school and to award full or partial credit for such coursework as specified.

BB 9223 - Filling Vacancies

(BB revised)

Bylaw updated to reflect NEW LAW (AB 334) which allows governing boards to approve a board member's out-of-state absence for illness or urgent necessity for an unlimited duration. Updated bylaw also reflects current law which provides that, when an interim board member is appointed to fill an absence created by a member's military deployment that exceeds six months, the term of the interim member cannot extend beyond the return of the absent board member or beyond the next regularly scheduled election for that office, whichever occurs first.

XV. ADVANCE PLANNING

Info

- a. Future Meeting Dates:
 - Regular Meeting: Wednesday, April 18, 2012 @ 6:00 p.m. District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747
- b. Suggested Agenda Items:

XVI. CONTINUATION OF CLOSED SESSION (Item IV)

Action

XVII. ADJOURNMENT

Action

Center Joint Unified School District

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		AGENDA REQUEST FOR:	
Dept./Site:	Superintendent's Office	Action ItemX	
To:	Board of Trustees	Information Item	
Date:	March 21, 2012	#Attached Pages	
From:	Scott A. Loehr, Superintendent		
Principal's	nitials:		

SUBJECT: Adoption of Minutes

minutes.

The minutes from the following meeting are being presented:

January 18, 2012 Regular Meeting

RECOMMENDATION: The CJUSD Board of Trustees approve the presented

CONSENT AGENDA

AGENDA ITEM# XIII - 1

CENTER JOINT UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES REGULAR MEETING District Board Room, Room 503 Wilson C. Riles Middle School 4747 PFE Road, Roseville, CA 95747

Wednesday, January 18, 2012

MINUTES

OPEN SESSION - CALL TO ORDER - President Anderson 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 Expulsions/Readmissions (G.C. §54962)
- 3. Conference with Labor Negotiator, George Tigner, Re: CSEA and CUTA (G.C. §54957.6)

PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION

CLOSED SESSION - 5:00 p.m.

OPEN SESSION - CALL TO ORDER - 6:04 p.m.

FLAG SALUTE - led by Scott Loehr

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION – the Board met in Closed Session and no action was taken. The following items had action taken during Open Session:

Student Expulsion #11-12.16 - Recommendation approved.

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

Second: Wilson Noes: None

Student Expulsion #11-12.17 - Recommendation approved.

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

Second: Wilson Noes: None

ADOPTION OF AGENDA - approved adoption of agenda as presented.

Motion: Friedman Second: Wilson

Trustee Kelley asked that Consent Agenda Item #5, Project Lead the Way, be pulled for separate consideration.

The motion was amended to pull Consent Agenda Item #5, Project Lead the Way, for separate consideration.

Motion: Friedman Vote: General Consent

Second: Wilson

STUDENT BOARD REPRESENTATIVE REPORTS

- 4. Global Youth Charter School Hyleah O'Quinn
- Global is starting a series of fundraisers for athletics.
- girls' and boys' basketball league games have started; first home games are this Friday.
- Global's first annual homecoming is right around the corner; they are currently working on shopping cart floats and royalty nominations. Homecoming will be held on February 3.
- Mr. Hughey, staff and selected students are preparing for AVCS and Global's Open House on February 8 and 22.
- Mr. Hughey and school staff are preparing for the WASC visit March 27 & 28.
- wished everyone a happy new year.
- 3. Antelope View Charter School Britney Kaiser
- introduced herself as the new AVCS representative and noted that she has attend AVCS for 3 years now.
- January 31 at 6:30 pm will be a graduation meeting.
- February 8 and 22 will be Open House for the new school schedule next year; it starts at 6:30 pm and ends at 8:00 pm.
- 1. Center High School Chantel Harris
- CHS has raised over 8,000 cans in the canned food drive; the cans were donated to Sacramento County, Placer County and the Wilson C. Riles Food Closet. Mr. JBeily's class raised the most with just over 1,000 cans.
- play auditions were held today for the Cinderella play, which will be performed in March.
- Homecoming is in two weeks, with the Homecoming game being held on February 2, the rally on February 3 at 2 pm, and the dance on February 4, 7-10 pm.
- 2. McClellan High School Luis Duffey was not available to report.

ORGANIZATION REPORTS

1. **CSEA** – Cyndy Mitchell, President, introduced herself to the Board and staff. She shared her goals for her upcoming 2 year term: to work with the district in continuing to maintain an open door policy and to bring unity between classified and other district employees, allowing for a positive work environment and team work.

ORGANIZATION REPORTS

2. CUTA - Heather Woods, President, noted that she looked forward to working with Cyndy Mitchell in the future. She announced that she holds Rep. Council meeting just prior to every Board Meeting and that at this meeting she was not able to get past her report. The union is aware of, and understands, the situation we are in. They will need to get over the shock and move slow. She noted that we will have to work together and do everything we can. She let the Board know that the teachers and the certificated staff are willing to work together. She also noted that this is very hard and that maybe next month they can talk more openly.

REPORTS/PRESENTATIONS

1. Project Lead the Way & OdysseyWare Presentation - Mike Jordan, Principal at CHS, presented information on the OdysseyWare Program that would allow the district to serve students that we are losing to other districts who offer similar programs. Mr. Jordan then presented information on the program and possible funding, statistics, and standards for Project Lead the Way. Mr. Jordan noted that a lot of the costs for this program could be reimbursed by LEED (Leading Education through Economic Development). Teachers will receive training. The program is aligned with national standards and common core standards. Curtis Hunter shared information on the courses that would be offered through the Biomedical Sciences portion of this program.

Trustee Friedman thanked Mr. Jordan, Mr. Hunter and Mr. Klatt for their work on this. Trustee Kelley asked for clarification on the funding. Mr. Jordan also mentioned that SCOE has given funds for programs like this. Trustee Anderson thanked them as well.

DelRae Pope, parent, thanked Mr. Jordan for his hard work in bringing this program to the district. She noted that parents talk about taking their students to other schools to take these programs.

Ben Klatt, teacher at CHS, noted that there is an interest for the engineering program, and through Project Lead The Way the class should be a-g compliant.

- 2. Bond Oversight Committee Annual Report Craig Deason, Assistant Superintendent of Operations & Facilities, introduced Howard Ballin, committee member. Mr. Ballin noted that there were no activities to report.
- 3. Budget Update Jeanne Bess, Director of Fiscal Services, noted that she attended a workshop yesterday regarding the Governor's budget. She noted that we know that we have a declining enrollment, we have lost all transportation funding, and that we know that there will be a loss of \$370 per ADA contingent upon the ballot initiative (\$1.665 million) for a total of \$2.8 million. She noted that we have to plan as if the initiative doesn't make it to the ballot or the ballot doesn't pass. We would not see the cut of \$370 per ADA if the initiative passes. There is a cashflow issue with the state holding payments. She also noted that we are looking at ways to save money this year for a carryover to help cover the hole for next year.

Mr. Loehr noted that the media has pushed the idea that this is good for education, but they learned that even if the initiative passes it is still a cut to education. We need to get the true word out. Mr. Loehr noted that throughout the district we need to look at needs versus wants for the rest of the year. He asked if the Board would like to schedule a time for them to meet to discuss budget ideas. He thanked everyone for their continued efforts of saving money this year.

Jeanne Bess added that Mr. Jordan does have a significant amount of allocation that has to be used for supplies for the students. That is a stream of money that he has available to him.

COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA -

David Grimes, Principal at Oak Hill, noted that the annual book fair begins next week. There will be a family reading night on Thursday night at 6:30 p.m. This year they have the option of ordering books online.

Rick Davis, from the CHS Booster Club, announced that they are going to sponsor Sober Grad Night again this year. The annual fundraiser will be the annual crab feed, which will be held at the VFW Hall on February 25th. He also mentioned that there will be raffle prizes and silent auctions that night as well.

Nicole Kowalzyke, CHS student, inquired on the sports funding for CHS. She noted that we should promote our sports more in our community. Mr. Loehr noted that we are looking for successes of the programs in the district.

Anthony Palmiere, senior at CHS, inquired on the new tardy policy. It was not enforced in the past and noted that students don't care and won't follow the new rule. Mr. Jordan stated that the amount of tardies has gone down and is working so far.

Naoma Guajardo, parent of CHS student, noted that students are playing "chicken" in the school parking lot. She asked if she should step in to stop the activity or report it.

Richard Guajardo, asked about the class sizes. He noted that with the larger classes it is harder to concentrate. Mr. Loehr noted that the class sizes are directly related to the budget.

A student at CHS inquired on the time and cost to train teachers in the Project Lead The Way program. Mr. Jordan noted that the training dates are in June and they would begin teaching the program the first day of school.

BOARD/SUPERINTENDENT REPORTS

Mr. Friedman

- congratulated Mrs. Anderson in her inception as president to the Board.
- thanked the students for their great comments to the Board.
- complimented the union teams for their willingness to work with us on the budget issues.
- welcomed the new Student Board Reps.

Mr. Hunt

- thanked Mr. Jordan and his staff for taking on Project Lead The Way.
- visited the high school, middle school, and 4 elementary sites.
- noted that he was at Dudley this week; there is a new US map painted on the black top.

Mr. Wilson

- welcomed the new Student Reps.
- welcomed Cyndy Mitchell.
- said "good job" to everyone at the high school who has been working on the new program.
- wished everyone a Happy New Year.
- noted that he attended a field trip with Oak Hill.

Mr. Grimes thanked Trustee Wilson for getting the class down on the Senate Floor during the field trip.

Mrs. Kelley

- no report given.

BOARD/SUPERINTENDENT REPORTS (continuing)

Mr. Loehr

- toured the schools with Mr. Hunt.
- toured MHS and visited as TRUSD Police brought in police dogs.
- attended Trustee Friedman's swearing in as a chaplain for the California State Military Reserve.
- noted that he saw the painted map on the Dudley blacktop.
- welcomed Heather Woods back, and noted that it is a pleasure meeting with Cyndy Mitchell.
- looking forward to working with everyone on the budget problem.
- noted that he is working on the E-reader information for the Board.

Mrs. Anderson

- welcomed everyone back; hope everyone enjoyed their holidays.

CONSENT AGENDA

- 1. Approved Adoption of Minutes from December 14, 2011 Regular Meeting
- 2. Approved Certificated Personnel Transactions
- 3. Approved Classified Personnel Transactions
- 4. Approved Multiple Measures Online Assessment Reporting System (MMARS)
- 5. This item was pulled for separate consideration.
- 6. Approved 5th Grade STARBASE Academy North Country
- 7. Approved Field Trip: AP US History Trip to Disney World in Orlando, Florida
- 8. Approved Field Trip: 5th Grade Alliance Redwood Trip North Country
- 9. Approved 2011-2012 Safe School and Emergency Preparedness Plan Spinelli
- 10. Approved Amendment #5 CPM Contract for Program Management Services for Bond Fund Projects
- 11. Approved Bond Oversight Committee Membership
- 12. Approved Bond Oversight Committee Bylaws
- 13. Approved Payroll Orders: July 2011 December 2011
- 14. Approved Supplemental Agenda (Vendor Warrants)

Mr. Loehr thanked Trustee Wilson for bringing the STARBASE program to our attention. Noted that North Country has this program listed on the consent agenda for approval.

Motion:

Wilson

Vote: General Consent

Second:

Friedman

CONSENT AGENDA PULLED FOR SEPARATE CONSIDERATION

5. Approved Project Lead the Way Contract

Motion:

Friedman

Vote: General Consent

Second:

Kelley

BUSINESS ITEMS

A. APPROVED - Local Educational Agency Plan Addendum

Motion:

Friedman

Vote: General Consent

Second:

Hunt

В. **APPROVED - Certification of Corrective Actions for the 2010-11 Audit Findings**

Trustee Kelley asked if there is a standard training that the high school students and staff go through for the ASB accounting and procedures. She also asked if there is an ASB manual.

Motion:

Wilson

Vote: General Consent

Second:

Kelley

Scott Loehr asked that the Board keep February 1, 2012 open for a meeting.

ADVANCE PLANNING

Future Meeting Dates:

Regular Meeting: Wednesday, January 18, 2012 @ 6:00 p.m. - District Board Room -Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747

ADJOURNMENT - 7:27 p.m.

Motion: Second: Wilson Friedman

Vote: General Consent

Respectfully submitted,

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

Donald E. Wilson, Clerk **Board of Trustees Adoption Date**

CONSENT AGENDA

Center Joint Unified School District

		AGENDA REQUEST FOR:	
Dept./Site:	Superintendent's Office	Action ItemX	
To:	Board of Trustees	Information Item	
Date:	March 21, 2012	#Attached Pages	
From:	Scott A. Loehr, Superintendent		
Principal's	Initials:		

SUBJECT: Adoption of Minutes

The minutes from the following meeting are being presented:

February 1, 2012 Board Workshop

RECOMMENDATION: The CJUSD Board of Trustees approve the presented minutes.

CENTER JOINT UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES WORKSHOP

Center Joint Unified School District - Conference Room #5 8408 Watt Avenue, Antelope, CA 95843

Wednesday, February 1, 2012

MINUTES

OPEN SESSION - CALL TO ORDER - Trustee Friedman called the meeting to order at 5:30 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

FLAG SALUTE - led by Douglas Higgins

ADOPTION OF AGENDA - approved adoption of agenda as presented.

Motion:

Friedman

Vote: General Consent

Second:

Wilson

PUBLIC COMMENTS - none

BUDGET DISCUSSION/UPDATE

Mr. Loehr announced that this meeting was to get an overview of the budget and to get a direction from the board on what to focus on for possible reductions to balance the budget.

Jeanne Bess, Director of Fiscal Services, noted that the January release of the budget is affecting the way we are looking forward. For the 12-13 SY we are being hit with the loss of 160 ADA (based on P2) which adds up to \$860,000 we are losing. The trigger cuts: if the ballot measure does not pass then we will lose \$370 per ADA, which would equal \$1,665,000; current year we have lost half of our transportation funding and next year all of the funding which would equal \$328,000. If we currently receive funding for transportation then lose it we will have to use general fund money to fund this. We need to consider the amount back out due to no furlough days; and we need to hold out \$200,000 for the possible increase on health and welfare benefits. All added up it comes out to about \$3,000,000. We can get some of the needed money from fund 17, the district reserves, but this will still leave us with a deficit of about \$2,000,000.

Trustee Anderson asked how much the district would be required to keep in reserve and asked about the sweeping of monies. Jeanne Bess noted that the money that is sweepable is Categorical money. Mr. Loehr noted any money that can be grabbed from funds would be ongoing. Budgets would not disappear completely. Trustee Hunt asked what the scenario is if the ballot measure passes. Ms. Bess stated that our funding would be flat except for the transportation, loss of ADA and the amount for the increase in benefits. There was discussion of the reserve money moving in and out of fund 17.

BUDGET DISCUSSION/UPDATE (continued)

It was noted that not all deferrals would be eliminated; we would probably only need 1 TRAN for next year. There was a discussion on the amount of the TRAN and how much we are paying when we pay it back. Trustee Wilson asked when the county might step in and take over. Jeanne explained the process.

Trustee Kelley inquired on our ability to obtain future TRANS; Jeanne explained that it gets harder to obtain.

Richard Hayes noted that many students have left the district because of the economy. Mr. Loehr agreed with Rich Hayes. Mr. Loehr also noted that we are trying to keep students here.

Trustee Wilson noted that the state is saying that the state doesn't have any more money. He asked if School Services has put out any new information?

Mr. Loehr noted that we need a plan to address the deficit; it must be finalized and reported to the county by March 15. Trustee Anderson asked how many teachers would equal the 160 ADA. It was noted that the number equals just over 10, but the numbers we are looking at are realistically 6-8.

List of ideas on how to get to that amount of money:

- non-personnel SLIP money, sweep or freeze until November (not GATE)
- next year freeze a percentage of each site's allocation from general fund until November (this year ask what they can give to the cause). The sites will still have their lottery money.
- eliminate 12/13 Summer School; would have to see what we could do with Summer School this year.
- put MHS under AVCS/Global administrator or under the CHS administrator. Mr. Loehr noted that they are currently looking at the program at MHS. It started as a credit recovery program; it has changed over the years and now offers more programs than a credit recovery program. It could mean losing a partial administrator and support staff.
- close Spinelli Elementary and disperse the students to 3 other schools. It was noted that we would lose county programs, we would have higher cost in transportation, and would cause problems having a vacant school in that neighborhood. (NO)

Caryn Kennedy asked if there is space available at the other sites. It was noted that there is space because of the increase in class sizes.

- charge home-to-school transportation. This was not encouraged.
- eliminate athletic transportation; Mr. Jordan noted that events within a reasonable distance transportation is not needed.

Mr. Hayes asked how much the board members' benefits cost the district?

Mr. Loehr asked if the Board had any other suggestions? Trustee Friedman asked if we have asked the community for donations. Trustee Kelley asked if we could use ConnectEd to asked families for donations.

Ms. Kennedy noted that you don't get the donations at the secondary level that you get at the elementary level.

Mr. Muldoon asked that we look at the amount of days the district office works during the year. There is a difference of 20-30 days with other districts.

BUDGET DISCUSSION/UPDATE (continued)

Cindy Hahn noted that staff came in several days before school started, and the students are not getting the education. She also noted that the teachers are spending more time on time management.

Trustee Anderson noted that the teachers are not expected to work when they are not getting paid.

Tracy Hayes noted that we are in school crisis. We need to cut things that will save the kids' program. We have to keep the kids here.

Trustee Kelley again expressed her concern with the transportation liability. She also asked where we stand on the 3% of the maintenance money. It was noted that Craig is looking at people and how far we can go back without falling apart.

Heather Woods asked if we could do away with the athletic trainer.

Trustee Anderson asked if we could look at the high school administration staff/student ratios.

Trustee Kelley asked when they would be updated on the negotiations.

Amy Chaney asked if the high school could eliminate freshman sports. That was not encouraged.

After all had been discussed it was announced that the next meeting is scheduled for next Wednesday.

ADJOURNMENT - 7:35 p.m.

Motion: Anderson Vote: General Consent Second: Kelley

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

Donald E. Wilson, Clerk	
Board of Trustees	
Adoption Date	

Center Jaint Unified School District

	<u>and the state of </u>	AGENDA REQUEST FOR:
Dept./Site:	Superintendent's Office	Action Item X
То:	Board of Trustees	Information Item
Date:	March 21, 2012	#Attached Pages
From:	Scott A. Loehr, Superintendent	
Principal's	Initials:	

SUBJECT: Adoption of Minutes

minutes.

The minutes from the following meeting are being presented:

February 8, 2012 Regular Meeting

RECOMMENDATION: The CJUSD Board of Trustees approve the presented

CONSENT AGENDA

CENTER JOINT UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES REGULAR MEETING Wilson C. Riles Middle School, Multi-Purpose Room 4747 PFE Road, Roseville, CA 95747

Wednesday, February 8, 2012

MINUTES

OPEN SESSION - CALL TO ORDER - President Anderson 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

Administrators Absent: Jeanne Bess, Director of Fiscal Services

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

1. Student Expulsions/Readmissions (G.C. §54962)

2. Conference with Labor Negotiator, George Tigner, Re: CSEA and CUTA (G.C. §54957.6)

PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION

CLOSED SESSION - 5:00 p.m.

OPEN SESSION - CALL TO ORDER - 6:08 p.m.

FLAG SALUTE - led by Donald Wilson

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION – the Board met in Closed Session and no action was taken. The following items had action taken during Open Session:

Student Readmission #10-11.08 - Recommendation approved.

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

Second: Hunt Noes: None

Student Expulsion #11-12.18 - Recommendation approved.

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

Second: Hunt Noes: None

Student Expulsion #11-12.19 - Recommendation approved.

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

Second: Anderson Noes: None

ADOPTION OF AGENDA - there was a motion to approve the adoption of the agenda as presented.

Motion: Friedman Second: Kelley

Trustee Wilson asked to pull Consent Agenda Item #11.

The motion was amended to pull Consent Agenda Item #11.

Motion: Friedman Vote: General Consent

Second: Kelley

STUDENT BOARD REPRESENTATIVE REPORTS

- 1. Center High School Aleah Woods
- Homecoming was held last week, 200 kids helped out. She thanked everyone who helped out. The class contest winners were as follows: Juniors 1st, Seniors 2nd, Freshman 3rd, and Sophmores 4th.
- it was noted that there is not too much else going on.
- the Talent Show has been moved to March 28.
- students are looking forward to the time off next week.
- 2. McClellan High School Rolando (JR) Natividad
- staff is excited that there is a large # of students who have achieved honor roll; 38 students earned 3.5 GPA.
- 6 students earned perfect attendance.
- the 2nd Trimester ends next Friday.
- Friday Night Live sponsored a Change For Change drive. Money raised was donated to the SPCA.
- there are 93 students currently enrolled at MHS.
- 11 students have graduated so far ths year, and more will graduate at the end of this week.
- 3. Antelope View Charter School Britney Kaiser was not available to report
- 4. Global Youth Charter School Hyleah O'Quinn was not available to report

ORGANIZATION REPORTS

- 1. **CSEA Angela Espinoza**, Vice President, announced that Cyndy Mitchell is on a field trip. She noted that there wasn't a whole lot to report. She did note that they are trying to get online voting for their group so more people can vote.
- 2. CUTA Heather Woods, President, noted that the certificated staff would like to see as many cuts as possible away from the classroom; every cut from certificated staff is a direct cut in the classroom.

REPORTS/PRESENTATIONS

1. **CFW Foundation Scholarship Presentation** – Khushroo Gheyara, from Caldwell Flores Winters, presented Ryan Saeteurn with at \$5,000 scholarship from the CFW Foundation.

REPORTS/PRESENTATIONS (continued)

- 2. AVID (Advancement Via Individual Determination) Program Presentation for CHS and Riles Joyce Frisch, Principal at Wilson C. Riles Middle School, noted that Riles Middle School is a national demonstration site. She introduced Jennifer Slay & Danielle Stout, who gave more information on the program. Amanda Johnson, Phillip Wartenberry, Andrew Roberts, and a fourth student spoke about how AVID has helped them. Mrs. Slay invited the Board to an AVID event that will be happening on April 18. Mrs. Stout discussed the items that have made the high school AVID not qualify to be certified. Trustee Hunt inquired on how much SCOE is contributing to the program. Mr. Loehr thanked Mrs. Frisch, Mrs. Slay, and Mrs. Stout for their help with the program.
- **3. Williams Uniform Complaint Quarterly Reporting -** George Tigner, Chief Administrative Officer announced that there was nothing to report for October through December 2011.

COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA -

Kim Baioni, teacher at McClellan High School, spoke to the board about the students at McClellan High School and how the school helps those students. She asked that the Board think about the impact a move of the site would make.

Mr. Grimes, Principal at Oak Hill, thanked Trustee Wilson for his help in allowing them go down to the senate floor at the State Capitol for the 4th graders at Oak Hill.

Kellie Buttram, teacher, noted that the teachers are the front line; the reason that we are here. She asked that they don't take the easy way out by cutting days out of the school year, furlough days, and bt cutting staff. She asked that we put the students first: no shorter year, no furlough days, look for other places to cut.

Cindy Hahn, teacher at Oak Hill, noted that she was at the meeting last week. She stated that there were comments that there are district employees that work 261 days a year. It was her understanding that there is a position that is held by a classified person that was created a few years ago. She noted that the district should consider cutting that position. She also noted that we are not the only district going through this. We need to look at what would directly affect our students; the cuts should happen where they least affect the students. She thanked the Board for listening.

DelRae Pope and Cindy Campbell, parents from the Riles PTA, shared information about the Antelope Community Carnival, which will be held March 15-18 in the old Kmart parking lot. They are offering each site the opportunity to participate in selling tickets ahead of time and earning money for their site's PTA or other group that chooses to participate. Mr. Loehr thanked them for their time and energy that they have put into this.

Luke Campbell, student at CHS, asked the Board that if they could find a cure for Childhood cancer would they? He announced that now is their chance; they can sponsor Team Riles in the St. Baldrick's Shave-a-thon event. He would like to continue to carry on the tradition and help raise funds.

Travis Frisk, student at CHS, asked if his school site was going to bring back agendas. Mr. Jordan said that they are; they are getting a deal from Jostens next year.

Tyler LaBelle, student at CHS, asked if the tardy rules will still be enforced next year. Mr. Jordan said yes.

Jeremy Knapp, student at CHS, noted that there should be considerations on the tardy rules, especially first period.

COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA (continued)

Teeauntry Goins, student at CHS, asked if there was a way to get better computers. Mr. Loehr noted that with the budget issues that could not be done at this time, but that the Computer Techs. are doing a great job keeping them up and running.

Kyle Hold, student, asked if the campus could have open campus at lunch time. Mr. Jordan noted that it was too much of a liability.

Irena Stepanova, student, asked if they could have open campus for the Seniors only. It was noted that there was a liability issue.

Nathan Lukes, student, asked if the athletics were going to be cut next year because of budget cuts.

Kayla Perkins, asked why some sports have to pay a copayment, and why now and not before. Mr. Jordan noted that they asked for a \$75 donation for each sport.

Natalie Hampton, student, asked if spring sports (baseball and softball) would have to share busses again. Mr. Jordan noted that whenever possible they will be sharing a bus.

Ashley Taylor, asked if money has been spent on unnecessary things (ie. iPads for Administrators) when there are budget cuts.

Richie Torres, noted that there is trash around the CHS campus. He noted that there should be more trash cans around the campus. Mr. Jordan noted that there are enough receptacles, but the main problem is that students are not placing their trash in them.

Victor Gunn, student, noted that he was informed that Ms. Paluch was going to retire. He asked if she would be replaced or if she would be allowed to teach 2 periods.

BOARD/SUPERINTENDENT REPORTS

Mrs. Kellev

- noted that with budget concerns you will often find her taking a devil's advocate stance. She just wants to get all the information she can get to make sure we have all the info we need.

Mr. Friedman

- attended the Oak Hill Book Fair.
- complemented all of the speakers tonight.
- noted that he has received numerous emails from former McClellan High School students. He complemented them for their views.

Mr. Hunt

- responded that to Mrs. Buttram's comments – there is no easy way/no easy cuts. There is no magical money out there that we are hiding. There are things to trim away, but to send ideas our way.

Mr. Wilson

- asked Mr. Grimes to thank the kids at Oak Hill. He noted that it is nice that they noticed.
- noted that he will shave his head if Mr. Tigner does.

BOARD/SUPERINTENDENT REPORTS (continued)

Mr. Loehr

- echoed what Mr. Hunt said about the budget; there are no easy cuts.
- has been out to most of the sites this month; has been seeing great things that are going on around the district. Proud of the work our folks are doing.
- had the opportunity to judge the Geography Bee 1st-Netsy Ponce, 2nd-Johnathan Jolly, 3rd- Michelle Zang. Thanked Dudley for hosting it.

Mrs. Anderson

- noted that research has already been done regarding some of the things that Mrs. Hahn has mentioned. She noted that she can contact Mr. Loehr to discuss at another time.

CONSENT AGENDA PULLED FOR SEPARATE CONSIDERATION

11. Approved Supplemental Agenda (Vendor Warrants)

Motion: Friedman Vote: Anderson, Friedman, Hunt, Kelley

Second: Kelley Noes: Wilson

CONSENT AGENDA

1. Approved Resolution #7/2011-12: Authorization to Teach English Electives

2. Approved Professional Service Agreement: Amber Fitzgerald

3. Approved 2011/2012 Individual Service Agreements:

2011/12-130-133 Bright Futures

2011/12-134 Med Trans

2011/12-135 Placer Learning Center

2011/12-136 Bright Futures

- 4. Ratified School Accountability Report Cards
- 5. Approved 2011-12 Single Plan for Student Achievement CHS
- 6. Approved 2011-12 Single Plan for Student Achievement Oak Hill
- 7. Approved 2011-2012 Safe School and Emergency Preparedness Plan Riles
- 8. Approved 2011-2012 Safe School and Emergency Preparedness Plan CHS
- Approved 2011-2012 Safe School and Emergency Preparedness Plan MHS
- 10. Approved Payroll Orders: July 2011 January 2012
- 11. This item was pulled for separate consideration

Motion: Kelley Vote: General Consent

Second: Wilson

BUSINESS ITEMS

A. 2011 CSBA Delegate Assembly Election, Subregion 6-B

There was a motion to bring it to the floor.

Motion: Friedman Second: Anderson

Trustee Friedman asked that they vote for Mr. Bruce Roberts. DID NOT PASS-

will come back at the next meeting

Motion:FriedmanAyes:FriedmanSecond:AndersonNoes:none

Abstain: Kelley, Hunt, Wilson, Anderson

Reconsideration – place on next agenda (February 29)

ADVANCE PLANNING

- Future Meeting Dates:
 - Regular Meeting: Wednesday, March 21, 2012 @ 6:00 p.m. District Board Room -Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747
 - Special Meeting: Wednesday, February 29, 2012 @ 6:00 p.m. -Riles Middle School ii. Multi-Purpose Room, 4747 PFE Road, Roseville, CA 95747

ADJOURNMENT	– 7:37 p.m	l .	
	otion: cond:	Wilson Friedman	Vote: General Consent
			Respectfully submitted,
			Scott A. Loehr, Superintendent Secretary to the Board of Trustees
Donald E. Wilson Board of Trustees			
Adoption Date			

_				
AGEN	IDA I	REQL	JEST	FOR:

Dept./Site: Superintendent's Office

Action Item X

To:

Board of Trustees

Information Item

Date:

March 21, 2012

#Attached Pages _____

From:

Scott A. Loehr, Superintendent

Principal's Initials:

SUBJECT: Adoption of Minutes

The minutes from the following meeting are being presented:

February 29, 2012 Special Meeting

RECOMMENDATION: The CJUSD Board of Trustees approve the presented minutes.

CENTER JOINT UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES WORKSHOP

Wilson C. Riles Middle School - Multi-Purpose Room 4747 PFE Road, Roseville, CA 95747

Wednesday, February 29, 2012

MINUTES

OPEN SESSION - CALL TO ORDER - Trustee Wilson called the meeting to order at 5:00 p.m.

ROLL CALL - Trustees Present:

Mr. Friedman, Mr. Hunt, Mrs. Kelley, Mr. Wilson

Trustees Absent:

Mrs. Anderson

Administrators Present:

Scott Loehr, Superintendent

George Tigner, Chief Administrative Officer Jeanne Bess, Director of Fiscal Services

Administrators Absent:

Craig Deason, Assist. Supt., Operations & Facilities

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

- 1. Student Expulsions/Readmissions (G.C. §54962)
- 2. Release/Reassignment of Administrator (Ed. Code 44951)
- 3. 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 - 6:00 p.m.

FLAG SALUTE - led by Jeremy Hunt

It was announced that Trustee Anderson was not able to attend due to illness.

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION -

In Open Session the Board then took the following vote:

1. Student Expulsions/Readmissions (G.C. §54962)

Student Expulsion #11-12.20 - Recommendation approved.

Motion: Friedman

Ayes: Friedman, Hunt, Kelley

Second:

Hunt Noes: None

Abstained: Wilson **Absent:** Anderson

Student Expulsion #11-12.21 - Recommendation approved.

Motion: Friedman Ayes: Friedman, Hunt, Kelley

Second: Hunt Noes: None

Abstained: Wilson **Absent:** Anderson

It was announced that the Board voted in Closed Session and took the following action:

2. Release/Reassignment of Administrator (Ed. Code 44951)

Resolution #9/2011-12: Ayes: 4

Noes: 0 Absent: 1

ADOPTION OF AGENDA - approved adoption of agenda as presented.

Motion: Friedman Ayes: Friedman, Hunt, Kelley, Wilson

Second: Kelley Noes: None

Absent: Anderson

PUBLIC COMMENTS -

Kay Morrison, teacher, shared her concerns with more cuts to the certificated staff.

Don Swails shared his concerns with the budget cuts. He asked about transportation cuts as well as the list of cuts listed in this agenda that pertained to McClellan High School. Mr. Loehr noted that the transportation money has been reinstated and a list of cuts was updated this morning, with only 1 FTE on the list from McClellan.

Dave Myers, teacher at Riles MS, shared his concerns with the cuts to the music program at Riles and in the district.

Caryn Kennedy, teacher, shared her concerns with 21.5 FTE on the cut list when recommendations had been given at a prior meeting to help meet the goal.

Joelle Freitas, parent, noted that there is an average of 16% of Kindergarteners falling behind. She asked the board what they were going to do next year when they fall further behind in first grade. She asked that they make it a quality education.

Trustee Wilson agreed with what she said and noted that the further the younger ones falls behind, the further he or she will be behind. He stated that we are dealing with what is coming down from the state. Eventually some of these will not go through, but we do have to do this by March 15 because the state said so.

Trustee Friedman noted that is is tremendous that everyone is here tonight. He asked that people call their elected officials and let them know that education is a priority.

Heather Woods, CUTA President and CHS teacher, noted that she hoped that between March 15 – May 15 they could work with the district to keep cuts away from the classroom.

PUBLIC COMMENTS (continued)

Marc Allaman, teacher at Center HS, asked that everyone remember the dream that we created when we built Center High School 30 years ago. He asked everyone "What have we done to help that dream?"

Kim Baioni, teacher at McClellan HS, asked everyone in the room who was there to support MHS to stand. She noted that they were concerned when they saw the original cut list that came out on Friday. She then noted that she doesn't know how the program could run without a math teacher at their campus. She also shared her concern with the possibility of changing the school to an online school.

Joseph Bartholomew noted that not everyone can be at a big school; some students need a smaller school. McClellan gave him what he needed.

Chris Collins, teacher at MHS, asked that they look at the number of students at the site.

Jeniffer Neider, former student at MHS, noted that they shouldn't consider closing McClellan HS.

TanJanae Parker, former student at MHS, shared her experience at McClellan and noted that it shouldn't be closed.

Corey Velez, former student at MHS, noted that McClellan was the best for her. Teachers showed an interest in her, gave her direction, and helped her. She noted that it makes her worried about the future if we are cutting 1 or 2 teachers from its staff.

Sir James Jenkins, former student, spoke about his time at MHS and the encouragement he received from staff there.

Krystle Namet, former MHS student and Student Board Rep, stated that she remembers the meetings during the 2002-2003 school year and understands that it is not entirely the Boards' fault that the cuts need to be made; it comes directly from the state. She did note that if any part of the program at MHS is cut it will hurt lives.

Trustee Wilson asked Mr. Loehr how many were on the list for McClellan. It was noted that there is 1 McClellan teacher on the list. It was also noted that the independent study teacher serves the district, but is housed at MHS.

Several Husky Music students spoke about their concerns with the music program being cut at the middle school. Trustee Kelley asked the group of students if their grades have improved since being in band.

Ashlee Freitas, student, shared her concerns with cuts to the music program in the district.

Monica Parker, parent, shared her concerns with the cuts to staff at McClellan HS. She noted that this site saves lives, and her daughter is one of them.

All McClellan HS students came and stood before the Board. Many students spoke in support of McClellan HS.

BUSINESS ITEMS

A. APPROVED - Resolution #8/2011-12: Reduction/Elimination of Particular Kinds of Certificated Services

Trustee Hunt asked Mr. Tigner for clarification on the position that was listed to be cut at MHS, whether or not there would still be music at Riles MS, and asked about negotiations with the certificated union.

Trustee Friedman expressed his thanks to the Riles Music students and the McClellan HS students who spoke tonight.

Trustee Kelley asked what our percentage of certificated staff cuts has been over the last few years. She also asked about the number of students versus staff at MHS.

Motion: Friedman Ayes: Friedman, Hunt, Kelley, Wilson

Second: Hunt Noes: None
Absent: Anderson

B. 2012/13 Budget Progress

This item was a discussion item only. Mr. Loehr noted that there really wasn't anything new to report. He gave an update of what was researched for the Board after the last meeting.

- 1. District Office days of operation most, if not all, districts in the county are year round.
- 2. MHS relocating that idea was abandoned, no savings.
- 3. Summer School 2012 summer school budget has been slashed; 2013 summer school has been placed on hold.
- 4. Athletic transportation could be modified to only use transportation to long distance competitions.
- 5. Sweep non-personnel Categorical money and site allocations has given the district \$50,000
- 6. CHS Athletic Trainer \$23,000 would be saved. No other districts in the area have one. We will check with Sac State to see if we can get an intern.
- 7. Board was given a list of stipend positions within the district.

Trustee Wilson shared with the Board that in the past we had an athletic trainer at the cutting edge of sports medicine. He would hate to see it cut, but it was mentioned that we may be able to get an intern from CSUS.

Trustee Hunt asked if the numbers given mean we are close to \$600,000 in non-personnel cuts. Mr. Loehr said yes.

Trustee Kelley, inquired on whether or not we have spoken to the Athletic Trainer about being cut. Mr. Loehr explained that it is a contracted position, not an employee.

C. 2011 CSBA Delegate Assembly Election, Subregion 6-B

There was a motion to pull this item from the table.

Motion: Friedman Second: Hunt

Trustee Friedman made a motion to vote for Mr. Roberts.

MOTION PASSED

Motion: Friedman Ayes: Friedman, Hunt, Wilson

Second: Hunt Noes: None

Absent: Anderson **Abstention:** Kelley

ADVANCE PLANNING

- a. Future Meeting Dates:
 - i. Regular Meeting: Wednesday, March 21, 2012 @ 6:00 p.m. District Board Room -Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747
- b. Suggested Agenda Items:

CONTINUATION OF CLOSED SESSION

ADJOURNMENT - 7:56 p.m.

Motion: Friedman Ayes: Friedman, Hunt, Kelley, Wilson

Second: Hunt Noes: None

Absent: Anderson

	Respectfully submitted,
	Scott A. Loehr, Superintendent Secretary to the Board of Trustees
Donald E. Wilson, Clerk Board of Trustees	
Adoption Date	

CONSENT AGENDA

Center Joint Unified School District

# 'M ' A A B NEW TOTAL	and the second with the second of the second	20 C. D. D. D. C.	
		AGENDA REQUEST FOR:	
Dept./Site:	Superintendent's Office	Action Item X	
То:	Board of Trustees	Information Item	
Date:	March 21, 2012	#Attached Pages	
From:	Scott A. Loehr, Superintendent		
Principal's	Initials:		

SUBJECT: Adoption of Minutes

The minutes from the following meeting are being presented:

March 12, 2012 Special Meeting

RECOMMENDATION: The CJUSD Board of Trustees approve the presented minutes.

CENTER JOINT UNIFIED SCHOOL DISTRICT

BOARD OF TRUSTEES WORKSHOP

Center Joint Unified School District - Conference Room #5 8408 Watt Avenue, Antelope, CA 95843

Wednesday, March 12, 2012

MINUTES

OPEN SESSION - CALL TO ORDER - Trustee Anderson called the meeting to order at 6:00 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

FLAG SALUTE - led by Nancy Anderson

ADOPTION OF AGENDA - approved adoption of agenda as presented.

Motion: Friedman Vote: General Consent

Second: Kellev

PUBLIC COMMENTS -

Heather Woods, CUTA President and CHS teacher, wanted to remind everyone that although concessions were made it is affecting the students – cutting in the classroom. We still need to find more cuts and avoid doing this again next year. Mr. Loehr noted that these are unprecedented years. Trustee Friedman thanked the teachers for what they have done.

David DeArcos, Principal at MHS, noted that the counselor listed in the cuts also includes services provided at the continuation high school site. Trustee Kelley noted that she was disappointed that this position was listed; students need the counselors.

Harvey McLeod, teacher at CHS, noted that it will be difficult to meet the needs of students with the increases in class size.

BUSINESS ITEMS

A. APPROVED - Memorandum of Understanding Between CJUSD and CUTA

Motion: Hunt Vote: General Consent

Second: Friedman

Trustee Friedman thanked CUTA for their work on this. Mr. Loehr thanked the union and Mr. Tigner for their work on this.

B. APPROVED - Revised 2012/2013 District Calendar

Motion: Friedman Vote: General Consent

Second: Wilson

Trustee Kelley noted that the number of days for both semesters were not balanced. Heather Woods noted that they didn't want to start earlier in the summer, and wanted a break between semesters, so this calendar would work.

C. APPROVED - Resolution #10/2011-12: Reduction/Elimination of Particular Kinds of Certificated Services

Motion: Vote: General Consent

Second: Hunt

Trustee Wilson noted that it is not what we want, but we are moving in the right direction.

ADJOURNMENT – 6:13 p.m.

Motion: Wilson Vote: General Consent

Second: Friedman

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

Donald E. Wilson, Clerk Board of Trustees	
A devide Dete	
Adoption Date	

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Personnel Department

Action Item

X

Date:

March 21, 2012

Information Item

To:

Board of Trustees

Attached Pages

1

From:

GeorgeTigner, Chief Administrative Officer

Subject: Certificated Personnel Transactions

Release of Temporary Employees

Edward Gaither, Curriculum and Instruction Douglas Higgins, Center High School Todd Silverman, Dudley Elementary School

Request for Leave of Absence

Nasrin Sadrian, Wilson Riles Middle School

Retirements

Cheryl Miller, Center High School Janet Paluch, Center High School Arlene Stassinos, Oak Hill Elementary Janice Wagner, North Country Elementary School Tanya Zaccone, Center High School

Recommendation: Approve Certificated Personnel Transactions as Submitted

XIII-6

Release of Temporary Employees

Edward Gaither will be released from his position as temporary Speech Therapist, Curriculum and Instruction, effective end of day on May24, 2012.

Douglas Higgins will be released from his position as temporary part time Math Teacher, Center High School, effective end of day on May 24, 2012.

Todd Silverman will be released from his position as temporary Counselor, Dudley Elementary School, effective end of day on May 24, 2012.

Request for Leave of Absence

Nasrin Sadrian has requested a leave of absence from her position as Science Teacher, Wilson Riles Middle School, effective August 6, 2012, through May 31, 2013.

Retirements

Cheryl Miller has submitted her intent to retire from her position as Special Education Teacher, Spinelli Elementary School, effective end of day on May 24, 2012.

Janet Paluch has submitted her intent to retire from her position as Career Education Teacher, Center High School, effective end of day on May 24, 2012.

Arlene Stassinos has submitted her intent to retire from her position as First Grade Teacher, Oak Hill Elementary School, effective end of day on May 24, 2012.

Janice Wagner has submitted her intent to retire from her position as Third Grade Teacher, North Country Elementary School, effective end of day on May 24, 2012.

Tanya Zaccone has submitter her intent to retire from her position as Spanish Teacher, Center High School, effective end of day on May 24, 2012.

Center Joint Unified School District

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Dept./Site: **Personnel Department**

Date: March 21, 2012 Action Item X

To: **Board of Trustees** Information Item __

From: George Tigner, # Attached Pages ___1 Chief Administrative Officer

SUBJECT: CLASSIFIED PERSONNEL TRANSACTIONS

NEW HIRE: Sulia Solis, Bus Driver

Alicia Marinelli, Cafeteria Worker

RETIREMENT: Alan Himenes, Maintenance Worker

RESIGNATION: Christopher Payne, Instructional Specialist/PH

RECOMMENDATION: Approve Classified Personnel Transactions as

Submitted

AGENDA ITEM # XIII - 7

Sulia Solis has been hired as a Bus Driver effective March 8, 2012.

Alicia Marinelli has been hired as a Cafeteria Worker, Center High School, effective March 12, 2012.

Alan Himenes will retire from his Maintenance Worker position on October 1, 2012.

Christopher Payne will resign from his Instructional Specialist/PH position, North Country Elementary School, effective March 30, 2012.

CONSENT AGENDA

Center Unified School District

AGENDA REQUEST FOR:

Dept./Site: Center High School

Date: March 13, 2012 Action Item X

To: CUSD Board of Trustees Information Item

From: Mike Jordan # Attached Pages 20

Principal's Initials MOS

SUBJECT: Center High School FBLA ATTENDANCE AT STATE LEADERSHIP CONFERENCE

Rose Mendoza, Center High School FBLA Co-Adviser /Chaperone/Parent is requesting approval to chaperone her son, Alex Mendoza, Northern Section officer to the 2012 State Leadership Conference. Mrs. Mendoza and Alex will be flying to this conference.

Conference will take place from April 19-22 in Irvine, CA. The conference will be located at the Hyatt Regency in Irvine. Participants will leave after school on Thursday, April 19th and return on Sunday, April 22nd. Student will miss a full day of school on Friday, April 20th.

All workshops take place at the Hyatt Regency. Since there is "open activity" time available Saturday afternoon, the requested member and chaperone have the option to enjoy area sights in Orange County. Student and chaperone may leave the site to eat at area restaurants or drive to area attractions. Mrs. Mendoza is renting a car for shuttle service to and from the airport and for traveling to area sights and/or restaurants.

Funding for this trip will be provided through private payment, club fundraising, area business donations, and Carl Perkins money.

The purpose of this conference is to participate in many workshops and general meetings that highlight leadership, motivation, and personal development. Participants will enter competitive state events and network with students from other chapters across California. Alex will also be attending their Northern Section Meeting which will install the new section officers for next year. Advisers from all over the state meet to network and receive updated information regarding state funding and chapter requirements.

Attached is the conference agenda and approval form.

CONFERENCE INFORMATION:

Hyatt Regency Irvine 179000 Jamboree Road Irvine, CA 92614 949-225-6731

RECOMMENDATION:

Approve attendance	at the 2012 FRLA	STATE LEADERSHIP	CONFERENCE
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RECOMMENDATION:

FIELD TRIP PLANNING / APPROVAL FORM	
Teacher (. Cummings)	
Rose Mendezla Number of Students Class or Club FBLA Hex Mendez	•
Class or Club Hex Menauz	.4
Clear description of the trip's connection to the curriculum and standards:	
FBLA - 2012 State Leadership	
Conference	
Date of trip 4/19-22 time Leaving AM ENL Time Returning PM ENL 4/2	2
Destination ITVIDE 4//4.	
Other places you may go during the trip: Local Plataurants of	
venues for sum seeino	
Transportation request submitted? Yes No	
Parents driving? Yes No Maybe a rental If parents driving, is Volunteer & Employee Auto Usage Statement on file? Yes NATA Flying A	Ł
If parents driving, is Volunteer & Employee Auto Usage Statement on file?	
vesNANO* Flying to	フ
If trip is overnight or over 150 miles, has Board Agenda Request been submitted? Ovarige.	
YesNo	
Teacher Signature	
Dept. Chair Signature Milli Alli Date 3/8/12	
Signature indicates the Department Chair has examined and supports how the trip supports academic and content standards	
Principal's Signature Date 31812	
REMINDERS: 1. This form must be completed by the teacher and have final approval BEFORE any letters are sent home or any final arrangements are made. Requests must be submitted at least ten (10) days before the trip. Requests for trips over 150 miles or that include an overnight stay must be submitted to the Board of Trustees for approval at least thirty (30) days prior to the trip. 2. A final list of student participants must be placed in each staff mailbox, and a copy give to the Attendance Office, no less than three (3) days prior to the trip.	
 Refer to the Field Trip Procedural Outline to insure that all appropriate forms are completed. If there are any special factors about the trip, please attach a separate sheet describing them. 	

Center High School Purchase Order Request

Purchaser: C. Cummune Date: 2/10/12	
District Funds	Complete name & address of vendor, including telephone and fax numbers:
Account name: FBLA	phone fax
QTY ITEM # ITEM DES	oc unit cost total
Notel Reserva	two for FRLA.
# 130 per roo	no nately 6 rooms
* not to ele	eld \$500 1950
* April 19-22	12012
Approvals: C. Cumming Department Chair	Sub Total Tax 7.75% Shipping TOTAL
Student Officer (for ASB funds)	
Activities Director (for ASB funds)	Approved by ASB on
Principal (for either fund)	Date Treasurer

Center High School Purchase Order Request

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Purchaser: C. Cummur	
Date: 2/10/12	Complete name & address of vendor, including telephone and fax numbers:
District Funds Student Body Funds	Payable to: California FBLA
Account name: FBL:A	* see attacked for fax
QTY ITEM # ITEM DESC	UNIT COST TOTAL
Conference Regis FBLA - 2012 Sta	trateon for
Conference.	attidony ladrison
* Early B	erd ly March 23, 201
* April 19-22/201	2. # 1200
Approvals: Department Chair	Sub Total Tax 7.75% Shipping TOTAL
Student Officer (for ASB funds)	
Activities Director (for ASB funds) Principal (for either and)	Approved by ASB on 2/22/11 Vivanut Date Dreasurer



CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA

Release of Claim for Damages and Emergency Medical Treatment Authorization

Alex Mendoza	Center High School
Student Name (print/type)	School (print/type)
Home Address:	Event Date: 4/19 - 4/22
Date of Birth: May 22, 1996	Home Phone: 916-339-4750
Name of Activity: 2012 FBLA State Leadership Conference	
Adviser(s) in Charge: Mrs. Rose Mendoza (co-adviser and chaperone)	
This is to certify that Alex Mendoza has my permission to a on behalf of Alex Mendoza absolve and release the school of association and staff from any claims for personal injuries which might be su FBLA sponsored activity.	attend the above named FBLA activity. 1 also do hereby, officials, the FBLA chapter advisers, and the state FBLA stained while he/she is enroute to and from or during the
I also authorize the above named adviser or state FBLA staff to secure the set for necessary services in the event of accident or illness and provide for the particular signature Student Signature Paren	ayment. It Signature
Mrs. Cathy Crimes	Mclas Deforate of Official Signature
MEDICAL INFORMATION	
Known allergies (drug or natural)	
Special medication(s) being taken	
Date of last tetanus shot?	
History of heart condition, diabetes, asthma, epilepsy or rheumatic fever:	
Any physical restrictions:	
Other conditions:	
Family doctor:	
Parent or guardian contact numbers. Work:	Other Gla
INSURANCE INFORMATION Insurance provider WHA	
Policy number:	
Coverage:	



CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA

Code of Conduct Form

Alex Mendoza	Center High School
Student Name (print/type)	School (print/type)

FBLA, as an integral part of the Business Education programs in California, offers training to students with career objectives in business and office occupations. Because individual conduct and appearance is a phase of this training, it becomes the responsibility of all persons to see that proper conduct is adhered to at all times from the time students leave home until they return home.

Attendance at any FBLA sponsored conference or activity is a special privilege. Knowing that any organization is judged largely by the behavior of its individual participants, the following Code of Conduct is subscribed to for members, guests, and advisers who attend California FBLA activities and conferences.

- 1. All students attending a conference must be paid members of FBLA.
- 2. All chapter members attending FBLA conferences are expected to attend all sessions of the conference.
- 3. All persons shall behave in a courteous and respectful manner refraining from language and actions that might bring discredit upon themselves, their school, their home, their friends, the conference, or upon the FBLA organization.
- 4. Because conference attendees are guests using the facilities, special care should be taken not to deface or destroy any property. Do not throw anything out of windows or over balconies. Any damages to any property or furnishings in the hotel rooms or buildings must be paid for by the individual or chapter involved.
- 5. Dress regulations established for the conference shall be business at it as defined by the FBLA Dress Code.
- 6. Curfew regulations shall be interpreted to mean that each person shall be in his/her room and shall begin ½ hour after the last scheduled activity unless stated otherwise in the conference program. Conference area participants not staying in the hotel shall be off the grounds of the hotel by the curfew.
- 7. Student delegates shall (1) keep their adult advisers informed of their activities and whereabouts at all times, (2) not use their own cars or ride in cars belonging to others during the conference, unless accompanied by an authorized adviser, and (3) not engage in dating activities with students not attending the conference.
- NO ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS in any form shall be possessed or used at any time under any circumstances on public or private property. Smoking is prohibited.

I have read and agree to abide by the California FBLA Code of Conduct. I also agree that the school officials, the FBLA chapter

9. Identification badges are to be worn at all conference activities.

adviser(s), or the FBLA Board of Directors, have the right to send me home from the activity at my expense, provided that in their
opinion, the seriousness of the violation of the Code of Conduct warrants it.
Madellan State
Student Signature Parent Signature Parent Signature
Adviser Name (type/print) Mrs. Rose Mendoza (co-adviser and chapperone) Date 3/13/(2)

PARENT AUTHORIZATION FOR MEDICAL TREATMENT CONFIDENTIAL INFORMATION

Student's Name Alver Monduza
Address
Phone (916) Message Phone (916)
Date of Birth (Male) Female Age
Doctor's Name Phone (916)
Name of Health Insurance WHA
Any known allergies NDW
Eather Mother or Guardian's name(s) Please Print Mark & Rose Mendoza
In the event of an emergency, if parents or guardian cannot be reached, please contact
Name Alice Beely phone (916)
Name Foldy J Berly phone
(1) (We), the undersigned, parent(s) of Hex MONCLOTA
a minor, do hereby authorize the principal, or designee, as agent for the undersigned to consent to any X-Ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by and is rendered.
any physician or surgeon licensed under the provisions of the Middle Period Supervision of
such a diagnosis or treatment is rendered at the office of said physician or at said hospital.
It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to prove to
aforesaid agent(s) to give specific convent to any and all and power on the part of our
care which the aforementioned physician in the exercise of herihis best judgment may deem advisable.
This authorization shall remain effective until 1/20/10 unless sooner revoked in writing delivered to said agent(s)!
Parentes) Guardian(s) Signature(s)
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HOTEL RESERVATIONS - PAGE 1

Fill out the form below with your chapter information. All information is REQUIRED.

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Name on Card Mark A Mendoza Expiration 1/13 Card Type visa Card Number Signature		Valent Lot Rrovide a G	THE POLICE OF THE PROPERTY OF	THE STREET STREET
Signature 74.	Card Type	visa	Card Number	
	Signature	m	26.	

Forms must be **RECEIVED** by Sunday, March 25. All reservations made after March 25 are subject to availability.

Email forms to Jill Yang, Hyatt Regency Irvine (jill.yang@byot.com) or Fax to (949) 852-1574

AND

Mail checks (payable to Hyatt Regency Irvine) and a copy of this form to:

Hyatt Regency Irvine

Jill Yang, Group Reservations Coordinator

17900 Jamboree Boulevard, Irvine. CA 92614

(949) 225-6731 | jill.yang@hyatt.com

Room Type (Rate: \$130.00, inclusive of tax/fees)	Number		1	Amount	i		Total
Single	0	Х	\$	130.00	=	\$	•
Double	1	Х	\$	130.00	=	\$	130.00
Triple	0	Х	\$	130.00	=	\$	-
Quad	0	X	\$	130.00	=	\$	-
			,	Subtotal	=	\$	130.00
		Nu	mber	of Nights	=		

TOTAL COST (AMOUNT PAYABLE TO HYATT REGENCY IRVINE) \$ 390.00

Please do not call the hotel. If you contact the hotel and ask for reservations, you will be directed to the Hyatt Regency National Reservation Line and they will not be able to assist you. Our contact is Jill Yang. If you have questions, email jill.yang@hyatt.com or call (949) 225-6731.

To guarantee your reservation, send a check for the first night's room and tax (to be credited to your account) OR a credit card number in the space provided. If submitting a check, be sure to include the name of the school on the check. Failure to arrive on your indicated check-in date without prior notification will result in cancellation of your reservation and forfeiture of your deposit, or one night's room charge will be billed to your credit card.

Note: Room types are not guaranteed and are subject to availability by the hotel. Early reservations are recommended.

Check-out time is 12:00 p.m. Rooms may not be available for check-in until 3:00 p.m.

OANLEOFILIZATIONS - PAGE 2 NOTIFICATIONS - PAGE 2 HOTEL RESERVATIONS - PAGE 2

Center High School- Northern Section

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Logged in as Center High School

Close Window

2012 California FBLA State Leadership Conference: Registrant Registration

Important Note: This is your confirmation. Please print this page for your records.

Your registration number is 45

Thank you for registering for the 2012 California FBLA State Leadership Conference! Please print four copies of the invoice. Send one copy with your check (for conference registration fees only-not for tours or transportation) payable to California FBLA to:

Joe McFarland, Business Manager California FBLA 440 Woodhill Drive Redding, CA 96003

The remaining copies are for your files, your accounting office, and one to send with any required transcripts, which should be sent to the name/address specified in the SLC packet

If you have questions, please direct them as follows:

- Online Registration System-Email communicationsmanager@cafbla.org, or call Sue Christensen at (909) 264-0458, after 4 p.m.
- Conference Information-Email Lona Kwan at Ikwan@cafbla.org.
- Competitive Event Questions-Email competition@cafbla.org or call Emia Micheli, Competitive Events Coordinator, at (530) 926-3024
- Psyment Questions--Email <u>businessmanager@cafbla org</u> or call Joe McFarland, Business Manager at (530) 243-7401.

Division: Address:

School.

Center High School

3111 Center Court Lane

Antelope, CA 95843

Mrs. Cathy Cummings

Phone: 916-339-4750

Fax: 916-338-6434

Email: ccummings@centerusd.org

Adviser(s) Mr. Joe Gomes

Contact Information

Contact

Address

Cathy Cummings 3111 Center Court Lane

Antelope, CA 95843

Email: Phone: ccummings@centerusd.org

Fax:

916-339-4750 916-338-6434

		ld	Registrant Name	Registrant Type		Event Fees
		1429950	Alex Mendoza	Chapter Member Staying at Hyatt	\$90.00	\$0.00
1.	COMP, EVENTS: Business Math Add'l Events: Voting Delegate					
		1785609	Rose Mendoza	Guest	\$10.00	\$0.00
2.		MP. EVENTS:				

Additional Event Information

Voting Delegate. State Bylaws allow two voting delegates per chapter. The national Bylaws allow additional delegates at national elections.

Business Math For any high school student that is a wild card entry in this event, send a copy of the student's transcript, with his/her grade level circled in red, to: Lee Lara, 31500 Grape Street, Ste. 3 - #216, Lake Elsinore, CA 92532

LOGOUT

Total Registrants: 2
Total Registration Amount: \$100.00
Total Insurance Amount: \$0.00
Total Payments: \$0.00
Total Balance Due: \$100.00
Balance Due
Payment should be made by check payable to California FBLA and should be mailed along with a copy of the Registration Confirmation generated at the end of this registration process to:
Joe McFarland, Business Manager California FBLA 440 Woodhill Drive Redding, CA 96003
Payments for special opportunities (tours, amusement park tickets, transportation, and certain other social events) should be sent to the addresses listed on those separate forms which are found in the SLC booklet posted on the SLC web page at www.cafbla.org . Do not send them with your conference registration payment.
Cancellations/Refunds Cancellations are possible through March 26, 2012 (EST). Late registration fees apply after March 23, 2012 (EST), however.
For additional information or support, contact Customer Service at (909) 264-0458, after 4 p.m. and reference the 2012 California FBLA State Leadership Conference.
View Registration/Add Additional Registrants

Register for Other Conferences

Current Meetings

2012 California FBLA State Leadership Conference

Location

Hyatt Regency Irvine, California Start Date 4/19/2012 Additional Information View your registration.

Future Business Leaders of America - Phi Beta Lambda, Inc. www.cafbta.org schnstensen@cafbta.org - 3/13/2012 11:47:50 AM wk=411814

http://ams.fbla-pbl.org/fbla/issi/states/CA/register_org.asp?action=confirm&nreg=45

CALIFORNIA FUTURE BUSINESS LEADERS OF AMERICA



THE 2012 STATE LEADERSHIP CONFERENCE



APRIL 19-22 IRVINE

CALIFORNIA FBLA: TRANSFORMING TOMORROW

The wait is over... California FBLA's premier event of the year, the State Leadership Conference (SLC), will be held on Thursday, April 19-Sunday, April 22I This year, we're back at the Irvine Hyatt Regency for an incredible extended weekend! Members, get ready to:

- Compete in your choice of over 50 competitive events!
- Elect your state leaders for 2012-2013!
- Participate in professional-led workshops!
- Network with other chapters throughout the event!
- Dance the night away both Friday and Saturday night!

While you're in town, don't forget to also explore the city! The conference is located steps away from many Orange County attractions. Make use of the free time on Saturday to get a taste of what the city has to offer! We know you've all worked hard throughout the year to prepare for this day. Be sure to make it count by taking part in as many conference activities you can! Read through this packet carefully to understand the rules and regulations of every competition and opportunity.

Registration deadlines are coming up fast! Don't miss out on the chance to *Transform Tomorrow* at the 2012 State Leadership Conference! See you there!



CONTENTS

Conference Opportunities	3
Workshops	3
Exhibits and Campaigns	3
Silent Auction	
Membership Market Share Award	3
Voting Delegates	3
Blue Jeans for Babies Dance	3
Parade of Presidents	4
SLC Grams	4
Special Event Transportation	
Fun Attractions	
Things to Do in Orange County (Shopping)	5
Things to Do in Orange County (Attractions)	6
Information and Conference Registration	7
Who Can Attend	7
Event Location	
Parking Information	7
Hotel Reservations	7
Check In Procedure	7
Shuttle Service	
Registration Fee	7
Adviser Conference Assignments	
Around the Hotel	7
Competitive Event Eligibility	8
Important Dates and Deadlines	9
Preliminary Conference Schedule	13
Online Registration Instructions	18
Conference Policies	19
Conference Curfew	19
FBLA Image and Dress Code	19
Conference Contacts	

CONFERENCE OPPORTUNITIES

WORKSHOPS

Make the most of your conference experience by learning something new at a workshop when you're not competing! Workshops will be presented Friday morning and afternoon. Be sure to check the conference program for specific workshop descriptions, locations, and times.

EXHIBITS AND CAMPAIGNS

Exhibits and the state officer campaign booths will open on Friday at 8:00 a.m. Visit this area to support the exhibitors and find out about the candidates running for state office!

SILENT AUCTION

Each chapter and section is encouraged to bring a nicely packaged basket, box, or container of fun and unique gifts which will be used for the Silent Auction. These donations baskets can be for students only, advisers only, or both, depending on the contents and cost. Make this a fun project for your chapter! Bring some extra cash and join in the fun of bidding!

The Silent Auction will be held on Friday, April 21.

Bring <u>this form</u> attached to your contribution to Conference Headquarters when you arrive.

If you prefer, you may send a \$25 check payable to California FBLA by Monday, March 26, and the conference committee will make a basket for you. Mail the check to and a copy of the form to:

Lee Lara Inland Section Director 31500 Grape Street Suite 3 #216 Lake Elsinore, CA 92532

MEMBERSHIP MARKET SHARE AWARD

The Membership Market Share Award recognizes the chapter with the largest percentage of FBLA Members based on their school enrollment.

Mail this form with proof from the school's 2011-2012 First Principal (P-1) Apportionment Report that shows official school enrollment plus FBLA membership to:

Jennifer Stalley State Officers' Adviser 5580 Hankins Road Williams, CA 95987

<u>The form</u> with proof must be RECEIVED by **Monday, March 26.**

Note: Official membership records are audited in the state office for other membership awards. Entry forms are not required for membership award recognition except for the Market Share Award.

VOTING DELEGATES

Two voting delegates from each chapter will participate in the voting delegates' session to elect next year's state officer team Saturday morning! Voting delegate ribbons will be provided in the chapter registration packet. Voting Delegates must wear their ribbons to attend to the voting session.

BLUE JEANS FOR BABIES DANCE

Have fun and help California FBLA support the March of Dimes by attending the "Blue Jeans for Babies" dance Friday evening. Members who donate \$2 can wear blue jeans or denim to the dance. However, all other aspects of business casual dothing must be followed: No shorts, tank tops, or halter tops may be worn.

HYATT REGENCY IRVINE

949-225-6731

CONFERENCE OPPORTUNITIES

PARADE OF PRESIDENTS

The Parade of Presidents will be held during the Awards of Excellence Session Saturday evening. Chapter presidents, make sure to arrive early to the Awards session for rehearsals! Check the conference program for rehearsal time.

SLC GRAMS

Here's your opportunity to publicly announce your gratitude, thanks, or congratulations!

Surprise your friends, family, students, or advisers with a personalized message in the conference program!

- √ Wish event competitors good luck
- ✓ Congratulate your chapter on a successful year
- √ Thank advisers, parents, or business partners for their support

Note: Messages may not be related to State Officer Candidates.

Use your imagination, but keep in mind that all ads must be professional! The cost is \$5 per gram. California FBLA reserves the right to edit messages. To submit a gram, follow the instructions below:

- Email your message text to inlanddirector@cafbla.org.
- Send a check payable to CA FBLA to: Lee Lara Inland Section Director 31500 Grape Street Suite 3 #216 Lake Elsinore, CA 92532

Both message text and payment must be RECEIVED by Monday, March 26.

SPECIAL EVENT TRANSPORTATION

If there is enough interest, bus transportation will be available to select Orange County Attractions during the State Leadership Conference. If your chapter is planning to go to the Irvine Spectrum or South Coast Plaza on Saturday, April 21, please register through the Online Registration Web Site at www.cafbla.org. The cost is \$8 per person.

Buses will leave the Hyatt at approximately 12:00 p.m. and will return to the hotel at 5:30 p.m.

Sign up through Conference Online Registration (www.cafbla.org) by Monday, March 26.

FUN ATTRACTIONS

Members may use the open time on Saturday to visit South Coast Plaza or the Irvine Spectrum. Transportation passes can be purchased for \$8 per person. Chapters with transportation can visit other interesting tourist attractions such as Newport Beach and Balboa Island. See the Things To Do In Orange County section for more information.

THINGS TO DO IN ORANGE COUNTY: SHOPPING

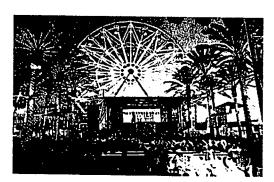
SOUTH COAST PLAZA

South Coast Plaza is the largest and perhaps finest center for shopping and eating in Southern California. It has all the traditional department stores plus name-brand designer boutiques. Bus transportation is available for \$8 per person. Visit www.southcoastplaza.com for more information.



IRVINE SPECTRUM

The Spectrum is home to a 21-screen IMAX movie theater and is internationally acadimed for its state—of—the—art mall known for its fine stores, restaurants, beautiful architecture, and pleasing ambiance. Bus transportation is available for \$8 per person. Visit www.shopirvinespectrumcenter.com for more information.



DOWNTOWN DISNEY

Just footsteps from the Disney Theme Parks, Downtown Disney is a hot spot for shopping, dining, and entertainment. It connects the Disneyland Hotel to the entertainment parks and is filled with restaurants and stores. There is no admission charge! Visit <u>disneyland.disney.go.com/downtown-disney</u> for more information.

FASHION ISLAND

Fashion Island is an upscale fashion center with numerous boutiques and stores. It's a fun place for shopping or eating, and the ocean is visible from the center court. Visit www.shopfashionisland.com for more information.

THE OUTLETS

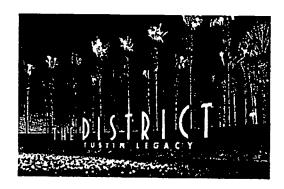
The Outlets, formerly known as The Block, is Orange County's only outlet mall with shops, restaurants, and theaters that cater to teens. Visit www.outletsatorange.com for more information.

WESTFIELD MAINPLACE

MainPlace is a tri-level mall, and another opportunity to eat and shop. There are many fine stores including Macy's and Nordstrom. Visit www.westfield.com/mainplace for more information.

THE DISTRICT

The District at Tustin Legacy is Orange County's newest shopping and entertainment destination. Spend an afternoon watching a movie, bowling, shopping, or just dining at one of the restaurants. Visit www.thedistricttl.com for more information.



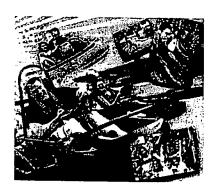
THE MARKET PLACE

The Market Place is another outdoor mall with more than 120 stores, cafes, restaurants, and theaters. Visit www.shopthemarketplace.com for more information.

THINGS TO DO IN ORANGE COUNTY: ATTRACTIONS

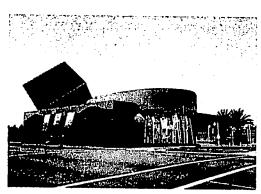
BOOMERS!

Boomers! features fun and entertainment including arcade games, laser tag, miniature golf courses and more! Visit www.boomersparks.com for more information.



DISCOVERY SCIENCE CENTER

Discovery Science Center is Orange County's leading destination for hands-on science fun. Guests can explore more than 100 exhibits in themed areas: Discovery Stadium, Techno Arts, Air & Space, Perception, Dynamic Earth, Quake Zone, KidStation, the Digital Lab, Dino Quest, and Science of Hockey. Admission is \$14.95 for adults (15+) and free for teachers (bring your credentials!). Visit www.discoverycube.org for more information.

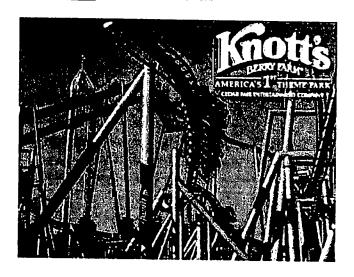


THE BOWERS MUSEUM OF CULTURAL ART

Bowers Museum offers exhibitions, lectures, art dasses, travel programs, children's art and music education programs, and other community events. Admission rates are \$12 for adults and \$9 for students. Visit www.bowers.org for more information.

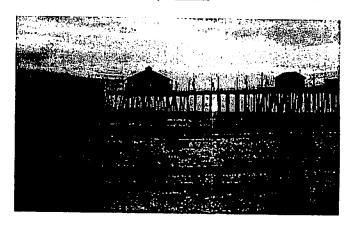
KNOTT'S BERRY FARM

Enjoy the fun of Knott's Berry Farm—the oldest amusement park in Southern California. There are many thrill rides, plus Mrs. Knott's famous fried chicken and boysenberry pie! Visit www.knotts.com for more information.



ORANGE COUNTY BEACHES

Orange County's 42 miles of alluring coastline features lively beach towns, family fun, vibrant boardwalks and cool breezes in the warm California sun. The Orange County coastline is comprised of six beach cities, each offering its own unique brand of the Southern California experience. Visit anaheimocorg/what-to-do/beaches for more information.



INFORMATION AND CONFERENCE REGISTRATION:

WHO CAN ATTEND

The State Leadership Conference is open to FBLA members, advisers, and guests. Students who have paid dues for the 2011-2012 school year by Thursday, March 1 may attend. Check your status at www.fbla-pbl.org!

EVENT LOCATION

The Hyatt Regency is located within minutes of Orange County John Wayne Airport near the Jamboree off ramp and the 405 Freeway. All conference attendees must stay at the hotel. No exceptions.

Address: 17900 Jamboree Road, Irvine, CA 92614 Map and Directions: http://irvine.hyatt.com

PARKING INFORMATION

Overnight hotel parking is \$5 per vehicle and \$25 per bus.

HOTEL RESERVATIONS

Lodging arrangements are to be made directly with the Hyatt by emailing or faxing the Hotel Reservations form by Sunday, Mail payments to: March 25. Lodging is \$130 per night inclusive of tax and assessment fee for single, double, triple, or quad rooms. All chapters must also have a school approved chaperone staying on site. A check must be mailed to the hotel or credit card number must accompany the form. Reservations that are emailed or faxed must include a credit card number. The Hyatt Regency will honor reservations as received. However, the number and types of rooms needed must also be taken into consideration.

CHECK IN PROCEDURE

Upon arriving at the hotel, advisers should register the chapter delegation for hotel rooms and conference materials. Schools are encouraged to have their students remain on the bus or in an area outside the hotel lobby while the adviser checks in the chapter. This will help reduce crowding, noise, and confusion.

SHUTTLE SERVICE

Complimentary hotel shuttle service is provided every half hour to and from Orange County John Wayne Airport.

REGISTRATION FEE

Registration by Friday, March 23

\$90 per member or adviser staying at the Irvine Hyatt \$150 per member or adviser NOT staying at the Irvine Hyatt \$10 per guest (Awards of Excellence only)

Registration by Monday, March 26

\$100 per member or adviser staying at the Irvine Hyatt \$160 per member or adviser NOT staying at the Irvine Hyatt \$20 per guest (Awards of Excellence only)

Guests must be registered to attend the Awards of Excellence session.

Registrations are ONLY accepted online at www.cafbla.org > Conferences > Online Registration. Email or postmarked registrations will NOT be accepted. Note: The Online Registration System is in Eastern Time—registration must be submitted before 9:00 p.m. Pacific Time of the due date.

Make checks payable to California FBLA. School or adviser personal checks will be accepted—no student checks or purchase requisitions. Registration fees are not refundable.

Joe McFarland California FBLA Business Manager 440 Woodhill Drive Redding, CA 96003

ADVISER CONFERENCE ASSIGNMENTS

The State Leadership Conference is a huge undertaking requiring many volunteers to make the event possible. Every adviser and chaperone is expected to help proctor events. A one shift minimum is the expectation for all advisers. Advisers will be contacted and notified with their assignments prior to the State Leadership Conference.

AROUND THE HOTEL

Harvard Square is located within walking distance of the hotel and contains a supermarket, drugstore, and several fast food restaurants. Of course, there are other fast food and excellent restaurants within driving distance.

COMPETITIVE EVENT ELIGIBILITY

SECTION CONFERENCE WINNERS

1st Place

Creed Contest

1st 2nd Place

- Impromptu Speaking
- Job Interview
- Public Speaking I
- Public Speaking II

1443rd Place

Parliamentary Procedure

145th Place**

- Accounting I***
- Accounting ||
- Business Calculations
- Business Communication
- Business Law
- Business Math***
- Business Procedures
- Computer Applications
- Computer Problem Solving Personal Finance
- Cyber Security
- Database Design and **Applications**
- Economics
- Entrepreneurship
- FBLA Principles and Procedures***
- Future Business Leader

- Global Business
- Health Care Administration
- Hospitality Management
- Introduction to Business***
- Introduction to Business Communication***
- Introduction to Technology Concepts***
- Management Decision Making
- Marketing
- Sports Management
- Spreadsheet Applications
- Technology Concepts
- Word Processing I
- Word Processing II

EVENTS BEGINNING AT SLC

Individual Events

- Parliamentary Procedure*
- Client Service (1 member)
- Desktop Application Programming (up to 3 members)
- Electronic Career Portfolio (1 member)
- Help Desk (1 member)
- Introduction to Parliamentary Procedure (up to 3 members in grade 7-10)****
- Networking Concepts (up to 3 members)
- Wild Card Entries (2 members; can be used for any "written test" event that started at the section level; no member may use more than one wild card)

Team Events

- Banking and Financial Systems (1 team of 2-3 members)
- Business Ethics (1 team of 2-3 members)
- Desktop Publishing (1 team of 2 members)
- Emerging Business Issues (1 team of 2-3 members)
- Management Information System (1 team of 2-3 members)
- Network Design (1 team of 2-3 members)

Individual/Team Events

- Business Financial Plan (1 entry up to 3 members)
- Business Plan (1 entry up to 3 members)
- Business Presentation (1 entry up to 3 members)
- Computer Game & Simulation Programming (1 entry up to 3 members)
- Digital Design & Promotion (1 entry up to 2 members)
- Digital Video Production (1 entry up to 3 members)
- E-Business (1 entry up to 3 members)
- Web Site Design (1 entry up to 3 members)

Chapter Events

- American Enterprise Project Report
- Community Service Project Report
- Local Chapter Annual Business Report
- Partnership with Business Project Report

NOTES

If your chapter has an eligible competitor who is not competing at SLC, notify your section director immediately. This will allow the next eligible member to be notified to participate.

- * This is only for students wishing to qualify for national parliamentarian. They may become eligible by entering and taking the test at SLC. Enter this intent on the conference registration.
- ** The number of eligible competitors is determined by the number of competitors who participated at your section conference. Refer to your section winners' list.
- *** Wild card entrants must submit proof of grade level circled in red with your registration. Transcripts with Accounting courses circled are required for Accounting I wild card entrants.
- ****All entrants must submit proof of grade level airded in red with registration form.

DATE	ITEM OR ACTIVITY	SUBMIT TO / REGISTER AT
February 1 - March 23	Online Conference Registration Available at Regular Rates • \$90 per member or adviser staying at the Irvine Hyatt • \$150 per member or adviser NOT staying at the Irvine Hyatt • \$10 per guest (Awards of Excellence only)	www.cafbla.org
February 3 RECEIVED	State Projects Submission Deadline Internship Project (Individual) Leaders in Action Project (Individual) Professional Division Membership Project (Chapter)	State Projects Dropbox at www.cafbla.org
February 10 RECEIVED	Conference Registration Deadline for Pre-Judged Event Eligibility	
KECEIAED	Membership Dues Deadline	<u>www.fbla-pbl.org</u>
	Online Conference Registration Deadline	www.cafbla.org
	 Conference Registration Payment Deadline Send with printed Conference Registration Confirmation Summary Make checks payable to California FBLA 	Joe McFarland CA FBLA Business Manager 440 Woodhill Drive Redding, CA 96003
February 10 POSTMARKED	Pre-Judged Event Entries Deadline All participants must be paid members registered for the conference Business Financial Plan Entry Business Plan Entry Computer Game & Simulation Programming Entry Desktop Application Programming Entry Digital Design & Promotion Entry Digital Video Production Entry E-business Entry Electronic Career Portfolio Entry Web Site Design Entry	Mail entries to be judged to: Lee Lara Inland Section Director 31500 Grape Street Suite 3 #216 Lake Elsinore, CA 92532
March 1 RECEIVED	Membership Dues Deadline (to be eligible for SLC) Individual Business Achievement Awards Deadline • Future • Leader • Business • America Completed levels must be signed off by the chapter adviser	<u>www.fbla-pbl.org</u>
March 1 POSTMARKED	L. Byram Bates Scholarship Application Deadline State and National Officer Candidate Application Deadline	Jennifer Stalley State Officers' Adviser 5580 Hankins Road Williams, CA 95987

March 9 RECEIVED School-Site Testing Request Form Deadline Submit this form for qualified competitors from Section Conference Accounting II - Computer Applications - Deadlose Design & Applications - Desktop Publishing March 16 POSTMARKED Pre-Judged Event Entries Deadline - Business Ethics Entry - Business Presentation - Emerging Business issues Written Reports Deadline - American Enterprise Project Entry - Community Service Project Entry - Community Service Project Entry - Community Service Project Entry - Partnership with Business Entry Interview Materials Deadline - Future Business Leader Materials - Job Interview March 16 RECEIVED March 23 Conference Registration Deadline - Conference Registra	DATE	ITEM OR ACTIVITY	CURAIT TO /
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31500 Grape Street Suite 3 #216			
Suite 3 #216			
Lake Elsinore, CA 92532			
			Lake Elsinore, CA 92532

DATE	ITEM OR ACTIVITY	SUBMIT TO / REGISTER AT
March 23 POSTMARKED	Final Program of Work Progress Form (POW) for BA ² Chapter Recognition	Your Section Director
	Gold Seal Chapter Deadline Indude the following in your chapter's submission: Final Program of Work Progress (POW) form One copy of Local Chapter Annual Business Report	
March 23 - March 26	Online Conference Registration Available at Late Rates • \$100 per member or adviser staying at the Irvine Hyatt • \$160 per member or adviser NOT staying at the Irvine Hyatt • \$20 per guest (Awards of Excellence only)	www.cafbla.org
March 25 RECEIVED	Hotel Reservation Deadline Hotel Reservation Form (Email or Fax)	Jill Yang, Reservations Hyatt Regency Irvine Email: <u>iill.yang@hyatt.com</u> Fax: (949) 852-1574
	Hotel Payment Deposit (Mail Check Payable to Hyatt Regency Irvine)	Jill Yang, Reservations Hyatt Regency Irvine 17900 Jamboree Boulevard Irvine, CA 92614
March 26	Last Day to Change Event Registration	www.cafbla.org
March 26 RECEIVED	Conference Registration Deadline for Late Participants - Online Conference Registration Deadline	www.cafbla.org
	 Conference Registration Payment Deadline Send with printed Conference Registration Confirmation Summary Make checks payable to California FBLA 	Joe McFarland CA FBLA Business Manager 440 Woodhill Drive Redding, CA 96003
March 26 RECEIVED	Conference Opportunities SLC Grams (Email message and mail in payment) Silent Auction Monetary Donation	Lee Lara Inland Section Director inlanddirector@ cafbla.org 31500 Grape Street Suite 3 #216 Lake Elsinore, CA 92532
	Membership Market Share Award	Jennifer Stalley State Officers' Adviser 5580 Hankins Road Williams, CA 95987

DATE	ITEM OR ACTIVITY	SUBMIT TO /
		REGISTER AT
April 19 - 22	Conference Forms Code of Conduct Form Emergency Medical Treatment Release Form	Conference Registration
April 19 - 20	Silent Auction Basket Donations	Conference Registration

This schedule is subject to change. Please check the conference program for final schedules.

THURSDAY, APRIL 19

TIME	EVENT
1:00 p.m.	Conference Headquarters
5:00 p.m. – 8:00 p.m.	Conference Registration
7:00 p.m.	State Officer Candidates' Meeting
	Written Tests Session I Collaborative Testing Banking and Financial Systems Entrepreneurship Global Business Management Decision Making Management Information Systems Network Design Individual Testing Future Business Leader Help Desk
	 Parliamentary Procedure Performances Finalist performance times will be pre-assigned American Enterprise Project Business Plan Community Service Project
	Computer Game and Simulation ProgrammingPartnership with Business
8:15 p.m.	Written Tests - Session II
9:30 p.m.	Written Tests – Session III
10:15 p.m.	State Officers' Rehearsal
11:00 p.m.	Curfew (in your own room)

FRIDAY, APRIL 20

TIME	EVENT
7:00 a.m.	Conference Headquarters
7:00 a.m.	Finalists posted for the following events: Banking and Financial Systems Entrepreneurship Future Business Leader Global Business Help Desk Management Decision Making Management Information Systems Network Design Parliamentary Procedure
8:00 a.m. – 10:00 a.m.	Conference Registration
8:00 a.m. – 4:00 p.m.	Campaign Booths Open
8:00 a.m.	Performances Finalist performance times will be pre-assigned Business Ethics Future Business Leader Job Interview The following events are sequestered; performance times will be drawn in the sequestered room
	 Business Financial Plan Emerging Business Issues
9:00 a.m.	Performances Finalist performance times will be pre-assigned • Management Information Systems The following events are sequestered; performance times will be drawn in the sequestered room • Global Business
	Silent Auction Opens
9:15 a.m. – 10:00 a.m.	Advisers' Briefing
9:15 a.m. – 10:15 a.m.	Workshops
10:30 a.m.	Written Test Collaborative Testing Desktop Publishing
10:30 a.m. – 12:15 p.m.	Opening General Session

FRIDAY, APRIL 20 (CONTINUED)

TIME	EVENT		
1:00 p.m.	Performances The following events are sequences Creed Help Desk Impromptu Speaking Management Decision	vestered; performance times will be drawn i	in the sequestered room
1:30 p.m. – 3:00 p.m.	Written Tests - Session I Schools will be assigned alphe from the same school must tes • Accounting I • Accounting II • Business Calculations	abetically by school name to a Group Testi st at this scheduled time. The following test: Cyber Security Database Design and Applications	s will be offered: • Introduction to Technology Concepts • Marketing
	Business Calculations Business Communication Business Law Business Math	 Economics FBLA Principles and Procedures Health Care Administration Hospitality Management 	 Networking Concepts Personal Finance Sports Management Spreadsheet Applications
	Business ProceduresComputer ApplicationsComputer Problem Solving	 Introduction to Business Introduction to Business Communication Introduction to Parliamentary Procedure 	 Technology Concepts
2:00 p.m. – 3:00 p.m.	Workshops		
3:15 p.m. – 4:45 p.m.	Written Tests - Session II		
3:30 p.m.	Performances The following events are sequents Parliamentary Procedure	estered; performance times will be drawn ii re	n the sequestered room
5:00 p.m. – 6:30 p.m.	Written Tests – Session III		
5:00 p.m.	Performances Finalist performance times will Public Speaking I Public Speaking II	be pre-assigned	
6:30 p.m. – 7:30 p.m.	Campaign Caucus Session		
8:00 p.m. – 9:00 p.m.	Section Meetings		
9:15 p.m. – 10:15 p.m.	Section Meetings Central Section Inland Section Southern Section		

FRIDAY, APRIL 20 (CONTINUED)

TIME	EVENT		
10:30 p.m. – 12:00 a.m.	Blue Jeans for Babies Dance		
12:00 a.m.	Curfew (in your own room)		

SATURDAY, APRIL 21

TIME	EVENT
8:00 a.m.	Conference Headquarters
8:00 a.m.	Performances The following events are sequestered; performance times will be drawn in the sequestered room • Client Service
9:00 a.m.	Performances Finalist performance times will be pre-assigned Digital Design & Promotion
	The following events are sequestered; performance times will be drawn in the sequestered room Entrepreneurship
9:30 a.m.	New Section Officer/Adviser Meeting
10:00 a.m.	Performances Finalist performance times will be pre-assigned Digital Video Production
11:00 a.m.	Performances Finalist performance times will be pre-assigned Web Site Design
12:00 p.m.	Performances The following events are sequestered; performance times will be drawn in the sequestered room Network Design
	Buses leave for Irvine Spectrum/South Coast Plaza
1:00 p.m.	Performances Finalist performance times will be pre-assigned Business Presentation Desktop Application Programming
	 The following events are sequestered; performance times will be drawn in the sequestered room Banking and Financial Systems Client Service Finals Network Design L. Byram Bates Memorial Scholarship

SATURDAY, APRIL 21 (CONTINUED)

TIME	EVENT
1:30 p.m.	Performances Finalist performance times will be pre-assigned E-Business Electronic Career Portfolio
2:00 p.m.	California Awards Committee Meeting
2:30 p.m.	State Officer Rehearsal
5:30 p.m.	Buses Return to Hyatt Regency
8:00 p.m.	Awards of Excellence Session
10:30 p.m.	Winners' Meeting/NLC Information
10:30 p.m. – 12:30 a.m.	Awards of Excellence Dance
11:00 p.m.	Reception for Advisers
1:00 a.m.	Curfew (in your own room)

SUNDAY, APRIL 22

TIME	EVENT
7:30 a.m.	Conference Headquarters
7:30 a.m. – 9:30 a.m.	Pick up Reports and Materials
9:00 a.m. – 10:00 a.m.	Outgoing State Officers/Advisers/Board of Directors Breakfast
10;00 a.m. – 12:00 p.m.	Outgoing State Officers and Advisers Meeting

HYATT REGENCY IRVINE 17

ZMOHOMMIENGENOMEROMENTENEN

California FBLA will be using an online registration system to register members, advisers, and guests for the 2012 State Leadership Conference. This registration system is directly linked to the national membership registration system.

From February 1 to March 26, a link to the registration system will be available on California FBLA web site at www.cafbla.org. Click the link to open the log-in page.

Members will not appear in the system as available to register for the conference if their membership dues are not yet recorded as paid in the national membership system. All participants must be paid members of FBLA by March 1. However, any member to be entered in a competitive event with a February 10 postmark deadline must have membership dues paid prior to that date. Be sure to allow for time for nationals to post your dues payment if you are mailing a check to the national office. Even credit card payments take up to three days to post.

It is the adviser's responsibility to follow all event guidelines when registering students. If an event requires members to first qualify at the section level, be sure that the member has made that cut point. If an event is limited to certain numbers of entrants or grade levels, the adviser is responsible to make sure that his/her chapter registers according to those guidelines.

Please contact your section director immediately if a section qualifying member from your chapter cannot attend the SLC so that the member next in line can be notified. In addition, each chapter will be allowed to register up to two students as "wildcards" in a written event.

The system will time out about 20 minutes after you log in. For large chapters, you may need to submit your registration in two or three online sessions on the same day in order to complete it.

After making all entries, you will be able to review and print your registration summary. A copy of the summary will be emailed to you and to the conference committee. In addition, please print at least four copies of the Registration Summary:

- For your business office to generate your back up for your conference registration dues check
- For your files
- To send with transcripts (for required events)
- To mail with your conference registration dues check

Log In

- Online Registration Link is available at <u>www.cafbla.ora</u>
- Follow prompt to go to Log In page
- Log In is the same as your Online Membership Log In
 - User name: Enter Your Chapter Number
 - Password: service

Step One: Contact Information

- Update Adviser Information
- Choose adviser who will be the main point of contact

Step Two: Adviser Registration

- Update Adviser List (Only advisers on the list may register as advisers, others need to be added as guests/chaperones.)
- Click the check boxes for the advisers registering
- Indicate years of service

Step Three: Member Registration

- Only online paid members are listed
 Deadline for membership is March 1. All competitors' membership dues must be received and posted by the national office before the member's name will be activated.
- Check the box next to each member attending
- Select Current Grade
- Select Competitive Events
 - For Team Events, if the system asks for a Team
 Number, input the number 1
 - Email names of alternates, where allowed, to southerndirector@cafbla.org
- To register more than 30 members, move to the end to finalize registration after 20 minutes to avoid losing data when the system times out. You can log back in to complete registration as many times as needed. The latest version of your registration status will be used.

Step Four: Guests/Chaperones

 Add Guests/Chaperones attending and select the appropriate Registration Type
 Note: Use this option to register any participant who is not an active Adviser or Member

Step Five: Finalize Registration

 Review registration information and finalize registration to proceed to Registration Summary.

Step Six: Registration Summary

 Print the necessary copies (see bottom left column on this page) and distribute

CONFERENCE POLICIES

CONFERENCE CURFEW

California FBLA prides itself on the exemplary behavior of our students. Curfews established for overnight conferences are an important part of maintaining this tradition.

Guidelines for Advisers

- Discuss curfew and consequences for violation with members attending the conference
- · Remember that the adviser cannot overrule the established ourfew
- Check all students' rooms each night to be sure that the curfew has been followed

Curfew Definition

Each student is in his or her own assigned hotel room at the aurfew time specified in the conference program. The student may not leave the hotel room until 6:00 a.m. the next morning.

Consequences for Curfew Violation

It is the adviser's responsibility to take appropriate action for auriew violations. Chapters that repeatedly abuse auriew may not be allowed to participate in future conferences. School officials will be notified if rules are flagrantly violated.

The Board of Directors will assist advisers in enforcing ourfew by checking hotel floors after ourfew. If problems exist, the appropriate adviser will be notified to take corrective action.

Curfew Hours

Thursday, April 19 11:00 p.m. – 6:00 a.m.
Friday, April 20 12:30 a.m. – 6:00 a.m.
Saturday, April 21 1:00 a.m. – 6:00 a.m.
If we all do our part, there should be no ourfew problems.

FBLA IMAGE AND DRESS CODE

Guidelines for Advisers

Advisers must discuss the Dress Code, Code of Conduct, and following points with the members attending the conference so that FBLA will create the best image possible.

- Along with proper attire, extending courtesies and behaving in a professional manner while at the conference will project a positive image for FBLA.
- Respect the need for quiet in the hotel hallways. We are not the only guests in the hotel. Loud behavior in the hallway or in your room is not appropriate at any time.
- Respect hotel property. Guests are responsible for any damages or missing items in the hotel rooms.
- Be considerate and courteous while using the elevators. Push only
 the button for your floor; allow people to enter and exit easily;
 and be considerate of the time restrictions that everyone has.

Purpose

The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. **Professional attire** is required for participants at all conference activities unless stated otherwise in the program. Name tags are part of the dress code and must be worn at all times while participating in conference activities. The Dress Code Policy describes in detail and spirit the professional and polished look expected of members and advisers. While the policy may not cover every fashion trend and detail, FBLA reserves the right to determine dress code eventualities and interpretations.

Appropriate Male Professional Attire

- Business suit with collared dress shirt, and necktie; or a Sport coat, dress slacks, collared shirt, and necktie; or Dress slacks, collared shirt, and necktie.
- Banded collared shirt may be worn only if sport coat or business suit is worn.
- Dress shoes and socks are required.

Appropriate Female Professional Attire

- Business suit; or a Business pantsuit; or a Skirt or dress slacks with blouse or sweater; or a Business dress.
- Dress shoes required. Sandals and flip flops are not appropriate.

Appropriate Male Business Casual Attire

- Polo or collared shirt
- · Casual slacks (e.g. Dockers; no denim or shorts)
- Leather loafers or dressy slip-ons (no athletic shoes, flip flops, or canvas shoes)
- Patterned or solid-colored socks

Appropriate Female Business Casual Attire

- · Polo or collared shirt or sweater
- Casual slacks (e.g. Dockers; no denim or shorts), or a skirt
- · Sandals, slides, boots, flats, or mid-heel shoes

Inappropriate Attire for both Men and Women

- Jewelry in visible body piercing, other than ears
- Denim or chambray fabric clothing of any kind, e.g. overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts.
- Backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-out blouses/tops/dresses/skirts.
- T-shirt, Lycra, spandex, midriff top, tank top, bathing suit.
- Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee boots.
- · Athletic wear, including sneakers.
- Hats or flannel fabric clothing.
- Bolo ties.
- Visible foundation gaments.

Casual Attire may be worn for specified conference activities. Cut-off jeans, spandex or Lycra garments, midriff tops, and bathing suits are not appropriate casual attire. Shoes and shirts must be worn.

For the **Awards Session**, it is appropriate to wear either the regular conference attire, or semi-formal or formal wear.

Fashion Note: Many new fashions are not appropriate conference attire. Use common sense and be conservative rather than cutting-edge. If you have any doubt, find something else to wear.

CONFERENCE CONTACTS

General Questions

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Competitive Event Material Submission

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School Site Production Requests and Submission

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Online Registration Questions

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Registration Payments

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Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: OAK HILL ELEMENTARY SCHOOL

Date: JANUARY 27, 2012 Action Item X

To: BOARD OF TRUSTEES Information Item

From: DAVID GRIMES, PRINCIPAL

Attached Pages 103

Principal's Initials:

SUBJECT: OAK HILL 2011-12 SAFETY PLAN UPDATE

Each school year we revise our Comprehensive School Safety Plan. This year's revisions include updated information regarding current staffing, input from the latest school safety survey, and updated goals to reflect current needs.

RECOMMENDATION: Center Joint Unified School District Board of Trustees' approval of Oak Hill's 2011-12 Comprehensive School Safety Plan.

OAK HILL ELEMENTARY



Safe School

And

Emergency Preparedness Plan

Center Joint Unified School District Antelope, CA

Revised 2011-2012 School Year

EMERGENCY PREPAREDNESS PLAN

The Emergency Response Plan has as its primary objectives:

- 1. To save lives and avoid injuries;
- 2. To safeguard school property and records;
- 3. To promote a fast, effective reaction to coping with emergencies;
- 4. To restore conditions back to normal with minimal confusion as promptly as possible.

Attaining these objectives will require clear activation procedures and responsibilities, identification of all tasks to be performed and by whom, an organized yet flexible response, and the dedication and cooperation of all.

It is vital to the continued functioning of the school, staff, and students that we are prepared to respond effectively in times of emergencies. Such preparations will also help us meet our obligations to our community.

This plan has been developed to be used in case of an emergency. All members of the faculty and other employees should:

- 1. familiarize themselves with this plan,
- 2. be prepared to activate it immediately, and
- 3. perform any duties to which they are assigned to make its activation effective.

Members of the faculty shall teach the Emergency Response Plan to the students. The members of each classroom shall be instructed in the evacuation plan so they can respond immediately upon receiving the necessary warning.

Table of Contents

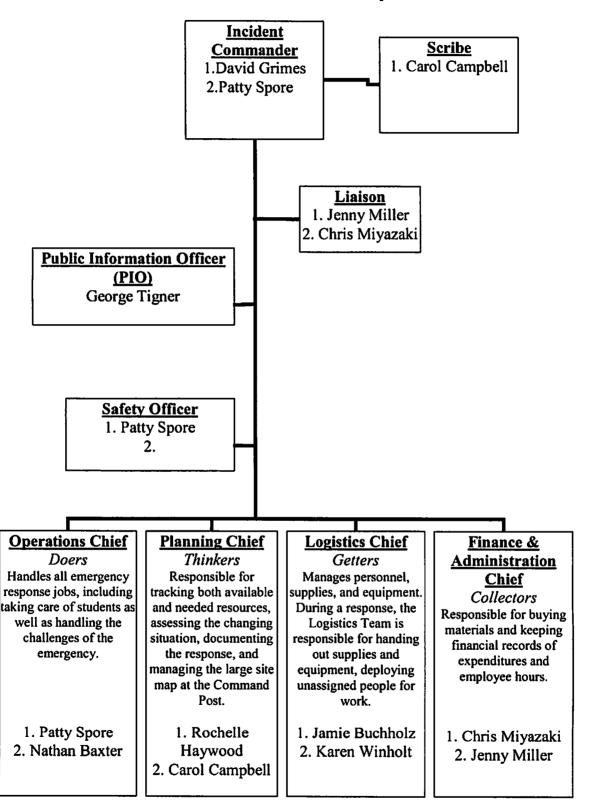
	<u>Crisis Management</u>				
	Incident Command System4				
Section 2	Staging Areas12				
Section 3	Lockdown Procedures13				
Section 4	Evacuation Procedures16				
Section 5	Student Release Procedures18				
Section 6	School Partnerships20				
Section 7	Resources21				
Section 8	Communications24				
Section 9	Crisis Phone Directory25				
Section 10	Letters Home				
Section 11	Aftermath				
Section 12	Training and Updating28				
Part 2	Crisis Readiness				
Section 1	Activity in the Vicinity29				
Section 2	Bomb Threat				
Section 3	Bus Accident				
Section 4	Chemicals/Biohazard/Gas Odor36				
Section 5	Death/Suicide				
Section 6	Earthquake				
Section 7	Fire/Explosion				
Section 8	Flood				
Section 9	Gas Odor				
Section 10	Hostage Situation44				
Section 11	Hostile Visitor46				
Section 12	Kidnapping/Attempted Kidnapping48				
Section 13	Medical Emergency49				
Section 14	Missing Student62				
Section 15	Public Demonstration				
Section 16	Severe Weather65				
Section 17	Shooting/Stabbing				
Part 3	Site Action Plan				
Section 1	District and Site Mission Statements67				
Section 2	Description of Physical Environment68				
Section 3	Physical Environment Goals70				
Section 4	Description of School Climate71				
Section 5	School Climate Goals72				
Section 6	Signature Sheet73				
	<u>Appendices</u>				
Child Abuse Re	porting LawAppendix A				
Child Abuse Re	porting FormAppendix B				
Uniform Compl	aint ProceduresAppendix C				
Hate Crime					
Nondiscrimination/HarassmentAppendix					
Suspendable OffensesAppendix F					
Staff List	Staff List Appendix (
Staff's Classroo	Staff's Classroom Telephone NumbersAppendix H				
Utility Shut-off	MapAppendix I				
Classroom Eva	cuation MapAppendix J				
Off Site Evacuation MapAppendix k					
Emergency Operations Center (EOC) Form					
Discipline Plan	Appendix M				

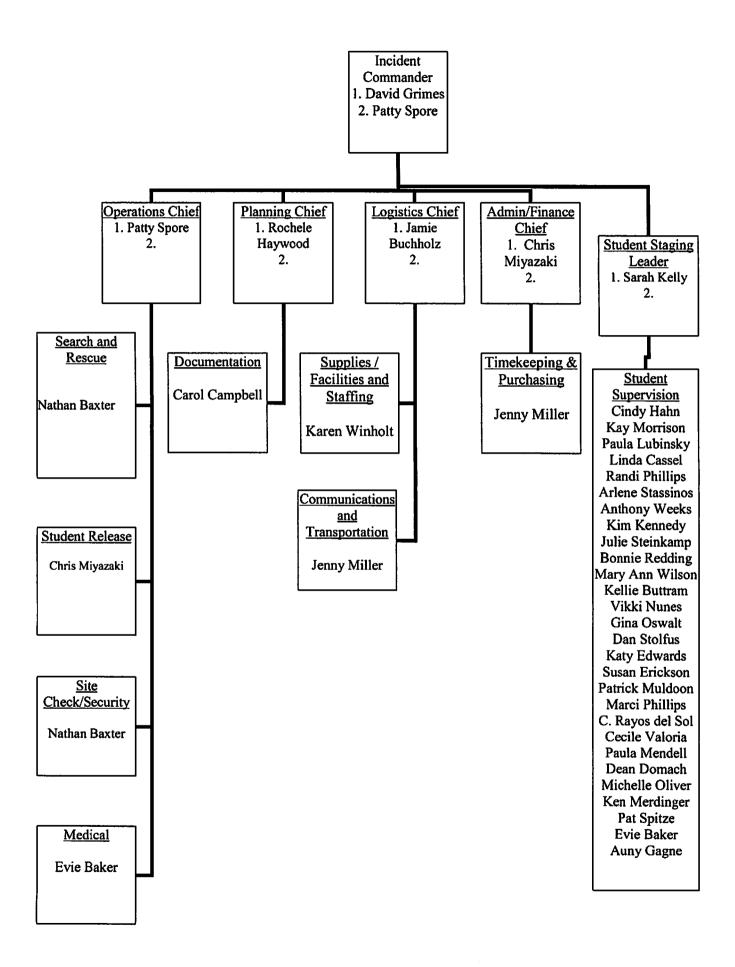
PART 1 CRISIS MANAGEMENT

SECTION 1 INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) is a nationally recognized organizational structure that provides for role assignment and decisionmaking while planning for and reacting to critical incidents of all types. Implementing ICS will allow for all school personnel to know their area of responsibility during a crisis and to plan and practice the management of their specific role. This type of delegation limits the number of functions under any one manager, allowing each person to focus on just one or two aspects of the incident. These managers then provide information to the incident commander (principal) and help that person make informed decisions. Using this type of organizational system during a critical incident creates clear communication channels that will help limit the chaos and uncertainty associated with emergency incidents. Plans can be made, policy established, and training conducted well in advance of any emergency incident. This type of forward thinking will be needed during a critical incident and is a key component to a school being properly prepared.

{Enter School Name} School Incident Command System





Incident Command Descriptions

Incident Commander: The Incident Commander is the overall leader during an emergency incident. This person is normally the principal or assistant principal of the school. The Incident Commander makes decisions based on the information and suggestions being provided from the Liaison and ICS Section Chiefs.

- Assume Command
- Establish the Command Post
- Conduct briefings of the Command Staff
- Identify level of threat by assessing situation
- Set specific objectives and direct development of incident action plans
- Direct protective actions to stabilize the school
- Activate and oversee ICS functions
- Establish Unified Command with responding agencies
- Update EOC as situation evolves
- Approve information to send to the EOC for media briefings
- Set objectives for resumption of normal activities
- Maintain an activity log (scribe) and oversee action reports

Admin/Finance Chief

- Report to Command Post if directed to do so; otherwise, provide finance duties as secondary duty
- Keep an envelope or box for all receipts and overtime cards
- Provide a cost-accounting update for the IC as requested
- Maintain an activity log (scribe) and write after-action report
- Check attendance for that day for both students and adults

Logistics Chief: The Logistics Chief manages the team and reports directly to the Liaison. This team is responsible for obtaining any needed resource, communication, food and water, and transportation.

- Report to Command Post (immediately or upon handing off students)
- Participate in briefing sessions, helping to identify required resources and personnel or advising of their availability
- Provide equipment, supplies, personnel, busses/cars as required by Operations
- Establish and maintain communications (radios, bullhorns, etc.)
- Stage resources (or Team Leaders) so they are readily available
- Coordinate and re-assign staff to other teams as needed by Operations
- Maintain a visible chart of available resources as a reference for Ops and the IC Team
- Provide food and water as needed (and available) for staff and students
- Maintain an activity log (scribe) and write after-action report

Operations Chief: The Operations Chief manages the members of the Operations Team. The Chief reports directly to the Liaison. This group, referred to as the "Doers", performs the "hands on" response.

- Immediately report to Command Post
- Supervise and direct activities of all groups assigned to Operations through the Team Leaders
- Identify alternate staging areas as needed (to IC and Logistics)
- Identify alternate resource requirements (to IC and Logistics)
- Deploy resources
- Make changes as necessary to action plan based upon reports from group leaders and Planning Chief
- Update IC and IC Team with status reports
- Maintain an activity log (scribe) and write after-action report

Planning Chief: The Planning Intelligence Chief will report directly to the Incident Commander and may stay with the Incident Commander throughout the crisis. This team will gather information to assist with medium/long-range planning related to the ongoing incident and school recovery issues. They will arrange for recovery/aftermath resources so that there is no gap between the end of the incident and necessary support/services.

- Report to Command Post (immediately or upon handing off students)
- Collect EOC forms and develop a briefing on incident size and scope for IC Team.
- With Ops, gather incident information and updates from team leaders.
- Send and supervise runners, if needed, to gather incident information
- Share information needed for decision making with IC Team
- Prepare estimates of incident escalation or de-escalation for IC Team
- Report to Safety any conditions that may cause danger
- Maintain an activity log (scribe) and write after-action report

Communications: This person will work to ensure that a communication system is in place (phones, walkie-talkies, etc). They will communicate crisis progress or changes within the site and with District Office.

Documentation: This person will collect, evaluate and document information about the development of the incidents and the status of resources.

Liaison: The liaison is the link between the Incident Commander and the Section Chiefs. The liaison may provide general information to the Incident Commander but does not make command decisions. The liaison is also the contact person/link for other community agencies, such as local police and fire departments.

Medical Team: Members of this team will take roll with their own class, send in their EOC form, and then ask a supervising teacher to watch their

students. They will then report directly to the Team Leader in a predetermined First Aid Staging Area and organize first aid supplies. The medical area should provide privacy for the injured and easy access for cars used to transport people with major injuries.

If necessary, Medical Team members will take medical supplies and report to classrooms where injuries are being reported by Search and Rescue. They will stay in communication with Operations Chief via radio.

The Medical Team will use the First Aid and START to provide treatment and continue to prioritize injuries. Students with minor injuries can be walked to the medical area for first aid treatment. The Medical Team will determine if a student needs to be transported to the hospital. Written records must be kept of any students who are to be transported. If a transported student's name is not known, use a cell phone to take a photo of that student and document where he/she was transported to. Also, get the name of the ambulance company and the badge # of the ambulance personnel.

Off-Site Evacuation Coordinator: The duties of this position focus on organizing the off-site evacuation location during an emergency situation. This includes planning the movement of the students to the location and assisting with accounting of the students once they are moved. Many aspects of this assignment involve planning for the use of a location and planning the evacuation route to safely move the students. When organizing an evacuation, consider the special needs students and plan for how those students will be moved and what assistance will be required.

Scribe: The scribe will take roll with their own class, send in the EOC form, and then ask a supervising teacher to watch his/her students. The scribe then reports to the Command Post. The scribe stays with the Incident Commander at all times. The scribe will maintain a written record of the incident including actions taken, actions reported to the Incident Commander, time, names, dates, etc.

Search and Locate: This team is responsible to "sweep" the bathrooms, hallways, and other areas for students, visitors, and staff. This team may need to search for unaccounted for people. Emergency responders will perform any major rescue efforts if necessary. Members will take roll with their own class, send in their EOC form, and then ask a supervising teacher to watch their students. Search and Rescue Team members should report to their Team Leader in a pre-determined location. It may be near (but not in) the Command Post or by the Student Staging Area. The Operations Chief will direct the Team Leader as to the location of the missing or injured. Room by room searches are not conducted by Search and Rescue until after they have gone to all the rooms with known problems and then only if it is deemed safe to do so. As Search and Rescue teams (2 each for safety) proceed, they should check back in with the Team Leader to report progress and/or need

for additional help. The Team Leader reports progress/needs to the Operations Chief.

Site Check/Security Team: Members of this team will take roll with their own class, send in their EOC form, and then ask a supervising teacher to watch their students. The Team Leader will report to the Operations Chief and then, if it is safe, send the team to check on utilities, etc. The Site Check/Security Team will notify the utility companies of a break or suspected break in utilities. The team will then proceed to the entrances where public safety and/or parents may arrive and help direct people to the Command Post or Student Reunification Areas. If neighbors arrive, the team should direct them to help support Traffic Control.

A violent crime or other situation near a school may require that the school staff take steps to quickly secure the school from outside intruders. This will involve developing specific assignments for school personnel during such an emergency and creating a check system to make sure the school is secure. This person would then act as a liaison with the agency handling the local event.

Situation Analysis: The person in charge of situation analysis will provide ongoing analysis of situation and resources status - What if...

Staffing Assignment Coordinator: The role of this position is to use available personnel to assist with carrying out the core functions associated with an incident. Any teacher not assigned students during an incident and any school personnel arriving at the incident should directly report to this person. Working closely with the Incident Supervisor, the person will direct staff to the areas that need assistance. Those responsible for organizing the various areas will coordinate with this person in requesting manpower during the incident. This person will keep a roster of assignments and manpower needs and make requests of administrative offices when needed.

Student Release a.k.a. Parent Reunion Coordinator: This team will supervise the release of students. They will document the persons picking up students. They must record the time, signature, and where they will be taking the student. Pictures of each child with the adult picking them up may be useful. Members will take roll with their own class, send in their EOC form, and wait to be called up. Before parents begin arriving, the Team Leader will begin setting up the Reunification Center, with support if needed, in a predetermined location. They will gather information regarding attendance from the Admin/Finance Team. When parents begin arriving, the Team Leader will call up the rest of the team and notify the Operations Chief. As more parents arrive, more teachers and classified staff will be assigned to this staging area. Students will be re-assigned to other Supervising Teachers. If evacuating the site, before leaving the school grounds, the Student Release Team will post a notice on the front door informing parents

where to pick up their children. If the front door is no longer there, the notice will be placed on the flagpole.

Student Supervision Team: This team supervises all students unless otherwise assigned. Other teachers who have designated responsibilities that take them away from their class will be reporting to a member of the Student Supervision Team before they leave their class in his care. This team will be working closely with the Student Release Team to make sure that students do not leave until their parent or adult has signed them out from the release area.

Supplies/Facilities: This person will locate and provide facilities, equipment, supplies and materials as needed.

Timekeeping & Purchasing: This person will maintain accurate records of staff hours and of purchases.

Transportation: The school staff member responsible for organizing this operation works with the district Transportation Department to coordinate the arrival of buses and the loading of students onto the proper bus. Responsibilities for this person include: arranging for buses, supervising loading and moving of buses, and arranging alternative forms of transportation as needed. The Operations Chief will direct the team to move students off campus, if necessary.

SECTION 2 STAGING AREAS

Indoor Command Post:

- 1. Office
- 2. Library

Outdoor Command Post:

- 1. Otter Outback
- 2. Nature Area

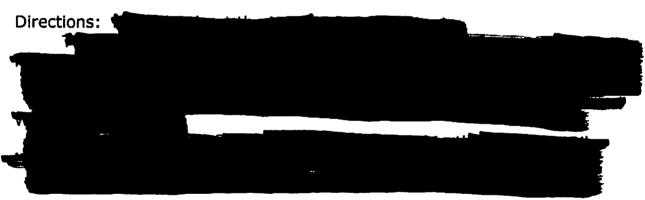
Triage Area: Quad or Empty classroom (Bodega Triangle)

Parent Reunification Area: Cafeteria

Bus Staging Area: North Creek Court

Media Staging Area: Abalone Cove

Off-Site Evacuation Location:



SECTION 3 LOCKDOWN PROCEDURES

The school lockdown procedure serves many functions during an emergency situation:

- When a lockdown is initiated, the majority of students and teachers will be taken away from the threat.
- The dangerous situation can be isolated from much of the school.
- Accounting for students can accurately take place in each classroom.
- Depending on the situation, an organized evacuation can take place away from the dangerous area.

In addition to an onsite emergency, lockdown procedures can be modified for use during a local incident in which the school population is not in direct danger. A local incident might be a sheriff or fire event nearby or an injury on school grounds that requires limiting student movement in the area. When a lockdown is announced, several steps should take place. Someone must be assigned to the dangerous situation or area to ensure students and staff do not enter the area. Immediate notification should be made to the 911, fully explaining what is known at that time. The bells must be held and instructions to ignore the fire alarm should be given.

When ordering a lockdown, the following announcements should be made and repeated several times:

A) Classes in progress (not during lunch)

"Teachers, please secure your students in your classrooms immediately for a shelter in place. All students report directly to your classrooms and ignore any fire alarms."

B) Class change in progress

"Teachers and students, it is necessary to begin a shelter in place. All students report directly to the nearest classroom. Teachers please secure your classrooms and ignore any fire alarms."

C) Lunch is in session

Add the following to either announcement:

"Students in the cafeteria, follow the instructions of the faculty in the cafeteria."

Unassigned teachers should ensure that students in hallways are placed in classrooms immediately. Staff members should check restrooms and other areas where students may be found. If students are found and are not close to their classroom, students should go into the closest occupied classroom. Then teachers should stay in a locked room and notify the office of their location.

During a lockdown (shelter in place), special attention should be given to the areas of the school where numerous students are gathered in an unsecured environment, such as the cafeteria, auditorium, or library. Arrangements should be made so that students in these areas can be moved to nearby locations that can be secured.

When a teacher with a class hears one of the lockdown announcements he or she should follow these directions:

- 1. Lock the classroom door immediately.
- 2. Keep all students sitting on the floor, away from the door and windows.
- 3. Use caution and discretion in allowing students entry into the classroom.
- 4. Advise the students that there is some type of emergency but you don't know what it is.
- 5. Take attendance and prepare a list of missing students and extra students in the room. Prepare to take this list with you when you are directed to leave the classroom.
- 6. If there is a phone in your classroom, do not use the telephone to call out. Lines must be kept open, unless there is an emergency situation in the classroom.
- 7. Ignore any fire alarm activation. The school will not be evacuated using this method.
- 8. Project a calm attitude to maintain student behavior.
- 9. When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
- 10. Remain in the room until a member of the Crisis Management Team comes to the room with directions, or a sheriff arrives with directions.

Teachers should be aware of the emotional response some students may have to a lockdown situation. For example, teachers could prepare for frightened students vomiting by keeping plastic bags and cleaning supplies available in the classroom. Another idea is to keep a supply of gum, mints, or hard candy in each room to help relax students.

Depending on the grade level, students will ask many questions that teachers will not be able to answer. Being familiar with the lockdown procedures and the role of the ICS will provide a better understanding of what is taking place and what can be expected.

As a lockdown is taking place, the Incident Command Team should ensure that several functions are taking place. Depending on the situation, the school may need to be completely secured from the inside. This will require specific individuals being assigned to lock any open doors. Notifications will continue to be made to school administration and possibly the sheriff department if the sheriff has not arrived on the scene. Any known injuries should also be reported to the administration, who will relay that information to the sheriff.

Communication via school radio is permissible as long as the incident does not involve an explosive device or a suspect in possession of a radio or scanner. The sheriff liaison member of the Incident Command Team should be prepared to gather all known information and respond to the first arriving sheriff personnel and brief them on the situation.

Once a lockdown has been started, wait for the sheriff department to arrive before arranging for evacuation of the school. This will allow for a more secure environment during the evacuation and assist the sheriff if a tactical operation is necessary.

Special areas of concern:

Special attention should be paid to the playground area of each school. Teachers must be able to hear the lockdown announcement and an alternate lockdown location must be identified. This location can be indoors or outdoors, if students can be safely hidden on the playground. In either case the lockdown location must be determined during initial crisis planning and the information should be clearly communicated to all staff members.

SECTION 4 EVACUATION PROCEDURES

General Evacuation

Evacuation decisions are very incident-specific. If the release occurs slowly, or if there is a fire that cannot be controlled within a short time, then evacuation may be the sensible option. Evacuation during incidents involving the airborne release of chemicals is sometimes necessary. If a general evacuation is ordered, the school population will be sent home, to the off site evacuation location, or to another location. Students are evacuated by walking or on school busses. If the school has been evacuated, the response personnel will need to decide when it is safe to return. They will need to verify data collected by the monitoring crews and consider the advice of the health officials concerned.

Evacuation of School Grounds

In the event the school cannot be occupied following an evacuation, it may be necessary to evacuate the school grounds. We will evacuate to the off site evacuation location.

The principal will call the Superintendent. Before leaving the school grounds, the Student Release Team will post a notice on the front door informing parents where to pick up their children. If the front door is no longer there, the notice will be placed on the flagpole.

During evacuation, the students will walk quickly, quietly, and in single file. If busses are available, students will board at the corner of North Creek Court and Story Ridge Way. When releasing students to the care of parents or other adults, refer to the section entitled, "Release of Students to Parents".

School Evacuation Instructions

Exit the Building

- · Go to the designated assembly area.
- Immediately upon hearing the fire alarm signal or instructions to "leave the building" over the intercom, students, faculty and others in the building shall evacuate the building via prearranged evacuation route quickly, quietly and in single file. The last person out of the room shall pull the door closed, but will not lock it. All will proceed to the designated assembly area.

Teachers

- Take class lists, red/green cards and student emergency card.
- Make special provisions to assist handicapped students.
- Exit the building through assigned exit or nearest unblocked exit.
- Lead the class out of the building to pre-designated area at least 500 feet from building. Area must be free from hazards such as overhead power lines, gas lines and motor vehicle traffic.

- Take roll and report any missing students (by name) to the Student Supervision Leader at pre-designated location away from building.
- Necessary first aid should be performed.

Students

In homeroom class

- Leave all personal items in classroom.
- Follow their teacher and exit in a quiet and orderly manner.

NOT in homeroom

- Leave all personal items in classroom.
- Exit with their supervisor, or if alone, exit the nearest unblocked exit.
- Remain with the class with which they exited until it is deemed safe for the student to return to his/her regular class.

At recess / break

- During recess, students should go to their assembly area.
- Students should go to the assembly area of the next class on their schedule.

Staff Not Assigned To Classrooms

- Will follow as directed in the Incident Command System.
- Assist as directed by principal or designee.

Principal or Designee

- Report any missing persons to emergency response personnel.
- If building is determined to be safe to re-enter:
 - Notify teachers by all clear signal or runner. DO NOT USE FIRE ALARM SIGNAL for re-entry.
- If building is unsafe to re-enter, evacuate the school site, using predetermined plan.

Instruct teachers to:

- Release students to responsible adults using predetermined procedure.
- Students will exit school grounds to the blacktop/field either to board busses or to walk to Wilson C. Riles Middle School.

Exit Route

An emergency exit route will be posted in the classroom beside the door. All who use this room should be familiar with the fire evacuation route as it applies to that room. When you have a substitute, make sure they are aware of where this map is located and that the roll sheet and student emergency information must be taken with them during the drill.

SECTION 5 STUDENT RELEASE PROCEDURES

Early Dismissal

The ultimate responsibility for the student's safety from the school to home in cases of emergency lies with the parent or guardian. Parents should work through community emergency preparedness groups to make preparations for the safety of their own children.

If an emergency occurs during the school day, and it is believed advisable to dismiss school, students will be provided shelter and supervision at the school as long as deemed reasonable by the principal.

The school will proceed on the basis that there will be no bus transportation or telephone communication. School will not be dismissed early unless school authorities have been assured by local emergency authorities that routes are safe for student use.

Follow the "Release of Students to Parents" plan.

Release of Students to Parents

Each teacher will have a copy of the student emergency information and a list of students on a clipboard. The adults listed on this card will be the only adults the students will be released to. Any other adult showing up may stay with the student, but he/she will not be permitted to leave with them. This clipboard is to remain with the teacher during any building evacuation exercise including a fire drill.

Prior to the approved adult taking the student, a release form must be filled out and signed. (See student release form.)

Teachers must stay with the students until all their students are picked up and/or the principal or his/her replacement approves of their leaving.

STUDENT RELEASE FORM

Student's		
Name		
	Time	
Date	nine	
Teacher		
Room		
#	Grade_	
PERSON CHECKIN	IG OUT STUDENT:	
Signature		
IF NOT PARENT/OINFORMATION:	GUARDIAN, PLEASE PRINT	T THE FOLLOWING
Name		<u> </u>
Address		
Phone #		
STUDENTS UNACCO		
Teacher's		
Name	Grade	Room
Students unaccoun	ted for:	

SECTION 6 SCHOOL PARTNERSHIPS

Off Site Partnership

SECTION 7 RESOURCES

Staff Special Skills/Health Concerns

Staff Emergency Information

Jan. 17, 2012

Jan. 17, 2012			
Staff Member	Cell Number	Health Concerns	Special Skills
Arakelyan, Kristine	'		1
Arroyo, Felisa			
Baker, Evie			
Baker, Kelly			
Barnes, Colette			
Barnes, Junella			
Baxter, Nathan			
Buchholz, Jamie			
Buderer, Claudia			
Buttram, Kellie			
Campbell, Carol			
Cassel, Linda	_		
Domach, Dean	-		
Dorsey, Tanya	_		
Edwards, Katie	_		
Erickson, Susan			
Friend, Elizabeth			
Gagne, Renate			
Garcia, Lorenzo			
Grimes, David			
Hahn, Cindy			

Staff Member	Cell Number	Health Concerns	Special Skills
Harris, Linda			
Haywood, Rochele			
Kelly, Sarah			
Kennedy, Kim	•		
Kirkland, Rosina	•		
Krimetz, Ann	•		
Lark, Kim	•		
Louis, Craig	-		
Lubinsky, Paula	-		
Mendell, Paula	-		
Merdinger, Ken	-		
Miller, Jennie	-		
Miyazaki, Chris	-		
Morisette, Carol	-		
Morrison, Kay	•		
Muldoon, Patrick			
Nardozzi, Lilia			
Nelipovich, Luda	1		
Nunes, Vikki			
Oliver, Michelle	_		
Oswalt, Gina	_		
Pantoya, Christina	1		
Phillips, Marci	<u> </u>		
Phillips, Randi	-		
Pullman, Cheryl	-		
Quintero, Dalia	-		
Rayos del Sol, Christine			
Redding, Bonnie	†		
Rosenbach, Akiko	†		
Sashko, Hanna	†		
Silverman, Todd	†		
Smirnov, Fedor	†		
Spitze, Pat	†		
	†		
Spore, Patty	1		
Stassinos, Arlene			
~ · · · · · · · · · · · · · · · · · · ·	†		

Staff Member	Cell Number	Health Concerns	Special Skills
Steinkamp, Julie			
Stolfus, Dan	1		
Tongol, Evelita	1		
Valoria, Cecille]		,
Weeks, Tony			
Wilson, Mary Ann			
Winholt, Karen	<u>]</u>		
Young, Laura			
	1		
	1		
	+		
	<u> </u>		

SECTION 8 COMMUNICATIONS

It is likely that the public address system will be operational in most emergencies during which inside-the-building announcements need to be made. If it's not, communication will be by messenger(s) from the office to each teacher.

Communication between the custodial staff and the office staff will be by radio. All staff members shall have access to a radio in the room they work in.

Telephone Communication

- The school telephones may NOT be used by ANY person for outgoing calls of any kind during an emergency, except when authorized by the principal.
- 2. Appropriate authorities will be notified including 911, Twin Rivers Police Department, and the Superintendent.

SECTION 9 CRISIS PHONE DIRECTORY

- Sheriff/Fire Department: 911
- Twin Rivers Police Department: (916) 286-4875
- Poison Control Center, UCD Medical Center: (916) 734-3692
- Citizens Utilities (Water): (916) 568-4200
- SMUD (Electricity): (916) 456-7683
- PG&E (Gas): (916) 743-5000
- Superintendent's Office: (916) 338-6409
- Facilities and Operations
 - o Craig Deason, Assistant Superintendent: (916) 338-7580
 - Carol Surryhne, Assistant Superintendent's Secretary: (916) 338-6337
 - o Kim Rogers, Staff Secretary: (916) 338-6417
- Child Protective Services (CPS) Sac County: (916) 875-5437
- Child Protective Services (CPS) Placer County: (916) 784-6000
- Spinelli Elementary School: (916) 338-6490
- Dudley Elementary School: (916) 338-6470
- Oak Hill Elementary School: (916) 338-6460
- Wilson C. Riles Middle School: (916) 787-8100
- Center High School: (916) 338-6420
- Antelope View Charter School: (916) 339-4690
- Global Youth Charter School: (916) 339-4680
- McClellan High School: (916) 338-6445

SECTION 10 LETTERS HOME

Dear Parents:

Please review the following information regarding school and parent responsibilities for emergency school closure. Please help us to be efficient and helpful in caring for your child.

We have developed an emergency preparedness plan that outlines a variety of situations including fire, bomb threat, earthquake and the possibility of evacuation due to an unforeseen emergency. We would like parents to be advised as to what to expect while their children are in school. The following procedures will be implemented in case of an emergency:

- In case of a fire alarm, students will be evacuated from the building. In the event of an
 actual fire that requires evacuation, students will be evacuated to Wilson C. Riles Middle
 School. If possible, notification will be sent to parents through the automatic dialing
 system; otherwise, parents will be informed by school officials during or after the
 evacuation.
- 2. If an emergency evacuation occurs before parents can be reached, a notice will be left on the front door informing parents where to find their children. Only parents or adults listed on the emergency information cards will be permitted to pick up students. Please make sure the information on the emergency card includes everyone you would permit to pick up your child. Bused students will only be returned home during regular times and only if it is deemed safe.
- 3. If there is an earthquake, students will be kept in classrooms until quaking stops. Students will then be evacuated from the building. If there is too much damage to use the school as shelter, see number 1.
- 4. Floods, power outages, severe storms or any other disaster will normally result in students being held at school in regular classes until the usual departure time or sent home as in number 2.
- 5. Parents should discuss the above information with their children and assure them that school personnel will care for them just as they do each day, until they can be re-united with parents.

As the new school year starts we would like to remind you that this is a good time to go over the following information with your children:

- 1. Practice and review emergency plans, family meeting places and emergency telephone numbers regularly with your children.
- 2. Each year make your child's teacher aware of his/her health or physical needs that would require special action or supplies during an emergency. Make sure the office has a supply of vital medication on hand.
- 3. Make sure your student's information card has the name, address, and phone number of anyone you want to pick up your child during an emergency. Students will NOT be released to ANYONE not listed on this card.
- 4. Make sure your child is familiar with the people he/she may leave with and that they know that it is OK to leave with them in the event of an emergency. This may include a family code word.
- 5. Be aware that you may not be able to get to your child in the event of a large-scale emergency if you work a great distance from your child's school. Be aware that the person picking up your child may have them for several hours or even days.

SECTION 11 AFTERMATH

Counseling

The need for a proactive counseling program can not be overlooked. Many dangerous situations can be avoided with early intervention by trained professionals. Available resources should be identified and used on a regular basis when the first sign of depression, anger, or other alarming changes in a student is observed. During a crisis, the CMT member responsible for counseling must quickly organize a counseling program to help students, parents, faculty, and the community heal from the incident. Counselors at the effected school may handle some incidents, while other incidents could easily require the cooperation of many services. Identifying resources within the school system, county, and community should be planned and well organized before a crisis occurs.

SECTION 12 TRAINING AND UPDATING

Drills

The principal shall hold fire drills monthly and intruder alert and earthquake drills each trimester to ensure that all students, faculty members, and others are sufficiently familiar with such drills that they can be activated and accomplished quickly and efficiently. These drills shall be held at both regular and inopportune times to take care of almost any situation. Everyone in the building, including other employees, all office workers, all lunch workers, all custodial staff, and visitors must obey the instructions in the room or area they occupy when the alarm is sounded. Drills will also be carried out for quick evacuation of the multi-purpose room. The school secretary will be responsible to notify Sacramento Fire Department and Twin Rivers Police Department as necessary.

Once yearly, a full scale disaster drill will be held to give the staff an opportunity to fully implement the Incident Command System.

Training

The staff has participated in the following trainings:

- SEMS video April 26, 2011
- Mandated Child Abuse Reporter Training February 15, 2011
- Triage Training October 19, 2011

PART 2 CRISIS READINESS

SECTION 1 ACTIVITY IN THE VICINITY

Upon notification of a dangerous situation near the school, several steps should be taken to protect the school population from the incident.

- Obtain as much information about the incident as you can. The Sacramento County Sheriff's Communication Center will be able to provide an overview of the incident. Call (916)874-5115.
- Convene a meeting of the Incident Command Team and discuss the situation and/or recommendations from the sheriff or fire department.
- Bring classes being conducted in trailers into the school.
- Secure the school building, if necessary.
- Coordinate with team members and faculty to ensure all doors are secured and post lookouts inside the school who can alert you to approaching danger.
- Notify the District's Central Office.
- Assign sheriff and fire liaison member of Incident Command Team to monitor situation and provide updates as needed.
- Prepare for possible lockdown or evacuation depending on the situations. Follow sheriff or fire guidance.
- If sheriff or fire have not resolved the situation by dismissal time, plans will need to be made to alter or delay dismissal of students and transportation should be contacted with information.
- Informational letter for parents should be developed in conjunction with district office and sheriff or fire officials.

SECTION 2 BOMB THREAT

Because an explosive device can be controlled electronically, school radio usage should not take place inside the school during a bomb threat since radio waves could detonate the device accidentally. Radio usage can resume 300 feet away from the building, allowing for communication from the evacuation staging area.

Bomb Threat Procedures

- I. Office Personnel
 - a. If the threat is made by any means other than telephone, immediately notify an administrator.
 - b. If the threat is made by telephone, the person receiving the call is to do the following:
 - i. Mentally form a picture of the caller is the caller male or female? Juvenile or an adult? Does the voice sound familiar? If so, who? As soon as possible, indicate your impressions on the Bomb Threat Form.
 - ii. Ask the caller three questions, in this order:
 - 1. When is the bomb going to explode? (The caller may or may not respond to this question. If the threat is real, chances are he/she will say something. If the caller just hangs up without any comment to your questions, the chances are great that it is a prank call.)
 - 2. Where is the bomb located? What kind of bomb is it? (If the caller responds to these questions, he/she will probably lie, but it will keep the caller talking and give you more time to identify him/her.)
 - 3. Why are you doing this? Where are you now? (The caller's answer to these questions will give you a clue as to whether or not it is a real threat. If he says he wants money, or is representing some group or organization, the chances that it is a real threat are increased. In no event suggest a reason to him by asking something like, "Do you want money?" Let the caller provide the reason.)
 - iii. Note the time the call was received and immediately notify the principal or designee.
 - c. Call the Sacramento County Sheriff (911) and ask for a sheriff's unit to be dispatched to the school.

II. Administration

Make a judgment as to the validity of the threat, and react in the following manner whether or not you believe this to be a prank:

a. Notify teachers to evacuate their rooms by announcing "code red" followed by the fire drill signal. All students should be at least 500 ft. away from the building.

- b. Wait for the sheriff's unit to arrive. Assist the officers as needed.
- c. Provide a designated employee(s) to assist law enforcement in search of suspicious objects on school grounds.
- d. Administrator must determine if students will need to evacuate the school grounds if no suspicious item is found.
- e. Maintenance, Operations, & Transportation will be called to provide busses for students, if necessary.

III. Teachers

- a. Upon receiving the notice to evacuate for a "code red", have your students assemble outside your classroom in an orderly manner and wait for you.
- b. Check your room before you leave for anything out of the ordinary. Take a 360-degree sweep from eye level to floor and if you see anything suspicious, report it to an administrator.
- c. Keep your group together and walk with them to the field. Take your roll sheet and emergency information and call roll when you get there. Get your group together in an orderly manner and stay with them. You will probably be there for awhile, so take your time with these tasks and make sure students obey you perfectly.
- d. When you hear the all clear signal (announcement over the intercom or on the bullhorn) return to your classroom in an orderly manner.
- e. Do not let the students know that we have a bomb threat. Treat this as a routine "fire drill."
- IV. Custodians, Cooks, and other Classified Employees
 - a. Check your work areas. Do a 360 degree visual check of your room(s) as described under "Teachers" above.
 - b. Assist Administration as needed.

BOMB THREAT FORM

RECEIVING A BOMB THREAT

T	N	51	ΓR	П	C	ГΤ	റ	N	ıS	•
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Be calm and courteous: LISTEN! Do not interrupt the caller. Quietly attract the attention of someone nearby, indicating to them the nature of the call. Complete this form as soon as the caller hangs up and the school administration has been notified.

Exact time	of call:				
Exact word	ls of caller:				
2. Whe 3. Wha	n is the bom re is the bon t does it look	าb? c like?			
3. What does it look like? 4. What kind of bomb is it? 5. What will cause it to detonate? 6. Did you place the bomb? 7. Why? 8. Where are you calling from? 9. What is your address? 10. What is your name?					
	ice (Circle):				
Stutter Giggling	Disguised Slow Deep Accent	Sincere Crying	Lisp Squeaky	Rapid Excited	
Voice Desc	cription (Circ	<u>le):</u>			
Male Calm Young Rough		Middle-Age	ed		
Accent: Y	es No	Describe_			
Speech Im	pediment: Y	es No	Describe		

Unusual Ph	rases		
Recognize '	Voice? If so, who do you think it was?		
<u>Background</u>	d Noises (Circle):		
Horns	TV Running Motor (type) Whistles Bells Aircraft Tape Recorder Other		
Additional 3	Information:		
ways	he caller indicate knowledge of the facility? If so, how? In what ?		
B. Wha	t line did the call come in on?e number listed? Private number? Whose?		
D. Perso	on Receiving Call		
E. Telep	E. Telephone number the call was received at		
F. Date			
G. Repo (Refe	rt call immediately to:er to bomb incident plan)		
Signature_	Date		

THREATENING PHONE CALL FORM

Time call was received	Time caller hung up			
Try to get another person on the line and record the conversation. Exact words of person:				
Questions to ask if not already cov words)	ered by caller's statement (record exact			
2. What are you going to do?3. What will prevent you from one	doing that?			
7. What kind of device or mater	w?rial is it?			
Person receiving the call	Person monitoring the call			
Department Dept Phone No Home Address	Department Dept. Phone No Home Address			

SECTION 3 BUS ACCIDENT

Field Trip Preparedness for Staff Members

- School buses are required to carry a first aid kit. Make sure it is in the bus.
- Teachers who participate in a large number of field trips should be encouraged to train in CPR and first aid procedures.
- Always take a complete roster and emergency care cards of students on a field trip.
- Maintain a complete list of teachers' and chaperones' home phone numbers, emergency contacts and work phone numbers for spouse.
- Develop an emergency phone number directory for field trips.
 Directory should contain emergency phone numbers for the school system and main phone numbers to the school and administrative offices.

SECTION 4 CHEMICALS/BIOHAZARD/GAS ODOR

All chemicals in the building are to be identified and stored according to district policy and procedures. Safety data sheets from vendors shall be on file and available for all chemicals in the office for quick reference. All personnel involved with chemicals in any manner are to be trained in their proper use.

The fire department shall be informed by the principal once each year of all chemicals used in the building and where they are stored. In the event of a hazardous material accident in the building, the principal (or designee) will decide if and how the building will be evacuated. If any accident should occur, the fire department, Center Unified School District Superintendent, and Sacramento County Health Department should be notified.

Responders will decide whether to order people to remain indoors (shelter-in-place), rescue individuals from the area, or order a general evacuation. The "remain indoors" option will be considered when the hazards are too great to risk exposure of evacuees. Rescuing people from the hazardous area may involve supplying protective equipment for evacuees to ensure their safety. A general evacuation requires a significant amount of lead-time, which may not be available.

In order for the "in-place-shelter procedure" to be effective, the effected population must be advised to follow the guidelines listed below:

- An announcement will come over the PA system telling you that the "in-place-shelter procedure" is in effect.
- Close all doors to the outside and close and lock all windows.
 (Windows seal better when locked.) Seal gaps under doorways and windows with wet towels, and those around doorways and windows with duct tape (or similar thick tape) and sheets of plastic (precut and labeled before the incident). Have students assigned to specific tasks ahead of time.
- Ventilation systems should be turned off.
- Turn off all heating systems and air-conditioners.
- Seal any gaps around window type air-conditioners, exhaust fan grills, exhaust fans, and range vents, etc. with tape and plastic sheeting, wax paper, or aluminum wrap.
- Close as many internal doors as possible.
- If an outdoor explosion is possible, close drapes, curtains, and shades over windows. Avoid windows to prevent potential injury from flying glass.
- If you suspect that the gas or vapor has entered the structure you are in, hold a wet cloth over your nose and mouth.
- Tune in to the Emergency Alert System on the radio or television for information concerning the hazardous materials incident and inplace-sheltering.

SECTION 5 DEATH/SUICIDE

Definition - Death or suicide of a student, staff member or significant person close to the school where students and/or staff are affected.

Principal or designee shall:

- 1. Call 911.
- 2. Contact Superintendent.
- 3. Notify immediate family parent or guardian.
- 4. Identify key staff members at site to disseminate information at site level.
- 5. Communicate behavioral expectations to staff regarding:
 - Confidentiality issues
 - Providing factual information
 - Available resources
- 6. Send home written information to parents on facts of incident and any follow-up services available.
- 7. Consult with psychologist or county office of education staff for intervention strategies including specific activities that can be used in the classroom.

If the incident causes a major disruption to school activities, evacuation may be necessary and will be determined by law enforcement, principal or designee.

SECTION 6 EARTHQUAKE

During the Quake

Keep these points in mind in the event of an earthquake:

- 1. If an earthquake occurs, keep calm. Don't run or panic. If you take proper precautions, the chances are you will not be hurt.
- 2. Remain where you are. If you are outdoors, stay outdoors. If you are indoors, stay indoors. During earthquakes, most injuries occur as people are entering or leaving buildings (from falling walls, electrical wires, etc).
- 3. The teacher will give the "drop and cover signal" if the bell system is not operable.
- 4. Everyone will get under his/her desk and cover his/her head. If a desk, table or bench (best choice) is not available, sit or stand against an inside wall or in an inside doorway. Stay away from the windows, outside walls, and outside doors.
- 5. If you are outside, stay away from the building, electrical wires, poles, or anything else that might shake loose and fall. Look for open space and stay low.

After the Quake

For your own safety and that of others, you should carefully do the following:

- 1. About two minutes after the shaking stops, the fire bell will sound. If we have lost power, the teacher will give the command to evacuate the building.
- 2. Use the "Building Evacuation" plan.
- 3. Use extreme caution in entering or working in buildings that may have been damaged or weakened by the disaster.
- 4. Stay away from fallen or damaged electrical wires, which may still be dangerous.
- 5. The custodian will check for leaking gas pipes. Do this by smell only don't use matches or candles. If you smell gas:
 - · Open all windows and doors.
 - Turn off the main gas valve at the meter.
 - Leave the building immediately.
 - Notify the gas company, police, and fire departments.
 - Don't re-enter the building until it is safe.
- 6. The principal will confer with the Superintendent about evacuation of the school. If necessary, follow the "Evacuation of School Grounds" policy. Do not evacuate to another building unless it has received an inspection by a qualified person.

Re-entry of Building

Follow the procedures of the re-entry instructions (after "School Evacuation Instructions") except: the building should be inspected by a qualified person who has been trained in Building Analysis. This person will perform an

inspection on structural soundness, electrical wiring, water distribution, oil, gas, and other fuel systems, and boiler and heating systems.

A damaged structure will be occupied only after authorization by the responsible local agency. Building supervisors will be notified of the corrective actions to be taken to return building to use.

SECTION 7 FIRE/EXPLOSION

Fire

- In the event of a natural gas fire, sound alarm and then turn off main gas valves. If the fire is small, use the fire extinguisher AFTER the gas is turned off.
- In the event of an electrical fire, sound alarm and then turn off electricity. Do not use water or water-acid extinguishers on electrical supported fires. Only small fires should be fought with an extinguisher.
- 3. The person locating the fire will sound the school alarm.
- 4. Follow the "Building Evacuation" instructions.
- 5. The principal will notify the superintendent's office.
- 6. The office staff will notify the utility companies of a break or a suspected break in utilities.
- 7. Keep access road open for emergency vehicles.
- 8. All staff will be responsible to peek in the door of classroom on either side and make sure they were informed of the fire.
- 9. The custodian is responsible for checking exits daily to make sure they are functional. All exits should be obvious, maintained and clear of obstructions.

Computer Labs

All labs are to be equipped, as their needs require, for proper fire control and for emergency purposes.

Lunchrooms and Kitchens

- 1. Emergency preparedness to control fire in school kitchen areas:
 - Have automatic extinguishers over deep fryers and grills.
 - Have fire extinguishers for all types of fires in proper location.
 - Make sure that all of the kitchen personnel know where the extinguishers are located and how to operate them.
 - Make sure that the kitchen personnel know which exit to take in case of fire.

Whether it's a real fire or a drill, try to evacuate the building in fewer than two minutes.

Fire Drill Procedures

The secretary will call the fire department to inform them it is a drill. The principal or designee shall sound the alarm.

- 1. When the signal is sounded, the teaching staff will proceed to the evacuation assembly area (blacktop/field) with their classes. Staff not assigned a regular class of children will report to the same area to render any needed assistance to teachers.
- 2. Once each month, all teachers will instruct their classes in the correct procedures and behaviors to utilize during fire drills.

- 3. Once each month, a fire drill will be conducted by the school staff.
- 4. Students stand facing away from the building in silent lines.
- 5. Supervising staff will take roll. The whereabouts of all students should be known.
- 6. Any student in attendance at school but not with class or in a special class should be reported immediately to the Student Supervision Leader.

Silent Fire Drill / Neighborhood Disaster Plan

- 1. Silent fire drills and neighborhood disaster procedures will be used in the event of bell and/or intercom failure.
- 2. When a silent fire drill is in progress, a monitor appears at the door with a sign stating "silent fire drill." The monitor will remain until the teacher sees the sign. The procedures to follow are the same as during a regular fire drill.
- 3. When a silent intruder on campus drill is in progress, a monitor appears at the door with a sign stating "Duck and Cover". The monitor will remain until the teachers see the sign.

Fire Extinguishers

Fire extinguishers are placed in strategic locations as recommended by the fire department (see map). Faculty members and other staff personnel shall be instructed in the use of the fire extinguisher.

All extinguishers, unless stated, are dry chemical types which are needed to put out type A, B, and C fires which include wood, textiles, gasoline, oil, greases, and electrical fires. In discharging a fire extinguisher, it should be held upright while the pin is pulled. The lever is then pressed while aiming at the base of the fire.

Fire Extinguisher Inspections

The district maintenance department will be responsible for checking for possible building code violations and making sure all fire extinguishers are checked yearly for the following:

- 1. Check gauge for full charge. Report discharge or overcharge reading immediately to control office.
- 2. Check seal for breakage.
- 3. Check hose for crack, leaks, tears, etc.
- 4. Check casing for leaks or breakage.

SECTION 8 FLOOD

When there is a flood at the school site

- Notify parents via radio and television.
- Notify bus drivers for an early/late dismissal.
- The custodian or site security team will shut off water to prevent contaminated water from entering the school supply.
- The custodian or site security team will shut off electricity to prevent electrical shock.
- If school is a designated emergency shelter and time permits, check all supplies and provisions prior to emergency operations.

After the danger is over

Beware of contaminated food, water, broken gas lines, and wet electrical equipment. Resume classes only after a qualified person has done a building assessment (see "Re-entry of Building" under earthquake.)

Minor Flooding

If the school experiences minor flooding (one or a few classrooms), the class(es) affected will evacuate to another part of the building (principal will decide where to go). Classes will continue. The principal will notify the superintendent and they will jointly decide what to do next.

SECTION 9 GAS ODOR

If odors are detected outside the building, it is not necessary to evacuate the building. Call the police and fire non-emergency number to report the smell (874-5115). Call the district office.

If the odor is detected inside a school building, convene the crisis management team and evacuate the building immediately.

- Call 9-1-1
- Arrange to have the students moved to an off-site evacuation location
- The incident command system member responsible for student accounting begins the process of tracking all students
- Make sure the critical incident response kits leave the school with the students

SECTION 10 HOSTAGE SITUATION

<u>Intruder or Hostage Situation</u>

Organized or unorganized terrorists would usually find themselves in one or two places within the school building. Either they would penetrate into the administration office, or they would infiltrate a classroom. The administration and staff have only two "weapons" in which to combat the situation: time and specific procedures. The school staff should not attempt to disarm terrorists.

The procedures for the following situations are as follows:

Terrorist or Intruder Enters the Classroom

- 1. The teacher will try to make contact with the office via intercom phone.
- 2. If the teacher cannot get to the communication system, he/she should attempt to send a note out the door with a student. Do not take a chance if there is any doubt that the child will be seen exiting. If one is able to leave, he/she should crawl past any windows so as not to be seen.
- 3. Any teacher receiving the note from a student or other adult should immediately lock all doors, inform the office, and close the blinds.
- 4. If there is another teacher, adult, or student who can safely make a call, call the office at 338-6460 or the administrator at 338-6465. The office's number should be visibly posted near phone.
- 5. Immediately brief the students to sit down and be quiet if you are faced with an intruder.
- 6. Try to obey all commands of the terrorist/intruder.
- 7. The office personnel upon receiving a "help" signal will verbally call for a lock down over the intercom. Teachers will immediately lock all outside doors including workroom doors and close the blinds. Students should assume the duck and cover position under their desks.
- 8. Office will immediately dial 911.
- 9. No one will evacuate the building unless instructed to do so by the principal or uniformed police officer.
- 10. Remain in your room until an "all clear" signal is given.
- 11. Any student finding himself or herself en route to a classroom from the bathroom, office, library, or another classroom needs to go to the nearest classroom or building. If the door is locked, he/she is to knock and loudly announce one's self.

Terrorist or Intruder Enters the Office

- 1. If the administrators, secretary, office assistants, or any other staff members are able to phone out of the school without bringing harm to themselves, they will call 911.
- 2. The principal or secretary will notify the Superintendent, if possible.
- 3. The school office personnel shall attempt to follow all commands of the terrorists.

Terrorist or Intruder Appears on Campus During Recess

- 1. The teacher on yard duty who first notices an armed individual (gun, knife, or other dangerous weapon) on campus will signal other adults on the playground with four short blasts on a whistle. An adult will send a student to the closest classroom door to enter and ask the teacher inside to inform the office immediately.
- 2. The office will announce the intruder alert. All students and teachers in classrooms will react accordingly by assuming the duck and cover position.
- 3. Students on the playground hearing four short whistle blasts or hearing the Duck and Cover signal will look for the nearest teacher and follow instructions. Students need to be aware that four short whistle blasts designate a problem. If the intruder has a weapon but is not firing, teachers should exit students as quickly as possible via one of the escape routes in that particular duty area.
- 4. Teachers will go in the opposite direction of the intruder.
- 5. If an intruder arrives on the playground and starts firing shots, students and teachers should drop to the ground.
- 6. Teachers will need to keep an eye on the intruder at all times to determine what to do next. This type of a situation is unpredictable and unfortunately cannot be covered with pre-determined procedures. The main concern is to get as many students as possible off the playground and into a safe building.

SECTION 11 HOSTILE VISITOR

Domestic or Civil Disturbance

It should be noted that the normal school routine serves to reduce the threat of civil disturbance within the school. The classroom unit keeps students in small groups where each student is more easily known and can be held responsible for his/her actions. Outsiders are generally recognized and the potential for problems can be reduced if the integrity of the individual classroom unit can be maintained.

To reduce the potential for problems, these steps are standard procedure:

- 1. All teachers are to be at their lines directly after the final recess bell.
- 2. Teachers are expected to attend assemblies and sit with their classes.
- 3. Teachers and administrators are available if the need for control should arise before and after school.
- 4. The administration is aware of substitutes in the building and teachers in adjoining classrooms are available to assist substitutes in controlling students if the need should arise. Each substitute is provided with lesson plans by the teacher who is absent, whether by direct communication, previously prepared plans, or emergency plans on file in the office.
- 5. Teachers are asked to report the presence of any outsider they see to the administration.

In addition to the above listed procedures, teachers and administrators should be keenly aware of the general morale of the students. An atmosphere in which students feel free to approach teachers and discuss problems is encouraged so that a close working relationship with all the different groups in the school can be achieved.

It is important to be aware of community problems, which could possibly set the stage for civil disturbance. The PTA and School Site Council organizations can be helpful in determining problems and offering assistance. A liaison with law enforcement agencies must also be maintained.

Procedure to Deal with Civil Disturbances

Violent Person:

Teachers are to be notified by intercom to close and lock classrooms until the situation is cleared by the administration and/or police. The "duck and cover" drill will be initiated. Students located in the halls shall be moved to the nearest classroom as quickly as possible. While contact is made with law enforcement, one person (determined by the administration) may attempt to establish rapport with the person, otherwise do not confront this person; contact the office immediately. The office will call 911. Administrators will inform the Superintendent.

If it is a parent with a restraining order planning to take his/her child, allow him/her to do so if it appears that it may be dangerous to intervene. Get a description of the subject, license number, make and model of car and direction of travel. If there are any records on this person in the school office have them ready for law enforcement. See further information under the heading, "Kidnapping/Attempted Kidnapping."

Mob:

If the persons involved are from outside the school, the same procedure as used with a violent person should be implemented. If students are involved, the administration will determine the need for police assistance. If advance warning is received, steps will be taken to try to prevent the incident. In the absence of law enforcement, the administration will do whatever it believes necessary to alleviate the problem. The administration will make a written report of the entire incident.

Unidentified Person(s) Taking Control:

If an unidentified voice gives orders over the intercom threatening or calling a general assembly or asking for individuals, teachers are to close and lock their classroom doors. If an unidentified person comes to the room, he/she is to be asked for office clearance. Pick up the phone and contact the office if the person refuses to leave.

SECTION 12 KIDNAPPING/ATTEMPTED KIDNAPPING

Definition: The physical capture or attempted physical capture of a student or staff member against their will.

- 1. Principal or designee will contact the Sacramento Sheriff (911).
- 2. Principal or designee will contact the Superintendent and report the situation.
- 3. Principal or designee will contact the parent or guardian of the kidnapping victim.
- 4. Principal or designee will inform the teachers of the situation and give further instructions regarding child safety.
- 5. Principal or designee will inform secretary on how to respond to phone calls regarding the incident.

SECTION 13 MEDICAL EMERGENCY

Our school shall be prepared to provide basic first aid while summoning necessary emergency assistance. A list of qualified persons who have had First Aid and CPR training should be maintained by the principal. This list must be updated and distributed to the staff annually.

An emergency card will be filed in the office for each student with emergency numbers to call in case of an accident, injury, or illness. Parents will always be notified as soon as possible of any reportable accident, injury, or illness.

Any reportable accident or injury incurred on school property or during a school activity off campus will be reported in writing to the office of the principal no later than 24 hours from the occurrence. Accident forms are kept in office filing cabinet.

The general emergency number 9-1-1 will be explained each year to all school personnel, and this number will be readily visible on all telephones.

A first aid kit shall be maintained in the office and rotated. A Red Cross first aid booklet is provided with each kit. First aid procedures will follow the current American Red Cross First Aid Manual.

Although some staff members are trained in basic first aid and CPR procedures, they are not to be considered medical experts. The first aid kits are to be used only in cases of emergency.

First Aid Stations

A first aid station is always maintained in the nurse's office. In the event of a large scale emergency that requires an evacuation, a medical station will be set up by the Medical Team in a pre-determined location. If evacuation is not necessary, the nurse's station and/or the multi-purpose room will be used.

Rescue

With a non-critical or less serious injury, move the victim to the nurse's office.

With a serious or critical injury, do the following:

- 1. Evaluate the situation. Unless the victim is in further danger, do not move him/her.
- 2. Be sure the victim is breathing.
- 3. Control serious breathing.
- 4. Send a runner to notify the office.
- 5. Treat for shock.
- 6. Keep comfortable and try to maintain normal body temperature.

With non-critical illness or injury, do the following:

- 1. Administer first aid.
- 2. Notify parents for their information and action. If parents cannot be contacted, notify other adults on the emergency card.
- 3. If no one can be contacted, lie the student down in the nurse's office or send the student back to class if the injury doesn't warrant the need to keep a close watch on the student.
- 4. Keep a record of time of injury, what first aid was administered and at what time.

With critical illness or injury, do the following:

- 1. Administer first aid to the extent possible.
- 2. Call 9-1-1 if the situation is life threatening or if the child is in need of immediate medical intervention.
- 3. Notify parents for their action and information.
- 4. Keep a record of time of injury, what first aid was administered and at what time.
- 5. Notify the superintendent's office.
- 6. Complete appropriate injury, illness, or insurance report promptly.
- 7. Keep a record of which students were sent to the hospital.

FIRST AID INSTRUCTIONS

TIND INSTRUCTIONS	
Abdominal Pain	Eyes
Artificial Respiration	Fainting
Bleeding	Fracture
Internal Bleeding	Frostbite
Bone Injuries	Head Injury
Breathing	Heart Attack
Rescue Breathing	Nosebleeds
Burns	Pandemic Flu Plan
Choking (Heimlich Maneuver)	Poisoning
Convulsions or Seizures	Puncture Wounds
Diabetics	Seizure
Dog Bites	Shock
Ears	Sunstroke
Electric Shock	Wounds

Abdominal Pain

Abdominal pain may be due to food poisoning, appendicitis, hernia, ulcer, gallstones, or kidney stones. The symptoms are so similar that medical assistance should be obtained if the pains continue for several hours.

<u>Artificial Respiration</u>

1. Steps for mouth-to-mouth artificial respiration:

- Clear airway
- Tilt head back (unless possible neck injury use jaw thrust)
- Pinch nostrils
- Seal mouth and blow
- Watch for chest to rise
- Listen for air to escape from mouth
- Watch for chest to fall
- Repeat: 12-16 times per minute in adults; 16-20 times per minute in children.
- 2. If victim's tongue obstructs airway:
 - Tilt the head
 - Jut the jaw forward
- 3. If facial injuries make it impossible to use mouth-to-mouth method then use the manual method.
 - Use mouth-to-nose if airtight seal is impossible over victim's mouth.
 - Small child cover both mouth and nose.
- 4. Continue artificial respiration until victim begins to breathe for him/herself or until help arrives.
- 5. Carbon Monoxide Poisoning or Asphyxiation (due to lack of oxygen): Check for breathing difficulties and give artificial respiration.

Bleeding

- 1. Apply direct pressure on the wound.
- 2. Elevate the wounded area if an arm or leg is bleeding.
- 3. Apply pressure on the supplying artery of the arm or leg if steps 1 and 2 do not stop bleeding.
- 4. Only as a last resort (if they will die without this), apply a tourniquet to stop the bleeding. Once applied, a tourniquet must be loosened or removed only by a doctor.
- *Internal bleeding Treat for shock

Bone Injuries

- 1. Dislocations: fingers, thumb, shoulder Keep the part quiet. Immobilize shoulder with arm sling.
- 2. Fractures:
 - Signs of a closed fracture:
 - 1. Swelling
 - 2. Tenderness to touch
 - 3. Deformity
 - 4. Discoloration
 - Treatment (closed fracture no bleeding or broken skin at wound)
 - 1. Keep broken bone ends from moving
 - 2. Keep adjacent joints from moving
 - 3. Treat for shock

- Treatment (open fracture broken bone and broken skin)
 - 1. Do not move protruding bone end
 - 2. If bleeding, control bleeding by direct pressure on wound
 - 3. Treat the same as closed fracture after bleeding is controlled.
- 3. Sprains (injury to soft tissue around a joint)
 - Always immobilize
 - Elevate joint
 - Apply cold packs during first half hour
 - Treat the same as closed fractures
 - X-ray may be necessary

Breathing - Unconscious Person

Breathing is the most critical thing we must do to stay alive. A primary cause of death is lack of air!

Be careful approaching an unconscious person. He or she may be in contact with electrical current. If this is the case, turn off the electricity before you touch the victim.

There are hundreds of possible causes of unconsciousness; the first thing you must check for is breathing.

- 1. Try to awaken the person by firmly tapping him or her on the shoulder and shouting, "Are you all right?"
- 2. If there is no response, check for signs of breathing.
 - a. Be sure the victim is lying flat on the back. If you have to roll the victim over, move the entire body at one time.
 - b. Loosen tight clothing around neck and chest.
- 3. Open the airway:
 - a. If there are no signs of head or neck injuries, tilt the head back and lift the chin to move the tongue away from the back of the throat.
 - b. Place your ear close to the victim's mouth; listen and feel for breathing.
 - c. If you can't see, hear, or feel any signs of breathing, you must begin breathing for the victim.
 - d. Begin rescue breathing immediately. Have someone else summon professional help.

Rescue Breathing:

- 1. Giving mouth-to-mouth rescue breathing to an adult:
 - a. Put your hand on the victim's forehead, pinching the nose shut with your fingers. Your other hand is lifting the victim's chin to maintain an open airway.
 - b. Place your mouth over the victim's, making a tight seal.
 - c. Breathe slowly and gently into the victim until you see the chest rise. Give 2 breaths, each lasting about 1½ seconds. Pause

- between breaths to let the airflow out. Watch the victim's chest rise each time you give a breath to make sure air is going in.
- d. Check for a pulse after giving these 2 initial, slow breaths. If you feel a pulse but the victim is still not breathing, give one breath about every 5 seconds. After 10 to 12 breaths, re-check pulse to make sure the heart is still beating.
- e. Repeat the cycle every 5 seconds, 10-12 breaths per minute, rechecking the pulse after each cycle. Continue rescue breathing until one of the following happens:
 - i. The victim begins to breathe without your help
 - ii. The victim has no pulse (begin CPR).
 - iii. Another trained rescuer takes over for you.
 - iv. You are too tired to go on.
- 2. Giving mouth-to-mouth rescue breathing to infants and small children:
 - a. A small child's head should be tilted back gently to avoid injury. With head tilted back, pinch the nose shut. Lift the chin and check for breathing as you would for an adult. Give 2 slow breaths until the chest rises.
 - b. Check for a pulse.
 - c. Give 1 slow breath about every 3 seconds. Do this for approximately 1 minute, or 20 breath.
 - d. Recheck the pulse and for breathing.
 - e. Call 911 if you have not already done so. Continue rescue breathing as long as a pulse is present and the child is not breathing.
 - f. Continue rescue breathing until one of the following occurs:
 - i. The child begins to breathe on his/her own.
 - ii. The child has no pulse (begin CPR)
 - iii. Another trained rescuer takes over for you.
 - iv. You are too tired to go on.

Burns

- 1. Degrees:
 - Skin red (1st degree)
 - Blisters develop (2nd degree). Never break open blisters.
 - Deep tissue damage (3rd degree)
- 2. First Aid for thermal burns (1st and 2nd degree burns) to exclude air:
 - Submerge in cold water
 - Apply a cold pack
 - Cover with a thick dressing or plastic. (Do not use plastic on face.)
 - After using cold water or ice pack, cover burned area with a thick, dry, sterile dressing and bandage firmly to exclude air.
- 3. First Aid for 3rd degree burns:
 - Apply a thick, dry sterile dressing and bandage to keep out air.
 - If large area, wrap with a clean sheet or towel.

- Keep burned hands and feet elevated and get medical help immediately.
- Treat the same as shock victim, giving fluids as indicated; warmth necessary.
- 4. First Aid for chemical burns
 - Wash chemical away with water.
- 5. Acid burn to the eye (also alkali burns)
 - Wash eye thoroughly with a solution of baking soda (1 teaspoon per 8-ounce glass of water) or plain water for 5 minutes.
 - If victim is lying down, turn head to side. Hold the lid open and pour from inner corner outward. Make sure chemical isn't washed out onto the skin.
 - Have victim close the eye, place eye pad over lid, bandage and get medical help.

Choking (Heimlich Maneuver)

If the air passage is blocked by food or other foreign material, remove it with your finger if possible. Be careful not to force it deeper into the throat. If the person is coughing, he is getting some air. But if the passage is completely blocked, he can't breathe or speak; immediately do the following:

- Stand behind a slumped-over victim; wrap your arms around his waist below the diaphragm.
- Grasp your wrist with your other hand.
- Place your fist against the victim's abdomen, slightly above the navel and below the rib cage.
- Press your fist strongly and quickly in and slightly up into his abdomen.

If the victim is on his back:

- Kneel, facing him, astride his hips.
- With one of your hands on top of the other, place the heel of the bottom hand on the victim's abdomen slightly above the navel and below the rib cage.
- Press the heel of your hand forcefully into the abdomen with a quick, upward thrust. If necessary, repeat several times.

Convulsions or Seizures

- 1. Symptoms
 - Jerking movements
 - Muscular rigidity
 - Blue about the lips
 - May drool
 - High fever

These seizures are seldom dangerous, but they are frightening.

2. Causes

- Head injuries
- Severe infections
- Epilepsy

3. Treatment

- Prevent patient from hurting himself
- Loosen tight clothing
- Do not restrain
- If breathing stops, apply mouth to mouth resuscitation
- Do not give liquids nor put patient in warm water
- When the seizure is over, treat as for shock keeping patient warm

Prompt medical help is needed if the patient does not have a history of convulsive disorders.

Diabetics

Diabetics may lose consciousness when they have too little or too much insulin. Unless you are thoroughly familiar with his treatment, it is better to seek medical help rather than to attempt first aid. These people often wear some type of medical identification.

Dog/Animal Bites

- It is extremely important that the dog/animal be identified if the person bitten is to avoid rabies shots. Secure the animal, if possible without danger to yourself, with a leash, rope or in an enclosed area. If the animal cannot be contained, attempt to remember as much as possible about the animal's description so that animal control can make a thorough search of the area.
- 2. Attend to the wound by washing the area with water and soap for five minutes and bandage if possible. Inform parents and refer to the family physician.
- 3. Notify animal control center. Give description of the animal and name and address of the victim.
- 4. Complete the Report of Student Accident Form.
- 5. Notify school nurse so that information can be recorded in the pupil's health folder.

Ears

Foreign objects usually require medical assistance. Insects may be removed by using warm mineral or olive oil. When the head is tilted, the insect and oil usually drain out.

Electric Shock

- 1. Do not touch the victim if he is still in contact with the electricity.
- 2. Turn off the main switch or pull plug.
- 3. Be aware of the possibility of breathing emergency.

Eves

Contact a physician immediately if the foreign substance is metallic or abrasive. Particles can often be washed out with water or removed with the corner of a clean handkerchief.

Fainting

- 1. Fainting is due to a temporary decrease of blood and oxygen to the brain. It may be preceded by paleness, sweating, dizziness, disturbance of vision and nausea.
- 2. Place the victim in a reclining position and treat as for shock. If a victim feels faint, have him sit and place his head between his knees.

Fracture

Bone Fracture (unless in imminent danger, do not move the individual)

Closed Fracture: The signs of a closed fracture are swelling, tenderness, deformity, and discoloration. When there is a fracture (or suspected fracture):

- 1. Keep the injured person calm
- 2. Do not permit the victim to walk about.
- 3. Notify parent.
- 4. Splint fractures to prevent further injury if the victim must be transported by someone other than emergency medical personnel.
- 5. Call for emergency help for leg, back, neck, or hip injuries, or if parent is unable to take child for medical care.

Compound Fracture: Your objectives are to prevent shock, further injury, or infection in compound fractures (where skin has been broken).

- 1. Keep the injured person calm and cover him only enough to keep him from losing body heat.
- 2. Do not try to push the broken bone back into place if it is sticking out of the skin.
- 3. Do not try to straighten out a fracture or put it back into place.
- 4. Do not permit the victim to walk about.
- 5. Notify parent.
- 6. Splint fractures to prevent further injury if the victim must be transported by someone other than emergency medical personnel.
- 7. Call for emergency help for legs, back, neck, severe bleeding, hip injuries, or if parent is unable to take the child for medical care.

Frostbite

1. The frostbitten area will be slightly reddened with a tingling sensation of pain. The skin becomes grayish-yellow, glossy and feels numb. Blisters eventually appear.

2. Re-warm the area by quickly submerging it in warm water (start with 98 degrees and gradually warm to 102-103 degrees). Don't rub the area nor break the blisters.

Head Injury

- 1. Symptoms
 - May or may not be unconscious
 - Unconsciousness may be delayed one-half hour or more
 - Bleeding from mouth, nose or ear
 - Paralysis of one or more extremities
 - Difference in size of pupils of the eyes
- 2. First Aid for Head Injuries:
 - No stimulants or fluids
 - Don't raise his feet; keep the victim FLAT
 - Observe carefully for stopped breathing or blocked airway
 - Get medical help immediately
 - When transported, gently lay flat
 - Position head to side so secretions may drool from corner of mouth
 - Loosen clothing at neck

Heart Attack

A heart attack may be identified by severe chest pains, shortness of breath, paleness and perspiration. Extreme exhaustion may also accompany the attack. The patient may breathe easier if he is propped up. Mouth-to-mouth resuscitation may be needed. Medical help with oxygen may be required.

Nosebleeds

Nosebleeds can be controlled by grasping the nose firmly between the fingers and holding it for 5-10 minutes. Ice packs will also help control bleeding. Nosebleeds are usually minor, but if bleeding can't be controlled, medical help is needed. Maintain pressure on nose until a doctor is present.

Pandemic Flu Plan

Seasonal Flu:

- Caused by influenza viruses that are closely related to viruses that have previously circulated; most people will have some immunity to it.
- Symptoms include fever, cough, runny nose and muscle pain.
- Complications such as pneumonia are most common in the very young and very old and may result in death.
- Vaccine is produced each season to protect people from the three influenza strains predicted to be most likely to cause illness.

Mild to Moderate Pandemic:

• Caused by new influenza virus that has not previously circulated and can be easily spread.

- It is likely most people will have no immunity to the new virus; it will likely cause illness in high numbers of people and more severe illness and deaths than seasonal influenza.
- Symptoms are similar to seasonal flu, but may be more severe and have more serious complications.
- Healthy adults may be at increased risk for serious complications.

Severe Pandemic:

- A severe strain causes more severe illness, results in a greater loss of life and has a greater impact on society.
- Workplace absenteeism could reach up to 40% due to people being ill themselves or caring for family members.

Measures to limit the spread of flu:

- Promote hand-washing/use of antibacterial wipes, cough hygiene via modeling by school staff.
- Cover nose and mouth with a tissue or upper arm if a tissue is not available
- Dispose of used tissue in a waste basket and wash hands after coughing, sneezing or blowing nose.
- Use warm water and soap or alcohol-based sanitizers to clean hands.
- Wash hands before eating or touching eyes, nose or mouth.

Encourage vaccination of staff and students for whom the flu vaccine is recommended.

Persons developing symptoms at school should be sent home as soon as possible and instructed not to return until well.

Social distancing:

In a pandemic, the risk of getting the flu is greatest when one has close contact with an infected person. Social distancing measures may include standing three feet apart when communicating, canceling outdoor recess, and monitoring hand washing after bathroom use and after sneezing/coughing/blowing nose. Wipe phones with antibacterial wipes after each use. Limit use of headphones, keyboards and any other shared items in the classroom – wipe with antibacterial wipes after each use. Use a bacterial spray (such as Lysol) in the classroom twice daily. Open windows if weather permits while room is occupied or when students leave the room for lunch. Consider possible school closure for a short amount of time early in the course of a community outbreak. Consult www.pandemicflu.gov for new and updated information.

Poisoning

1. In all oral poisoning, give liquids to dilute the poison.

2. Procedures for handling specific oral poisoning cases should be reviewed by teachers of classes in areas where poisoning may take place.

<u>Puncture Wounds (knife and gunshot)</u>

A puncture wound may be caused by a pointed object such as a nail, piece of glass, or knife that pierces the skin. Gunshot wounds are also considered to be puncture wounds. Generally, puncture wounds do not bleed a lot and are therefore susceptible to infection. Severe bleeding can result if the penetrating object damages internal organs or major blood vessels.

If an object is impaled in a wound, DO NOT REMOVE IT.

- Place several dressings around the object to keep it from moving.
- Bandage the dressings in place around the wound.
- Call 911 and contact parents.

A puncture wound to the chest can range from minor to life threatening. A sucking chest wound is one in which the rib cage has been penetrated and you can hear a sucking sound every time the victim takes a breath.

- Without proper care, the victim's condition will quickly worsen.
- Cover the wound with a dressing that does not allow air to pass through it.
- A plastic bag, latex glove, or plastic wrap taped over the wound will help keep air circulating through the lungs.
- Give additional care as needed. Watch for shock.
- Call 911 and contact parents.

Seizure

An alarming sight, a person experiencing a seizure may exhibit limbs jerking violently, eyes that roll upward, and breath that becomes heavy with dribbling or even frothing at the mouth. Breathing may stop in some seizures, or the victim may bite his or her tongue so severely that it blocks the airway. Do not attempt to force anything into the victim's mouth. You may cause injury to the victim or yourself.

1. During a seizure:

- a. There is little you can do to stop a seizure.
- b. Call for help.
- c. Let the seizure run its course.
- d. Help the victim to lie down and keep from falling to avoid injury.
- e. Do not use force.
- f. Loosen restrictive clothing.
- g. Do not try to restrain a seizure victim.
- h. Cushion the victim's head using folded clothing or a small pillow.

- i. If a seizure lasts 10 minutes in a known epileptic, or 5 minutes in a person with no seizure history, call 911.
- 2. After a seizure:
 - a. Check to see if the victim is breathing. If not, immediately begin rescue breathing.
 - b. Check to see if the victim is wearing a MEDIC ALERT or similar bracelet. It describes emergency medical requirements.
 - c. Check to see if the victim has any burns around the mouth. This would indicate poison.
- 3. The victim of a seizure may be conscious but confused and not talking when the intense movement stops. Stay with the victim and be certain that breathing continues. When the victim is able to move, get medical attention.

After the seizure is over, the pupil can be taken to the office to lie down until the dazed phase is over and parents are notified. The student should be attended to continuously until fully recovered.

Very rarely a condition called "status epilepticus" occurs in which one seizure follows another for a long period of time. This is a medical emergency; call 911.

Shock

- 1. Shock is likely to develop in any serious injury or illness. Shock may be serious enough to cause death even though the injury itself may not be fatal. Four important symptoms of shock are:
 - Pale, cold, moist skin
 - Weak and/or rapid pulse
 - Rapid breathing
 - Altered consciousness
- 2. The symptoms of shock may appear immediately or may be delayed for an hour or more. Give shock care to all seriously injured persons:
 - · Have the victim lie down.
 - Control any external bleeding.
 - Help the victim maintain body temperature, cover to avoid chilling.
 - Reassure the victim.
 - Elevate legs about 12 inches unless you suspect head, neck, or back injuries or broken bones involving hips or legs.
 - Do not provide anything to eat or drink.
 - Call 911.
 - Call parents.

Sunstroke

- 1. A person with sunstroke will have nausea, weakness, headache, cramps, pounding pulse, high blood pressure and high temperatures (up to 106 degrees.) The armpits are dry; skin flushed initially but later turns ashen or purplish. Delirium or coma is common.
- 2. Medical help is crucial. While waiting for medical aid, reduce temperature with a cold bath, sponging with alcohol or water, until the temperature is down. Hospitalization should be immediate.

Wounds

An abrasion is a wound caused by scraping off the outer layer of skin. An abrasion is usually superficial with little bleeding but infection can occur unless the wound is cleaned with soap and water. Wash away from the wound.

An incision is a cut caused by a sharp object such as a knife, razor blade, or piece of glass. Bleeding is a serious problem. Medical help is often necessary in case the wound must be sewn.

A laceration is a tear or jagged, irregular wound caused by a hard object such as a rock, machine tool, bicycle or automobile. Animal bites are also lacerations. Surrounding tissue is damaged and bleeding may be profuse. A minor laceration can be cleaned with soap and water, but if the bleeding is severe, a pressure dressing may be needed. If the laceration is caused by an animal, medical help is required for testing and treatment of the animal.

A puncture wound is caused by deep penetration of a sharp object such as a pencil, nail, ice pick, bullet, spear or arrow. There may be little surface bleeding, but severe internal bleeding can result. A puncture would is difficult to cleanse and may require a tetanus shot to guard against infection.

SECTION 14 MISSING STUDENT

Maintaining strict visitor control procedures and enforcing the requirement for employees to wear identification badges will help control unwanted and dangerous access to the school. Penal Code section 626 will help control access by outsiders to the school.

Access into Building

- All doors are to be locked during the school day, with the exception of the main entrance.
- Signs must be posted on all doors directing visitors to report to the main office.

Student Accountability

 Elementary and middle school students shall not be left alone unsupervised anywhere in the building or on school grounds during the school day.

Photo Identification Badges

- All personnel who work in or regularly visit schools in the course of business are required to wear an assigned identification badge. This regulation includes full and part-time staff, food services personnel, and bus drivers/attendants.
- Badges must be worn in a manner that makes them readily visible.

Visitor Badges and Log

- Schools must issue numbered visitor badges that include the name of the school and the current school year.
- School staff must be aware of visitor badge procedures and their responsibility in reporting violations.

In a missing child incident, assign a member of the Incident Command Team to organize a search of the school. Call 911. Record the name and contact number of person reporting the child missing. If the case involves abduction, begin gathering witness information for the sheriff. Confirm child attended school that day. Assign staff member to begin checking last known location of the child.

- 1. Begin gathering information on the child, including:
 - Description, including height, weight, skin color, eye color, clothing, backpack, etc.
 - Obtain photo, if available.
 - Home address, phone number, parents' contact numbers
 - Class schedule, special activities
 - Bus or walking route information
- 2. Contact custodial parents.
- 3. Convene crisis management team.

- 4. Begin recording events.
- 5. If incident is happening during the school day, consider holding the bells until the matter is either resolved or school has been completely searched for the student.
- 6. Notify the Center Joint Unified District Office.
- 7. Obtain information on possible witnesses, friends, and last person to see student.
- 8. If incident occurred while student was on the way home, contact bus driver, safety patrol, crossing guard.
- 9. Double check circumstances. Could child have ridden the wrong bus or walked home? Did someone pick-up the child? Is the child at another activity?
- 10. Assist the sheriff's department with investigation.
- 11. Arrange for counseling of students as needed.

At any point during these steps, if the child is found, inform everyone who has been notified of the incident that the child is no longer missing.

SECTION 15 PUBLIC DEMONSTRATION

Most groups will give advance warning of a planned protest. When the warning comes:

- Identify a spokesperson for the group.
- Obtain information on when, why, how many.
- Contact the Center Joint Unified District Office. The District Office should contact the sheriff and advise them of the situation.
- Notify faculty of the planned demonstration.
- Develop an information letter to parents.
- Continually work with the Office of Community Relations on any statements or contact with the demonstrating group.
- If demonstration occurs, curtail class changes to limit confusion.
- Do not allow students to be interviewed by media or join in demonstration.
- Assign CMT members to act as liaison with police, media, and the demonstrating group.
- Direct one staff member to handle all incoming calls.
- Prepare to establish areas where demonstrators can set up without affecting the operation of the school.
- Notify transportation of demonstration and any possible impact buses may encounter arriving at or departing from the school.

SECTION 16 SEVERE WEATHER

If severe weather conditions develop or occur during the night or at a time when school is not in session, a decision on closing the school will be made before 7:00 a.m. If a decision is made to close school, news media will be notified and asked to announce the closure prior to 9:00 a.m. The emergency phone tree will be used to notify staff members.

If severe weather conditions develop while school is in session, the Emergency Coordinator will monitor the latest developments via radio and keep in contact with the principal. The principal will keep in contact with the superintendent's office.

If it is decided to close school, the following action will be taken:

- 1. The Superintendent will notify radio stations and ask that a closure announcement be made which would specify the time students are to be released.
- 2. The principal will announce the closure to the faculty and students.
- 3. Staff members will be used to expeditiously evacuate the building.
- 4. Procedures outlined in the "Early Dismissal" plan will be followed.

SECTION 17 SHOOTING/STABBING

Assess the situation

- Is the suspect in the school?
- Has weapon been found and/or secured?
- Has suspect been identified?

In most cases, initiate lockdown procedures to isolate students from danger or send students to a secure area.

Provide information in announcement about incident and outline expectations of the teachers and staff.

Disable the bell system, if possible.

Once situation has been assessed:

- Provide first aid to the injured.
- Call 911 requesting police and medical aid to injured parties.
- Notify the Center Unified District Office.
- Provide full information about what has occurred and what is known at this time.
 - o If the suspect is still in the school, attempt to identify his or her location and begin planning for evacuation once police arrive.
 - o If suspect has left, secure all exterior doors to prevent re-entry.
- Explain what steps the school has taken (lockdown).
- Identify command post for police to respond.
- Isolate and separate any witnesses. Instruct witnesses to write statement of events while awaiting police.
- Gather crisis management team in command post.
- Initiate the Incident Command System.
- Gather information and emergency cards on anyone involved in the incident.
- Organize evacuation to an off-site location, if necessary, or prepare to continue with classes. Keep crime scene secure.
- Prepare written statements for telephone callers and media in cooperation with the sheriff and the District Office.
- Prepare letter for students to take home in cooperation with sheriff and the Office of Community Relations.
- Arrange for crisis counseling immediately and during subsequent days.
- Provide liaison for family members of any injured students.
- Continue to provide informational updates to students, family, and faculty during next few days to squelch rumors.

PART 3 SITE ACTION PLAN

SECTION 1 DISTRICT AND SITE MISSION STATEMENTS

Center Joint Unified School District

Mission Statement

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.

Oak Hill Elementary Mission Statement

Oak Hill Elementary strives to be a community of life-long learners where the support of parents, community, staff, and peers will provide a safe, friendly, caring environment where each person will flourish, take risks, be secure and grow in knowledge, confidence, love, and respect.

SECTION 2 DESCRIPTION OF PHYSICAL ENVIRONMENT

The School's Location and Physical Environment

Oak Hill Elementary School is located in the Antelope area of Sacramento County that has a low crime rate and average poverty level. The campus experiences mild to moderate vandalism during evening hours. The immediate area around the school includes single family dwellings, apartments, commercial buildings, and parks. Present safety hazards include drug related crime in parks near apartment buildings housing students, heavy traffic on North Loop Blvd. directly in front of school, and problem traffic patterns near the back gate of school.

Description of School Grounds

The school site encompasses 10.53 acres. There are seven clusters of three classrooms each surrounding the main quad area. There are 15 re-locatable classrooms located across the playground from the main campus. Oak Hill also has a Park and Rec. day care center located at the end of the playground occupying 3 re-locatable classrooms. The playground is grass, concrete and asphalt and includes basketball and handball courts, baseball diamonds, and exercise equipment area, and a play structure area. Oak Hill is enclosed on three sides by a fence with gates which are kept locked during school hours. Other ancillary structures include the office, cafeteria, restrooms, teacher workroom, storage sheds, library, and computer labs.

During the school day, staff members and administrators shall provide campus supervision. Identified problem areas receive increased supervision to reduce discipline, crime, or other school safety concerns. A Safe School Officer is available if needed.

It shall be the practice of Oak Hill Elementary School to remove all graffiti from school property before pupils arrive to begin their school day. Other acts of vandalism are promptly addressed.

Maintenance of School Buildings/Classrooms

The school's physical facility is well maintained and generally looks neat and clean. District personnel periodically examine the school's physical facility and help eliminate obstacles to school safety. Additionally, health and fire department inspectors contribute to school safety.

The classrooms and school grounds are monitored for safety and appearance by the administration, custodians and individual classroom teachers. The pupils take pride in the appearance of the school.

Internal Security Procedures

Oak Hill has established procedures in the following areas: Emergency preparedness, suspension, school discipline rules and procedures, and an adopted school-wide dress code. Pupils may be suspended, transferred to another school, or recommended for expulsion for certain acts. For specific student violations, a mandatory expulsion recommendation shall be submitted by the administration of Oak Hill.

Site administrators contribute to a positive school climate, promote positive pupil behavior and help reduce inappropriate conduct. The principal/designee uses available district and other appropriate records to inform teachers of each pupil identified under E.C. 49079. Law enforcement is contacted and consulted to help maintain and to promote a safe and orderly school environment. Oak Hill employees comply with all legal mandates, regulations and reporting requirements for all instances of suspected child abuse.

If appropriate, additional internal security procedures affecting the integrity of the school facility include classroom intercoms, teacher radios, and an emergency bell system.

Community involvement is encouraged to help increase school safety using the WE TIP hotline to report suspected vandalism, drug use or other illegal activity. Phase 1 of an outdoor surveillance system was installed in 2008 to deter vandalism and/or apprehend vandals.

SECTION 3 PHYSICAL ENVIRONMENT GOALS

The Physical Environment

An action plan for places reflecting the school's physical environment including crisis response procedures and policies relating to student safety. The following objectives were developed as the result of feedback from students, staff and parents on our Safe School Survey.

Objective 1: To increase the physical safety of the Oak Hill facilities for students, staff, and parents by placing the student Emergency Information packets into the Emergency Kit for each classroom.

1) Related Activities: Create and distribute Emergency Information packets for each teacher.

Objective 2: To increase the physical safety of the Oak Hill facilities for students, staff, and parents by having all personnel who work in or regularly visit Oak Hill in the course of business wear an assigned identification badge.

1) Related Activities: Explore and find resources to supply identification badges for staff.

SECTION 6 DESCRIPTION OF SCHOOL CLIMATE

The School's Cultural Environment

There is a high level of cohesiveness among the staff members at Oak Hill. Cooperation and support between teachers and the administration is evident. Efforts are made by administration and staff to show concern for all pupils.

All pupils are expected to behave in a manner that promotes safety and order. Pupils are encouraged to bring problems to the principal, assistant principal, teacher or other staff members. The everyday goal is for the staff to be proactive rather than reactive in all situations of concern.

The academic and behavior efforts of pupils are recognized and rewarded.

SECTION 7 SCHOOL CLIMATE GOALS

The School Climate

An action plan for people and programs reflecting the school's social environment

Objective 1: To increase the number of students who feel they are connected to the school.

Related Activities:

- 1) Teachers will teach the 2nd Step Character Education program weekly.
- 2) By having inclusive selection processes, wider variety of activity options, and increased communication, the Oak Hill staff will thereby encourage increased student participation in extra curricular activities.
- 3) Teachers and PIP (Primary Intervention Program) staff will select students in grades K-3 that could benefit from one-to-one attention to participate in PIP. These students will spend approximately 30 minutes, one day per week, for 12 weeks in the activity room with a child aide.
- 4) Students in grades 5 and 6 are encouraged to participate in the peer mediation group (Green Berets). Each trimester, two students from each class are selected by the teacher to act as peer mediators.

SECTION 8 SIGNATURE SHEET

Oak Hill Elementary School's Safe School Plan was developed in accordance with SB 187 and <u>Safe Schools</u>, A <u>Planning Guide for Action</u>, published by the Department of Education. Student, parent and teacher surveys were taken into account to determine areas of greatest need. The document includes the school's personal, physical, social and cultural environment, which serves as an effective prevention plan based on parent and student surveys. Also taken into consideration are temporary restraining orders, school-generated child abuse reports, custody orders prohibiting parents from contact with a child at school, harassment complaints filed by students and staff, suspension logs and accident reports. Additionally, the District's discrimination and harassment policy, hate crime reporting procedures and the Uniform Complaint Policy are included.

A detailed crisis response plan based on the California Standardized Emergency Management System (SEMS) is included. This model was designed to centralize, organize, and coordinate emergency response among district organizations and public agencies. Specific first aid treatment is categorized in alphabetical order.

The following committee members revised and approved this comprehensive school plan:

Member	Title	Signature
David Grimes	Principal	
Patricia Spore	Kindergarten Teacher	
Susan Erickson	4 th Grade Teacher	
Chris Miyasaki	Secretary	
Jamie Buchholz	Library Technician	
Susan Wilson	SSC Parent	

Appendix A

CHILD ABUSE

Section 11166 of the Penal Code requires any child care custodian, which includes teachers, instructional aides, teacher's aides, classified employees, and administrative officers, who has knowledge of or observes a child in his/her professional capacity or within the scope of his/her employment whom he/she knows or reasonably suspects has been the victim of child abuse to report the know or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and to prepare and send a written report thereof within 36 hours of receiving the information concerning the incident.

Since students attending Oak Hill Elementary may reside in either Sacramento County or Placer County, the reporting staff member must first determine which county agency to report to based on the child's residence.

Sacramento County CPS 875-5437 PO Box 269057 Sacramento, CA 95826-9675 ATTN: Intake

Placer County CPS 784-6000 101 Cirby Hills Drive Roseville, CA 95678

ATTN: CPS

Forms for reporting suspected or known child abuse are located in the main office.

Appendix A



California

CHILD ABUSE & NEGLECT

Reporting Law

Condensed Version

2007

Crime and Violence Prevention Center California Attorney General's Office



California Child Abuse and Neglect Reporting Law

The first child abuse reporting law in California was enacted in 1963. That early law mandated only physicians to report physical abuse.

Over the years, numerous amendments have expanded the definition of reportable child abuse and the persons required to report it.

It is important for mandated reporters to keep updated on periodic amendments to the law. Your local Child Abuse Prevention Council or county welfare department has current reporting law information. Also visit www.leginfo.ca.gov for updated information on the law and any other code section referenced in this material.

The California Child Abuse and Neglect Reporting Law is currently found in **Penal Code (RC.) Sections 11164 - 11174.3.** The following is only a partial description of the law. Mandated reporters should become familiar with the detailed requirements as they are set forth in the Penal Code.

Who Are Mandated Reporters?

P.C. 11165.7 defines "mandated reporters" as any of the following:

- 1) A teacher.
- 2) An instructional aide.
- A teacher's aide or a teacher's assistant employed by any public or private school.
- 4) A classified employee of any public school.
- An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of any public or private school.

- An administrator of a public or private day camp.
- An administrator or employee of a public or private youth center, youth recreation program, or youth organization.
- An administrator or employee of a public or private organization whose duties require direct contact and supervision of children.
- Any employee of a county office of education or the California Department of Education, whose duties bring the employee into contact with children on a regular basis.
- A licensee, an administrator, or an employee of a licensed community care or child day care facility.
- 11) A Head Start program teacher.
- A licensing worker or licensing evaluator employed by a licencing agency as defined in P.C. 11165.11.
- 13) A public assistance worker.
- 14) An employee of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities.
- A social worker, probation officer, or parole officer
- An employee of a school district police or security department.
- Any person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in any public or private school
- A district attorney investigator, inspector, or local child support agency caseworker unless the investigator, inspector, or

- caseworker is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor.
- 19) A peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of the Penal Code, who is not otherwise described in P.C. 11165.7.
- 20) A firefighter, except for volunteer firefighters.
- 21) A physician, surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage, family and child counselor, clinical social worker, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code.
- 22) Any emergency medical technician For II, paramedic, or other person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code.
- A psychological assistant registered pursuant to Section 2913 of the Business and Professions Code
- 24) A marriage, family and child therapist trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code
- 25) An unlicensed marriage, family, and child therapist intern registered under Section 4980.44 of the Business and Professions Code
- A state or county public health employee who treats a minor for venereal disease or any other condition.
- 27) A coroner.
- 28) A medical examiner, or any other person who performs autopsies.
- 29) A commercial film and photographic print processor, as specified in subdivision (e) of P.C. 11166. For purposes of the California Child Abuse Reporting Law, "commercial film and photographic print processor" means any person who develops exposed photographic film into negatives, slides, or prints, or who makes prints from nega-

- tives or slides, for compensation. The term includes any employee of such a person; it does not include a person who develops film or makes prints for a public agency.
- 30) A child visitation monitor. For purposes of the California Child Abuse Reporting Law, "child visitation monitor" means any person who, for financial compensation, acts as monitor of a visit between a child and any other person when the monitoring of that visit has been ordered by a court of law.
- 31) An animal control officer or humane society officer. For purposes of the California Child Abuse Reporting Law, the following terms have the following meanings: (A) "Animal control officer" means any person employed by a city, county, or city and county for the purpose of enforcing animal control laws and regulations. (B) "Humane society officer" means any person appointed or employed by a public or private entity as a humane officer who is qualified pursuant to Section 14502 or 14503 of the Corporations Code.
- 32) A clergy member, as specified in subclivision (d) of P.C. 11166. For purposes of the California Child Abuse Reporting Law, "clergy member" means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized denomination or organization.
- Any custodian of records of a clergy member, as specified in P.C. 11165.7 and subdivision (d) of Section 11166.
- 34) Any employee of any police department, county sheriff's department, county probation department, or county welfare department.
- 35) An employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 1424 of the Rules of the Court.
- A custodial officer as defined in Section 831.5 of the Penal Code.
- Any person providing services to a minor child under Section 12300 or 12300.1 of the Welfare and Institutions Code.

Note: Unless otherwise stated, volunteers are not mandated reporters.

Why Must You Report?

The primary intent of the reporting law is to protect an abused child from further abuse. Protecting the identified child may also provide the opportunity to protect other children. It is equally important to provide help for the parents. Parents may be unable to ask for help directly, and child abuse may be their way of calling attention to family problems. The report of abuse may be a catalyst for bringing about change in the home environment, which in turn may help to lower the risk of abuse in the home.

What Do You Have To Report?

Under the law, when the victim is a child (a person under the age of 18) and the perpetrator is any person (including a child), the following types of abuse must be reported by all legally mandated reporters:

- a. A physical injury inflicted by other than accidental means upon a child. (P.C. 11165.6)
 Note that child abuse does not include a "mutual affray" between minors. It also does not include an injury caused by "reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment."

 (P.C. 11165.6)
- Sexual abuse of a child, including both sexual assault and sexual exploitation.
 "Sexual assault" includes sex acts with a child, lewd or lascivious acts with a child, and intentional masturbation in the presence of a child. "Sexual exploitation" includes preparing, selling, or distributing pornographic materials involving children; employing a minor to perform in pornography; and employing or coercing a child to engage in prostitution. (P.C. 11165.1)
- willful harming or injuring of a child or the endangering of the person or health of a child, including inflicting or permitting unjustifiable physical pain or mental suffering. (RC. 11165.3)

Note: Any mandated reporter may report any child who is suffering serious emotional damage or is at substantial risk of suffering serious emotional damage. (P.C. 11166.05)

- d. Willful infliction of cruel or inhuman corporal punishment or injury resulting in a traumatic condition. (P.C. 11165.4)
- e. Neglect of a child, whether "severe" or "general," by a person responsible for the child's welfare. The term "neglect" includes both acts or omissions harming or threatening to harm the child's health or welfare. (P.C. 11165.2)

When Do You Have To Report?

Child abuse must be reported when a mandated reporter, "in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect." (P.C. 11166 (a))

"Reasonable suspicion" occurs when "it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect." (P.C. 11166 (a)(1)) Although wordy, the intent of this definition is clear: if you suspect that abuse has occurred, make a report.

You must make a report immediately (or as soon as practicably possible) by telephone and you must prepare and send, fax or electronically transmit a written report within 36 hours of receiving the information regarding the incident. (P.C. 11166 (a)) Written reports must be submitted on Department of Justice form (\$5.8572), which can be downloaded from the California Attorney General's Web site at www.ag.ca. gov (click on Child Protection Program; click on 55.8572). The mandated reporter may include with the report any nonprivileged documentary evidence he or she possesses related to the incident.

To Whom Must You Report?

The report must be made to any police department or sheriff's department (not including a school district police or security department), county probation department, if designated by the county to receive mandated reports, or county welfare department. (P.C. 11165.9)

Any mandated reporter who knows or reasonably suspects that the home or institution in which the child resides is unsuitable for the child because of abuse or neglect shall inform the agency about the unsuitability of the home at the same time he or she reports the abuse or nelect. (RC. 11166 (f))

When two or more persons who are required to report jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, a single person from the group may make the report. Any group member who knows that the report was not made, however, shall make the report. (P.C. 11166 (h))

Immunity

Mandated reporters have immunity from criminal and civil liability for any report required or authorized under the Child Abuse Reporting Law. This immunity applies even though the knowledge or reasonable suspicion of abuse was acquired outside his or her professional capacity or outside the scope of his or her employment. (R.C. 11172 (a)) And if a mandated reporter is sued for making a report, he or she may be able to receive compensation for legal fees incurred in defending against the action. (R.C. 11172 (c))

Any person who makes a report of child abuse, even though he or she is not a mandated reporter, has immunity unless the report is proven to be false and it is proven that the person either knew the report was false or made it with reckless disregard of its truth or falsity. (P.C. 11172 (a))

Additional Safeguards for Mandated Reporters

No supervisor or administrator may impede or

inhibit a mandated reporter's reporting duties or subject the reporting person to any sanction for making a report. (P.C. 11166 (iX1))

Any supervisor or administrator who violates the above cited code section is guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000), by not more than six months in a county jail, or by both a fine and imprisonment. (P.C. 11166.01(a)) If however, death or great bodily injury happens to the child as a result of the abuse, the supervisor or administrator who impeded or inhibited the report is guilty of a misdemeanor punishable by not more than one year in a county jail, by a fine not to exceed five thousand dollars (\$5,000), or by both. (P.C. 11166.01(b))

The mandated reporter's identity is confidential and may only be disclosed to specified persons and agencies. (P.C. 11167 (d)(1))

Mandated reporters and others acting at their direction are not liable civily or criminally for photographing the victim and including the photograph with their report. (RC. 11172 (a))

A clergy member who acquires knowledge or a reasonable suspicion of child abuse during a penitential communication is not mandated to report the abuse. For purposes of the Child Abuse Reporting Law, "penitential communication" means communication, intended to be in confidence, including, but not limited to, a sacramental confession made to a clergy member. (P.C. 11166 (d)(1))

Liability for Failure to Make A Required Report

A mandated reporter who fails to make a required report of child abuse is guilty of a misdemeanor punishable by up to six months in jail or by a \$1,000 fine or by both a fine and imprisonment. (P.C. 11166 (c)) If however, death or great bodily injury happens to the child as a result of the abuse, the mandated reporter is guilty of a misdemeanor punishable by not more than one year in a county jail, by a fine

not to exceed five thousand dollars (\$5,000), or by both. (**P.C. 11166.01 (b))** He or she may also be found civilly liable for damages, especially if the child-victim or another child is further victimized because of the failure to report. (*Landeros v Flood* (1976) 17 Cal.3d 399.)

If a mandated reporter conceals his or her failure to report abuse or "severe" neglect, the failure to report is a continuing offense until the failure is discovered by an agency specified in Section 11165-9. (P.C. 11166 (c)) Because it is a continuing offense, the statute of limitations does not start to run until the failure to report is discovered.

Responsibilities of Agencies Employing Mandated Reporters

On and after January 1, 1985, persons entering employment which makes them mandated reporters must sign statements, provided and retained by their employers, informing them that they are mandated reporters and advising them of their reporting responsibilities and of their confidentiality rights. (P.C. 11166.5 (a))

On and after January 1, 1993, any person who acts as a child visitation monitor, prior to engaging in monitoring the first visit in a case, shall sign a statement provided and retained by the court which ordered the monitor's presence to the effect that he or she has knowledge of the provisions of the Child Abuse Reporting Law and will comply with them. (RC. 11166.5 (a))

Employers are strongly encouraged to provide their employees who are mandated reporters with training in the duties imposed by the Child Abuse Reporting Law. Training in the duties imposed by the reporting law shall include training in child abuse identification and reporting. Whether or not employers provide their employees with training, they shall provide their employees who are mandated reporters with the statement required in subdivision (a) of Section 11166.5. (P.C. 11165.7 (c)) The absence

of training shall not excuse a mandated reporter from the duties imposed by the reporting law. (P.C. 11165.7 (e))

EXCEPTION: Any person providing services to a minor child under Section 12300 or 12300.1 of the Welfare and Institution Code shall not be required to make a child abuse report unless that person has received training, or instructional material in the appropriate language, on the duties imposed by the Child Abuse Reporting Law, including identifying and reporting abuse and neglect. (**P.C. 11166.5 (e)**)

Feedback to Mandated Reporters

After the investigation is completed or the matter reaches a final disposition, the investigating agency is obligated to inform the mandated reporter of the results of the investigation and any action the agency is taking with regards to the child or family. (P.C. 11170 (b)(2))

Changes in the law for 2007 are underlined. Please note that the California Child Abuse Reporting Law may have changed since the printing of this material. This material has been reprinted to assist mandated reporters in determining their reporting responsibilities. It is not intended to be and should not be considered legal advice. In the event there are questions about reporting responsibilities in a specific case, the advice of legal counsel should be sought.

A special thank you to Delta Dental of California for their work in developing the original material.

For additional information on child abuse prevention, you may contact:

Crime and Violence Prevention Center California Attorney General's Office 1300 | St., Suite 1120 (916) 324-7863 www.safestate.org

Appendix B

E. INC	DENT INFORMATION	N	D. I	NVOI	VED PAI	RTIES	TIM	C.	REPO	ORT	P	PORTING ARTY	S
5. EXPLAIN KNOWN HISTORY OF SIMILAR INCIDENT(S) FOR THIS CHILD:	3. NARRATIVE DESCRIPTION: 4. SUMMARIZE WHAT THE ABUSED CHILD OR PERSON ACCOMPANYING THE CHILD SAID HAPPENED:	1. DATE/THAE OF INCIDENT PLACE OF INCIDENT (CHECK TIME BOX.) 1. DATE/THAE OF INCIDENT (CHECK TIME OF INCIDENT (CHECK TIME OF INCIDENT) 1. DATE/THAE OF INCIDENT (CHECK ONE) 1. DATE/THAE OF INCIDENT (CHECK TIME OF INCIDENT) 1. DATE/THAE OF INCIDENT (CHECK ONE) 1. DATE/THAE OF INCIDENT (CHECK		NAME (LAST, FIRST, MIDDLE) BIRTHDATE SEX PLACE	4. 2. 6.	PRESENT LOCATION OF CHILD PHONE NAME BIRTHDATE SEX RACE NAME BIRTHDATE SEX RACE	NAME (LAST, FIRST, MIDDLE) ADDRESS BIRTHDATE SEX RACE	OFFICIAL CONTACTED PHONE DATE/TIME	ADDRESS	☐ POLICE DEPARTMENT ☐ SHERIFF'S OFFICE ☐ COUNTY WELFARE ☐ CCUNTY PROBATION	PHONE DATE OF REPORT ()		SUSPECTED CHILD ABUSE REPORT To Be Completed by Reporting Party Pursuant to Penal Code Section 11166 NAME TITLE TO BE COMPLETED BY INVESTIGATING OF A POINT NO JCASE NAME:

DO NOT submit a copy of this form to the Department of Justice (DOJ). A CPA is required under Penal Code Section 11169 to submit to DOJ a Child Abuse Investigation Report Form SS-8583 if (1) an active investigation has been conducted and (2) the incident is not unfounded. INSTRUCTIONS AND DISTRIBUTION ON REVERSE

88 8572 (Plev. 1/93)

Police or Sheriff-WHITE Copy: County Welfare or Probation-BLUE Copy; District Attorney-GREEN Copy; Reporting Party-YELLOW Copy

Appendix C

Williams Uniform Complaint Procedure

NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS: COMPLAINT RIGHTS

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186, you are herby notified that:

- 1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
- 2. School facilities must be clean, safe, and maintained in good repair.
- 3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

- 4. Pupils, including English learners, who have not passed one or both parts of the exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
- 5. A complaint form can be obtained at the school office, district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site:

 http://www.cde.ca.go/vre/cp/uc.

allegation.)

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, teacher vacancy or misassignment, or the provision of intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of grade 12. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested?	Yes No
Contact Information:	
Name:	
Address:	
Phone Number: Day:	Evening:
Location of the problem that i	· · · · · · · · · · · · · · · · · · ·
Course title/grade level and te	cher name:
Room number/name of room/	ocation of facility:
	be the subject of this complaint process. If you wish to complain about are use the appropriate district complaint procedure.
Specific issue(s) of the compl	int: (Please check all that apply. A complaint may contain more than one

Appendix D

Hate Motivated Behavior

As California's population becomes more diverse, it is important that school districts provide a safe and harmonious learning environment for all students. Pursuant to Education Code 201, schools have an affirmative obligation to combat racism, sexism, and other forms of bias, as well as a responsibility to provide equal educational opportunity. Developing policy to address hate-motivated behavior is one way districts can help teach students respect and understanding of diversity.***

In its publication entitled "Hate-Motivated Behavior in Schools", the California Department of Education defines hate-motivated behavior as an act, or attempted act, motivated by hostility towards a victim's real or perceived ethnicity, national origin, immigrant status, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. Some hate-motivated behavior may also be a crime as defined in state or federal law. These crimes include, but are not limited to: bomb threats, cross burnings, destruction or defacement of property, and certain types of vandalism and assaults.***

The following optional policy is for use by districts in the implementation of a prevention strategy for hate-motivated incidents and should be modified to reflect district practice. Elements of this policy should also be integrated into existing school plans, such as the school safety and staff development plan, as well as any policies developed by the district regarding Positive School Climate and Multicultural Education; see BP 5137 and BP 6141.6, respectively.***

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Appendix E

Nondiscrimination/Harassment

District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age or sexual orientation.

The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision. The district may provide male and female students with separate shower rooms and sexual health and HIV/AIDS prevention classes in order to protect student modesty.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

The Board hereby designates the following position as Coordinator for Nondiscrimination to handle complaints regarding discrimination and inquiries regarding the district's nondiscrimination policies:

Director of Personnel 8408 Watt Avenue Antelope, California 95843 (916) 338-6419

Any student who feels that he/she is being harassed should immediately contact the Coordinator for Nondiscrimination, the principal or any other staff member. Any student who observes an incident of harassment should report the harassment to a school employee, whether or not the victim files a complaint.

Employees who become aware of an act of harassment shall immediately report the incident to the Coordinator for Nondiscrimination. Upon receiving a complaint of discrimination or harassment, the Coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment. Where the Coordinator finds that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.

The Coordinator shall also advise the victim of any other remedies that may be available. The Coordinator shall file a report with the Superintendent or designee and refer the matter to law enforcement where required.

Appendix F

CENTER UNIFIED

SUSPENSION NOTICE

Date	·	School	Grade	Student	_ DOB	Parent
Add	ress	Home I	Phone	Work Phone	_ Teacher _	
Spe	cial	Education: TY	ES NO			
SUS	PEN	ISION FROM SC	HOOL: <u>□1</u> □ :	2 □3 □4 □5 Date	e(s) of Suspens	ion Date to Return to School
Num	— nber	of <u>DAYS</u> suspend	ded accumulate	ed with this suspension		<u> </u>
				رتاءه	11111121	<u>]13 □14 □15 □16 □17 □18 □19</u>
Nur	her	of TIMES suspen	ided accumulat	□20 ed with this suspens	ion:□1 □2 □:	3 🗀 4 🗀 5 🗀 6 🗀 7 🗀 8 🗀 9 🗀 10
				ERENCE: Date		
						 Date: Time
		TION CODE, S		•		
		•		or threatened to caus	e physical injur	y to another person.
	(a-2) Willfully used fo	rce or violence	upon the person of a	another, except	in self-defense.
	(b)	the case of posse	ession of any su	ich object, the pupil	had obtained w	e, or other dangerous object unless, in ritten permission from a certificated gnee of the principal.
	(c)	• •			•	nder the influence of any controlled de, alcoholic beverage, or intoxicant of
	(d)	of the Health and	d Safety Code, hed to any pers	alcoholic beverage,	or intoxicant of	substance, as defined in Section 11053 any kind, and then sold, delivered, or erial as a controlled substance, alcoholic
	(e)	Committed robbe	ery or extortion.			
	(f)	Caused or attem	pted to cause of	damage to school pro	operty or private	property.
	(g)	Stolen or attemp	ted to steal sch	nool property or priva	te property.	
	(h)	including, bu smokeless tol	it not limited bacco, snuff	d to, cigarettes, c , chew packets, a	cigars, minia and betel. H	ng tobacco or nicotine products, nture cigars, clove cigarettes, lowever, this section does not on prescription products.
	(I)	Committed an ot	oscene act or e	ngaged in habitual p	rofanity or vulga	arity.
	(j)		-	<u>-</u>	•	rranged, or negotiated to sell .5 of the Health and Safety
	(k)					ority of supervisors, teachers, I in the performance of duties.

	(I) Knowing	gly received stolen school property or private property.			
	(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.				
		tted or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 renal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.			
	discipli	ed, threatened, or intimidated a pupil who is a complaining witness or witness in a school nary proceeding for the purpose of either preventing that pupil from being a witness or retaliating that pupil for being a witness, or both.			
	48900.2	Committed sexual harassment as defined in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile or offensive educational environment. This ground for suspension/expulsion shall not apply to students enrolled in grades K through 3.			
	48900.3 Att	empted to cause, threatened to cause, or participated in an act of hate violence, as defined in			
	48900.4 Int	subdivision (e) of Section 33032.5. entionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.			
	48900.7	Made terrorist threats against school officials or school property, or both.			
ED	UCATION (CODE 48915 - Mandatory expulsion recommendation and mandatory expulsion:			
	(c-1)	Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil has obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if an employee of a school district verifies the possession.			
	(c-2)	Brandishing a knife at another person.			
Cod	(c-3) de.	Unlawfully selling a controlled substance listed in Chapter 2 of Division 10 of the Health and Safety			
	(c-4) 48900 or co	Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section ommitting a sexual battery as defined in subdivision (n) of Section 48900.			
		CODE 48915 - Mandatory expulsion recommendation (unless inappropriate) and expulsion:			
	(a-1)	Causing serious physical injury to another person, except in self-defense.			
	(a-2)	Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.			
		Unlawful possession of any controlled substance listed in Chapter 2 of Division 10 of the Health Code, except for the first offense for the possession of not more than one avoirdupois ounce of other than concentrated cannabis.			

	(a-4)	Robbery or extortion.		
 emp	(a-5) loyee.	Assault or battery, as defined in Sections 24	0 and 242 of the Penal Code, upon any school	
FAC	TS LEADIN	IG TO DECISION TO SUSPEND		
Cod beer Purs offic	e of the Sta n explained suant to Sec ial's reques student's p	te of California, Sections 48900, 48910 at to the pupil, and he/she has had an opportion 48911, the parent or guardian is required to the conference regarding this suspense.	een issued in compliance with the Education and 48911. The reason for this suspension has ortunity to explain his/her version of the incident. Juired to respond without delay to a school sion, please telephone 338-6470. ess to the pupil records as provided by Section	
		E: DURING THIS PERIOD OF SUSPENS AR ANY SCHOOL CAMPUS, OR MAY B	SION FROM SCHOOL, THE PUPIL MUST NOT E SUBJECT TO ARREST.	
For	offenses 48	900 A-E and 48915 refer to Action Subje	ect to Expulsion Form.	
Теа	cher's Signa	ature	Date	
and	or or			
Adn	ninistrator's	Signature	Date	
Сор	Copies: Original - Parent, Pink - Superintendent, Goldenrod - School			

Appendix G

Oak Hill Staff

Principal: David Grimes
Vice Principal: Patty Spore

Kindergarten:
Cindy Hahn
Linda Cassel
Kay Morrison
Randi Phillips
Patty Spore
Arlene Stassinos
Paula Lubinsky (K-1)
Anthony Weeks

Second Grade:
Kim Kennedy

Julie Steinkamp

Bonnie Redding

Mary Ann Wilson

Third Grade:
Kellie Buttram
Vikki Nunes
Dan Stolfus
Gina Oswalt (2/3)

Fourth Grade: Fifth Grade: Katie Edwards Paula Mendell

Susan Erickson Christine Rayos del Sol

Patrick Muldoon Cecille Valoria

Sixth Grade: SDC:

Marci Phillips (5/6) Pat Spitze

Dean Domach Kelly Baker (IA)
Ken Merdinger

Ken Merdinger Michelle Oliver

RSP/Support Staff: Office Support Staff:

Sarah Kelly Chris Miyazaki
Evie Baker (IA) Jennie Miller
Rochele Haywood (Psychologist) Carol Campbell

Laura Young (Speech)

Luda Nelipovich (EL IA)

Renate Gagne (IA)

Jamie Buchholz (Library)

Karen Winholt (Library, IA)

Claudia Buderer (Computers)

Fedor Smirnov (IA)

Custodians/Cafeteria: Noon Duty Aides: Nathan Baxter Elizabeth Friend

Lorenzo Garcia

Hanna Sashko

Junella Barnes

Evelita Tongol

Felisa Arroyo

Carol Morisette

Akiko Rosenbach

Kim Lark

Linda Harris

Christina Pantoya

Tanya Dorsey

Lilia Nardozzi

Dalia Quintero

Craig Louis

Appendix H

Staff's Classroom Telephone Numbers

104 105		
	First Grade:	
130		135
		140
	•	139
	Weeks	138
	Third Grade:	
165	Buttram	174
170	Nunes	172
161	Stulfus	163
171		
	Fifth Grade:	
152	Mendell	148
151	Rayos del Sol	155
150	Valoria	157
	SDC/RSP/Support	
156	Spitze (SDC)	147
	Kelly (RSP)	169
145	Young (Speech)	168
	Haywood (Psyc)	127
124		
123		
146		
164		
121		
129		
	105 130 132 134 165 170 161 171 152 151 150 156 144 145	First Grade: Cassel R. Phillips Stassinos Weeks Third Grade: Buttram Nunes Stulfus Fifth Grade: Mendell Rayos del Sol Valoria SDC/RSP/Support Spitze (SDC) Kelly (RSP) Young (Speech) Haywood (Psyc)

Appendix I

Insert Utility Shut-off Map

Appendix J

OAK HILL ELEMENTARY CLASSROOM EVACUATION MAP

Appendix K

OAK HILL ELEMENTARY OFF SITE EVACUATION MAP

Appendix L

EOC Message Form

Title: Location: Check One: □Take Action □For Information □Other Category Number A. # Minor B. # Minor Major Major: Unable to treat on site, i.e. airway and breathing difficulties, cardiac arrest, uncontrolled or suspected severe bleeding, severe head injuries, severe medical problems, open chest or abdominal wounds, severe shock. # Moderate Moderate: Burns, major multiple fractures, back injuries with or without spinal cord damage. C. # of Injured Injuries (Ambulance) D. Circle One: Property Damages Major Major damage: building collapse, building leaning, major ground movement causing large cracks in ground. Moderate Moderate damage: Falling hazards present, hazard present ((oxic chemical spill, broken gas line, fallen power lines). Minor Minor damage: Dislodged overhead air duct terminals, light fixtures, suspended ceiling grid, overhead mechanical systems and broken windows. E Ambulance	Time:		Priority (Circle One)
Name: Title: Title: Title: Cocation: Check One: □Take Action □For Information □Other		ROUTINE	EMERGENCY URGENT
Name: Name: Title: Title: Location: Location: Check One: □Take Action □For Information □Other Category Number Description A. #		(Life Threatened)	(Property Threatened) (All Others)
Title:		To:	
Location: Check One: □Take Action □For Information □Other Category Number Description A. # Fatalities B. # Minor In need of First Aid attention only # Major: Unable to treat on site, i.e. airway and breathing difficulties, cardiac arrest, uncontrolled or suspected severe bleeding, severe head injuries, severe medical problems, open chest or abdominal wounds, severe shock. # Moderate Moderate: Burns, major multiple fractures, back injuries with or without spinal cord damage. C. # of Injured Injuries (Ambulance) D. Circle One: Property Damages Major Major damage: building collapse, building leaning, major ground movement causing large cracks in ground. Moderate Moderate damage: Falling hazards present, hazard present (toxic chemical spill, broken gas line, fallen power lines). Minor Minor damage: Dislodged overhead air duct terminals, light fixtures, suspended ceiling grid, overhead mechanical systems and broken windows. EAmbulancePG & EOther: Describe Other: Describe			
Check One:	,		
A. # Minor Injuries B. # Minor Injuries Minor: In need of First Aid attention only # Major	Location:		Location:
A. # Minor Injuries Minor: In need of First Aid attention only # Major	Check One:	□Take Action	□For Information □Other
B. #Minor	<u>Category</u>	<u>Number</u>	<u>Description</u>
Minor: In need of First Aid attention only #Major	A.	#	Fatalities
breathing difficulties, cardiac arrest, uncontrolled or suspected severe bleeding, severe head injuries, severe medical problems, open chest or abdominal wounds, severe shock. #Moderate	В.	# Minor	· · · · · · · · · · · · · · · · · · ·
injuries with or without spinal cord damage. C. #of Injured Injuries (Ambulance) D. Circle One: Property Damages Major Major damage: building collapse, building leaning, major ground movement causing large cracks in ground. Moderate Moderate damage: Falling hazards present, hazard present (toxic chemical spill, broken gas line, fallen power lines). Minor Minor damage: Dislodged overhead air duct terminals, light fixtures, suspended ceiling grid, overhead mechanical systems and broken windows. EAmbulance		#Major	breathing difficulties, cardiac arrest, uncontrolled or suspected severe bleeding, severe head injuries, severe medical problems, open chest or abdominal
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present (toxic chemical spill, broken gas line, fallen power lines). Minor Minor damage: Dislodged overhead air duct terminals, light fixtures, suspended ceiling grid, overhead mechanical systems and broken windows. E. Ambulance PG & E Other Other: Describe		Major	major ground movement causing large cracks in
terminals, light fixtures, suspended ceiling grid, overhead mechanical systems and broken windows. EAmbulance		Moderate	present (toxic chemical spill, broken gas line, fallen
PG & E Other Other: Describe		Minor	terminals, light fixtures, suspended ceiling grid,
Other Other: Describe	E.		Resources Needed
Transmit data only A - E above in 20 A5 seconds After transmission unit for EOCla near the laborate			Other: Describe
	Tunnanii dete ee !	4 Enhance to 20 45	and Administration with Eddle

Appendix M

DISCIPLINE PLAN

Discipline Plan

Purpose of this packet: This packet was prepared to assist new teachers at Oak Hill Elementary School to understand the underlying premise on which the plan is based and provide copies of forms used in the process. The index identifies each item in the packet and explains how it relates to the school plan as a whole.

ITEM:

1. DISCIPLINE- A Total School Program....

The Center Unified School District adopted the following: (1) philosophy of discipline, (2) discipline procedures, (3) and the responsibilities of individuals involved. This is the document that is sent home to inform each parent at the beginning of the school year.

2. Step 1, Step 2, Step 3...

The overview of the entire school plan begins with a verbal warning. The second step explains the responsibility of the classroom teacher. Most incidents will be dealt with at this level. However, if an emergency incident (Class I offense) were to occur, or if inappropriate behavior were to continue without effective control by the classroom discipline plan, Step 3 would logically follow. Step 3 is the BACK-UP system which should not be considered unless Step 2 is not effective. SEE ITEMS NOTED

3. MASTER TEACHER TIPS....

The Master Teacher handout titled: FOUR NECESSITIES OF CLASSROOM RULES is offered To assist in developing your own classroom rules.

4. DISCIPLINE PROCEDURE....

This document is the complete descriptions of policies and procedures concerning the School Plan. Item B is the first responsibility of the teacher before school begins. Item C is carried out by the teacher as school begins and as new students are enrolled. Item D is the BACK-UP system which should be used sparingly in cases of emergency (Class I offenses) or extreme situations after exhausting all possible options within the classroom.

5. POSITIVE DISCIPLINE....

This diagram is extracted from Fred Jones' booklet CMTP (Classroom Management Training Program). The staff has been (or will be) in-serviced in the use of this model. The model begins at the bottom of the ladder by building the relationship between the students and the teacher. There are two sides to discipline, the positive (+) and the negative (-), as indicated by the right and left side of the ladder. With each move from positive to negative there should be a "clinical intervention". This intervention, simply stated, means that the teacher <u>privately</u> speaks to the student, i.e.: "What's wrong? — What's going on? — I'm here to help you. — How can I help you?" Most situations will be handled at this level just under the bottom dotted line.

6. OAK HILL ELEMENTARY SCHOOL CLASSROOM DISCIPLINE PLAN....

This form includes school wide rules and classroom rules that must be decided upon by the teacher and filled out prior to the opening of school. The principal needs a copy in the office.

7. OAK HILL ELEMENTARY BEHAVIORIAL REFERRALS....

These documents are meant to INFORM. There are two forms; therefore, choose the form which is appropriate to your needs. The Class I form is meant to *inform* the principal of a serious offense which could call for a suspension. This is why there is no space for a parent signature as this form is for the principal/vice principal's use only.

The Class II form is meant to *inform* parents, and/or other staff members of an offense that needs their attention. Teachers are encouraged to inform parents; however, there are times that teachers need to make a decision based on their own discretion as to whether or not to send the form home. If a form is being sent home, it is important that the teacher telephone the parent(s) to insure that the parent(s) is aware of the offense. Note the offenses:

CLASS I

Sent to the Principal/Vice Principal Possible suspension Form does NOT go home

Fighting/Threatening Dangerous Object

Other

CLASS II

Form sent home with student Parent called by teacher

Verbal Intimidation
Defiance of Authority
Vandalism/Stealing
Obscenity/Name Calling

Class Disruption (playground, other)

Sexual Harassment

Write student statements in their words (older students may write their own). This is a legal document; therefore, write the details objectively. Note that the Class II offense report form includes a box for Repeat Offenses. This is for your use to inform the necessary people that you have dealt with this student before, thus indicating a pattern.

When taking the student's statement, he/she admits to physically attacking or threatening the other student, even though no adult witnessed the offense, you may use a Class I Offense form. Their admittance of physical attack or threat is suspendable. Have the student sign the Offense I and II forms.

In the case that a student admits physically attacking or threatening another student within the past 14 days, and no adult witnessed the event, a referral can be activated to deal with the offense.

SUSPENSION DIVERSION PROGRAM: Class I offenses which indicate suspension is appropriate will be diverted ONE TIME ONLY to Conflict Mediation which is administered by the Green Beret's. Upon successfully completing conflict mediation, the Class I offense will serve as a warning. If that same student were to become involved in another conflict deserving suspension with the same or any other student, he/she will be suspended. If the other student is also at fault and has not been to Conflict Mediation, they both may go through the process resulting in one receiving a warning and the other being suspended. Conflict Mediation is available for all offenses, self-referred, staff-referred, or administrative referral, except for offenses involving weapons, drugs, alcohol, and/or tobacco. Any conflict that reveals that one of the students involved has threatened to harm another person, harm

themselves, or are being harmed by another person, requires adult supervision and/or may warrant terminating student conflict resolution in exchange for adult mediation.

8. FORM: PARENT LETTER CONCERNING AFTER SCHOOL DETENTION....

As a part of your discipline plan you may choose to include as a "Small Back-Up System", after school detention. The parents must be informed, and the form must be returned **PRIOR** to detaining a student at school.

9. FORM: AFTER SCHOOL DETENTION....

This form is for your use if you wish students to reflect on the reason(s) why they are serving an "After School Detention".

10. PLAYGROUND/CAFETERIA....

Procedures for playground/cafeteria discipline are in the "Playground and Hallways" section. There are further cafeteria sanctions if needed; however, not included in this packet. A letter home can be sent by the principal/vice principal to inform the parent of the need to eat with their child during lunch as a result of negative behavior in the cafeteria.

11. **MEMO....**

This memo can be used by the yard duty staff to inform teachers of incidents that occur at recess or during lunch. In most cases the yard duty staff member will handle incidents without informing the teacher. However, there are times that the yard duty staff needs the teacher's assistance in maintaining control on the playground. It is important that the teachers support the yard duty staff in order for them to have control. It is up to the teacher's discretion as to how to handle the incident report via MEMO.

12. CHRONIC BEHAVIOR REFERRAL....

Students who do not respond to the classroom discipline plan, and who are chronic in exhibiting Class II offenses can be identified as having a "Chronic Behavior" problem and placed on the Discipline Chart. This form is meant to assist the teacher in identifying options to deal with the student, and to be used when meeting with the parent to review the options used at school. This document is signed by the parent, and a copy sent, along with the Discipline Chart, to the principal/vice principal. The principal/vice principal is then informed that this student is moving into the Back-Up System via Class II offenses.

13. PARENTAL INTERVENTION....

During the meeting in which the Chronic Behavior form is discussed and signed indicating what you as a teacher are willing to do to assist the student, this form can be used to help the parent focus on what they, as parents, are willing to do at home.

14. **DISCIPLINE CHART....**

This is a legal document which tracks Class I and II offenses and the responses of the Back-Up System to these offenses. Once a student is placed on this chart, they have moved into the Back-Up System, and if the offenses continue, there is no recourse but to move through the steps toward expulsion. The documentation must be in place to support each move. Fortunately, a student can move off the chart with continued positive behavior. The chart is destroyed each year.

15. SUSPENSION NOTICE....

This is the legal document which accompanies an immediate suspension for Class I Offenses (See a-e, Class I offenses), or a suspension which occurs because the established intervention plan failed to deter the offenses (see f-k, Class II).

16. ACTION SUBJECT TO EXPLUSION....

This is the legal document which is used to recommend expulsion. This is the final step of the Back-Up System which must be accompanied by extensive documentation. Examples of the necessary documentation forms are included in this packet.

A recommendation from the school is presented to the Administrative Panel who in turn makes recommendations to the Board of Education for expulsion. The parents of the student may elect to retain an attorney to defend their child. If the expulsion hearing is successful, the student may not attend any school in this district for the time determined.

17. EDUCATION CODE SECTIONS PERTAINING TO SUSPENSION/EXPULSION....

EDUCATION CODE

212.5 Sexual harassment

1981 Enrollment of students

17292.5 Program for expelled students

33032.5 Hate violence reduction

35146 Closed sessions (re suspensions)

35291 Rules (for government and discipline of schools)

35291.5 Rules and procedures on school discipline

48660-48666 Community day schools

48900-48926 Suspension and expulsion

48950 Speech and other communication

49073-49079 Privacy of student records

DISCIPLINE – A TOTAL SCHOOL PROGRAM

DISCIPLINE IS...

- Training that enables students to make appropriate choices in a climate of warmth and support.
- Clearly defined school rules and classroom limits with incremental incentives and consequences consistently carried out.
- Effective communication techniques that foster positive relationships.
- Specific reinforcement of desired behaviors.
- Self-management in a variety of environments.

OUR PHILOSOPHY...

- Children can behave appropriately.
- ❖ All children have human dignity and worth.
- Persuasion is more powerful than fear.
- Influence is greater than control.
- A rational and knowledgeable approach is more productive.
- Behavior is maintained by its consequences.

OUR PROGRAM...

- Emphasis on recognition of appropriate behaviors.
- Progression from extrinsic to intrinsic rewards; use less extrinsic rewards for intermediate students.
- ❖ Detail classroom management plans for all children.
- ❖ Student orientation.
- Written behavior agreements for children who repeatedly demonstrate inappropriate behavior.
- Emphasis on:
 - ✓ Conflict resolution training
 - ✓ Moral and ethical training
 - ✓ Responsibility training

OAK HILL ELEMENTARY

DISCIPLINE PROCEDURE

- I. General discipline school/classroom
 - A. The school behavior code shall be reviewed by the school staff and revised as needed to meet school/community/parent needs and expectations.
 - B. A discipline plan for each classroom shall be developed by the teacher.
 - 1. A copy will be filed with the school principal
 - 2. A copy will be prominently displayed in the classroom at all times.
 - 3. Revised copies shall be provided whenever the plan is changed.
 - C. Pupil orientation shall be provided by the classroom teacher and principal.
 - All pupils enrolled at the beginning of the year shall be instructed regarding school and classroom behavioral expectations.
 - New pupils enrolling throughout the school year shall be instructed regarding school and classroom behavioral expectations.
 - D. A behavioral referral record will be maintained on the Discipline Chart for Prohibitive and Chronic Behavior Form by each teacher and the Principal/Vice Principal.
 - Class I and II Behavior referrals shall be listed in chronological order on each individual's Discipline Chart.
 - 2. Each parent contact shall be documented.
 - E. The Class I Prohibitive Behavior Referral is to be used when one or more pupils have engaged in physically attacking another person(s), threatening, or using dangerous objects, as noted in Ed. Code 48900, 'a' through 'e'.
 - In the event that the student poses an immediate threat to himself or other students, the students will be escorted to the office with a completed Class I form to follow. In other cases, a completed Class I form will be submitted to the office, and the student will be called to the office at the earliest possible time. The student will be interviewed by the Principal/Vice Principal. In the event of a fight, threat, or other offense between students. Conflict Resolution will be offered.
 - 2. Students receiving a Class I referral may go through Conflict Resolution, successfully resolving the conflict, one time during the year, without being suspended. However, in the event that the same student receives a second or third Class I, they will be suspended.
 - A Discipline Chart will be developed and a phone call home explaining that Conflict Resolution had been used and that this is the one time reprieve from being suspended.
 - 4. If after a period of time (to be determined by the Principal/Vice Principal) the student has maintained appropriate behavior, they can be moved off the Discipline Chart
 - 5. The school reserves the right to suspend and/or expel on the first offense, within the guidelines of applicable Ed Codes. This determination will be made based upon the severity of the offense and/or the attitude of the student.

II. In-School Intervention Procedures

- A. Class II Prohibitive Behavior Referral is intended to be used on behaviors that are listed 'f' through 'm' under the Ed Code 489000 requiring intervention.
 - 1. This form is to be used to communicate with parents about the behavior. A parent must be called to inform them that the Class II is coming home with the student.
 - 2. If any other teacher fills out a form on another teacher's student, the homeroom teacher decides how to deal with the consequences.
 - 3. Consequences for Class II referrals are decided by the homeroom teacher in accordance with their discipline plan.
 - 4. The purpose of intervention is to attempt to turn the behavior around to more positive choices.

- B. A student may be identified as having chronic behavior problems when the existing classroom discipline plan does not seem to be effective.
 - 1. The pupil's parent(s), teacher, and any other support staff shall meet to review the pupil's behavior record and determine a plan to address the problem.
 - 2. The following possible options for behavioral intervention shall be discussed with the parent(s) and pupil at the conference.
 - a. preferential seating
 - b. conference with student
 - c. telephone conference with parent
 - d. daily behavior chart
 - e. weekly behavior chart
 - f. recess detention
 - g. noon detention
 - h. after school detention
 - i. conference with parent
 - j. peer teacher
 - k. time alone to chat with student on a regular basis
 - l. time out
 - m. child study
 - n. parent spend day at school with child
 - The Principal/Vice Principal will be informed using the Chronic Behavioral Referral form, signed by the parent, and will then be placed on step 1 of the Discipline Chart.
 - 4. If after a period of time (to be determined by the Principal/Vice Principal) the student has maintained appropriate behavior, they can be moved back on the Discipline Chart.
 - 5. The Principal/Vice Principal will be available for positive reinforcement for those children who are continually following the rules/or are exhibiting improved behavior.

Recess Detention

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. When this happens the following conditions must be met:

- 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. This must be done in writing before the beginning of the recess detention.

(See Board Policy 5144(b); Administrative Regulation 5144(b))

BEHAVIORAL INTERVENTION PLAN

Step 1

A verbal warning will be given when inappropriate behavior occurs, i.e., running on the blacktop.

Step 2

If inappropriate behavior continues, parent will be notified, and there will be an immediate assignment of an appropriate consequence. The classroom teacher is to be notified if inappropriate behavior occurs outside the classroom. A consequence within the classroom will follow if behavior continues. (i.e., continues to run after verbal warning). See Discipline Procedures section on In-School Interventions.

Step 3

When all classroom intervention plans have been used and inappropriate behavior continues, a behavior file will be opened. (i.e., numerous acting out situations or noncompliance with class and/or school rules.) See Behavioral Referrals, Chronic Behavior Referral and Discipline Chart.

Modifications of Behavioral Intervention Plan:

Students have the opportunity to modify their behavioral plan by demonstrating appropriate behavior.

Vice Principal will contact the teachers for information on current student behavior before modification of plan.

DISCIPLINE

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. (Education code 49001)

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.

School Dress Code

Students, grades K-6 enrolled in the Oak Hill Elementary School, in the Center Joint Unified School District, are to adhere to the following dress code:

- 1. Shoes are to be worn at all times. Flip-fops, sandals and shoes with metal plates are unsafe and are not to be worn at school
- 2. Clothing and jewelry shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive or which advocate racial, ethnic or religious prejudice or incite violence or the use of drugs or alcohol.
- 3. Head coverings are to be worn outside of the school building only. The brim of any head covering must face toward the front.
- 4. Short shorts and/or tight bicycle shorts are unacceptable. Mid-thigh length shorts, dresses and skirts are acceptable. Length should be 1 inch below fingertips when standing straight. Leggings can be worn as long as the shirt/top covers the buttocks.
- 5. Halter, tank and midriff tops, low back and/or front sundresses, and/or loose arm holed blouses are unacceptable. Clothing should be such that no undergarments or private parts are visible.
- 6. Hair must not interfere with school activities. Unnatural or decorative hair colors are not allowed.
- 7. We feel that careless or overly informal dress may reflect a student's attitude toward learning. Clothing is a reflection of a student's personality and feeling of self worth. Parents will be called to provide appropriate clothing if and when the dress code is not adhered to as defined above. Clothing will need to be brought to the school the day of the infraction. We encourage the parent volunteers to adhere to this dress code.

Consent agenda

Center Joint Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	AVCS/Global	Action ItemX
To:	Board of Trustees	Information Item
Date:	March 21, 2012	# Attached Pages94
From:	Doug Hughey, Principal	
Principal/A	dministrator Initials:	

SUBJECT: 2011-2012 Safe School and Emergency Preparedness Plan
- AVCS/Global

Antelope View Charter and Global Youth Charter would like Board approval for the attached 2011-2012 Safety Plan. Being that both schools share one site and effectively take part in emergency/safety drills together, we decided to put together one plan for both sites.

RECOMMENDATION: CUSD Board of Trustees approve the 2011-2012 Safe School and Emergency Preparedness Plan for AVCS/Global.

AGENDA ITEM: XIII-10

ANTELOPE VIEW CHARTER

AND

GLOBAL YOUTH CHARTER

Safe School

And

Emergency Preparedness Plan

Center Joint Unified School District Antelope, CA

Revised 2011-2012 School Year

EMERGENCY PREPAREDNESS PLAN

The Emergency Response Plan has as its primary objectives:

- 1. To save lives and avoid injuries;
- 2. To safeguard school property and records;
- 3. To promote a fast, effective reaction to coping with emergencies;
- 4. To restore conditions back to normal with minimal confusion as promptly as possible.

Attaining these objectives will require clear activation procedures and responsibilities, identification of all tasks to be performed and by whom, an organized yet flexible response, and the dedication and cooperation of all.

It is vital to the continued functioning of the school, staff, and students that we are prepared to respond effectively in times of emergencies. Such preparations will also help us meet our obligations to our community.

This plan has been developed to be used in case of an emergency. All members of the faculty and other employees should:

- 1. familiarize themselves with this plan,
- 2. be prepared to activate it immediately, and
- 3. perform any duties to which they are assigned to make its activation effective.

Members of the faculty shall teach the Emergency Response Plan to the students. The members of each classroom shall be instructed in the evacuation plan so they can respond immediately upon receiving the necessary warning.

Table of Contents

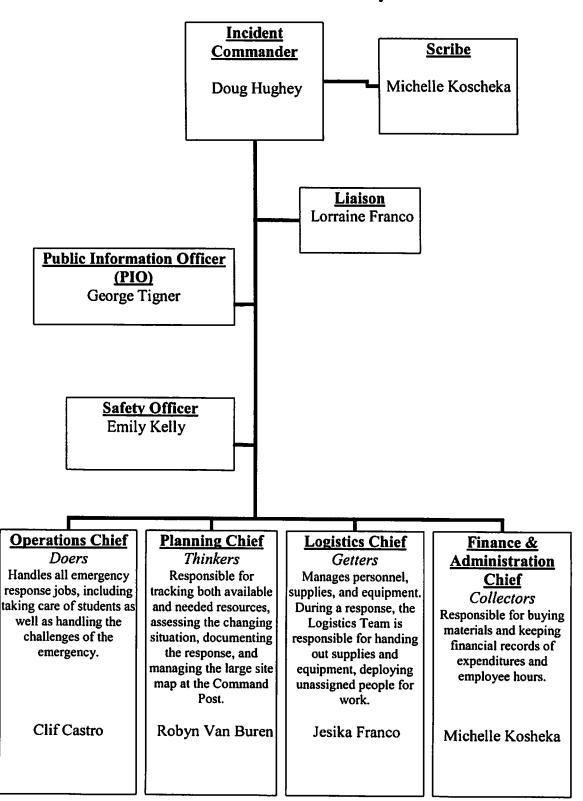
Part 1	Crisis Management
Section 1	Incident Command System4
Section 2	Staging Areas12
Section 3	Lockdown Procedures13
Section 4	Evacuation Procedures16
Section 5	Student Release Procedures18
Section 6	School Partnerships20
Section 7	Resources21
Section 8	Communications24
Section 9	Crisis Phone Directory25
Section 10	Letters Home26
Section 11	Aftermath27
Section 12	Training and Updating28
Part 2	<u>Crisis Readiness</u>
Section 1	Activity in the Vicinity29
Section 2	Bomb Threat30
Section 3	Bus Accident35
Section 4	Chemicals/Biohazard/Gas Odor36
Section 5	Death/Suicide
Section 6	Earthquake38
Section 7	Fire/Explosion40
Section 8	Flood42
Section 9	Gas Odor43
Section 10	Hostage Situation44
Section 11	Hostile Visitor46
Section 12	Kidnapping/Attempted Kidnapping48
Section 13	Medical Emergency49
Section 14	Missing Student62
Section 15	Public Demonstration64
Section 16	Severe Weather65
Section 17	Shooting/Stabbing66
Part 3	Site Action Plan
Section 1	District and Site Mission Statements
Section 2	Description of Physical Environment
Section 3	Physical Environment Goals
Section 4	Description of Social Environment
Section 5	Social Environment Goals
Section 6	Description of School Climate
Section 7	School Climate Goals73
Section 8	Signature Sheet
Part 4	<u>Appendices</u>
	eporting LawAppendix A
Child Abuse Re	eporting FormAppendix B
	laint ProceduresAppendix C
Hate Crime	Appendix D
Nondiscriminal	tion/HarassmentAppendix E
	OffensesAppendix F
Staff List	Appendix G
Staff's Classro	om Telephone NumbersAppendix H
Utility Shut-off	MapAppendix I
Classroom Eva	cuation MapAppendix J
Off Site Evacua	ation MapAppendix k
Emprophe/ On	erations Contor (EOC) Form

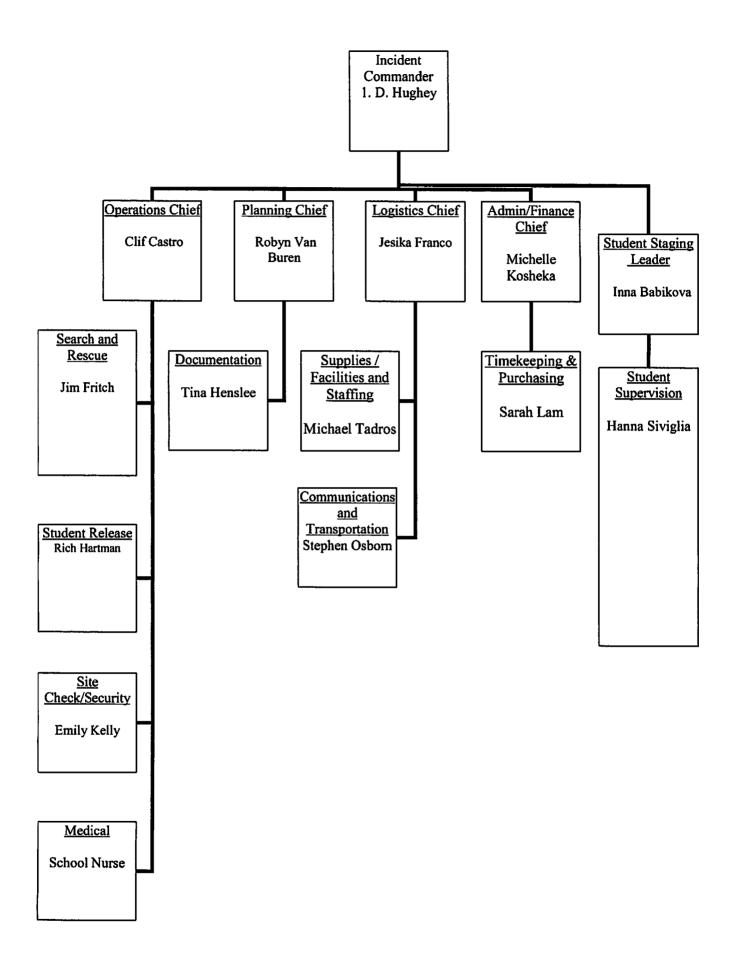
PART 1 CRISIS MANAGEMENT

SECTION 1 INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) is a nationally recognized organizational structure that provides for role assignment and decisionmaking while planning for and reacting to critical incidents of all types. Implementing ICS will allow for all school personnel to know their area of responsibility during a crisis and to plan and practice the management of their specific role. This type of delegation limits the number of functions under any one manager, allowing each person to focus on just one or two aspects of the incident. These managers then provide information to the incident commander (principal) and help that person make informed decisions. Using this type of organizational system during a critical incident creates clear communication channels that will help limit the chaos and uncertainty associated with emergency incidents. Plans can be made, policy established, and training conducted well in advance of any emergency incident. This type of forward thinking will be needed during a critical incident and is a key component to a school being properly prepared.

AVCS and GYCS School Incident Command System





Incident Command Descriptions

Incident Commander: The Incident Commander is the overall leader during an emergency incident. This person is normally the principal or assistant principal of the school. The Incident Commander makes decisions based on the information and suggestions being provided from the Liaison and ICS Section Chiefs.

- Assume Command
- Establish the Command Post
- Conduct briefings of the Command Staff
- Identify level of threat by assessing situation
- Set specific objectives and direct development of incident action plans
- Direct protective actions to stabilize the school
- Activate and oversee ICS functions
- Establish Unified Command with responding agencies
- Update EOC as situation evolves
- Approve information to send to the EOC for media briefings
- Set objectives for resumption of normal activities
- Maintain an activity log (scribe) and oversee action reports

Admin/Finance Chief

- Report to Command Post if directed to do so; otherwise, provide finance duties as secondary duty
- Keep an envelope or box for all receipts and overtime cards
- Provide a cost-accounting update for the IC as requested
- Maintain an activity log (scribe) and write after-action report
- Check attendance for that day for both students and adults

Logistics Chief: The Logistics Chief manages the team and reports directly to the Liaison. This team is responsible for obtaining any needed resource, communication, food and water, and transportation.

- Report to Command Post (immediately or upon handing off students)
- Participate in briefing sessions, helping to identify required resources and personnel or advising of their availability
- Provide equipment, supplies, personnel, busses/cars as required by Operations
- Establish and maintain communications (radios, bullhorns, etc.)
- Stage resources (or Team Leaders) so they are readily available
- Coordinate and re-assign staff to other teams as needed by Operations
- Maintain a visible chart of available resources as a reference for Ops and the IC Team
- Provide food and water as needed (and available) for staff and students
- Maintain an activity log (scribe) and write after-action report

Operations Chief: The Operations Chief manages the members of the Operations Team. The Chief reports directly to the Liaison. This group, referred to as the "Doers", performs the "hands on" response.

- Immediately report to Command Post
- Supervise and direct activities of all groups assigned to Operations through the Team Leaders
- Identify alternate staging areas as needed (to IC and Logistics)
- Identify alternate resource requirements (to IC and Logistics)
- Deploy resources
- Make changes as necessary to action plan based upon reports from group leaders and Planning Chief
- Update IC and IC Team with status reports
- Maintain an activity log (scribe) and write after-action report

Planning Chief: The Planning Intelligence Chief will report directly to the Incident Commander and may stay with the Incident Commander throughout the crisis. This team will gather information to assist with medium/long-range planning related to the ongoing incident and school recovery issues. They will arrange for recovery/aftermath resources so that there is no gap between the end of the incident and necessary support/services.

- Report to Command Post (immediately or upon handing off students)
- Collect EOC forms and develop a briefing on incident size and scope for IC Team.
- With Ops, gather incident information and updates from team leaders.
- Send and supervise runners, if needed, to gather incident information
- Share information needed for decision making with IC Team
- Prepare estimates of incident escalation or de-escalation for IC Team
- Report to Safety any conditions that may cause danger
- Maintain an activity log (scribe) and write after-action report

Communications: This person will work to ensure that a communication system is in place (phones, walkie-talkies, etc). They will communicate crisis progress or changes within the site and with District Office.

Documentation: This person will collect, evaluate and document information about the development of the incidents and the status of resources.

Liaison: The liaison is the link between the Incident Commander and the Section Chiefs. The liaison may provide general information to the Incident Commander but does not make command decisions. The liaison is also the contact person/link for other community agencies, such as local police and fire departments.

Medical Team: Members of this team will take roll with their own class, send in their EOC form, and then ask a supervising teacher to watch their

students. They will then report directly to the Team Leader in a predetermined First Aid Staging Area and organize first aid supplies. The medical area should provide privacy for the injured and easy access for cars used to transport people with major injuries.

If necessary, Medical Team members will take medical supplies and report to classrooms where injuries are being reported by Search and Rescue. They will stay in communication with Operations Chief via radio.

The Medical Team will use the First Aid and START to provide treatment and continue to prioritize injuries. Students with minor injuries can be walked to the medical area for first aid treatment. The Medical Team will determine if a student needs to be transported to the hospital. Written records must be kept of any students who are to be transported. If a transported student's name is not known, use a cell phone to take a photo of that student and document where he/she was transported to. Also, get the name of the ambulance company and the badge # of the ambulance personnel.

Off-Site Evacuation Coordinator: The duties of this position focus on organizing the off-site evacuation location during an emergency situation. This includes planning the movement of the students to the location and assisting with accounting of the students once they are moved. Many aspects of this assignment involve planning for the use of a location and planning the evacuation route to safely move the students. When organizing an evacuation, consider the special needs students and plan for how those students will be moved and what assistance will be required.

Scribe: The scribe will take roll with their own class, send in the EOC form, and then ask a supervising teacher to watch his/her students. The scribe then reports to the Command Post. The scribe stays with the Incident Commander at all times. The scribe will maintain a written record of the incident including actions taken, actions reported to the Incident Commander, time, names, dates, etc.

Search and Locate: This team is responsible to "sweep" the bathrooms, hallways, and other areas for students, visitors, and staff. This team may need to search for unaccounted for people. Emergency responders will perform any major rescue efforts if necessary. Members will take roll with their own class, send in their EOC form, and then ask a supervising teacher to watch their students. Search and Rescue Team members should report to their Team Leader in a pre-determined location. It may be near (but not in) the Command Post or by the Student Staging Area. The Operations Chief will direct the Team Leader as to the location of the missing or injured. Room by room searches are not conducted by Search and Rescue until after they have gone to all the rooms with known problems and then only if it is deemed safe to do so. As Search and Rescue teams (2 each for safety) proceed, they should check back in with the Team Leader to report progress and/or need

for additional help. The Team Leader reports progress/needs to the Operations Chief.

Site Check/Security Team: Members of this team will take roll with their own class, send in their EOC form, and then ask a supervising teacher to watch their students. The Team Leader will report to the Operations Chief and then, if it is safe, send the team to check on utilities, etc. The Site Check/Security Team will notify the utility companies of a break or suspected break in utilities. The team will then proceed to the entrances where public safety and/or parents may arrive and help direct people to the Command Post or Student Reunification Areas. If neighbors arrive, the team should direct them to help support Traffic Control.

A violent crime or other situation near a school may require that the school staff take steps to quickly secure the school from outside intruders. This will involve developing specific assignments for school personnel during such an emergency and creating a check system to make sure the school is secure. This person would then act as a liaison with the agency handling the local event.

Situation Analysis: The person in charge of situation analysis will provide ongoing analysis of situation and resources status - What if...

Staffing Assignment Coordinator: The role of this position is to use available personnel to assist with carrying out the core functions associated with an incident. Any teacher not assigned students during an incident and any school personnel arriving at the incident should directly report to this person. Working closely with the Incident Supervisor, the person will direct staff to the areas that need assistance. Those responsible for organizing the various areas will coordinate with this person in requesting manpower during the incident. This person will keep a roster of assignments and manpower needs and make requests of administrative offices when needed.

Student Release a.k.a. Parent Reunion Coordinator: This team will supervise the release of students. They will document the persons picking up students. They must record the time, signature, and where they will be taking the student. Pictures of each child with the adult picking them up may be useful. Members will take roll with their own class, send in their EOC form, and wait to be called up. Before parents begin arriving, the Team Leader will begin setting up the Reunification Center, with support if needed, in a predetermined location. They will gather information regarding attendance from the Admin/Finance Team. When parents begin arriving, the Team Leader will call up the rest of the team and notify the Operations Chief. As more parents arrive, more teachers and classified staff will be assigned to this staging area. Students will be re-assigned to other Supervising Teachers. If evacuating the site, before leaving the school grounds, the Student Release Team will post a notice on the front door informing parents

where to pick up their children. If the front door is no longer there, the notice will be placed on the flagpole.

Student Supervision Team: This team supervises all students unless otherwise assigned. Other teachers who have designated responsibilities that take them away from their class will be reporting to a member of the Student Supervision Team before they leave their class in his care. This team will be working closely with the Student Release Team to make sure that students do not leave until their parent or adult has signed them out from the release area.

Supplies/Facilities: This person will locate and provide facilities, equipment, supplies and materials as needed.

Timekeeping & Purchasing: This person will maintain accurate records of staff hours and of purchases.

Transportation: The school staff member responsible for organizing this operation works with the district Transportation Department to coordinate the arrival of buses and the loading of students onto the proper bus. Responsibilities for this person include: arranging for buses, supervising loading and moving of buses, and arranging alternative forms of transportation as needed. The Operations Chief will direct the team to move students off campus, if necessary.

Indoor Command Post:

1. Principal's Conference Room

Outdoor Command Post:

1. Front of Ken Tomas Gym (lower gym)

Triage Area:

1. Room #44

Parent Reunification Area:

1. Front Parking Lot (see attached map)

Bus Staging Area:

1. Park (see attached map)

Media Staging Area:

1. Front Entrance (see attached map)

Off-Site Evacuation Location:

1. Grassy Area (see attached map)

SECTION 3 LOCKDOWN PROCEDURES

The school lockdown procedure serves many functions during an emergency situation:

- When a lockdown is initiated, the majority of students and teachers will be taken away from the threat.
- The dangerous situation can be isolated from much of the school.
- Accounting for students can accurately take place in each classroom.
- Depending on the situation, an organized evacuation can take place away from the dangerous area.

In addition to an onsite emergency, lockdown procedures can be modified for use during a local incident in which the school population is not in direct danger. A local incident might be a sheriff or fire event nearby or an injury on school grounds that requires limiting student movement in the area. When a lockdown is announced, several steps should take place. Someone must be assigned to the dangerous situation or area to ensure students and staff do not enter the area. Immediate notification should be made to the 911, fully explaining what is known at that time. The bells must be held and instructions to ignore the fire alarm should be given.

When ordering a lockdown, the following announcements should be made and repeated several times:

A) Classes in progress (not during lunch)

"Teachers, please secure your students in your classrooms immediately. All students report directly to your classrooms and ignore any fire alarms."

B) Class change in progress

"Teachers and students, it is necessary to begin a lockdown of classrooms. All students report directly to your next assigned class and ignore any fire alarms."

C) Lunch is in session

Add the following to either announcement:

"Students in the cafeteria, follow the instructions of the faculty in the cafeteria."

Unassigned teachers should ensure that students in hallways are placed in classrooms immediately. Staff members should check restrooms and other areas where students may be found. If students are found and are not close to their classroom, students should go into the closest occupied classroom. Then teachers should stay in a locked room and notify the office of their location.

During a lockdown, special attention should be given to the areas of the school where numerous students are gathered in an unsecured environment,

such as the cafeteria, auditorium, or library. Arrangements should be made so that students in these areas can be moved to nearby locations that can be secured.

When a teacher with a class hears one of the lockdown announcements he or she should follow these directions:

- 1. Lock the classroom door immediately.
- 2. Keep all students sitting on the floor, away from the door and windows.
- 3. Use caution and discretion in allowing students entry into the classroom.
- 4. Advise the students that there is some type of emergency but you don't know what it is.
- 5. Take attendance and prepare a list of missing students and extra students in the room. Prepare to take this list with you when you are directed to leave the classroom.
- 6. If there is a phone in your classroom, do not use the telephone to call out. Lines must be kept open, unless there is an emergency situation in the classroom.
- 7. Ignore any fire alarm activation. The school will not be evacuated using this method.
- 8. Project a calm attitude to maintain student behavior.
- 9. When or if students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
- 10. Remain in the room until a member of the Crisis Management Team comes to the room with directions, or a sheriff arrives with directions.

Teachers should be aware of the emotional response some students may have to a lockdown situation. For example, teachers could prepare for frightened students vomiting by keeping plastic bags and cleaning supplies available in the classroom. Another idea is to keep a supply of gum, mints, or hard candy in each room to help relax students.

Depending on the grade level, students will ask many questions that teachers will not be able to answer. Being familiar with the lockdown procedures and the role of the ICS will provide a better understanding of what is taking place and what can be expected.

As a lockdown is taking place, the Incident Command Team should ensure that several functions are taking place. Depending on the situation, the school may need to be completely secured from the inside. This will require specific individuals being assigned to lock any open doors. Notifications will continue to be made to school administration and possibly the sheriff department if the sheriff has not arrived on the scene. Any known injuries should also be reported to the administration, who will relay that information to the sheriff.

Communication via school radio is permissible as long as the incident does not involve an explosive device or a suspect in possession of a radio or

scanner. The sheriff liaison member of the Incident Command Team should be prepared to gather all known information and respond to the first arriving sheriff personnel and brief them on the situation.

Once a lockdown has been started, wait for the sheriff department to arrive before arranging for evacuation of the school. This will allow for a more secure environment during the evacuation and assist the sheriff if a tactical operation is necessary.

Special areas of concern:

Special attention should be paid to the playground area of each school. Teachers must be able to hear the lockdown announcement and an alternate lockdown location must be identified. This location can be indoors or outdoors, if students can be safely hidden on the playground. In either case the lockdown location must be determined during initial crisis planning and the information should be clearly communicated to all staff members.

SECTION 4 EVACUATION PROCEDURES

General Evacuation

Evacuation decisions are very incident-specific. If the release occurs slowly, or if there is a fire that cannot be controlled within a short time, then evacuation may be the sensible option. Evacuation during incidents involving the airborne release of chemicals is sometimes necessary. If a general evacuation is ordered, the school population will be sent home, to the off site evacuation location, or to another location. Students are evacuated by walking or on school busses. If the school has been evacuated, the response personnel will need to decide when it is safe to return. They will need to verify data collected by the monitoring crews and consider the advice of the health officials concerned.

Evacuation of School Grounds

In the event the school cannot be occupied following an evacuation, it may be necessary to evacuate the school grounds. We will evacuate to the off site evacuation location.

The principal will call the Superintendent. Before leaving the school grounds, the Student Release Team will post a notice on the front door informing parents where to pick up their children. If the front door is no longer there, the notice will be placed on the flagpole.

During evacuation, the students will walk quickly, quietly, and in single file. If busses are available, students will board {insert location}. When releasing students to the care of parents or other adults, refer to the section entitled, "Release of Students to Parents".

School Evacuation Instructions

Exit the Building

- Go to the designated assembly area.
- Immediately upon hearing the fire alarm signal or instructions to "leave the building" over the intercom, students, faculty and others in the building shall evacuate the building via prearranged evacuation route quickly, quietly and in single file. The last person out of the room shall pull the door closed, but will not lock it. All will proceed to the designated assembly area.

Teachers

- Take class lists, red/green cards and student emergency card.
- Make special provisions to assist handicapped students.
- Exit the building through assigned exit or nearest unblocked exit.
- Lead the class out of the building to pre-designated area at least 500 feet from building. Area must be free from hazards such as overhead power lines, gas lines and motor vehicle traffic.
- Take roll and report any missing students (by name) to the Student Supervision Leader at pre-designated location away from building.

Necessary first aid should be performed.

Students

In homeroom class

- Leave all personal items in classroom.
- Follow their teacher and exit in a quiet and orderly manner.

NOT in homeroom

- Leave all personal items in classroom.
- Exit with their supervisor, or if alone, exit the nearest unblocked exit.
- Remain with the class with which they exited until it is deemed safe for the student to return to his/her regular class.

At recess / break

- During recess, students should go to their assembly area.
- Students should go to the assembly area of the next class on their schedule.

Staff Not Assigned To Classrooms

- Will follow as directed in the Incident Command System.
- Assist as directed by principal or designee.

Principal or Designee

- Report any missing persons to emergency response personnel.
- If building is determined to be safe to re-enter:
 - Determine WHEN it is safe to re-enter.
 - Notify teachers by all clear signal or runner. DO NOT USE FIRE ALARM SIGNAL for re-entry.
- If building is unsafe to re-enter, evacuate the school site, using predetermined plan.

Instruct teachers to:

- Release students to responsible adults using predetermined procedure.
- Students will exit school grounds to the blacktop/field either to board busses or to walk to {insert location}.

Exit Route

An emergency exit route will be posted in the classroom beside the door. All who use this room should be familiar with the fire evacuation route as it applies to that room. When you have a substitute, make sure they are aware of where this map is located and that the roll sheet and student emergency information must be taken with them during the drill.

SECTION 5 STUDENT RELEASE PROCEDURES

Early Dismissal

The ultimate responsibility for the student's safety from the school to home in cases of emergency lies with the parent or guardian. Parents should work through community emergency preparedness groups to make preparations for the safety of their own children.

If an emergency occurs during the school day, and it is believed advisable to dismiss school, students will be provided shelter and supervision at the school as long as deemed reasonable by the principal.

The school will proceed on the basis that there will be no bus transportation or telephone communication. School will not be dismissed early unless school authorities have been assured by local emergency authorities that routes are safe for student use.

Follow the "Release of Students to Parents" plan.

Release of Students to Parents

Each teacher will have a copy of the student emergency information and a list of students on a clipboard. The adults listed on this card will be the only adults the students will be released to. Any other adult showing up may stay with the student, but he/she will not be permitted to leave with them. This clipboard is to remain with the teacher during any building evacuation exercise including a fire drill.

Prior to the approved adult taking the student, a release form must be filled out and signed. (See student release form.)

Teachers must stay with the students until all their students are picked up and/or the principal or his/her replacement approves of their leaving.

STUDENT RELEASE FORM

Student's		
Name	· -	
Date	Time	
Date	Time	
Teacher		
Room		
#	Grade_	
PERSON CHECKIN	G OUT STUDENT:	
Signature		
IF NOT PARENT/OINFORMATION:	GUARDIAN, PLEASE PRIN	T THE FOLLOWING
Name		
Address		_
Phone #		<u></u>
		
STUDENTS UNACCO	OUNTED FOR	
Teacher's		
Name	Grade	Room
Students unaccount	ed for:	

Off Site Partnership

Include location, contact information, and directions here.

Staff Member	Phone Number	Health Concerns	Special Skills
Global Youth			
Clif Castro			
Jesika Franco			
Lorraine Franco	7	•	
Rich Hartman			
Hannah Siviglia			
	1		
	7		
	1		
***************************************	†		
	†		
	†		
	†		
	†		
	†		
	†		
Other			
Certificated			
	1		
Classified			
Michele Koscheka			
	Ţ		
	Ţ		
	T		
	†		

SECTION 7 RESOURCES

Staff Special Skills

Staff Emergency Information

Staff Member

Stall Melliber	1		
Doug Hughey			
259-4611	Phone Number	Health Concerns	Special Skills
			•
JUNIOR HIGH			
Tina Henslee			
Clay Smith			
Antelope View			
	<u> </u>		
Inna Babikova			
Jim Fritch	<u> </u>		
Charles Hayes	1		
Sarah Lam	1		
Stephen Osborn	_		
Marilyn Stoops	<u> </u>		
Michael Tadros	_		
Robyn Van Buren	<u> </u>		
	<u> </u>		
	_		
	1		

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SECTION 8 COMMUNICATIONS

It is likely that the public address system will be operational in most emergencies during which inside-the-building announcements need to be made. If it's not, communication will be by messenger(s) from the office to each teacher.

Communication between the custodial staff and the office staff will be by radio. One radio shall be assigned to each of the following people:

Principal
Secretary
Day Custodian
Night Custodian
Noon Duty Aide
Resource Teacher
Counselor
Operations Chiefs
Planning Chiefs
Logistics Chiefs
Incident Commanders

Telephone Communication

- The school telephones may NOT be used by ANY person for outgoing calls of any kind during an emergency, except when authorized by the principal.
- 2. Appropriate authorities will be notified including 911, Twin Rivers Police Department, and the Superintendent.

SECTION 9 CRISIS PHONE DIRECTORY

- Sheriff/Fire Department: 911
- Twin Rivers Police Department: (916) 286-4875
- Poison Control Center, UCD Medical Center: (916) 734-3692
- Citizens Utilities (Water): (916) 568-4200
- SMUD (Electricity): (916) 456-7683
- PG&E (Gas): (916) 743-5000
- Superintendent's Office: (916) 338-6409
- Maintenance, Operations, Transportation (MOT):
 - Craig Deason, Assistant Superintendent: (916) 338-7580
 - Carol Surryhne, Assistant Superintendent's Secretary: (916) 338-6337
 - o Kim Rogers, Staff Secretary: (916) 338-6417
- Child Protective Services (CPS): (916) 875-5437
- Spinelli Elementary School: (916) 338-6490
- Dudley Elementary School: (916) 338-6470
- Oak Hill Elementary School: (916) 338-6460
- Wilson C. Riles Middle School: (916) 787-8100
- Center High School: (916) 338-6420
- Antelope View Charter School: (916) 339-4690
- Global Youth Charter School: (916) 339-4680
- McClellan High School: (916) 338-6445

SECTION 10 LETTERS HOME

Dear Parents:

Please review the following information regarding school and parent responsibilities for emergency school closure. Please help us to be efficient and helpful in caring for your child.

We have developed an emergency preparedness plan that outlines a variety of situations including fire, bomb threat, earthquake and the possibility of evacuation due to an unforeseen emergency. We would like parents to be advised as to what to expect while their children are in school. The following procedures will be implemented in case of an emergency:

- In case of a fire alarm, students will be evacuated from the building. In the event of an
 actual fire that requires evacuation, students will be evacuated to {insert location}. If
 possible, notification will be sent to parents through the automatic dialing system;
 otherwise, parents will be informed by school officials during or after the evacuation.
- 2. If an emergency evacuation occurs before parents can be reached, a notice will be left on the front door informing parents where to find their children. Only parents or adults listed on the emergency information cards will be permitted to pick up students. Please make sure the information on the emergency card includes everyone you would permit to pick up your child. Bused students will only be returned home during regular times and only if it is deemed safe.
- 3. If there is an earthquake, students will be kept in classrooms until quaking stops. Students will then be evacuated from the building. If there is too much damage to use the school as shelter, see number 1.
- 4. Floods, power outages, severe storms or any other disaster will normally result in students being held at school in regular classes until the usual departure time or sent home as in number 2.
- 5. Parents should discuss the above information with their children and assure them that school personnel will care for them just as they do each day, until they can be re-united with parents.

As the new school year starts we would like to remind you that this is a good time to go over the following information with your children:

- 1. Practice and review emergency plans, family meeting places and emergency telephone numbers regularly with your children.
- 2. Each year make your child's teacher aware of his/her health or physical needs that would require special action or supplies during an emergency. Make sure the office has a supply of vital medication on hand.
- 3. Make sure your student's information card has the name, address, and phone number of anyone you want to pick up your child during an emergency. Students will NOT be released to ANYONE not listed on this card.
- 4. Make sure your child is familiar with the people he/she may leave with and that they know that it is OK to leave with them in the event of an emergency. This may include a family code word.
- 5. Be aware that you may not be able to get to your child in the event of a large-scale emergency if you work a great distance from your child's school. Be aware that the person picking up your child may have them for several hours or even days.

SECTION 11 AFTERMATH

Counseling

The need for a proactive counseling program can not be overlooked. Many dangerous situations can be avoided with early intervention by trained professionals. Available resources should be identified and used on a regular basis when the first sign of depression, anger, or other alarming changes in a student is observed. During a crisis, the CMT member responsible for counseling must quickly organize a counseling program to help students, parents, faculty, and the community heal from the incident. Counselors at the effected school may handle some incidents, while other incidents could easily require the cooperation of many services. Identifying resources within the school system, county, and community should be planned and well organized before a crisis occurs.

SECTION 12 TRAINING AND UPDATING

Drills

The principal shall hold fire drills monthly and intruder alert and earthquake drills each trimester to ensure that all students, faculty members, and others are sufficiently familiar with such drills that they can be activated and accomplished quickly and efficiently. These drills shall be held at both regular and inopportune times to take care of almost any situation. Everyone in the building, including other employees, all office workers, all lunch workers, all custodial staff, and visitors must obey the instructions in the room or area they occupy when the alarm is sounded. Drills will also be carried out for quick evacuation of the multi-purpose room. The school secretary will be responsible to notify Sacramento Fire Department and Twin Rivers Police Department as necessary.

Once yearly, a full scale disaster drill will be held to give the staff an opportunity to fully implement the Incident Command System.

Training

The staff has participated in the following trainings:

- SEMS video {Insert date}
- CPR Training {Insert date}
- Mandated Child Abuse Reporter Training {Insert date}
- Triage Training {Insert date}

PART 2 CRISIS READINESS

SECTION 1 ACTIVITY IN THE VICINITY

Upon notification of a dangerous situation near the school, several steps should be taken to protect the school population from the incident.

- Obtain as much information about the incident as you can. The Sacramento County Sheriff's Communication Center will be able to provide an overview of the incident. Call (916)874-5115.
- Convene a meeting of the Incident Command Team and discuss the situation and/or recommendations from the sheriff or fire department.
- Bring classes being conducted in trailers into the school.
- Secure the school building, if necessary.
- Coordinate with team members and faculty to ensure all doors are secured and post lookouts inside the school who can alert you to approaching danger.
- Notify the District's Central Office.
- Assign sheriff and fire liaison member of Incident Command Team to monitor situation and provide updates as needed.
- Prepare for possible lockdown or evacuation depending on the situations. Follow sheriff or fire guidance.
- If sheriff or fire have not resolved the situation by dismissal time, plans will need to be made to alter or delay dismissal of students and transportation should be contacted with information.
- Informational letter for parents should be developed in conjunction with district office and sheriff or fire officials.

SECTION 2 BOMB THREAT

Because an explosive device can be controlled electronically, school radio usage should not take place inside the school during a bomb threat since radio waves could detonate the device accidentally. Radio usage can resume 300 feet away from the building, allowing for communication from the evacuation staging area.

Bomb Threat Procedures

- I. Office Personnel
 - a. If the threat is made by any means other than telephone, immediately notify an administrator.
 - b. If the threat is made by telephone, the person receiving the call is to do the following:
 - i. Mentally form a picture of the caller is the caller male or female? Juvenile or an adult? Does the voice sound familiar? If so, who? As soon as possible, indicate your impressions on the Bomb Threat Form.
 - ii. Ask the caller three questions, in this order:
 - When is the bomb going to explode? (The caller may or may not respond to this question. If the threat is real, chances are he/she will say something. If the caller just hangs up without any comment to your questions, the chances are great that it is a prank call.)
 - 2. Where is the bomb located? What kind of bomb is it? (If the caller responds to these questions, he/she will probably lie, but it will keep the caller talking and give you more time to identify him/her.)
 - 3. Why are you doing this? Where are you now? (The caller's answer to these questions will give you a clue as to whether or not it is a real threat. If he says he wants money, or is representing some group or organization, the chances that it is a real threat are increased. In no event suggest a reason to him by asking something like, "Do you want money?" Let the caller provide the reason.)
 - iii. Note the time the call was received and immediately notify the principal or designee.
 - c. Call the Sacramento County Sheriff (911) and ask for a sheriff's unit to be dispatched to the school.

II. Administration

Make a judgment as to the validity of the threat, and react in the following manner whether or not you believe this to be a prank:

a. Notify teachers to evacuate their rooms by announcing "code red" followed by the fire drill signal. All students should be at least 500 ft. away from the building.

- b. Wait for the sheriff's unit to arrive. Assist the officers as needed.
- c. Provide a designated employee(s) to assist law enforcement in search of suspicious objects on school grounds.
- d. Administrator must determine if students will need to evacuate the school grounds if no suspicious item is found.
- e. Maintenance, Operations, & Transportation will be called to provide busses for students, if necessary.

III. Teachers

- a. Upon receiving the notice to evacuate for a "code red", have your students assemble outside your classroom in an orderly manner and wait for you.
- b. Check your room before you leave for anything out of the ordinary. Take a 360-degree sweep from eye level to floor and if you see anything suspicious, report it to an administrator.
- c. Keep your group together and walk with them to the field. Take your roll sheet and emergency information and call roll when you get there. Get your group together in an orderly manner and stay with them. You will probably be there for awhile, so take your time with these tasks and make sure students obey you perfectly.
- d. When you hear the all clear signal (announcement over the intercom or on the bullhorn) return to your classroom in an orderly manner.
- e. Do not let the students know that we have a bomb threat. Treat this as a routine "fire drill."

IV. Custodians, Cooks, and other Classified Employees

- a. Check your work areas. Do a 360 degree visual check of your room(s) as described under "Teachers" above.
- b. Assist Administration as needed.

BOMB THREAT FORM

RECEIVING A BOMB THREAT

ΙN	IST	ΓR	U	CT	Ί	O	N	S

Be calm and courteous: LISTEN! Do not interrupt the caller. Quietly attract the attention of someone nearby, indicating to them the nature of the call. Complete this form as soon as the caller hangs up and the school administration has been notified.

Exact time	of call:				
Exact words of caller:					
2. When 3. What 4. What 5. What 6. Did y 7. Why 8. When 9. What	n is the bom re is the bon t does it look t kind of bon t will cause i you place the ? re are you ca t is your add	nb? c like? nb is it? t to detonat e bomb? alling from?_ lress?	e?		
<u>Caller's Vo</u>	ice (Circle):				
Stutter Giggling	Disguised Slow Deep Accent	Sincere Crying	Lisp Squeaky	Rapid Excited	
Voice Desc	ription (Circ	<u>le):</u>			
Male Calm Young Rough	Nervous	Middle-Aged			
Accent: Ye	es No	Describe_			
Speech Im	pediment: Y	es No	Describe		

Unusual Ph	nrases
Recognize	Voice? If so, who do you think it was?
<u>Backgroun</u>	d Noises (Circle):
Horns	TV Running Motor (type) Whistles Bells Aircraft Tape Recorder Other
<u>Additional</u>	Information:
	he caller indicate knowledge of the facility? If so, how? In what
	e number listed? Private number? Whose?
D. Perso	on Receiving Call
E. Telep	phone number the call was received at
F. Date	
G. Repo (Refe	ort call immediately to:er to bomb incident plan)
Signature_	Date

THREATENING PHONE CALL FORM

Time call was received	Time caller hung up			
Try to get another person on the line and record the conversation. Exact words of person:				
Questions to ask if not already covwords)	vered by caller's statement (record exact			
2. What are you going to do?3. What will prevent you from one	doing that?			
7. What kind of device or mate	w?rial is it?			
Person receiving the call	Person monitoring the call			
Department Dept Phone No Home Address	Department Dept. Phone No Home Address			

SECTION 3 BUS ACCIDENT

Field Trip Preparedness for Staff Members

- School buses are required to carry a first aid kit. Make sure it is in the bus.
- Teachers who participate in a large number of field trips should be encouraged to train in CPR and first aid procedures.
- Always take a complete roster and emergency care cards of students on a field trip.
- Maintain a complete list of teachers' and chaperones' home phone numbers, emergency contacts and work phone numbers for spouse.
- Develop an emergency phone number directory for field trips.
 Directory should contain emergency phone numbers for the school system and main phone numbers to the school and administrative offices.

SECTION 4 CHEMICALS/BIOHAZARD/GAS ODOR

All chemicals in the building are to be identified and stored according to district policy and procedures. Safety data sheets from vendors shall be on file and available for all chemicals in the office for quick reference. All personnel involved with chemicals in any manner are to be trained in their proper use.

The fire department shall be informed by the principal once each year of all chemicals used in the building and where they are stored. In the event of a hazardous material accident in the building, the principal (or designee) will decide if and how the building will be evacuated. If any accident should occur, the fire department, Center Unified School District Superintendent, and Sacramento County Health Department should be notified.

Responders will decide whether to order people to remain indoors (shelter-in-place), rescue individuals from the area, or order a general evacuation. The "remain indoors" option will be considered when the hazards are too great to risk exposure of evacuees. Rescuing people from the hazardous area may involve supplying protective equipment for evacuees to ensure their safety. A general evacuation requires a significant amount of lead-time, which may not be available.

In order for the "in-place-shelter procedure" to be effective, the effected population must be advised to follow the guidelines listed below:

- An announcement will come over the PA system telling you that the "in-place-shelter procedure" is in effect.
- Close all doors to the outside and close and lock all windows.
 (Windows seal better when locked.) Seal gaps under doorways and windows with wet towels, and those around doorways and windows with duct tape (or similar thick tape) and sheets of plastic (precut and labeled before the incident). Have students assigned to specific tasks ahead of time.
- Ventilation systems should be turned off.
- Turn off all heating systems and air-conditioners.
- Seal any gaps around window type air-conditioners, exhaust fan grills, exhaust fans, and range vents, etc. with tape and plastic sheeting, wax paper, or aluminum wrap.
- Close as many internal doors as possible.
- If an outdoor explosion is possible, close drapes, curtains, and shades over windows. Avoid windows to prevent potential injury from flying glass.
- If you suspect that the gas or vapor has entered the structure you are in, hold a wet cloth over your nose and mouth.
- Tune in to the Emergency Alert System on the radio or television for information concerning the hazardous materials incident and inplace-sheltering.

SECTION 5 DEATH/SUICIDE

Definition - Death or suicide of a student, staff member or significant person close to the school where students and/or staff are affected.

Principal or designee shall:

- 1. Call 911.
- 2. Contact Superintendent.
- 3. Notify immediate family parent or guardian.
- 4. Identify key staff members at site to disseminate information at site level.
- 5. Communicate behavioral expectations to staff regarding:
 - Confidentiality issues
 - Providing factual information
 - Available resources
- 6. Send home written information to parents on facts of incident and any follow-up services available.
- 7. Consult with psychologist or county office of education staff for intervention strategies including specific activities that can be used in the classroom.

If the incident causes a major disruption to school activities, evacuation may be necessary and will be determined by law enforcement, principal or designee.

SECTION 6 EARTHQUAKE

During the Quake

Keep these points in mind in the event of an earthquake:

- 1. If an earthquake occurs, keep calm. Don't run or panic. If you take proper precautions, the chances are you will not be hurt.
- 2. Remain where you are. If you are outdoors, stay outdoors. If you are indoors, stay indoors. During earthquakes, most injuries occur as people are entering or leaving buildings (from falling walls, electrical wires, etc).
- 3. The teacher will give the "drop and cover signal" if the bell system is not operable.
- 4. Everyone will get under his/her desk and cover his/her head. If a desk, table or bench (best choice) is not available, sit or stand against an inside wall or in an inside doorway. Stay away from the windows, outside walls, and outside doors.
- 5. If you are outside, stay away from the building, electrical wires, poles, or anything else that might shake loose and fall. Look for open space and stay low.

After the Ouake

For your own safety and that of others, you should carefully do the following:

- 1. About two minutes after the shaking stops, the fire bell will sound. If we have lost power, the teacher will give the command to evacuate the building.
- 2. Use the "Building Evacuation" plan.
- 3. Use extreme caution in entering or working in buildings that may have been damaged or weakened by the disaster.
- 4. Stay away from fallen or damaged electrical wires, which may still be dangerous.
- 5. The custodian will check for leaking gas pipes. Do this by smell only don't use matches or candles. If you smell gas:
 - Open all windows and doors.
 - Turn off the main gas valve at the meter.
 - Leave the building immediately.
 - Notify the gas company, police, and fire departments.
 - Don't re-enter the building until it is safe.
- 6. The principal will confer with the Superintendent about evacuation of the school. If necessary, follow the "School Evacuation Instructions" policy. Do not evacuate to another building unless it has received an inspection by a qualified person.

Re-entry of Building

Follow the procedures of the re-entry instructions (after "Building Evacuation") except: the building should be inspected by a qualified person who has been trained in Building Analysis. This person will perform an

inspection on structural soundness, electrical wiring, water distribution, oil, gas, and other fuel systems, and boiler and heating systems.

A damaged structure will be occupied only after authorization by the responsible local agency. Building supervisors will be notified of the corrective actions to be taken to return building to use.

SECTION 7 FIRE/EXPLOSION

Fire

- 1. In the event of a natural gas fire, sound alarm and then turn off main gas valves. If the fire is small, use the fire extinguisher AFTER the gas is turned off.
- 2. In the event of an electrical fire, sound alarm and then turn off electricity. Do not use water or water-acid extinguishers on electrical supported fires. Only small fires should be fought with an extinguisher.
- 3. The person locating the fire will sound the school alarm.
- 4. Follow the "Building Evacuation" instructions.
- 5. The principal will notify the superintendent's office.
- 6. The office staff will notify the utility companies of a break or a suspected break in utilities.
- 7. Keep access road open for emergency vehicles.
- 8. All staff will be responsible to peek in the door of classroom on either side and make sure they were informed of the fire.
- 9. The custodian is responsible for checking exits daily to make sure they are functional. All exits should be obvious, maintained and clear of obstructions.

Computer Labs

All labs are to be equipped, as their needs require, for proper fire control and for emergency purposes.

Lunchrooms and Kitchens

- 1. Emergency preparedness to control fire in school kitchen areas:
 - Have automatic extinguishers over deep fryers and grills.
 - Have fire extinguishers for all types of fires in proper location.
 - Make sure that all of the kitchen personnel know where the extinguishers are located and how to operate them.
 - Make sure that the kitchen personnel know which exit to take in case of fire.

Whether it's a real fire or a drill, try to evacuate the building in fewer than two minutes.

Fire Drill Procedures

The secretary will call the fire department to inform them it is a drill. The principal or designee shall sound the alarm.

- 1. When the signal is sounded, the teaching staff will proceed to the evacuation assembly area (blacktop/field) with their classes. Staff not assigned a regular class of children will report to the same area to render any needed assistance to teachers.
- 2. Once each month, all teachers will instruct their classes in the correct procedures and behaviors to utilize during fire drills.

- 3. Once each month, a fire drill will be conducted by the school staff.
- 4. Students stand facing away from the building in silent lines.
- 5. Supervising staff will take roll. The whereabouts of all students should be known.
- 6. Any student in attendance at school but not with class or in a special class should be reported immediately to the Student Supervision Leader.

Silent Fire Drill / Neighborhood Disaster Plan

- 1. Silent fire drills and neighborhood disaster procedures will be used in the event of bell and/or intercom failure.
- 2. When a silent fire drill is in progress, a monitor appears at the door with a sign stating "silent fire drill." The monitor will remain until the teacher sees the sign. The procedures to follow are the same as during a regular fire drill.
- 3. When a silent intruder on campus drill is in progress, a monitor appears at the door with a sign stating "Duck and Cover". The monitor will remain until the teachers see the sign.

Fire Extinguishers

Fire extinguishers are placed in strategic locations as recommended by the fire department (see map). Faculty members and other staff personnel shall be instructed in the use of the fire extinguisher.

All extinguishers, unless stated, are dry chemical types which are needed to put out type A, B, and C fires which include wood, textiles, gasoline, oil, greases, and electrical fires. In discharging a fire extinguisher, it should be held upright while the pin is pulled. The lever is then pressed while aiming at the base of the fire.

Fire Extinguisher Inspections

The district maintenance department will be responsible for checking for possible building code violations and making sure all fire extinguishers are checked yearly for the following:

- 1. Check gauge for full charge. Report discharge or overcharge reading immediately to control office.
- 2. Check seal for breakage.
- 3. Check hose for crack, leaks, tears, etc.
- 4. Check casing for leaks or breakage.

SECTION 8 FLOOD

When there is a flood at the school site

- Notify parents via radio and television.
- Notify bus drivers for an early/late dismissal.
- The custodian or site security team will shut off water to prevent contaminated water from entering the school supply.
- The custodian or site security team will shut off electricity to prevent electrical shock.
- If school is a designated emergency shelter and time permits, check all supplies and provisions prior to emergency operations.

After the danger is over

Beware of contaminated food, water, broken gas lines, and wet electrical equipment. Resume classes only after a qualified person has done a building assessment (see "Re-entry of Building" under earthquake.)

Minor Flooding

If the school experiences minor flooding (one or a few classrooms), the class(es) affected will evacuate to another part of the building (principal will decide where to go). Classes will continue. The principal will notify the superintendent and they will jointly decide what to do next.

SECTION 9 GAS ODOR

If odors are detected outside the building, it is not necessary to evacuate the building. Call the police and fire non-emergency number to report the smell (874-5115). Call the district office.

If the odor is detected inside a school building, convene the crisis management team and evacuate the building immediately.

- Call 9-1-1
- Arrange to have the students moved to an off-site evacuation location
- The incident command system member responsible for student accounting begins the process of tracking all students
- Make sure the critical incident response kits leave the school with the students

SECTION 10 HOSTAGE SITUATION

Intruder or Hostage Situation

Organized or unorganized terrorists would usually find themselves in one or two places within the school building. Either they would penetrate into the administration office, or they would infiltrate a classroom. The administration and staff have only two "weapons" in which to combat the situation: time and specific procedures. The school staff should not attempt to disarm terrorists.

The procedures for the following situations are as follows:

Terrorist or Intruder Enters the Classroom

- 1. The teacher will try to make contact with the office via intercom phone.
- 2. If the teacher cannot get to the communication system, he/she should attempt to send a note out the door with a student. Do not take a chance if there is any doubt that the child will be seen exiting. If one is able to leave, he/she should crawl past any windows so as not to be seen.
- 3. Any teacher receiving the note from a student or other adult should immediately lock all doors, inform the office, and close the blinds.
- 4. If there is another teacher, adult, or student who can safely make a call, call the office at {insert phone number} or the administrator at {insert phone number}. The office's number should be visibly posted near phone.
- 5. Immediately brief the students to sit down and be quiet if you are faced with an intruder.
- 6. Try to obey all commands of the terrorist/intruder.
- 7. The office personnel upon receiving a "help" signal will verbally call for a lock down over the intercom. Teachers will immediately lock all outside doors including workroom doors and close the blinds. Students should assume the duck and cover position under their desks.
- 8. Office will immediately dial 911.
- 9. No one will evacuate the building unless instructed to do so by the principal or uniformed police officer.
- 10. Remain in your room until an "all clear" signal is given.
- 11. Any student finding himself or herself en route to a classroom from the bathroom, office, library, or another classroom needs to go to the nearest classroom or building. If the door is locked, he/she is to knock and loudly announce one's self.

Terrorist or Intruder Enters the Office

- 1. If the administrators, secretary, office assistants, or any other staff members are able to phone out of the school without bringing harm to themselves, they will call 911.
- 2. The principal or secretary will notify the Superintendent, if possible.
- 3. The school office personnel shall attempt to follow all commands of the terrorists.

Terrorist or Intruder Appears on Campus During Recess

- 1. The teacher on yard duty who first notices an armed individual (gun, knife, or other dangerous weapon) on campus will signal other adults on the playground with four short blasts on a whistle. An adult will send a student to the closest classroom door to enter and ask the teacher inside to inform the office immediately.
- 2. The office will announce the intruder alert. All students and teachers in classrooms will react accordingly by assuming the duck and cover position.
- 3. Students on the playground hearing four short whistle blasts or hearing the Duck and Cover signal will look for the nearest teacher and follow instructions. Students need to be aware that four short whistle blasts designate a problem. If the intruder has a weapon but is not firing, teachers should exit students as quickly as possible via one of the escape routes in that particular duty area.
- 4. Teachers will go in the opposite direction of the intruder.
- 5. If an intruder arrives on the playground and starts firing shots, students and teachers should drop to the ground.
- 6. Teachers will need to keep an eye on the intruder at all times to determine what to do next. This type of a situation is unpredictable and unfortunately cannot be covered with pre-determined procedures. The main concern is to get as many students as possible off the playground and into a safe building.

SECTION 11 HOSTILE VISITOR

Domestic or Civil Disturbance

It should be noted that the normal school routine serves to reduce the threat of civil disturbance within the school. The classroom unit keeps students in small groups where each student is more easily known and can be held responsible for his/her actions. Outsiders are generally recognized and the potential for problems can be reduced if the integrity of the individual classroom unit can be maintained.

To reduce the potential for problems, these steps are standard procedure:

- 1. All teachers are to be at their lines directly after the final recess bell.
- 2. Teachers are expected to attend assemblies and sit with their classes.
- 3. Teachers and administrators are available if the need for control should arise before and after school.
- 4. The administration is aware of substitutes in the building and teachers in adjoining classrooms are available to assist substitutes in controlling students if the need should arise. Each substitute is provided with lesson plans by the teacher who is absent, whether by direct communication, previously prepared plans, or emergency plans on file in the office.
- 5. Teachers are asked to report the presence of any outsider they see to the administration.

In addition to the above listed procedures, teachers and administrators should be keenly aware of the general morale of the students. An atmosphere in which students feel free to approach teachers and discuss problems is encouraged so that a close working relationship with all the different groups in the school can be achieved.

It is important to be aware of community problems, which could possibly set the stage for civil disturbance. The PTA and School Site Council organizations can be helpful in determining problems and offering assistance. A liaison with law enforcement agencies must also be maintained.

Procedure to Deal with Civil Disturbances

Violent Person:

Teachers are to be notified by intercom to close and lock classrooms until the situation is cleared by the administration and/or police. The "duck and cover" drill will be initiated. Students located in the halls shall be moved to the nearest classroom as quickly as possible. While contact is made with law enforcement, one person (determined by the administration) may attempt to establish rapport with the person, otherwise do not confront this person; contact the office immediately. The office will call 911. Administrators will inform the Superintendent.

If it is a parent with a restraining order planning to take his/her child, allow him/her to do so if it appears that it may be dangerous to intervene. Get a description of the subject, license number, make and model of car and direction of travel. If there are any records on this person in the school office have them ready for law enforcement. See further information under the heading, "Kidnapping/Attempted Kidnapping."

Mob:

If the persons involved are from outside the school, the same procedure as used with a violent person should be implemented. If students are involved, the administration will determine the need for police assistance. If advance warning is received, steps will be taken to try to prevent the incident. In the absence of law enforcement, the administration will do whatever it believes necessary to alleviate the problem. The administration will make a written report of the entire incident.

Unidentified Person(s) Taking Control:

If an unidentified voice gives orders over the intercom threatening or calling a general assembly or asking for individuals, teachers are to close and lock their classroom doors. If an unidentified person comes to the room, he/she is to be asked for office clearance. Pick up the phone and contact the office if the person refuses to leave.

SECTION 12 KIDNAPPING/ATTEMPTED KIDNAPPING

Definition: The physical capture or attempted physical capture of a student or staff member against their will.

- 1. Principal or designee will contact the Sacramento Sheriff (911).
- 2. Principal or designee will contact the Superintendent and report the situation.
- 3. Principal or designee will contact the parent or guardian of the kidnapping victim.
- 4. Principal or designee will inform the teachers of the situation and give further instructions regarding child safety.
- 5. Principal or designee will inform secretary on how to respond to phone calls regarding the incident.

SECTION 13 MEDICAL EMERGENCY

Our school shall be prepared to provide basic first aid while summoning necessary emergency assistance. A list of qualified persons who have had First Aid and CPR training should be maintained by the principal. This list must be updated and distributed to the staff annually.

An emergency card will be filed in the office for each student with emergency numbers to call in case of an accident, injury, or illness. Parents will always be notified as soon as possible of any reportable accident, injury, or illness.

Any reportable accident or injury incurred on school property or during a school activity off campus will be reported in writing to the office of the principal no later than 24 hours from the occurrence. Accident forms are kept in office filing cabinet.

The general emergency number 9-1-1 will be explained each year to all school personnel, and this number will be readily visible on all telephones.

A first aid kit shall be maintained in the office and rotated. A Red Cross first aid booklet is provided with each kit. First aid procedures will follow the current American Red Cross First Aid Manual.

Although some staff members are trained in basic first aid and CPR procedures, they are not to be considered medical experts. The first aid kits are to be used only in cases of emergency.

First Aid Stations

A first aid station is always maintained in the nurse's office. In the event of a large scale emergency that requires an evacuation, a medical station will be set up by the Medical Team in a pre-determined location. If evacuation is not necessary, the nurse's station and/or the multi-purpose room will be used.

Rescue

With a non-critical or less serious injury, move the victim to the nurse's office.

With a serious or critical injury, do the following:

- 1. Evaluate the situation. Unless the victim is in further danger, do not move him/her.
- 2. Be sure the victim is breathing.
- 3. Control serious breathing.
- 4. Send a runner to notify the office.
- 5. Treat for shock.
- 6. Keep comfortable and try to maintain normal body temperature.

With non-critical illness or injury, do the following:

- 1. Administer first aid.
- 2. Notify parents for their information and action. If parents cannot be contacted, notify other adults on the emergency card.
- 3. If no one can be contacted, lie the student down in the nurse's office or send the student back to class if the injury doesn't warrant the need to keep a close watch on the student.
- 4. Keep a record of time of injury, what first aid was administered and at what time.

With critical illness or injury, do the following:

- 1. Administer first aid to the extent possible.
- 2. Call 9-1-1 if the situation is life threatening or if the child is in need of immediate medical intervention.
- 3. Notify parents for their action and information.
- 4. Keep a record of time of injury, what first aid was administered and at what time.
- 5. Notify the superintendent's office.
- 6. Complete appropriate injury, illness, or insurance report promptly.
- 7. Keep a record of which students were sent to the hospital.

FIRST AID INSTRUCTIONS

TINST AID INSTRUCTIONS	
Abdominal Pain	Eyes
Artificial Respiration	Fainting
Bleeding	Fracture
Internal Bleeding	Frostbite
Bone Injuries	Head Injury
Breathing	Heart Attack
Rescue Breathing	Nosebleeds
Burns	Pandemic Flu Plan
Choking (Heimlich Maneuver)	Poisoning
Convulsions or Seizures	Puncture Wounds
Diabetics	Seizure
Dog Bites	Shock
Ears	Sunstroke
Electric Shock	Wounds

Abdominal Pain

Abdominal pain may be due to food poisoning, appendicitis, hernia, ulcer, gallstones, or kidney stones. The symptoms are so similar that medical assistance should be obtained if the pains continue for several hours.

Artificial Respiration

1. Steps for mouth-to-mouth artificial respiration:

- Clear airway
- Tilt head back (unless possible neck injury use jaw thrust)
- Pinch nostrils
- Seal mouth and blow
- Watch for chest to rise
- Listen for air to escape from mouth
- Watch for chest to fall
- Repeat: 12-16 times per minute in adults; 16-20 times per minute in children.
- 2. If victim's tongue obstructs airway:
 - Tilt the head
 - Jut the jaw forward
- 3. If facial injuries make it impossible to use mouth-to-mouth method then use the manual method.
 - Use mouth-to-nose if airtight seal is impossible over victim's mouth.
 - Small child cover both mouth and nose.
- 4. Continue artificial respiration until victim begins to breathe for him/herself or until help arrives.
- 5. Carbon Monoxide Poisoning or Asphyxiation (due to lack of oxygen): Check for breathing difficulties and give artificial respiration.

<u>Bleeding</u>

- 1. Apply direct pressure on the wound.
- 2. Elevate the wounded area if an arm or leg is bleeding.
- 3. Apply pressure on the supplying artery of the arm or leg if steps 1 and 2 do not stop bleeding.
- 4. Only as a last resort (if they will die without this), apply a tourniquet to stop the bleeding. Once applied, a tourniquet must be loosened or removed only by a doctor.
- *Internal bleeding Treat for shock

Bone Injuries

- Dislocations: fingers, thumb, shoulder Keep the part quiet. Immobilize shoulder with arm sling.
- 2. Fractures:
 - Signs of a closed fracture:
 - 1. Swelling
 - 2. Tenderness to touch
 - 3. Deformity
 - 4. Discoloration
 - Treatment (closed fracture no bleeding or broken skin at wound)
 - 1. Keep broken bone ends from moving
 - 2. Keep adjacent joints from moving
 - 3. Treat for shock

- Treatment (open fracture broken bone and broken skin)
 - 1. Do not move protruding bone end
 - 2. If bleeding, control bleeding by direct pressure on wound
 - 3. Treat the same as closed fracture after bleeding is controlled.
- 3. Sprains (injury to soft tissue around a joint)
 - Always immobilize
 - Elevate joint
 - Apply cold packs during first half hour
 - Treat the same as closed fractures
 - X-ray may be necessary

<u>Breathing - Unconscious Person</u>

Breathing is the most critical thing we must do to stay alive. A primary cause of death is lack of air!

Be careful approaching an unconscious person. He or she may be in contact with electrical current. If this is the case, turn off the electricity before you touch the victim.

There are hundreds of possible causes of unconsciousness; the first thing you must check for is breathing.

- 1. Try to awaken the person by firmly tapping him or her on the shoulder and shouting, "Are you all right?"
- 2. If there is no response, check for signs of breathing.
 - a. Be sure the victim is lying flat on the back. If you have to roll the victim over, move the entire body at one time.
 - b. Loosen tight clothing around neck and chest.
- 3. Open the airway:
 - a. If there are no signs of head or neck injuries, tilt the head back and lift the chin to move the tongue away from the back of the throat.
 - b. Place your ear close to the victim's mouth; listen and feel for breathing.
 - c. If you can't see, hear, or feel any signs of breathing, you must begin breathing for the victim.
 - d. Begin rescue breathing immediately. Have someone else summon professional help.

Rescue Breathing:

- 1. Giving mouth-to-mouth rescue breathing to an adult:
 - a. Put your hand on the victim's forehead, pinching the nose shut with your fingers. Your other hand is lifting the victim's chin to maintain an open airway.
 - b. Place your mouth over the victim's, making a tight seal.
 - c. Breathe slowly and gently into the victim until you see the chest rise. Give 2 breaths, each lasting about 1½ seconds. Pause

- between breaths to let the airflow out. Watch the victim's chest rise each time you give a breath to make sure air is going in.
- d. Check for a pulse after giving these 2 initial, slow breaths. If you feel a pulse but the victim is still not breathing, give one breath about every 5 seconds. After 10 to 12 breaths, re-check pulse to make sure the heart is still beating.
- e. Repeat the cycle every 5 seconds, 10-12 breaths per minute, rechecking the pulse after each cycle. Continue rescue breathing until one of the following happens:
 - i. The victim begins to breathe without your help
 - ii. The victim has no pulse (begin CPR).
 - iii. Another trained rescuer takes over for you.
 - iv. You are too tired to go on.
- 2. Giving mouth-to-mouth rescue breathing to infants and small children:
 - a. A small child's head should be tilted back gently to avoid injury. With head tilted back, pinch the nose shut. Lift the chin and check for breathing as you would for an adult. Give 2 slow breaths until the chest rises.
 - b. Check for a pulse.
 - c. Give 1 slow breath about every 3 seconds. Do this for approximately 1 minute, or 20 breaths.
 - d. Recheck the pulse and for breathing.
 - e. Call 911 if you have not already done so. Continue rescue breathing as long as a pulse is present and the child is not breathing.
 - f. Continue rescue breathing until one of the following occurs:
 - i. The child begins to breathe on his/her own.
 - ii. The child has no pulse (begin CPR).
 - iii. Another trained rescuer takes over for you.
 - iv. You are too tired to go on.

Burns

- 1. Degrees:
 - Skin red (1st degree)
 - Blisters develop (2nd degree). Never break open blisters.
 - Deep tissue damage (3rd degree)
- 2. First Aid for thermal burns (1st and 2nd degree burns) to exclude air:
 - Submerge in cold water
 - Apply a cold pack
 - Cover with a thick dressing or plastic. (Do not use plastic on face.)
 - After using cold water or ice pack, cover burned area with a thick, dry, sterile dressing and bandage firmly to exclude air.
- 3. First Aid for 3rd degree burns:
 - Apply a thick, dry sterile dressing and bandage to keep out air.

- If large area, wrap with a clean sheet or towel.
- Keep burned hands and feet elevated and get medical help immediately.
- Treat the same as shock victim, giving fluids as indicated; warmth necessary.
- 4. First Aid for chemical burns
 - Wash chemical away with water.
- 5. Acid burn to the eye (also alkali burns)
 - Wash eye thoroughly with a solution of baking soda (1 teaspoon per 8-ounce glass of water) or plain water for 5 minutes.
 - If victim is lying down, turn head to side. Hold the lid open and pour from inner corner outward. Make sure chemical isn't washed out onto the skin.
 - Have victim close the eye, place eye pad over lid, bandage and get medical help.

Choking (Heimlich Maneuver)

If the air passage is blocked by food or other foreign material, remove it with your finger if possible. Be careful not to force it deeper into the throat. If the person is coughing, he is getting some air. But if the passage is completely blocked, he can't breathe or speak; immediately do the following:

- Stand behind a slumped-over victim; wrap your arms around his waist below the diaphragm.
- Grasp your wrist with your other hand.
- Place your fist against the victim's abdomen, slightly above the navel and below the rib cage.
- Press your fist strongly and quickly in and slightly up into his abdomen.

If the victim is on his back:

- Kneel, facing him, astride his hips.
- With one of your hands on top of the other, place the heel of the bottom hand on the victim's abdomen slightly above the navel and below the rib cage.
- Press the heel of your hand forcefully into the abdomen with a quick, upward thrust. If necessary, repeat several times.

Convulsions or Seizures

- 1. Symptoms
 - Jerking movements
 - Muscular rigidity
 - Blue about the lips
 - May drool
 - High fever

These seizures are seldom dangerous, but they are frightening.

2. Causes

- Head injuries
- Severe infections
- Epilepsy

3. Treatment

- Prevent patient from hurting himself
- Loosen tight clothing
- Do not restrain
- If breathing stops, apply mouth to mouth resuscitation
- Do not give liquids nor put patient in warm water
- When the seizure is over, treat as for shock keeping patient warm

Prompt medical help is needed if the patient does not have a history of convulsive disorders.

Diabetics

Diabetics may lose consciousness when they have too little or too much insulin. Unless you are thoroughly familiar with his treatment, it is better to seek medical help rather than to attempt first aid. These people often wear some type of medical identification.

Dog/Animal Bites

- 1. It is extremely important that the dog/animal be identified if the person bitten is to avoid rabies shots. Secure the animal, if possible without danger to yourself, with a leash, rope or in an enclosed area. If the animal cannot be contained, attempt to remember as much as possible about the animal's description so that animal control can make a thorough search of the area.
- 2. Attend to the wound by washing the area with water and soap for five minutes and bandage if possible. Inform parents and refer to the family physician.
- 3. Notify animal control center. Give description of the animal and name and address of the victim.
- 4. Complete the Report of Student Accident Form.
- 5. Notify school nurse so that information can be recorded in the pupil's health folder.

Ears

Foreign objects usually require medical assistance. Insects may be removed by using warm mineral or olive oil. When the head is tilted, the insect and oil usually drain out.

Electric Shock

- 1. Do not touch the victim if he is still in contact with the electricity.
- 2. Turn off the main switch or pull plug.
- 3. Be aware of the possibility of breathing emergency.

Eyes

Contact a physician immediately if the foreign substance is metallic or abrasive. Particles can often be washed out with water or removed with the corner of a clean handkerchief.

Fainting

- Fainting is due to a temporary decrease of blood and oxygen to the brain. It may be preceded by paleness, sweating, dizziness, disturbance of vision and nausea.
- 2. Place the victim in a reclining position and treat as for shock. If a victim feels faint, have him sit and place his head between his knees.

Fracture

Bone Fracture (unless in imminent danger, do not move the individual)

Closed Fracture: The signs of a closed fracture are swelling, tenderness, deformity, and discoloration. When there is a fracture (or suspected fracture):

- 1. Keep the injured person calm
- 2. Do not permit the victim to walk about.
- 3. Notify parent.
- 4. Splint fractures to prevent further injury if the victim must be transported by someone other than emergency medical personnel.
- 5. Call for emergency help for leg, back, neck, or hip injuries, or if parent is unable to take child for medical care.

Compound Fracture: Your objectives are to prevent shock, further injury, or infection in compound fractures (where skin has been broken).

- 1. Keep the injured person calm and cover him only enough to keep him from losing body heat.
- 2. Do not try to push the broken bone back into place if it is sticking out of the skin.
- 3. Do not try to straighten out a fracture or put it back into place.
- 4. Do not permit the victim to walk about.
- 5. Notify parent.
- 6. Splint fractures to prevent further injury if the victim must be transported by someone other than emergency medical personnel.
- 7. Call for emergency help for legs, back, neck, severe bleeding, hip injuries, or if parent is unable to take the child for medical care.

Frostbite

1. The frostbitten area will be slightly reddened with a tingling sensation of pain. The skin becomes grayish-yellow, glossy and feels numb. Blisters eventually appear.

2. Re-warm the area by quickly submerging it in warm water (start with 98 degrees and gradually warm to 102-103 degrees). Don't rub the area nor break the blisters.

Head Injury

- 1. Symptoms
 - May or may not be unconscious
 - Unconsciousness may be delayed one-half hour or more
 - Bleeding from mouth, nose or ear
 - Paralysis of one or more extremities
 - Difference in size of pupils of the eyes
- 2. First Aid for Head Injuries:
 - No stimulants or fluids
 - Don't raise his feet; keep the victim FLAT
 - Observe carefully for stopped breathing or blocked airway
 - Get medical help immediately
 - When transported, gently lay flat
 - Position head to side so secretions may drool from corner of mouth
 - Loosen clothing at neck

Heart Attack

A heart attack may be identified by severe chest pains, shortness of breath, paleness and perspiration. Extreme exhaustion may also accompany the attack. The patient may breathe easier if he is propped up. Mouth-to-mouth resuscitation may be needed. Medical help with oxygen may be required.

Nosebleeds

Nosebleeds can be controlled by grasping the nose firmly between the fingers and holding it for 5-10 minutes. Ice packs will also help control bleeding. Nosebleeds are usually minor, but if bleeding can't be controlled, medical help is needed. Maintain pressure on nose until a doctor is present.

Pandemic Flu Plan

Seasonal Flu:

- Caused by influenza viruses that are closely related to viruses that have previously circulated; most people will have some immunity to it.
- Symptoms include fever, cough, runny nose and muscle pain.
- Complications such as pneumonia are most common in the very young and very old and may result in death.
- Vaccine is produced each season to protect people from the three influenza strains predicted to be most likely to cause illness.

Mild to Moderate Pandemic:

 Caused by new influenza virus that has not previously circulated and can be easily spread.

- It is likely most people will have no immunity to the new virus; it will likely cause illness in high numbers of people and more severe illness and deaths than seasonal influenza.
- Symptoms are similar to seasonal flu, but may be more severe and have more serious complications.
- Healthy adults may be at increased risk for serious complications.

Severe Pandemic:

- A severe strain causes more severe illness, results in a greater loss of life and has a greater impact on society.
- Workplace absenteeism could reach up to 40% due to people being ill themselves or caring for family members.

Measures to limit the spread of flu:

- Promote hand-washing/use of antibacterial wipes, cough hygiene via modeling by school staff.
- Cover nose and mouth with a tissue or upper arm if a tissue is not available
- Dispose of used tissue in a waste basket and wash hands after coughing, sneezing or blowing nose.
- Use warm water and soap or alcohol-based sanitizers to clean hands.
- Wash hands before eating or touching eyes, nose or mouth.

Encourage vaccination of staff and students for whom the flu vaccine is recommended.

Persons developing symptoms at school should be sent home as soon as possible and instructed not to return until well.

Social distancing:

In a pandemic, the risk of getting the flu is greatest when one has close contact with an infected person. Social distancing measures may include standing three feet apart when communicating, canceling outdoor recess, and monitoring hand washing after bathroom use and after sneezing/coughing/blowing nose. Wipe phones with antibacterial wipes after each use. Limit use of headphones, keyboards and any other shared items in the classroom – wipe with antibacterial wipes after each use. Use a bacterial spray (such as Lysol) in the classroom twice daily. Open windows if weather permits while room is occupied or when students leave the room for lunch. Consider possible school closure for a short amount of time early in the course of a community outbreak. Consult www.pandemicflu.gov for new and updated information.

Poisoning

1. In all oral poisoning, give liquids to dilute the poison.

2. Procedures for handling specific oral poisoning cases should be reviewed by teachers of classes in areas where poisoning may take place.

Puncture Wounds (knife and gunshot)

A puncture wound may be caused by a pointed object such as a nail, piece of glass, or knife that pierces the skin. Gunshot wounds are also considered to be puncture wounds. Generally, puncture wounds do not bleed a lot and are therefore susceptible to infection. Severe bleeding can result if the penetrating object damages internal organs or major blood vessels.

If an object is impaled in a wound, DO NOT REMOVE IT.

- Place several dressings around the object to keep it from moving.
- Bandage the dressings in place around the wound.
- Call 911 and contact parents.

A puncture wound to the chest can range from minor to life threatening. A sucking chest wound is one in which the rib cage has been penetrated and you can hear a sucking sound every time the victim takes a breath.

- Without proper care, the victim's condition will quickly worsen.
- Cover the wound with a dressing that does not allow air to pass through it.
- A plastic bag, latex glove, or plastic wrap taped over the wound will help keep air circulating through the lungs.
- Give additional care as needed. Watch for shock.
- Call 911 and contact parents.

<u>Seizure</u>

An alarming sight, a person experiencing a seizure may exhibit limbs jerking violently, eyes that roll upward, and breath that becomes heavy with dribbling or even frothing at the mouth. Breathing may stop in some seizures, or the victim may bite his or her tongue so severely that it blocks the airway. Do not attempt to force anything into the victim's mouth. You may cause injury to the victim or yourself.

1. During a seizure:

- a. There is little you can do to stop a seizure.
- b. Call for help.
- c. Let the seizure run its course.
- d. Help the victim to lie down and keep from falling to avoid injury.
- e. Do not use force.
- f. Loosen restrictive clothing.
- g. Do not try to restrain a seizure victim.
- h. Cushion the victim's head using folded clothing or a small pillow.

- i. If a seizure lasts 10 minutes in a known epileptic, or 5 minutes in a person with no seizure history, call 911.
- 2. After a seizure:
 - a. Check to see if the victim is breathing. If not, immediately begin rescue breathing.
 - b. Check to see if the victim is wearing a MEDIC ALERT or similar bracelet. It describes emergency medical requirements.
 - c. Check to see if the victim has any burns around the mouth.
 This would indicate poison.
- 3. The victim of a seizure may be conscious but confused and not talking when the intense movement stops. Stay with the victim and be certain that breathing continues. When the victim is able to move, get medical attention.

After the seizure is over, the pupil can be taken to the office to lie down until the dazed phase is over and parents are notified. The student should be attended to continuously until fully recovered.

Very rarely a condition called "status epilepticus" occurs in which one seizure follows another for a long period of time. This is a medical emergency; call 911.

Shock

- 1. Shock is likely to develop in any serious injury or illness. Shock may be serious enough to cause death even though the injury itself may not be fatal. Four important symptoms of shock are:
 - Pale, cold, moist skin
 - Weak and/or rapid pulse
 - Rapid breathing
 - Altered consciousness
- 2. The symptoms of shock may appear immediately or may be delayed for an hour or more. Give shock care to all seriously injured persons:
 - Have the victim lie down.
 - Control any external bleeding.
 - Help the victim maintain body temperature, cover to avoid chilling.
 - Reassure the victim.
 - Elevate legs about 12 inches unless you suspect head, neck, or back injuries or broken bones involving hips or legs.
 - Do not provide anything to eat or drink.
 - Call 911.
 - Call parents.

Sunstroke

- 1. A person with sunstroke will have nausea, weakness, headache, cramps, pounding pulse, high blood pressure and high temperatures (up to 106 degrees.) The armpits are dry; skin flushed initially but later turns ashen or purplish. Delirium or coma is common.
- 2. Medical help is crucial. While waiting for medical aid, reduce temperature with a cold bath, sponging with alcohol or water, until the temperature is down. Hospitalization should be immediate.

Wounds

An abrasion is a wound caused by scraping off the outer layer of skin. An abrasion is usually superficial with little bleeding but infection can occur unless the wound is cleaned with soap and water. Wash away from the wound.

An incision is a cut caused by a sharp object such as a knife, razor blade, or piece of glass. Bleeding is a serious problem. Medical help is often necessary in case the wound must be sewn.

A laceration is a tear or jagged, irregular wound caused by a hard object such as a rock, machine tool, bicycle or automobile. Animal bites are also lacerations. Surrounding tissue is damaged and bleeding may be profuse. A minor laceration can be cleaned with soap and water, but if the bleeding is severe, a pressure dressing may be needed. If the laceration is caused by an animal, medical help is required for testing and treatment of the animal.

A puncture wound is caused by deep penetration of a sharp object such as a pencil, nail, ice pick, bullet, spear or arrow. There may be little surface bleeding, but severe internal bleeding can result. A puncture would is difficult to cleanse and may require a tetanus shot to guard against infection.

SECTION 14 MISSING STUDENT

Maintaining strict visitor control procedures and enforcing the requirement for employees to wear identification badges will help control unwanted and dangerous access to the school. Penal Code section 626 will help control access by outsiders to the school.

Access into Building

- All doors are to be locked during the school day, with the exception of the main entrance.
- Signs must be posted on all doors directing visitors to report to the main office.

Student Accountability

• Elementary and middle school students shall not be left alone unsupervised anywhere in the building or on school grounds during the school day.

Photo Identification Badges

- All personnel who work in or regularly visit schools in the course of business are required to wear an assigned identification badge. This regulation includes full and part-time staff, food services personnel, and bus drivers/attendants.
- Badges must be worn in a manner that makes them readily visible.

Visitor Badges and Log

- Schools must issue numbered visitor badges that include the name of the school and the current school year.
- School staff must be aware of visitor badge procedures and their responsibility in reporting violations.

In a missing child incident, assign a member of the Incident Command Team to organize a search of the school. Call 911. Record the name and contact number of person reporting the child missing. If the case involves abduction, begin gathering witness information for the sheriff. Confirm child attended school that day. Assign staff member to begin checking last known location of the child.

- 1. Begin gathering information on the child, including:
 - Description, including height, weight, skin color, eye color, clothing, backpack, etc.
 - Obtain photo, if available.
 - Home address, phone number, parents' contact numbers
 - Class schedule, special activities
 - Bus or walking route information
- 2. Contact custodial parents.
- 3. Convene crisis management team.

- 4. Begin recording events.
- 5. If incident is happening during the school day, consider holding the bells until the matter is either resolved or school has been completely searched for the student.
- 6. Notify the Center Joint Unified District Office.
- 7. Obtain information on possible witnesses, friends, and last person to see student.
- 8. If incident occurred while student was on the way home, contact bus driver, safety patrol, crossing guard.
- 9. Double check circumstances. Could child have ridden the wrong bus or walked home? Did someone pick-up the child? Is the child at another activity?
- 10. Assist the sheriff's department with investigation.
- 11. Arrange for counseling of students as needed.

At any point during these steps, if the child is found, inform everyone who has been notified of the incident that the child is no longer missing.

SECTION 15 PUBLIC DEMONSTRATION

Most groups will give advance warning of a planned protest. When the warning comes:

- Identify a spokesperson for the group.
- Obtain information on when, why, how many.
- Contact the Center Joint Unified District Office. The District Office should contact the sheriff and advise them of the situation.
- Notify faculty of the planned demonstration.
- Develop an information letter to parents.
- Continually work with the Office of Community Relations on any statements or contact with the demonstrating group.
- If demonstration occurs, curtail class changes to limit confusion.
- Do not allow students to be interviewed by media or join in demonstration.
- Assign CMT members to act as liaison with police, media, and the demonstrating group.
- Direct one staff member to handle all incoming calls.
- Prepare to establish areas where demonstrators can set up without affecting the operation of the school.
- Notify transportation of demonstration and any possible impact buses may encounter arriving at or departing from the school.

SECTION 16 SEVERE WEATHER

If severe weather conditions develop or occur during the night or at a time when school is not in session, a decision on closing the school will be made before 7:00 a.m. If a decision is made to close school, news media will be notified and asked to announce the closure prior to 9:00 a.m. The emergency phone tree will be used to notify staff members.

If severe weather conditions develop while school is in session, the Emergency Coordinator will monitor the latest developments via radio and keep in contact with the principal. The principal will keep in contact with the superintendent's office.

If it is decided to close school, the following action will be taken:

- 1. The Superintendent will notify radio stations and ask that a closure announcement be made which would specify the time students are to be released.
- 2. The principal will announce the closure to the faculty and students.
- 3. Staff members will be used to expeditiously evacuate the building.
- 4. Procedures outlined in the "Early Dismissal" plan will be followed.

SECTION 17 SHOOTING/STABBING

Assess the situation

- Is the suspect in the school?
- Has weapon been found and/or secured?
- Has suspect been identified?

In most cases, initiate lockdown procedures to isolate students from danger or send students to a secure area.

Provide information in announcement about incident and outline expectations of the teachers and staff.

Disable the bell system, if possible.

Once situation has been assessed:

- Provide first aid to the injured.
- Call 911 requesting police and medical aid to injured parties.
- Notify the Center Joint Unified District Office.
- Provide full information about what has occurred and what is known at this time.
 - o If the suspect is still in the school, attempt to identify his or her location and begin planning for evacuation once police arrive.
 - o If suspect has left, secure all exterior doors to prevent re-entry.
- Explain what steps the school has taken (lockdown).
- Identify command post for police to respond.
- Isolate and separate any witnesses. Instruct witnesses to write statement of events while awaiting police.
- Gather crisis management team in command post.
- Initiate the Incident Command System.
- Gather information and emergency cards on anyone involved in the incident.
- Organize evacuation to an off-site location, if necessary, or prepare to continue with classes. Keep crime scene secure.
- Prepare written statements for telephone callers and media in cooperation with the sheriff and the District Office.
- Prepare letter for students to take home in cooperation with sheriff and the Office of Community Relations.
- · Arrange for crisis counseling immediately and during subsequent days.
- Provide liaison for family members of any injured students.
- Continue to provide informational updates to students, family, and faculty during next few days to squelch rumors.

PART 3 SITE ACTION PLAN

SECTION 1 DISTRICT AND SITE MISSION STATEMENTS

<u>Center Joint Unified School District Mission Statement</u>
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.

School(s) Vision

Students will have the option for a personalized learning experience with Antelope View Charter School or experience a small school/traditional setting with Global Youth. Either choice, our students will have a safe learning environment that promotes community growth, parental involvement, high academic rigor, and a strong understanding of cultural awareness.

SECTION 2 DESCRIPTION OF PHYSICAL ENVIRONMENT

Located at the old Center Junior High School, Antelope View and Global Youth share the facilities. The school is located down the street from Center High School at 3243 Center Court Lane.

The facilities include: main office, multiple classrooms (map provided), a gym, a multipurpose room, a computer lab, and a track. Both Global and Antelope View use all of the facilities on a daily basis.

SECTION 3 PHYSICAL ENVIRONMENT GOALS

The Physical Environment

An action plan for places reflecting the school's physical environment including crisis response procedures and policies relating to student safety The following objectives were developed as the result of feedback from students, staff and parents on our Safe School Survey

- Objective #1: Student safety as it relates to emergency procedures
 - 1. Related Activities
 - * Monthly fire drills
 - * Duck and cover drills
 - * Visitors must wear a "visitor badge"
 - * SRO available within the district
- Objective #2: Student safety as it relates to daily routines
 - 1. Related Activities
 - * School rules are gone over at the beginning of each semester
 - * All staff on campus supervise students
- Objective #3: Student safety as it relates to student health and well being
 - 1. Related Activities
 - * Shot records are reviewed and updated by district's nurse
 - * Notification of contagious diseases is facilitated by district's nurse

SECTION 4 DESCRIPTION OF SOCIAL ENVIRONMENT

Antelope View and Global Youth have worked extremely hard at having both schools succeed on one campus. Although they share some students, as well as staff, both schools have their own identity: Independent Study, Small Traditional School.

Both staffs meet on a weekly basis (if not more) to share concerns and focus on the best interest of their students. In addition, both staffs meet monthly to discuss items such as Open House and Recruiting Students.

SECTION 5 SOCIAL ENVIRONMENT GOALS

An action plan to maintain the school's organizational structure
The following objectives were developed as the result of feedback from students, staff and
parents on our Safe School Survey

- Objective #1: Successful operation of the school through staff
 - 1. Related Activities
 - * Staff is encouraged to share in the decision-making
 - * Staff members work collaboratively to enforce school rules and procedures
 - * Staff members communicate with families via email and phone
 - * Administration has an open door policy for direct communication With staff, students, and parents

SECTION 6 DESCRIPTION OF SCHOOL CLIMATE

Global's "family" school climate is quite evident when you walk in any classroom, visit the front office, or attend a PTC meeting. Global spends quality time with each other in and out of the classroom (ballgames, college visits, rallies, dances... to name a few).

Antelope View is in the midst of a major change. AVCS will be headed to a one day a week I.S. model in the Fall of 2012. This model will allow all students to enhance their skills in junior college, in the work force, or in a special skill (dance, art, athletics).

SECTION 7 SCHOOL CLIMATE GOALS

The School Climate

An action plan for people and programs reflecting the school's social environment

- Objective #1: Create a nurturing school environment
 - 1. Related Activities
 - * Adult/student mentoring
 - * Campus monitoring
 - * After school clubs and athletics
- Objective #2: Provide clear, consistent realistic school rules and expectations
 - * Parent/Student handbooks are given out at the beginning of the year stating all rules and expectations
 - * Information provided at Back to School Night
 - * School Website provides information
 - * Teachers provide copies of their classroom management system
- Objective #3: Open communication among staff, students, and parents
 - * Parent/Student handbooks are sent home at the beginning of the year
 - * AVCS/GYCS website features upcoming events, staff email, and Aeries Homelink
 - * Absent students are called every day
 - * Teachers provide parents a copy of their classroom expectations

SECTION 8 SIGNATURE SHEET

Global Youth's and Antelope View's Safe School Plan was developed in accordance with SB 187 and <u>Safe Schools</u>, A <u>Planning Guide for Action</u>, published by the Department of Education. Student, parent and teacher surveys were taken into account to determine areas of greatest need. The document includes the school's personal, physical, social and cultural environment, which serves as an effective prevention plan based on parent and student surveys. Also taken into consideration are temporary restraining orders, school-generated child abuse reports, custody orders prohibiting parents from contact with a child at school, harassment complaints filed by students and staff, suspension logs and accident reports. Additionally, the District's discrimination and harassment policy, hate crime reporting procedures and the Uniform Complaint Policy are included.

A detailed crisis response plan based on the California Standardized Emergency Management System (SEMS) is included. This model was designed to centralize, organize, and coordinate emergency response among district organizations and public agencies. Specific first aid treatment is categorized in alphabetical order.

The following committee members revised and approved this comprehensive school plan:

Member	Title	Signature
Doug Hughey	Principal	
Clif Castro	Teacher	
Michele Koscheka	Office	
Marilyn Stoops	Counselor	
Hyleah O'Quinn	Student	
Marcy Flores	SSC Parent	

Appendix A



California

CHILD ABUSE & NEGLECT

Reporting Law

Condensed Version

2007

Crime and Violence Prevention Center California Attorney General's Office

Reporting Law and Neglect California Child Abuse



- (6) An administrator of a public or private day
- or private youth center, youth recreation 7) An administrator or employee of a public
- eniuper seitub exorly noitesinegro eteving to ailduq a lo seyolqme to totattainimba nA (8 program, or youth organization.
- tion or the California Department of Educa-Any employee of a county office of educadirect contact and supervision of children.
- 10) A licensee, an administrator, or an employcontact with children on a regular basis. tion, whose duties bring the employee into
- ee of a licensed community care or child
- day care facility.
- 11) A Head Start program teacher.
- 11.65111 DAM employed by a licencing agency as defined 12) A licensing worker or licensing evaluator
- 13) A public assistance worker.
- residential care facilities. group home personnel, and personnel of including, but not limited to, foster parents, 14) An employee of a child care institution
- 15) A social worker, probation officer, or parole
- 16) An employee of a school district police or
- prevention program in any public or private senter of, or a counselor in, a child abuse 17) Any person who is an administrator or presecurity department.
- or local child support agency caseworker 18) A district attorney investigator, inspector,

unless the investigator, inspector, or

only physicians to report physical abuse. was enacted in 1963. That early law mandated Einrofile Di wel gnitroger eeude blids trif editornia

blido eldetrogen to noitiniteb edt bebriegze Over the years, numerous amendments have

abuse and the persons required to report it.

updated on periodic amendments to the law. qeed of tremoder betabriam to trianogmi a fi

other code section referenced in this material. yne bne wel art no noitemoini batebqu tot law information. Also visit www.leginfo.ca.gov county welfare department has current reporting Your local Child Abuse Prevention Council or

ments as they are set forth in the Penal Code. -sniupen beliefs of the detailed requirepartial description of the law. Mandated reporters 6 yino ai griiwollot arit . E.P(TTT - Pattf anoit Law is currently found in Penal Code (P.C.) Sec-The California Child Abuse and Neglect Reporting

Who Are Mandated Reporters?

eny of the following: RC. 11165.7 defines "mandated reporters" as

- 19 A teacher.
- Spie lenoitouteni nA (S
- employed by any public or private school. 3) A teacher's aide or a teacher's assistant
- To rosiviegue to repilto evitatizinimba nA (2 A classified employee of any public school.
- public or private school. cated pupil personnel employee of any child welfare and attendance, or a certifi-

- caseworker is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor.
- 19) A peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of the Penal Code, who is not otherwise described in P.C. 11165.7.
- A firefighter, except for volunteer firefighters.
- 21) A physician, surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage, family and child courselor, clinical social worker, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code.
- Any emergency medical technician For II, paramedic, or other person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code.
- A psychological assistant registered pursuant to Section 2913 of the Business and Professions Code
- 24) A marriage, family and child therapist trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code
- 25) An unlicensed marriage, family, and child therapist intern registered under Section 4980.44 of the Business and Professions Code
- 26) A state or county public health employee who treats a minor for venereal disease or any other condition.
- 27) A coroner.
- 28) A medical examiner, or any other person who performs autopsies.
- 29) A commercial film and photographic print processor, as specified in subdivision (e) of P.C. 11166. For purposes of the California Child Abuse Reporting Law, "commercial film and photographic print processor" means any person who develops exposed photographic film into negatives, slides, or prints, or who makes prints from nega-

- tives or slides, for compensation. The term includes any employee of such a person; it does not include a person who develops film or makes prints for a public agency.
- 30) A child visitation monitor. For purposes of the California Child Abuse Reporting Law, "child visitation monitor" means any person who, for financial compensation, acts as monitor of a visit between a child and any other person when the monitoring of that visit has been ordered by a court of law.
- 31) An animal control officer or humane society officer. For purposes of the California Child Abuse Reporting Law, the following terms have the following meanings: (A) "Animal control officer" means any person employed by a city, county, or city and county for the purpose of enforcing animal control laws and regulations. (B) "Humane society officer" means any person appointed or employed by a public or private entity as a humane officer who is qualified pursuant to Section 14502 or 14503 of the Corporations Code.
- 32) A clergy member, as specified in subdivision (d) of P.C. 11166. For purposes of the California Child Abuse Reporting Law, "clergy member" means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized denomination or organization.
- Any custodian of records of a clergy member, as specified in P.C. 11165.7 and subdivision (d) of Section 11166.
- 34) Any employee of any police department, county sheriff's department, county probation department, or county welfare department.
- 35) An employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 1424 of the Rules of the Court.
- A custodial officer as defined in Section B31.5 of the Penal Code.
- Any person providing services to a minor child under Section 12300 or 12300.1 of the Welfare and Institutions Code.

Note: Unless otherwise stated, volunteers are not mandated reporters.

Why Must You Report?

The primary intent of the reporting law is to protect an abused child from further abuse. Protecting the identified child may also provide the opportunity to protect other children. It is equally important to provide help for the parents. Parents may be unable to ask for help directly, and child abuse may be their way of calling attention to family problems. The report of abuse may be a catalyst for bringing about change in the home environment, which in turn may help to lower the risk of abuse in the home.

What Do You Have To Report?

Under the law, when the victim is a child (a person under the age of 18) and the perpetrator is any person (including a child), the following types of abuse must be reported by all legally mandated reporters:

- a. A physical injury inflicted by other than accidental means upon a child. (R.C. 11165.6) Note that child abuse does not include a "mutual affray" between minors. It also does not include an injury caused by "reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment." (RC. 11165.6)
- b. Sexual abuse of a child, including both sexual assault and sexual exploitation.
 "Sexual assault" includes sex acts with a child, lewd or lascivious acts with a child, and intentional masturbation in the presence of a child. "Sexual exploitation" includes preparing, selling, or distributing pornographic materials involving children; employing a minor to perform in pornography; and employing or coercing a child to engage in prostitution. (RC. 11165.1)
- willful harming or injuring of a child or the endangering of the person or health of a child, including inflicting or permitting unjustifiable physical pain or mental suffering. (P.C. 11165.3)

Note: Any mandated reporter may report any child who is suffering serious emotional damage or is at substantial risk of suffering serious emotional damage. (P.C. 11166.05)

- d. Willful infliction of cruel or inhuman corporal punishment or injury resulting in a traumatic condition. (P.C. 11165.4)
- e. Neglect of a child, whether "severe" or "general," by a person responsible for the child's welfare. The term "neglect" includes both acts or omissions harming or threatening to harm the child's health or welfare. (P.C. 11165.2)

When Do You Have To Report?

Child abuse must be reported when a mandated reporter, "in his or her professional capacity or within the scope of his or her employment, has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect." (P.C. 11166 (a))

"Reasonable suspicion" occurs when "it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect." (P.C. 11166 (a)(1)) Although wordy, the intent of this definition is clear: if you suspect that abuse has occurred, make a report.

You must make a report immediately (or as soon as practicably possible) by telephone and you must prepare and send, fax or electronically transmit a written report within 36 hours of receiving the information regarding the incident. (P.C. 11166 (a)) Written reports must be submitted on Department of Justice form (\$\$ 8572), which can be downloaded from the California Attorney General's Web site at www.ag.ca. gov (click on Child Protection Program; click on 5\$ 8572). The mandated reporter may include with the report any nonprivileged documentary evidence he or she possesses related to the incident.

To Whom Must You Report?

The report must be made to any police department or sheriff's department (not including a school district police or security department), county probation department, if designated by the county to receive mandated reports, or county welfare department. (P.C. 11165.9)

Any mandated reporter who knows or reasonably suspects that the home or institution in which the child resides is unsuitable for the child because of abuse or neglect shall inform the agency about the unsuitability of the home at the same time he or she reports the abuse or nelect. (RC. 11166 (f))

When two or more persons who are required to report jointly have knowledge of a known or suspected instance of child abuse or neglect, and when there is agreement among them, a single person from the group may make the report. Any group member who knows that the report was not made, however, shall make the report. (P.C. 11166 (h))

Immunity

Mandated reporters have immunity from criminal and civil liability for any report required or authorized under the Child Abuse Reporting Law. This immunity applies even though the knowledge or reasonable suspicion of abuse was acquired outside his or her professional capacity or outside the scope of his or her employment. (P.C. 11172 (a)) And if a mandated reporter is sued for making a report, he or she may be able to receive compensation for legal fees incurred in defending against the action. (P.C. 11172 (c))

Any person who makes a report of child abuse, even though he or she is not a mandated reporter, has immunity unless the report is proven to be false and it is proven that the person either knew the report was false or made it with reckless disregard of its truth or falsity. (P.C. 11172 (a))

Additional Safeguards for Mandated Reporters

No supervisor or administrator may impede or

inhibit a mandated reporter's reporting duties or subject the reporting person to any sanction for making a report. (RC. 11166 (i)(1))

Any supervisor or administrator who violates the above cited code section is guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000), by not more than six months in a county jail, or by both a fine and imprisonment. (RC. 11166.01(a)) if however, death or great bodily injury happens to the child as a result of the abuse, the supervisor or administrator who impeded or inhibited the report is guilty of a misdemeanor punishable by not more than one year in a county jail, by a fine not to exceed five thousand dollars (\$5,000), or by both. (RC. 11166.01(b))

The mandated reporters identity is confidential and may only be disclosed to specified persons and agencies. (P.C. 11167 (d)(1))

Mandated reporters and others acting at their direction are not liable civilly or criminally for photographing the victim and including the photograph with their report. (RC. 11172 (a))

A clergy member who acquires knowledge or a reasonable suspicion of child abuse during a penitential communication is not mandated to report the abuse. For purposes of the Child Abuse Reporting Law, "penitential communication" means communication, intended to be in confidence, including, but not limited to, a sacramental confession made to a clergy member. (P.C. 11166 (d)(1))

Liability for Failure to Make A Required Report

A mandated reporter who fails to make a required report of child abuse is guilty of a misdemeanor punishable by up to six months in jail or by a \$1,000 fine or by both a fine and imprisonment. (P.C. 11166 (c)) If however, death or great bodily injury happens to the child as a result of the abuse, the mandated reporter is guilty of a misdemeanor punishable by not more than one year in a county jail, by a fine

not to exceed five thousand dollars (\$5,000), or by both. (RC. 11166.01 (b)) He or she may also be found civilly liable for damages, especially if the child-victim or another child is further victimized because of the failure to report. (Landeros v Flood (1976) 17 Cal.3d 399.)

If a mandated reporter conceals his or her failure to report abuse or "severe" neglect, the failure to report is a continuing offense until the failure is discovered by an agency specified in Section 11165.9. (P.C. 11166 (c)) Because it is a continuing offense, the statute of limitations does not start to run until the failure to report is discovered.

Responsibilities of Agencies Employing Mandated Reporters

On and after January 1, 1985, persons entering employment which makes them mandated reporters must sign statements, provided and retained by their employers, informing them that they are mandated reporters and advising them of their reporting responsibilities and of their confidentiality rights. (P.C. 11166.5 (a))

On and after January 1, 1993, any person who acts as a child visitation monitor, prior to engaging in monitoring the first visit in a case, shall sign a statement provided and retained by the court which ordered the monitor's presence to the effect that he or she has knowledge of the provisions of the Child Abuse Reporting Law and will comply with them. (RC. 11166.5 (a))

Employers are strongly encouraged to provide their employees who are mandated reporters with training in the duties imposed by the Child Abuse Reporting Law. Training in the duties imposed by the reporting law shall include training in child abuse identification and reporting. Whether or not employers provide their employees with training, they shall provide their employees who are mandated reporters with the statement required in subdivision (a) of Section 11166.5. (RC. 11165.7 (c)) The absence

of training shall not excuse a mandated reporter from the duties imposed by the reporting law. (P.C. 11165.7 (e))

EXCEPTION: Any person providing services to a minor child under Section 12300 or 12300.1 of the Welfare and Institution Code shall not be required to make a child abuse report unless that person has received training, or instructional material in the appropriate language, on the duties imposed by the Child Abuse Reporting Law, including identifying and reporting abuse and neglect. (RC. 11166.5 (e))

Feedback to Mandated Reporters

After the investigation is completed or the matter reaches a final disposition, the investigating agency is obligated to inform the mandated reporter of the results of the investigation and any action the agency is taking with regards to the child or family. (P.C. 11170 (b)(2))

Changes in the law for 2007 are underlined. Please note that the California Child Abuse Reporting Law may have changed since the printing of this material. This material has been reprinted to assist mandated reporters in determining their reporting responsibilities. It is not intended to be and should not be considered legal advice. In the event there are questions about reporting responsibilities in a specific case, the advice of legal counsel should be sought.

A special thank you to Delta Dental of California for their work in developing the original material.

For additional information on child abuse prevention, you may contact:

Crime and Violence Prevention Center California Attorney General's Office 1300 | St., Suite 1120 (916) 324-7863 www.safestate.org

Appendix B

SUSPECTED CHILD ABUSE REPORT

S	USP	ECTED	CHI	LD A	8U	SE	REPO	ORT	H 4	म्रा र	त्र क्ष्मिन्द्रवर ह	र क्यार	384 May 2014
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PONOT submit a copy of this form to the Department of Justice (DOJ). A CPA is required under Penal Code Section 1 1 189 to submit to DOJ a Child Abuse Investigation Report Form SS-8583 if (1) an active investigation has been conducted and (2) the incident is not unfounded.

Pours or Short White Copy. County Webne or Probation BUES Copy. Diston Advancy-GREEN Copy. Recording Party-YELLOW Copy.

Appendix C

Williams Uniform Complaint Procedure

NOTICE TO PARENTS/GUARDIANS, PUPILS, AND TEACHERS: COMPLAINT RIGHTS

Parents/Guardians, Pupils, and Teachers:

Pursuant to Education Code 35186, you are herby notified that:

- 1. There should be sufficient textbooks and instructional materials. For there to be sufficient textbooks and instructional materials, each pupil, including English learners, must have a textbook or instructional material, or both, to use in class and to take home.
- 2. School facilities must be clean, safe, and maintained in good repair.
- 3. There should be no teacher vacancies or misassignments. There should be a teacher assigned to each class and not a series of substitutes or other temporary teachers. The teacher should have the proper credential to teach the class, including the certification required to teach English learners, if present.

Teacher vacancy means a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.

Misassignment means the placement of a certificated employee in a teaching or services position for which the employee does not hold a legally recognized certificate or credential or the placement of a certificated employee in a teaching or services position that the employee is not otherwise authorized by statute to hold.

- 4. Pupils, including English learners, who have not passed one or both parts of the exit examination by the end of grade 12 are to be provided the opportunity to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
- 5. A complaint form can be obtained at the school office, district office, or downloaded from the school or district web site. You may also download a copy of the California Department of Education complaint form from the following web site:

 http://www.cde.ca.gov/re/cp/uc.

(8/05 11/05) 11/07

allegation.)

COMPLAINT FORM: WILLIAMS UNIFORM COMPLAINT PROCEDURES

Education Code 35186 creates a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, teacher vacancy or misassignment, or the provision of intensive instruction and services to pupils who did not pass one or both parts of the high school exit examination by the end of grade 12. The complaint and response are public documents as provided by law. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the contact information below.

Response requested?	res No
Contact Information:	
Name:	
Address:	
Phone Number: Day:	Evening:
E-mail address, if any:	
Location of the problem that is	
Course title/grade level and tead	cher name:
Room number/name of room/lo	cation of facility:
Date problem was observed:	
	be the subject of this complaint process. If you wish to complain about an e use the appropriate district complaint procedure.
Specific issue(s) of the complain	nt: (Please check all that apply. A complaint may contain more than one

Appendix D

Hate Motivated Behavior

As California's population becomes more diverse, it is important that school districts provide a safe and harmonious learning environment for all students. Pursuant to Education Code 201, schools have an affirmative obligation to combat racism, sexism, and other forms of bias, as well as a responsibility to provide equal educational opportunity. Developing policy to address hate-motivated behavior is one way districts can help teach students respect and understanding of diversity.***

In its publication entitled "Hate-Motivated Behavior in Schools", the California Department of Education defines hate-motivated behavior as an act, or attempted act, motivated by hostility towards a victim's real or perceived ethnicity, national origin, immigrant status, gender, sexual orientation, religious belief, age, disability, or any other physical or cultural characteristic. Some hate-motivated behavior may also be a crime as defined in state or federal law. These crimes include, but are not limited to: bomb threats, cross burnings, destruction or defacement of property, and certain types of vandalism and assaults.***

The following optional policy is for use by districts in the implementation of a prevention strategy for hate-motivated incidents and should be modified to reflect district practice. Elements of this policy should also be integrated into existing school plans, such as the school safety and staff development plan, as well as any policies developed by the district regarding Positive School Climate and Multicultural Education; see BP 5137 and BP 6141.6, respectively.***

The Governing Board affirms the right of every student to be protected from hate-motivated behavior. It is the intent of the Board to promote harmonious relationships that enable students to gain a true understanding of the civil rights and social responsibilities of people in our society. Behavior or statements that degrade an individual on the basis of his/her race, ethnicity, culture, heritage, gender, sexual orientation, physical/mental attributes, religious beliefs or practices shall not be tolerated.

(cf. 0410 – Nondiscrimination in District Programs and Activities)

Appendix E

Nondiscrimination/Harassment

District programs and activities shall be free from discrimination, including harassment, with respect to a student's actual or perceived sex, gender, ethnic group identification, race, national origin, religion, color, physical or mental disability, age or sexual orientation.

The Governing Board shall ensure equal opportunities for all students in admission and access to the educational program, guidance and counseling programs, athletic programs, testing procedures, and other activities. School staff and volunteers shall carefully guard against segregation, bias and stereotyping in instruction, guidance and supervision. The district may provide male and female students with separate shower rooms and sexual health and HIV/AIDS prevention classes in order to protect student modesty.

The Board prohibits intimidation or harassment of any student by any employee, student or other person in the district. Staff shall be alert and immediately responsive to student conduct which may interfere with another student's ability to participate in or benefit from school services, activities or privileges.

Students who harass other students shall be subject to appropriate discipline, up to and including counseling, suspension and/or expulsion. An employee who permits or engages in harassment may be subject to disciplinary action, up to and including dismissal.

The Board hereby designates the following position as Coordinator for Nondiscrimination to handle complaints regarding discrimination and inquiries regarding the district's nondiscrimination policies:

Director of Personnel 8408 Watt Avenue Antelope, California 95843 (916) 338-6419

Any student who feels that he/she is being harassed should immediately contact the Coordinator for Nondiscrimination, the principal or any other staff member. Any student who observes an incident of harassment should report the harassment to a school employee, whether or not the victim files a complaint.

Employees who become aware of an act of harassment shall immediately report the incident to the Coordinator for Nondiscrimination. Upon receiving a complaint of discrimination or harassment, the Coordinator shall immediately investigate the complaint in accordance with site-level grievance procedures specified in AR 5145.7 - Sexual Harassment. Where the Coordinator finds that harassment has occurred, he/she shall take prompt, appropriate action to end the harassment and address its effects on the victim.

The Coordinator shall also advise the victim of any other remedies that may be available. The Coordinator shall file a report with the Superintendent or designee and refer the matter to law enforcement where required.

Appendix F

CENTER UNIFIED

SUSPENSION NOTICE

Date	·	School	Grade	Student	_ DOB	Parent
Add	res	s Home F	Phone	Work Phone	_ Teacher _	
Spe	cial	Education: TY	ES NO			
SUS	PEI	NSION FROM SCH	100L: <u>□1 □ :</u>	<u>2 □3 □4 □5</u> Date	e(s) of Suspens	ion Date to Return to School
Nun	— nber	of DAYS suspende	ed accumulate	d with this suspension	on:□1 □2 □3	<u>3 □4 □5 □6 □7 □8 □9 □10</u>
		•]13 14 15 16 17 18 19
				<u> </u>		
Nun	ber	of <u>TIMES</u> suspend	ded accumulat	ed with this suspensi	on: <u>□1 □2 □</u> ;	3 🗀 4 🗀 5 🗀 6 🗀 7 🗀 8 🗀 9 🗀 10
PAF	REN	T/PUPIL/PRINC	IPAL CONFE	RENCE: Date	Time	
EXT	ΓEN	DED SUSPENS	ION: YES [□NO Parent/Pupi	il Notification	Date: Time
EDI	JCA	ATION CODE, SE	ECTION 489	00:		
				r threatened to cause		•
				upon the person of a	-	
	(b)	the case of posses	ssion of any su	ch object, the pupil h	ad obtained w	e, or other dangerous object unless, in ritten permission from a certificated gnee of the principal.
	(c)					nder the influence of any controlled dee, alcoholic beverage, or intoxicant of
	(d)	of the Health and	Safety Code, and to any personal section in the sec	alcoholic beverage, c	or intoxicant of	substance, as defined in Section 11053 any kind, and then sold, delivered, or erial as a controlled substance, alcoholic
	(e)	Committed robbe	ry or extortion.			
	(f)	Caused or attemp	oted to cause d	amage to school pro	perty or private	property.
	(g)	Stolen or attempte	ed to steal sch	ool property or privat	e property.	
	(h)	including, but smokeless tob	not limited acco, snuff,	l to, cigarettes, c , chew packets, a	igars, minia and betel. H	ng tobacco or nicotine products, nture cigars, clove cigarettes, lowever, this section does not on prescription products.
	(1)	Committed an obs	scene act or e	ngaged in habitual pr	ofanity or vulga	arity.
	(j)					rranged, or negotiated to sell 5 of the Health and Safety
	(k)	Disrupted school a administrators, s	ctivities or othe	erwise willfully defied or other school pers	the valid autho	ority of supervisors, teachers, I in the performance of duties.

	(I) Knowing	gly received stolen school property or private property.								
	(m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.									
	(n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.									
	(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.									
	Committed sexual harassment as defined in Education Code 212.5, provided that the conduct is considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the victim's academic performance or to create an intimidating, hostile or offensive educational environment. This ground for suspension/expulsion shall not apply to students enrolled in grades K through 3.									
	48900.3 Atte	empted to cause, threatened to cause, or participated in an act of hate violence, as defined in								
	subdivision (e) of Section 33032.5. 48900.4 Intentionally engaged in harassment, threats, or intimidation, directed against a pupil or group of pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of that pupil or group of pupils by creating an intimidating or hostile educational environment.									
	48900.7	Made terrorist threats against school officials or school property, or both.								
ED	UCATION C	ODE 48915 - Mandatory expulsion recommendation and mandatory expulsion:								
	(c-1)	Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil has obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if an employee of a school district verifies the possession.								
	(c-2)	Brandishing a knife at another person.								
Cod	(c-3) de.	Unlawfully selling a controlled substance listed in Chapter 2 of Division 10 of the Health and Safety								
	(c-4) 48900 or cor	Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section mmitting a sexual battery as defined in subdivision (n) of Section 48900.								
ED dis	UCATION C	ODE 48915 - Mandatory expulsion recommendation (unless inappropriate) and expulsion:								
	(a-1)	Causing serious physical injury to another person, except in self-defense.								
	(a-2)	Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil.								
	(a-3) Unlawful possession of any controlled substance listed in Chapter 2 of Division 10 of the Health and Safety Code, except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis.									

	(a-4)	Robbery or extortion.	
emt	(a-5) loyee.	Assault or battery, as defined in Sections 24	0 and 242 of the Penal Code, upon any school
FAC	CTS LEADIN	NG TO DECISION TO SUSPEND	
Cod bee Pur offic	le of the Sta n explained suant to Se cial's reques student's p	ate of California, Sections 48900, 48910 at to the pupil, and he/she has had an opportion 48911, the parent or guardian is recast for a conference regarding this suspens	een issued in compliance with the Education and 48911. The reason for this suspension has ortunity to explain his/her version of the incident. quired to respond without delay to a school sion, please telephone 338-6470. eess to the pupil records as provided by Section
		E: DURING THIS PERIOD OF SUSPENS AR ANY SCHOOL CAMPUS, OR MAY B	SION FROM SCHOOL, THE PUPIL MUST NOT SE SUBJECT TO ARREST.
For	offenses 48	3900 A-E and 48915 refer to Action Subje	ect to Expulsion Form.
Tea	icher's Sign	ature	Date
and	/or		
Adr	ninistrator's	Signature	Date
	oies: Origina	al - Parent, Pink - Superintendent, Golder	nrod - School

Appendix G

Staff List Principal: Doug Hughey

Antelope View
Inna Babikova
Tina Degan-Henslee
Jim Fritch
Charles Hayes
Michele Koscheka
Sarah Lam
Stephen Osborn
Clay Smith
Marilyn Stoops
Michael Tadros
Robyn Van Buren

Global Youth
Clif Castro
Jesika Franco
Lorraine Franco
Rich Hartman
Hannah Siviglia

Appendix H

Classroom Telephone Numbers

Babikova	Extension 221	Lorraine Franco 680
Degan Henslee	Extension 218	Jesika Franco 680
Fritch	Extension 206	
Hayes	Extension 216	
Hughey	Extension 104	
Koscheka	Extension 101	
Lam	Extension 239	
Osborn	Extension 220	
Smith	Extension 246	
Stoops	Extension 105	
Tadros	Extension 261	
Van Buren	Extension 219	

Appendix I

Appendix J

Appendix K OFF SITE EVACUATION MAP

Appendix L

EOC Message Form

Date:		
Time:	ROUTINE	Priority (Circle One) EMERGENCY URGENT
	ROUTIVE	EWERGENCI URGENI
	(Life Threatened)	(Property Threatened) (All Others)
NT	To:	From:
Name: Title:		Name: Title:
Location:		Location:
Loudon.		Location.
Check One:	□Take Action	□For Information □Other
<u>Category</u>	<u>Number</u>	<u>Description</u>
A.	#	Fatalities
В.	# Minor	Injuries Minor: In need of First Aid attention only
	#Major	Major: Unable to treat on site, i.e. airway and breathing difficulties, cardiac arrest, uncontrolled or suspected severe bleeding, severe head injuries, severe medical problems, open chest or abdominal wounds, severe shock.
	#Moderate	Moderate: Burns, major multiple fractures, back injuries with or without spinal cord damage.
C.	#of Injured	Injuries (Ambulance)
D.	Circle One:	Property Damages
	Major	Major damage: building collapse, building leaning, major ground movement causing large cracks in ground.
	Moderate	Moderate damage: Falling hazards present, hazard present (toxic chemical spill, broken gas line, fallen power lines).
	Minor	Minor damage: Dislodged overhead air duct terminals, light fixtures, suspended ceiling grid, overhead mechanical systems and broken windows.
E.	Ambulance PG & E	Resources Needed
	Other	Other: Describe
Transmit data only	v, A – E above, in 30 – 45 seco	onds. After transmission, wait for EOC's request to elaborate.
Additional Informa	tion:	
Disposition:	· -	

Consent agend

Center Joint Unified School District

	etidantiese am variet euro protesta de la trasida e miterioria e est esperantes acidan (acidan).	AGENDA REQUEST FOR:
Dept./Site:	Facilities & Operations Departm	nent
То:	Board of Trustees	Action Item X
Date:	March 21, 2012	Information Item
From:	Craig Deason, Assist. Supt.	# Attached Pages
Assist. Sup	ot. Initials: <u>CD</u>	

SUBJECT:

Contract with Martin General Engineering, Inc., for Seal

and Stripe Play Area Hard Court Projects at Both North

Country and Oak Hill Elementary Schools

The Facilities and Operations Department would like to enter into a contract with Martin General Engineering, Inc., the low bidder, for sealing and striping the hard courts at both North Country and Oak Hill Elementary Schools. These projects will be paid by bond funds.

RECOMMENDATION: That the Board of Trustees approves the contract with Martin General Engineering, Inc., to seal and stripe the hard courts at North Country and Oak Hill Elementary Schools.

POST BID ANALYSIS AND CHECKLIST

PROJECT INFORMATION	PROJECT INFORMATION -				
Project Name: North Country and Oak Hill Seal ar	nd Stripe Play Area Hard Court Project				
Bid Package No: 12-01					
Bid Date: February 23, 2012 no later than 2:00:00	<u>p.m.</u>				
Project Budget: \$25,000.00 (Including \$10,000 in	allowances - unused portion returns to the District)				
Apparent Low Bidder: Martin General Engineering	ı. Inc.				
Second Low Bidder: Breault Asphalt Maintenance	<u>, Inc.</u>				
DID FORM CUFOKI ICT					
BID FORM CHECKLIST					
☑ Bid Form Signed <u>Yes</u>	Bid Bond @ 10% Yes				
Addenda Rec'd - 1 (count)	Admitted Surety (California) Yes				
Base Bid Total <u>\$31,100.00</u>	□ DVBE Info Submitted N/A				
⊠ Alt Bid Total <u>N/A</u>	Non-Collusion Affidavit Yes Yes Non-Collusion Affidavit Yes Non-Collusion Yes Non-C				
○ Contractor's License Verification Yes	□ List of Subcontractors <u>Yes</u>				
Any Irregularities? No.	☐ Other				
Any Protests? No					
Recommend Award To: Martin General Engineering, Inc.					
Recommended Award Amount: \$31,100.00					
District Approval Date: March 21, 2012					
BID REVIEWS	Day Ma Dayson				

Program Manager:

Capital Program Management, Inc. Mark Rosson, Vice President

ATTACHMENTS:

Center JUSD:

Bid Results Tabulation Form (with contractor names) Pre-Bid Conference Sign-In Sheet Forms Submitted with Bid (Section 00210, Bid Bond)

Craig Deason

Date: February 23, 2012 Time: 2:00:00 PM Location: CUSD District Office, facilities

CENTER JOINT UNIFIED SCHOOL DISTRICT BID RESULTS TABULATION

North Country and Oak Hill Soal and Stripe Play Area Hard Court Project Bid Package #12-01

Contractor Designation	Contractor	Pro-Bid Y/N	Addenda Noted Y/N	Bid Security Y/N	Non- Collusion Affidavit Y/N	List of Sub- Contractors Y/N	Bid item #1 North Country Lump Sum	Bid item #2 Oak Hill Lump Sum	Bid Item #3 North Country Allowance	Bid Item #4 Oak Hill Allowence	Total Bid Amount (Base Bid + Allowance)	Ranking
_ A	Sierro National Asphalt	Y	Υ	Y	Y	Y	\$19,570.00	\$22,070.00	\$5,000.00	\$5,000.00	\$51,640.00	4
<u> </u>	Sierra Striping	Y	Y	γ.	Y	Y	\$21, 9 20 00	\$21,965.00	\$5,000.00	\$5,000.00	\$53,885.00	5
С	Martin General Engincering, Inc.	Y	Y	Y	<u> </u>	Y	\$10,800.00	\$10,300.00	\$5,000.00	\$5,000.00	\$31,100.00	1
D	Breault Asphalt Maintenance	Υ	Y	Y	Y	Y	\$15,022.00	\$14,858.00	\$5,000.00	\$5,000.00	\$39,880.00	2
<u> </u>	NorCal Asphalt Paving & Maintenance	γ	Y	Y	Y	Y	\$14,797.00	\$20,576.00	\$5,000.00	\$5,000.00	\$45,373.00	3
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<u> </u>												
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Opened By:	Carol Surryhne
Read By:	Mark Rosson
Recorded By:	Corinne Wattenburger
Totaled By:	Corinne Wattenburger

February 28, 2012

Mr. Adrian Martin Vice President Martin General Engineering, Inc. 12485 Quicksilver Drive Rancho Cordova, CA 95742

Re: Notice of Intent to Award

Bid Package #12-01 - North Country and Oak Hill Seal and Stripe Play Area Hard Court Project

Dear Mr. Martin:

The Center Joint Unified School District (CJUSD) is pleased to give you this Notice of Intent to Award for Bid Package #12-01, North Country and Oak Hill Seal and Stripe Play Area Hard Court Project. Martin General Engineering, Inc.'s offer of \$21,100.00, plus an additional \$10,000.00 for unforeseen site conditions (total contract value \$31,100.00), has been recommended for approval by the Board at the March 21, 2012 Board meeting, and we anticipate the issuance of a Notice to Proceed thereafter. At this time, please begin preparing and forwarding all required submittals for the Project in order to expedite start of construction. (See Instructions to Bidders Section 00100, ARTICLE 1.10 – POST-BID Submittals, and General Conditions Section 00700, ARTICLE 11 – SUBMITTALS).

Please be advised, the Agreement between Martin General Engineering, Inc. and CJUSD will be mailed to you once it has been Board approved on March 21, 2012.

Commencement of construction activities and completion date will be indicated in the Notice to Proceed, which will be issued following receipt of the documents listed below. The following documents need to be submitted within ten (10) days of receipt of this letter to: Capital Program Management, Attention: Mark Rosson, 2150 Capitol Ave, Sacramento, CA 95816.

- 1. Payment Bond
- 2. Performance Bond
- 3. Local contact for Surety
- 4. Insurance Certificates
- 5. Name of the full-time superintendent
- 6. Emergency contact names and numbers
- 7. The name of the safety supervisor
- 8. Copy of Safety Manual
- 9. Name of the person(s) authorized to sign documents for this project
- 10. Time and Material labor rates (use T&M Wage Chart)
- 11. List of all subcontractors and suppliers with address, telephone and fax numbers
- 12. Matrix of all required submittals
- 13. Fringe Benefit Statement Form (Prime and Subcontractors)
- 14. DAS 140 Form Public Works Contract Award Information
- 15. Schedule of Values information according to Article 12 of Section 00700 General Conditions
- 16. Workers Compensation Affidavit
- 17. Affidavit of Public Works Compliance

No work shall commence prior to the issuance of the Notice to Proceed. We look forward to working with Martin General Engineering, Inc. on this project. If you have any questions, please feel free to contact me at 916-553-4400.

Sincerely.

Mark Rosson

Project Manager, Owner's Representative

Und Ronon

Cc: Craig Deason & Carol Surryhne, CJUSD



1 2	SECTION 00300 - FORM OF CONTRACT
3	ARTICLE 1. AGREEMENT FOR CONSTRUCTION
4 5 6 7 8 9	THIS AGREEMENT is made and entered into as of this 21st ay of March, 2012, by and between the Center Joint Unified School District (hereinafter referred to as "District"), and Martin General Engineering, Inc., an independent contractor (hereinafter referred to as "Contractor").
10	District and Contractor hereby mutually agree as follows:
11 12 13 14 15 16 17	Section 1 - SCOPE OF WORK. Contractor agrees to furnish all tools, equipment, apparatus, facilities, labor and materials and transportation necessary to perform and complete in a good and workmanlike manner to the satisfaction of District, all work called for and in the manner designated in, and in strict accordance with, the Contract Documents as defined in Section 2 hereof, the Work for the North Country and Oak Hill Seal and Stripe Play Area Hard Court Project #12-01, as described in Specifications Section 00800 - Special Provision.
18 19 20 21 22 23 24	Section 2 - CONTRACT DOCUMENTS. The Contract Documents, sometimes also referred to as "the Contract", consist of the Notice to Bidders, the Instructions to Bidders, the Proposal Form, this Agreement, the Bid Bond, the Payment Bond, the Performance Bond, Contractor's Guarantee Form, the General Conditions, the Special Provisions, Exhibits, the General Requirements, the Technical Specifications, the Plans and Specifications, all duly issued addenda, interpretations, Change Orders, supplemental drawings, and the accepted Construction Schedule.
25 26 27 28	Section 3 - DEFINITIONS. Unless otherwise specifically provided herein, all words and phrases defined in the General Conditions shall have the same meaning and intent in this Agreement.
29 30 31 32	Section 4 - CONTRACT AMOUNT. District agrees to pay and Contractor agrees to accept, for the full and complete performance of this Agreement in full payment for the Work performed the sum of Twenty-one thousand, one hundred
33 34 35 36 37 38	DOLLARS (\$ 21,100.00), subject to adjustment as provided in the Contract Documents. In addition to the above lump sum amount is an allowance in the amount of TEN THOUSAND DOLLARS (\$10,000.00). The Contractor shall not be entitled to draw against this allowance without the prior written approval of the Owner's Representative. Any unused allowances shall revert to the District. The Contractor shall provide the District with a monthly accounting of its use of any part of the allowances.
39 40 41 42 43	Section 5 - MONTHLY PROGRESS PAYMENTS. Monthly progress payments shall be made in accordance with Article 12 of the General Conditions of the Contract Documents.
44 45	Section 6 - FINAL PAYMENT. Final payment shall be made in accordance with Article 21 of the General Conditions.
46 47 48 49 50 51	Section 7 - RETENTION OF SUMS CHARGED AGAINST CONTRACTOR. When, under this provisions of the Contract Documents, District shall charge any sum of money against Contractor, District shall deduct and retain the amount of such charge from the amount of the next succeeding progress payment, or from any other monies due or that may become due to Contractor from District. If, on completion or termination of the Contract, sums due Contractor are insufficient to pay District's charges against Contractor, District shall have the right to recover the balance from Contractor or its sureties.

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Section 8 - TIME OF COMPLETION.

The Work shall be commenced on the date specified in the District's "Notice to Proceed," and shall be fully completed as described in the Contract Documents, including, without limitation, the General Conditions, within the time set forth in the Preliminary Construction Schedule, together with such additional time as may be provided by any change order issued pursuant to the Contract Documents.

Time is of the essence in this Agreement and the Contract Documents. Failure of Contractor to complete the Work by the completion date and in the manner provided for by the Contract Documents shall subject Contractor to liquidated damages as hereinafter provided in this Agreement and the Contract Documents.

Section 9 - NO WAIVER OF REMEDIES.

Neither the inspection by District or its agents, nor any order or certificate for payment of money, nor any payment for, nor acceptance of the whole or any part of the Work by District, nor any extensions of time, nor any position taken by District or its agents shall operate as a waiver of any provision of this Agreement or the Contract Documents or of any power herein reserved to District or any right to damages herein provided, nor shall any waiver of any breach of this Agreement or of the Contract Documents be held to be a waiver of any other or subsequent breach. All remedies provided in this Agreement and in the Contract Documents shall be taken and construed as cumulative; that is, in addition to each and every other remedy provided in this Agreement and/or the Contract Documents, and District shall have any and all equitable and legal remedies, which it would in any case have.

Section 10 - LIQUIDATED DAMAGES.

Liquidated damages may be assessed against Contractor in accordance with Article 14 of the General Conditions and in the amount of five hundred dollars (\$500) per calendar day if Contractor fails to complete the Work within the Contract Time. The provision for liquidated damages in the Contract Documents shall not be applicable nor act as a limitation upon District if Contractor abandons the Work. In such event, Contractor shall be liable to District for all Losses incurred.

Section 11 - PERFORMANCE AND PAYMENT BONDS.

Contractor, before beginning the Work, shall file a Performance Bond and a Payment Bond with District, each made payable to District. These bonds shall be issued by surety company authorized to do business in the State of California and shall be maintained during the entire life of the Contract at the expense of Contractor. Each bond shall be in the amount of one hundred percent (100%) of the Contract. The Performance Bond shall guarantee the faithful performance of the Contract. The Payment Bond shall be in accordance with the requirements of Part 4, Title 15, Chapter 7, Division Three of the Civil Code of the State of California. Any alteration or alterations made in any provision of the Contract shall not operate to release any surety from any liability on any bond required hereunder and the consent to make such alterations is hereby given, and any surety on said bonds hereby waives the provisions of Section 2819 of the Civil Code.

Section 12 - LABOR CODE COMPLIANCE

Contractor and all subcontractors shall fully comply with all provisions of the California Labor Code governing the performance of public works contracts, including, but not limited to, payment of prevailing wages, limitations on time worked, compliance with apprentice requirements, maintenance of payroll records and prohibition against discrimination.

Section 13 - UNFAIR COMPETITION.

The following provision is included in this Agreement pursuant to California Public Contract Code section 7103.5.

 "In entering into a public works contract or subcontract to supply goods, services, or materials pursuant to a public works contract, the contractor or subcontractor offers and agrees to assign to the awarding body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700 of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the contractor, without further acknowledgment by the parties."

Section 14 - ASSIGNMENT.

Neither this Agreement nor any rights herein of Contractor shall be assigned without the written consent of District first obtained.

Section 15 - NO THIRD PARTY BENEFICIARIES.

This Agreement is entered into solely between District and Contractor. There are no third party beneficiaries, intended, unintended, or otherwise to this Agreement.

Section 16 - AGREEMENT BINDING.

This Agreement shall bind and insure to the heirs, devisees, assignees and successors in interest of Contractor and to the successors in interest of District in the same manner as if such parties had been expressly named herein.

Section 17 - AGREEMENT CONTROLS.

In the event of a conflict between the terms and conditions set forth in this Agreement and the terms and conditions set forth in the other Contract Documents, the terms and conditions set forth in this Agreement shall prevail.

Section 18 - FINGERPRINTING.

Education Code section 45125.1 applies to this Agreement. Contractor shall, prior to commencement of Work, require any person affiliated with Contractor (or, in appropriate cases, himself or herself) to be fingerprinted by the Department of Justice ("DOJ") if that person will have unsupervised access to school campuses. Upon verification from DOJ that those persons fingerprinted have no record of a serious or violent felony, Contractor will so certify by signing and submitting to the Governing Board of District the certification form attached as Exhibit A and incorporated by reference. In addition, Contractor shall submit the names of those persons who have received clearance and are authorized to have unsupervised access to school campuses on a form as indicated in Exhibit B. Any person whose name is not on the cleared list may not have such access. In that case, Contractor must make arrangements with District for appropriate access. No person with a violent or serious felony as reported by DOJ may have access to the school campuses.

Failure to comply with this Section 18 of this Agreement, or permitting unsupervised access by an employee whose name has not been cleared by DOJ as certified by Contractor shall constitute grounds for termination of this Agreement.

1	Section 19 - GOVERNING LAW.		
2 3	This Agreement will be governed by and construed in accordance with the laws of the State of California.		
4	IN WITNESS WHEREOF the parties hereto ha	ve executed this Agreement the day and year first above written.	
5	IN WITHEOUT WILLIAM , the parties hereto ha	to exceeded the righterment the day and year more deere willen	
6	Contractors are required by law to be licer	nsed and regulated by the Contractor's State License Board,	
7	which has jurisdiction to investigate comp	laints against contractors if a complaint is filed within three	
8	years of the date of the alleged violation.	any questions concerning a contractor may be referred to the	
9	Penistrar Contractors' State License Board	, P.O. Box 26000, Sacramento, California 95826.	
10	rogistial, continuotors state Electrica Beart	, 1 101 Box 2000) Guerament, Gumente	
11			
12			
13		District: Center Joint Unified School District	
14			
15		Ву:	
16			
17		lts:	
18			
19			
20		Board Approval Date:	
21			
22		Contractor: Martin General Engineering, Jac.	
23	(Corporate Seal)	Contractor: Mai till delletal Eligino	
24		· Colombia	
25		By: Charles	
26		11s: Vice President	
27		115: VICO I VESICIENC	
28 29		Business Address: 12485 Orucksilver Dr.	
30	-		
31		Rancho Cordina, Ca 95742	
32			
33		License Number: 844279	
34			
35		Federal I.D. #: <u>00 - 1270784</u>	
36			
37			
38	CORPORATE CERTIFICATE		
39	I.T.M. Martin		
40	1. 1.10(.10(CV +CV)	_, certify that I am the Secretary of the corporation named as	
41	I, I May to provide the corporation named as Contractor in the foregoing contract; that Advisor May to provide the corporation named as Contractor in the foregoing contract; that Advisor May to provide the corporation named as Contractor in the foregoing contract; that Advisor May to provide the corporation named as Contractor in the foregoing contract; that Advisor May to provide the corporation named as Contractor in the foregoing contract; that Advisor May to provide the corporation named as Contractor in the foregoing contract; that Advisor May to provide the corporation named as Contractor in the foregoing contract; that Advisor May to provide the corporation named as Contractor in the foregoing contract; that Advisor May to provide the corporation named as Contractor in the foregoing contract; that Advisor May to provide the corporation named as Contractor in the foregoing contract; that Advisor May to provide the corporation named as Contractor in the foregoing contract; that Advisor May to provide the corporation named as Contractor in the foregoing contract; that Advisor May to provide the corporation named as Contractor in the Contracto		
42		ully bind the corporation to this Agreement; that said contract was	
43	· ·	on by authority of its governing body and is within the scope of its	
44 45	corporate powers.		
45 46		sh st	
47	(Corporate Seal)	Il sell and sell	
48	(corporate deal)	Secretary Williams	
49		occional y	
50		END OF SECTION	
51			

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1	EXHIBIT A TO FORM OF CONTRACT			
2				
3	CERTIFICATION			
4	And the little and the state of			
5	1. Advan Martin on behalf of Wartin General Engineering, fac.			
6	certify that, pursuant to Education Code Section 45125.1 and 45125.2 and Article 18 of this Agreement, this			
7	business entity has conducted the required criminal background check(s) of all persons who will be providing			
8	continual supervision and monitoring of all persons who will be providing services to the Center Joint Unified			
9	School District on behalf of this business entity, and that none of those persons have been reported by the			
10	Department of Justice as having been convicted of a serious or violent felony as specified in Penal Code sections			
11 12	667.5(c) and/or 1192.7(c). I understand that this Certification is not to be signed and submitted until I have received clearance from DOJ regarding those persons named.			
13	received dearance from DOJ regarding those persons named.			
14	As further required by Education Code 45125.1, submitted herewith as Exhibit B is a list of names			
15	of the employees or agents of <u>Martin General Engineering, Inc.</u> who will be providing continual			
16	supervision and monitoring of all persons who will be providing services to the Center Joint Unified School District			
17	on behalf of this business entity and who are required to be fingerprinted as provided in the Agreement. I agree			
18	to keep this list current and to notify Center Joint Unified School District of any addition/deletions as they occur.			
19				
20	I declare under penalty of perjury under the laws of the State of California that the			
21	foregoing is true and correct.			
22	Executed this 14th day of Mara, 2012, in Section County, California.			
23	Executed this 145 day of May W., 2012, in Section County, California.			
24				
	(Seal of business) By: Advian Marten			
	[Name of Contractor's Authorized Representative]			
	(Rease print)			
	Vice President			
	The trile			
	(Milho			
	(Signature)			

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LIST OF EMPLOYEES WHO ARE AUTHORIZED TO PROVIDE SUPERVISION AND MONITORING SERVICES ON SCHOOL CAMPUSES

<u>Name</u> :	North Country and/or Oak Hill Elementary School
TM Martin	
Jose Hurtado	

CONCENT AGENDA

Center Joint Unified School District

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Dept./Site: Facilities & Operations Department				
Date:	March 21, 2012	Action ItemX		
То:	Board of Trustees	Information Item		
From:	Craig Deason, Assist. Supt.	# Attached Pages _31		
Assist.Supt. Initials:				

SUBJECT: Approval of Developer Fee Payment Agreement Property No. 3

The District and developers/owners of property and/or options to acquire property within the Sierra Vista Specific Plan ("Sierra Vista") have negotiated the terms upon which Sierra Vista will mitigate future students generated by the proposed development of the property within the Sierra Vista Specific Plan. The Developer Fee Payment Agreement foresees the development of up to approximately 5,871 student producing dwelling units.

RECOMMENDATION: That the Board of Trustees approves the attached "Developer Fee Payment Agreement (Sierra Vista Specific Plan)" between the District and Sierra Vista owners and developers.

Recording Requested by:

Elizabeth B. Hearey, Esq.
Atkinson, Andelson, Loya, Ruud & Romo
For the benefit of
Center Joint Unified School District
No fee under Government Code section 6103

When Recorded Mail to:

Elizabeth B. Hearey, Esq. Atkinson, Andelson, Loya, Ruud & Romo 5075 Hopyard Road, Suite 210 Pleasanton, CA 94588

(SPACE ABOVE THIS LINE RESERVED FOR RECORDERS USE)

LANDOWNER'S DEVELOPMENT AGREEMENT

(Mourier Investments, LLC; Sierra Vista - Property No. 3)

This Landowner's Development Agreement ("Agreement"), dated for reference purposes as of March 21, 2012, is entered into by and between the Center Joint Unified School District ("District"), a public school district duly organized and existing under Chapter 1 of Division 3 of Title 2 of the Education Code of the State of California, and Mourier Investments, LLC ("Landowner") which is the owner of certain property and/or options to acquire property planned for urban uses within the Sierra Vista Specific Plan (hereinafter referred to as the "Specific Plan"). District and Landowner are sometimes referred to individually as a "Party" and collectively as the "Parties."

Recitals

- A. WHEREAS, Landowner's property (Assessor's Parcel No. 017-150-069) which is subject to this Agreement and which lies within the Sierra Vista Specific Plan approved by the City of Roseville, is depicted on Exhibit "1" (Map of Specific Plan Owners' Property) and is more particularly described in Exhibit "2" (Legal Description Landowner's Property) attached hereto ("Property"); and
- B. WHEREAS, all other owners of property within the Sierra Vista Specific Plan, with the exception of those property owners described below in Recital "E," are referred to herein as "Specific Plan Owners"; and
- C. WHEREAS, the Specific Plan Owners, the property they own within the Specific Plan ("Specific Plan Owners' Property"), and their contact information is described in Exhibit "3" (List of Specific Plan Owners' Property, Assessor's Parcel Numbers, and Contact Information); and

- D. WHEREAS, all Specific Plan Owners, with the exception of Landowner, have entered into separate similar development agreements with the District with respect to their property and obligations; and
- E. WHEREAS, one portion of the Specific Plan which lies within the Center Joint Unified School District is designated "Urban Reserve" and is currently owned by Westpark S.V. 400, LLC and the Chan family, entities and persons who are not entering into a Development Agreement with the District and are excluded from the definition of "Specific Plan Owners" for purposes of this Agreement; and
- F. WHEREAS, Landowner has acquired ownership of the entire Property and now wishes to enter into an Agreement similar to the development agreements already entered into by the other Specific Property Owners and the District; and
- G. WHEREAS, the Property within the Specific Plan is located within an area which has now been annexed to the City of Roseville ("City"); and
- H. WHEREAS, the Specific Plan dated May 5, 2010, and approved by the City on that date foresees the development of six thousand six hundred fifty (6,650) student-producing dwelling units and approximately two hundred fifteen (215) acres of commercial development, of which approximately five thousand eight hundred seventy-one (5,871) student-producing dwelling units and two hundred fifteen (215) acres of commercial development lie within the District portion of the Specific Plan ("Specific Plan Owners' Development" or "Project"); and
- I. WHEREAS, there are three school districts which serve the Sierra Vista Specific Plan area including: Roseville City School District, Roseville Joint Union High School District, and the Center Joint Unified School District; and
- J. WHEREAS, the District anticipates that approximately one thousand five hundred forty-five (1,545) elementary school students, approximately seven hundred sixty-three (763) middle school students, and one thousand one hundred thirty-three (1,133) high school students will be generated for the District from the Project; and
- K. WHEREAS, the Specific Plan Owners' development of the Project will increase the size of the student population within the District and require the building of one (1) middle school and two (2) elementary schools; and
- L. WHEREAS, the first construction of the Project is expected to commence in 2012 with the first units occupied in 2013; and
- M. WHEREAS, the Parties wish to ensure the orderly and expeditious design and construction of school facilities to house students generated by the Project; and
- N. WHEREAS, the prior owner of the Property entered into a separate development agreement with the City ("City Development Agreement") and has obtained urban zoning for the Property consistent with the Specific Plan; and

- O. WHEREAS, Landowner represents that all entities and persons with an option to purchase Landowner's Property, or a portion thereof, are Parties to this Agreement.
- P. WHEREAS, Landowner agrees to incur the similar obligations to those agreed to by the other Specific Plan Owners in separate developments agreements which they have signed with the District

NOW, THEREFORE, in consideration of the terms and conditions set forth herein, the Parties agree as follows:

- 1. <u>Term.</u> This Agreement shall not be effective until all of the following have occurred: execution of this Agreement by the Parties is completed ("Effective Date"). Thereafter, this Agreement shall remain in full force and effect until the Landowner makes all of the payments contemplated herein and discharges its duties under the Agreement.
- 2. <u>Developer Fees.</u> The District intends to assess developer fees against the Property within the Sierra Vista Specific Plan and within the District's boundaries, pursuant to California Government Code section 65995, et seq. The current fees in effect at the time of execution of the Agreement will not determine the level of fees which will be payable by Landowner. The fees payable will be those in effect at the time the fees are payable. The fees payable may be equal to, greater than, or less than the fees currently assessed. This Agreement shall in no way condition, limit, modify, or terminate these statutory rights of the District to impose fees.

3. Covenant to Sell School Sites.

a. Currently Identified School Sites.

- (1) The Development of all Specific Plan Owners' Property is anticipated to generate the need for two (2) elementary schools and one (1) middle school. The Specific Plan Owners have agreed to reserve two (2) sites for elementary schools and one (1) site for a middle school ("School Sites") and to sell the School Sites to the District in accordance with the terms of this Agreement and the other Specific Plan Owners' separate development agreements with the District.
- (2) The Maps of Proposed School Sites attached as Exhibit "4" depict the currently proposed locations for the identified middle school (FD-65) and two identified elementary schools (KT-61 and JM-61) within the Specific Plan.
- (3) The locations of the School Sites may change in the event that the School Sites identified and depicted on Exhibit "4" are not acceptable to the District or the Landowner chooses not to remediate a School Site(s). Therefore, Landowner currently is or may become a School Site owner.

b. Time of Sale.

(1) Each School Site will be sold and delivered in construction-ready condition (see 3.d. below for definition of "construction-ready") as and when requested by the District and

subject to the District's receiving approval of the School Site(s) from the California Department of Education and obtaining funding for the purchase(s).

- (2) <u>Time for Request to Purchase</u>. The District may make a request to purchase the School Sites according to the following schedule:
 - (i) School Site E-1 (Specific Plan Parcel JM-61): The District may request to purchase School Site E-1 any time after the City issues the 150th residential building permit within the District's portion of the Specific Plan area, but no later than the later of one hundred eighty (180) days after the City issues the 2,000th building permit within the District's portion of the Specific Plan area or completion of all necessary work for School Site approval by the California Department of Education, which approval the District shall seek using reasonable, good faith efforts.
 - (ii) School Site E-2 (Specific Plan Parcel FD-65): The District may request to purchase School Site E-2 any time after the City issues the 2,750th residential building permit within the District's portion of the Specific Plan area, but no later than the later of one hundred eighty (180) days after the City issues the 4,000th residential building permit within the District's portion of the Specific Plan or completion of all necessary work for School Site approval by the California Department of Education, which approval the District shall seek using reasonable, good faith efforts. In addition, for School Site E-2, the District may also request that the Specific Plan Owner that owns the School Site sell the School Site before the City issues the 2,750th residential building permit within the District's portion of the Specific Plan area if development is occurring immediately around School Site E-2 and public improvements necessary to serve the School Site have been constructed.
 - (iii) School Site E-3 (Specific Plan Parcel KT-61): Any time after the City issues the 2,000th residential building permit within the District's portion of the Specific Plan area, but no later than one hundred eighty (180) days after the City issues the 3,250th residential building permit within the District's portion of the Specific Plan or completion of all necessary work for the School Site approval by the California Department of Education, which approval the District shall seek using reasonable, good faith efforts.
- Units for the Schedule of Improvements and Access to School Site. Those Specific Plan Owners (or successors in interest) who have developed in the Plan Area by obtaining a building permit prior to or at the time that any Specific Plan Owner (or successor in interest) triggers the permit threshold set forth above for a particular School Site are referred to herein as "Developing Specific Plan Owners." Developing Specific Plan Owners may collectively elect one of the following options for providing initial school facilities within thirty (30) days of District's request to purchase School Site E-1. Developing Specific Plan Owners shall not be required to construct the site improvements to School Site E-1 except as set forth below:

Option 1. Develop School Site E-1. Obtain from landowner of School Site E-1 the rights to develop and thereafter execute or cause the execution of the sale of School Site E-1 to the District, subject to the following modified requirements for allowing the District access and the timeline for the construction of improvements:

- (a) Nine (9) months after the District's request to purchase School Site E-1, provide the District with access to School Site E-1 via a gravel road. The corners of School Site E-1 shall be marked, but shall not be required to be monumented until the legal parcel for the School Site E-1 is created;
- (b) Twenty-one (21) months after the District's request to purchase School Site E-1, provide adequate water service to School Site E-1 to support school construction (which service may be temporary);
- (c) Twenty-four (24) months after the District's request to purchase School Site E-1, provide temporary electrical service to School Site E-1; and,
- (d) Thirty-six (36) months after the District's request to purchase School Site E-1, complete all connections to all utilities and required frontage improvements for School Site E-1.

Notwithstanding the foregoing, after the occupancy of one hundred fifty (150) K-6 students within the Specific Plan (which is estimated to be occupancy of 424 LDR/MDR units using District student generation rates), School Site E-1 shall be provided in construction-ready status as described in Section 3.d. below within ninety (90) days or the builders and Specific Plan Owners shall stop obtaining additional occupancy permits within the Specific Plan. Student occupancy, not the number of LDR/MDR units, shall control.

Except as expressly modified by this paragraph, all provisions and timelines for the improvement and sale of School Site-E-1 shall apply.

Option 2. Transportation. Provide the District with transportation costs for students that occupy any residential unit within the initial development of the Specific Plan and as follows:

Number of Students	Fee for Service for First Three (3) Years of Transportation (to be paid in advance on exercise of the option.)	Fee for Service for Second Three (3) Years of Transportation (to be paid before the beginning of the second three (3) years.)
1-56	\$710,000.00	\$710,000.00
57-103	\$710,000.00	\$710,000.00
104-150	\$710,000.00	\$710,000.00

Fees shall be paid for student transportation until School Site E-1 improvements are completed and the site is delivered to the District at close of escrow.

Transportation fees shall be charged up to a maximum of six (6) years.

Notwithstanding the foregoing, after the occupancy of one hundred fifty (150) K-6 students within the Specific Plan (which is estimated to be occupancy of 424 LDR/MDR units using District student generation rates), School Site E-1 shall be provided in construction-ready status as described in Section 3.d. below within ninety (90) days or the builders and Specific Plan Owners shall stop obtaining additional occupancy permits within the Specific Plan. Student occupancy, not the number of LDR/MDR units, shall control.

- Option 3. Temporary School Site. Provide, at no expense to the District, a temporary School Site with the following provided:
 - (a) A secure fenced rectangular site of a minimum of 5.5 acres with a width to length ratio of no greater than 0.75.
 - (b) Developed frontage to include curb, gutter, and sidewalk and a bus pullout to City of Roseville Planning Department specifications.
 - (c) On-site parking of a minimum of forty (40) spaces.
 - (d) All utilities that are described and enumerated in this Agreement for School Site E-1.
 - (e) A level asphalt area of 20,000 square feet to be used for relocatable building placement and hardcourt playfields.
 - (f) Four (4) acres of level turf playfields.
 - (g) Four (4) relocatable Division of the State Architect (DSA) approved classrooms, one of which is equipped with two restrooms suitable for kindergarten children.
 - (h) Four (4) portable DSA approved restroom facilities (in one (1) or two (2) structures), two (2) for students and two (2) for staff.
 - (i) A DSA approved portable multipurpose room with a minimum of 1,920 square feet of open area.
 - (j) A DSA approved 960 square-foot office facility to accommodate the site administrator, nurse, attendance clerk, and custodian.
 - (k) DSA approved play apparatus for K-5 students.

(1) Notwithstanding the foregoing, within ninety (90) days of occupancy of one hundred fifty (150) students within the Specific Plan (which is estimated to be occupancy of 424 LDR/MDR units using District student generation rates), provide the site identified as School Site E-1 in construction-ready status as described in Section (3) above or the builders and/or owners shall stop obtaining additional occupancy permits within the Specific Plan. Student occupancy, not the number of LDR/MDR units, shall control.

If no option is selected within thirty (30) days of the District's request to buy School Site E-1, the Developing Specific Plan Owners shall be deemed to have selected Option 2 (Transportation).

- School Site E-2 and E-3, Schedule of Improvements, and Access to School Sites. The Landowners of School Sites E-2 and E-3 shall give the Developing Specific Plan Owners the right to develop School Sites E-2 and E-3 and the Landowners of School Sites E-2 and E-3 shall thereafter execute or cause the execution of the sale of School Sites E-2 and E-3 to the District. With respect to School Sites E-2 and E-3, the Developing Specific Plan Owners shall use commercially reasonable diligent efforts to complete the design of the improvement plans for the construction-ready improvements and obtain approval thereof from the City within six (6) months of the District's request. Developing Specific Plan Owners shall complete the construction-ready improvements for School Sites E-2 and E-3 within one (1) year of City and District approval of the improvement plans. The District shall be granted the opportunity to enter each School Site in order to begin the District's environmental testing and investigations within nine (9) months of the date on which the District requests to purchase the School Site. If the Developing Specific Plan Owners fail to provide School Site E-2 or E-3 in a timely manner as set forth herein, the builders and the Specific Plan Owners shall stop obtaining additional occupancy permits within the Specific Plan.
- c. <u>Separate Purchase Agreement</u>. To the extent a School Site falls within the Property of Landowner, the Landowner agrees to sell the School Site to the District and the District agrees to purchase the School Site from the Landowner after the District's request to purchase and the California Department of Education approves the School Site. The terms and conditions of each purchase shall be controlled by the provisions set forth in this Agreement and by a separately executed purchase agreement for the School Site.
- d. <u>Construction-Ready Parcel</u>. Each School Site owned by Landowner, if any, shall be delivered to the District in a construction-ready condition. Construction-ready is defined as the School Site having a maximum slope of 2% except for street transitions and with utilities and other improvements as set forth below. If the School Site has slopes greater than 2%, then the School Site shall be rough graded, such that commercially reasonable efforts shall be made by such Specific Plan Owners through contour grading so as to achieve no more than a 2% maximum slope between any two points (or as otherwise mutually agreed by the Parties hereto). Utilities shall be stubbed to the School Site in the location(s) selected by the District, and approved by the California Department of Education, including water, sewer, cable hookups, and fiber optics if available. The Developing Specific Plan Owners' engineer and the District's engineer shall work together to evaluate the construction ready site (as defined above) such that earthwork balance can be achieved using commercially reasonable efforts. In addition, curbs,

gutters, and roads on two sides adjacent to the School Site, in accordance with District and City plans for the School Site, shall be substantially completed and available for public use as part of such construction-ready condition unless otherwise agreed by the District. The School Site shall be prepared in accordance with the standards for school site construction, as approved by the Division of State Architect and the California Department of Education, or other applicable authority and shall include the following:

- (1) <u>Utilities</u>. Utility services to the property line shall include water, sewer, gas, electricity, cable television, and telephone and fiber optics which shall be stubbed to the School Site. (Notwithstanding the foregoing, fiber optics shall be provided only if available.)
- (2) Off-Site Development. Improvements outside of the property lines of each School Site shall include: pavement of streets, curbs, and gutters adjacent to the School Site and the extension of paved streets and permanent or temporary sidewalks as needed to provide access to the School Site from a major roadway.
- (3) On-Site Development. Improvements inside of School Site property lines shall include: site clearance and grub for areas to be contour graded, demolition of any existing structures, removal/relocation of utility services, construction ready-site (as defined above), and erosion control, as shown on applicable improvement/grading plans approved by the City of Roseville.
- (4) Report Preparation. Landowner agrees to provide District with a Phase 1 hazard report and a soils report for the School Site to be used by District to obtain any required CEQA approval and California Department of Education ("CDE") approval for School Site construction on Landowner's Property. Landowner will assist the District, at no additional cost or liability to District, in obtaining a letter of approval for the School Site purchase from the California Department of Education.
- above result in the need for environmental remediation measures or further testing for a specific School Site, the Landowner, if an owner of such School Site, shall, at its sole cost and expense, either fully remediate the condition of the School Site and/or provide such additional testing for the School Site, or provide District with an equivalent replacement School Site satisfactory to the District that does not require remediation and that meets the requirements for a School Site as set forth in this Agreement. Any replacement site shall thereafter be deemed a "School Site" for purposes of this Agreement. This issue of hazardous substances remediation or School Site replacement shall be developed in greater detail in the subsequent purchase agreement for the School Site to be entered into between the Landowner and the District. If the Landowner fails to provide an adequate School Site, the District may bring an eminent domain action to acquire a site within the Specific Plan. All litigation expenses incurred by the District shall be apportioned among the Specific Plan owners in accordance with the apportionment formula for pro rata shares set forth in section 6 below.

- e. <u>School Site Size</u>. The construction-ready School Sites shall be approximately and no less than the following size:
 - (1) Elementary Schools 12.0 net usable acres for each site;
 - (2) Middle School 21.60 net usable acres.
- 4. Purchase of School Site. The purchase price for a School Site shall be based on the fair market value of the School Site as of the date of acquisition by the District, based on an appraised value of the School Site with the completed improvements installed pursuant to Section 3 above. The appraisal shall be obtained by the District from an appraiser with MAI credentials. The fair market value shall assume underlying residential density for the School Site comparable to the zoning for adjacent residential development (or the average densities thereof if adjacent properties are zoned for different residential densities).
- 5. <u>Lease-Purchase</u>. As an alternative to purchasing a School Site, and subject to the mutual agreement of the Parties, the District may lease a School Site for a stated period of years, not to exceed five (5) years, at the end of which period the District shall purchase the School Site for the agreed-upon price, reflecting fair market value of the School Site and providing credit for the lease payments, as mutually agreed to by the Parties.
- 6. <u>Failure to Sell Reserved School Site</u>. The owners, as of January 19, 2011, of currently reserved School Sites, their contact information, and the Assessor's Parcel Number for each School Site are listed in **Exhibit "5."** In the event that any Specific Plan Owner who is an owner of a School Site, including the owner of a currently reserved School Site and/or the owner of a replacement School Site described in section 3.d.(5) of this Agreement, refuses to enter into a Purchase Agreement and/or sell a School Site to the District as and when required hereunder, then all of the Specific Plan Owners, including but not limited to the Landowner, shall collectively pay the following amounts to the District:
- a. the difference between the District offer of fair market value to purchase such a School Site and the ultimate condemnation award or settlement; and
- b. the District's costs and fees, including but not limited to attorneys' fees, incurred to complete the purchase of the School Site by eminent domain.

The costs shall be apportioned to the Specific Plan Owners on a pro-rata basis based on dwelling units equivalents (DUEs) of a Specific Plan Owner's property in the District's portion of the Specific Plan. In the case of commercially zoned properties, a DUE factor shall be established based upon the proportional relationship of the District's per square foot commercial development fee compared to its per square foot residential development fee. The other Specific Plan Owners previously agreed to share in the costs all as set forth illustrated in Exhibit "6" (Center Joint Unified School District DUE Allocation for Pro Rata Share of Potential Future Eminent Domain Costs) attached hereto. By way of example only, if the District's per square foot commercial development fee is roughly one-seventh (1/7th) of its per square foot residential development fee, the pro-rata share of the District's eminent domain fees and costs to be apportioned to commercially zoned property would be 1/7 of the pro-rata share per DUE of single-family residentially zoned property. Landowner now agrees to pay its fair share of the

costs on the same pro rata basis based upon DUEs as agreed by other Specific Plan Owners. Landowner agrees that the allocation formula in Exhibit "6" may be changed accordingly to reflect Landowner's pro rata share of the costs.

- 7. Manner of Financing. District expects to fund the construction, furnishing, and equipping of new school facilities with a combination of District general obligation funds, developer fees described in Section 2, and a State funding contribution. Provided, however, the Parties agree that the sole financial obligation of purely commercial development under this Agreement shall be to pay the school fees then authorized by statute to be levied against such uses.
- 8. Notice to New Owners and Acknowledgment. Before each and every portion of the Property is conveyed, the then current Landowner(s) of the portion of the Property to be conveyed, (which may be the original Landowner or the original Landowner's heir, successor-in-interest, or assign) shall disclose and require any builder thereon to disclose to the subsequent purchaser(s) or subsequent owner(s) prior to the close of escrow that the Property lies within the Center Joint Unified School District. The then current Landowner shall obtain the subsequent owner's written acknowledgement of this notice prior to the close of escrow. Within fifteen (15) days of each conveyance of all or a portion of the Property, the then current Landowner who has provided the notice and obtained the written acknowledgement shall provide a copy of the notice and the acknowledgment to the District. After an individual homeowner has acquired a lot with a home already constructed thereon, this provision shall no longer apply to that portion of the Property.
- 9. <u>Binding On Heirs, Successors, and Assigns</u>. This Agreement shall be binding upon and inure to the benefit of the parties and their respective heirs, successors, and assigns. Retail tenants and homeowners in the Project are not heirs, successors, and assigns and are not subject to this Agreement.
- 10. Covenant Running With the Land. This Agreement is for the benefit of the District and the Property shown in Exhibit "1" and described in Exhibit "2" and is intended to preserve the value of said Property and enhance its development. This Agreement shall be recorded in the official records of Placer County at or about the same time but not before the Development Agreement(s) with the City are recorded and this Agreement shall constitute a covenant running with the land.
- 11. <u>Disputes</u>. If a dispute arises relating to the interpretation of, enforcement of, or compliance with the terms of this Agreement, the Landowner and the District shall first attempt to resolve such dispute through informal discussions or negotiations. Any Party may convene such discussions by written notice and shall reasonably accommodate the other Party with respect to scheduling. If the dispute is not resolved in this manner within thirty (30) days, it may be referred to mediation upon the request of either Party for a period not to exceed an additional thirty (30) days. This dispute resolution process shall be undertaken in good faith and exhausted prior to judicial review. However, compliance with this process does not waive any Party's obligation to comply with, or right to assert as a defense, any applicable statute of limitations. The Parties may agree in writing to toll any applicable statute of limitations for such period as may reasonably be necessary to complete the dispute resolution process.

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12. Breach, Default, and Cure.

- a. Notice of Breach. If a Party materially breaches or fails to comply with any of its obligations under this Agreement, such breaching party shall have thirty (30) days following receipt of written notice of breach from the non-defaulting Party ("Breach Notice") to cure such breach or noncompliance ("Cure Period"). If such breaching Party shall not have cured such breach or noncompliance within the Cure Period and after the expiration of fifteen (15) days from the later of the expiration of the Cure Period and the date it receives written notice of default ("Default Notice"), it shall be deemed in default ("Default") under this Agreement; provided, however, that if the nature of the breach or noncompliance reasonably requires more than thirty (30) days to cure, the breaching Party shall not be in Default under this Agreement so long as the breaching Party commences such cure within the Cure Period and diligently prosecutes such cure, and provided further that each of the Breach Notice and the Default Notice shall set forth in reasonable detail the nature of the breach, noncompliance, or Default, as the case may be. Copies of all notices required hereunder shall be sent to all Parties to this Agreement.
- b. <u>Default Remedies</u>. Upon a Default pursuant to Section 12(a), the non-defaulting Party shall have the following cumulative rights and remedies: (a) to specifically enforce the obligations under this Agreement, or (b) to exercise any and all other rights and remedies the non-defaulting Party may have under this Agreement and/or under the law by reason of the Default.

13. Assignment of Liability.

- a. <u>In General</u>. Landowner acknowledges that all terms and conditions of this Agreement shall be binding on all successors-in-interest, including but not limited to purchasers of all or a portion of each Landowner's Property. Provided, however, bona fide, good faith purchasers of completed homes shall not be subject to the provisions of this Agreement.
- b. Notice of Assignment, Assignment, and Assumption Agreement. Upon any sale or transfer of any parcel of land in bulk or individual lot which occurs prior to issuance of final building inspection or certificate of occupancy, Landowner shall give written notice of the sale or transfer, including the name, address, and telephone number of purchaser or transferee to the District. Landowner and any successor-in-interest to the Landowner subject to this Agreement shall execute an Assignment and Assumption Agreement in a form which reflects and acknowledges the terms of this Agreement. A sample form Assignment and Assumption Agreement is attached as Exhibit "7."
- 14. <u>Termination of Agreement</u>. This Agreement shall automatically be terminated, without any further action by either Party or need to record any additional document, with respect to any residential lot within the Project, when all of the following conditions are met: full payment of developer fees as stated in Section 2 with respect to such residential lot, the completion of a fully improved lot, the conveyance of such improved residential lot by Landowner, or any successor-in-interest of Landowner, to a bona-fide good faith purchaser thereof and the occupancy of the residences on said residential lot.

15. <u>Notices</u>. All notices or other communications that may be given under this Agreement shall be in writing and shall be served personally or by certified or first-class mail, postage prepaid, return receipt requested, or sent by overnight delivery, postage prepaid, addressed as follows, or to such other address as either Party may provide the other Party in writing:

Notices to the District shall be addressed to the following address:

Center Joint Unified School District 8408 Watt Avenue Antelope, California 95843-9116 Attn: Assistant Superintendent, Facilities and Operations

Notices to Landowner shall be addressed to the following address:

Mourier Investments, LLC 1430 Blue Oaks Boulevard, Suite 190 Roseville, CA 95661 Attn: John L. Mourier, III

- 16. Entire Agreement, Waivers, and Amendments. This Agreement and any written agreement entered into by the Parties with respect to the Property, incorporates all of the terms and conditions mentioned herein, or incidental hereto, and supersedes all negotiations and previous agreements between the Parties with respect to all or part of the subject matter thereof. All waivers of the provisions of this Agreement must be in writing and signed by the appropriate authorities of the Party to be charged. Any amendment or modification to this Agreement must be in writing and executed by District and Landowner which has not then completed development of its Property.
- 17. <u>Counterparts</u>. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one in the same Agreement.
- 18. <u>California Law</u>. This Agreement shall be governed and construed in accordance with the laws of the State of California.
- 19. Additional Representations of Authority.
- a. Landowner represents and warrants that the individual(s) executing this Agreement on its behalf have the legal power, right, and actual authority to bind Landowner to the terms and conditions of this Agreement.
- b. District represents and warrants that the individual executing this Agreement on behalf of District has the legal power, right, and actual authority to bind the District to the terms and conditions of this Agreement.
- 20. <u>Severability</u>. Should any term or provision of this Agreement be determined to be illegal or in conflict with any law of the State of California, the validity of the remaining portions or provisions shall not be affected thereby, and each term or provision of this Agreement shall be valid and be enforced as written to the full extent permitted by law.

- 21. <u>Time</u>. Time is of the essence of this Agreement and of each and every term.
- 22. Attorney's Fees. In the event of any action or proceeding brought by either Party against the other Party under this Agreement, the prevailing Party shall be entitled to recover its reasonable attorney's fees and costs in such action or proceeding in such amount as the court may adjudge.
- 23. Assignment. Landowner shall not assign this Agreement or any right or privilege under this Agreement without the prior written consent of District, which consent shall not be unreasonably withheld. Notwithstanding the foregoing, upon prior written notice to the District, Landowner may assign this Agreement to Landowner's subsequent purchaser(s) of Landowner's Property, or any portion thereof, including builders, or to any affiliate of Landowner owned or controlled by Landowner, without first obtaining District consent.
- 24. <u>Third Party Beneficiaries</u>. Nothing in this Agreement shall be construed to confer any rights upon any party not signatory to this Agreement.
- 25. <u>Exhibits</u>. The Exhibits attached to this Agreement are incorporated herein by this reference and made a part hereof. Said Exhibits are identified as follows:

Exhibit "1" Map of Specific Plan Owners' Property

Exhibit "2" Legal Description of Landowner's Property

Exhibit "3" List of Specific Plan Owners' Property, Assessor's Parcel Numbers, and Contact Information

Exhibit "4" Maps of Proposed School Sites

Exhibit "5" List of All Current Owners of Initially Reserved School Sites, Assessor's Parcel Numbers, and Contact Information

Exhibit "6" Center Joint Unified School District DUE Allocation for Pro Rata Share of Potential Future Eminent Domain Costs

Exhibit "7" Sample Form of Assignment and Assumption

- 26. <u>Effect of Recitals</u>. The Recitals above are deemed true and correct, are hereby incorporated into this Paragraph as though fully set forth herein, and Landowner and District acknowledge and agree that they are each bound by the same.
- 27. Force Majeure. Each Party's obligations hereunder shall be delayed (i) by the acts, omissions, delays, or neglect of the other Party, any employees or agents of the other Party, any contractor employed by the other Party, and any subcontractor, employees, or agents of such contractor employed by the other Party, (ii) by acts of God, (iii) by climatic conditions (including without limitation any time periods for which the Party's work or any part thereof is stopped or delayed due to rain or other weather problems), (iv) by unavoidable casualties, (v) by labor disputes beyond the Party's control, (vi) by shortages or unavailability of materials beyond the

13

Party's control, (vii) by any act, omission, neglect, or delay in acting by any governmental agency, or (viii) by any other causes beyond the Party's control (collectively, "Force Majeure Event") for a time period equal to such delay.

- 28. <u>Nondiscrimination</u>. There shall be no discrimination by Landowner or District against any person on account of race, color, religion, sex, marital status, national origin, or ancestry in the performance of their respective obligations under this Agreement.
- 29. <u>Rights and Remedies Are Cumulative</u>. Except as may be otherwise expressly stated in this Agreement, the rights and remedies of the Parties are cumulative, and the exercise by any Party of one or more of its rights or remedies shall not preclude the exercise by it, at the same time or at different times, of any other rights or remedies for the same Default or any other Default by another Party.
- 30. Provisions Required by Law Deemed Inserted. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and the Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either Party, the Agreement shall forthwith be physically amended to make such insertion or correction.
- 31. <u>Cooperation</u>. District and Landowner acknowledge that it may be necessary to execute documents other than those specifically referred to herein in order to accomplish the objectives and requirements that are set out in this Agreement. Both District and Landowner hereby agree to cooperate with each other by executing such other documents or taking such other actions as may be reasonably necessary to complete this transaction in accordance with the intent of the Parties as evidenced in this Agreement and attached Exhibits hereto.
- 32. <u>Interpretation Guides</u>. In interpreting this Agreement, it shall be deemed that the Agreement was prepared by the Parties jointly and no ambiguity shall be resolved against either Party on the premise that it or its attorneys were responsible for drafting this Agreement or any provision thereof. Headings used in this Agreement are for convenience and ease of reference only and are not intended nor may be constructed as a guide to interpret any provision of this Agreement.
- 33. <u>Due Authority of Signatories to Execute Agreement</u>. Each individual signing this Agreement warrants and represents that he or she has been authorized by appropriate action of the Party which he or she represents to enter into this Agreement on behalf of the Party.
- 34. <u>No Joint Venture</u>. The relationship of the Parties to this Agreement is determined solely by the provisions of this Agreement. This Agreement does not create and shall not be construed to create any agency, partnership, joint venture, trust, or other relationship with duties or incidents different from those of parties to an arm's length contract.
- 35. <u>Eminent Domain</u>. Nothing in this Agreement shall prevent the District from exercising its rights of eminent domain pursuant to law.

14

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective duly authorized officers, as of the Effective Date.

Date:	CENTER JOINT UNIFIED SCHOOL DISTRICT
	BY:Scott Loehr Superintendent
Date:	APPROVED AS TO FORM:
	ATKINSON, ANDELSON, LOYA, RUUD & ROMO
	BY: Elizabeth B. Hearey, Esq. Counsel for Center Joint Unified School District
	LANDOWNER
Date: 2-28-12	MOURIER INVESTMENTS, LLC a California limited liability company BY: Bruce McAlister Its: GM BY: Rod Yamanaka Its: CFO

STATE OF CALIFORNIA) ss. COUNTY OF Placer On Tel 28 2012, before me, KAREN Headley, Notary Public, personally appeared Rod Yamanake, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct. WITNESS my hand and official seal. KAREN HEADLEY Commission # 1903138 Notary Public - California Placer County My Comm. Expires Oct 3, 2014 (seal) STATE OF CALIFORNIA COUNTY OF Placer On <u>Ieb 28 2012</u>, before me, <u>KAREN Leadley</u>, Notary Public, personally appeared <u>BRUCE Mª Alister</u>, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument. I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

KAREN HEADLEY
Commission # 1903138
Notary Public - California
Placer County
My Comm. Expires Oct 3, 2014

WITNESS my hand and official seal.

(seal)

STATE OF CALIFORNIA)		
) ss.		
COUNTY OF)		
On	, before me, _		, Notary Public,
personally appeared		, who proved	to me on the basis of
satisfactory evidence to be the	he person(s) who	ose name(s) is/are sul	bscribed to the within
instrument and acknowledged			
authorized capacity(ies), and the the entity upon behalf of which	•	• • •	•
the entity upon benait of which	the person(s) acte	a, executed the instrume	an.
I certify under PENAL1 the foregoing paragraph is true a		under the laws of the	State of California that
	WIT	NESS my hand and offi	icial seal.
		· · · · · · · · · · · · · · · · · · ·	
(seal)			

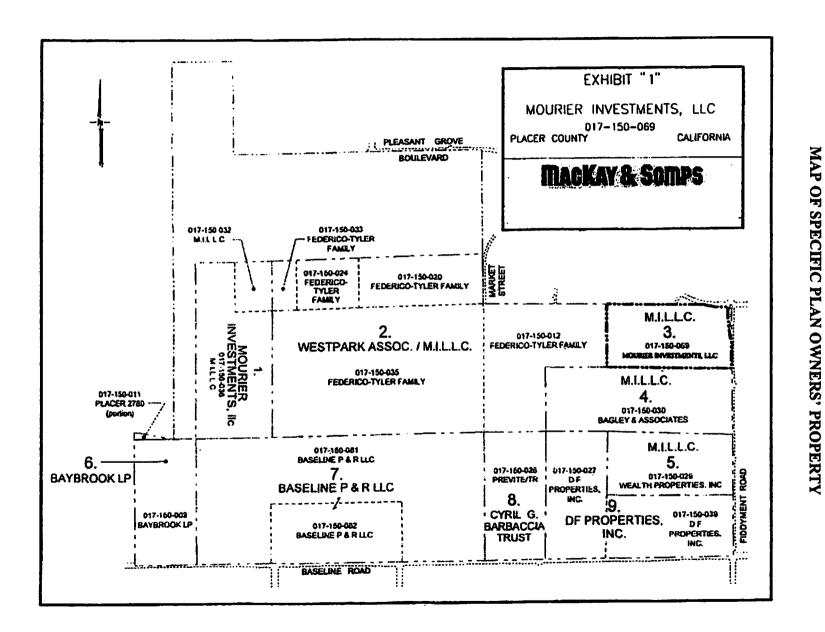


EXHIBIT "2"

LEGAL DESCRIPTIONS OF LANDOWNER'S PROPERTY

All that real property situated in a portion of Section 36, Township 11 North, Range 5 East, Mount Diablo Meridian, County of Placer, State of California, being more particularly described as follows:

Property No.3 APN 017-150-069

A portion of said Section 36 being further described as Parcel 'F' as shown on Parcel Map No. 73362 filed for record in Book 15 of Parcel Maps at Page 143, Placer County Records.

EXCEPTING THEREFROM that portion described in deed to the City of Roseville, recorded in Document Number 2004-0144843, Official Records of Placer County.

Containing 80.3 acres, more or less.

EXHIBIT "3"

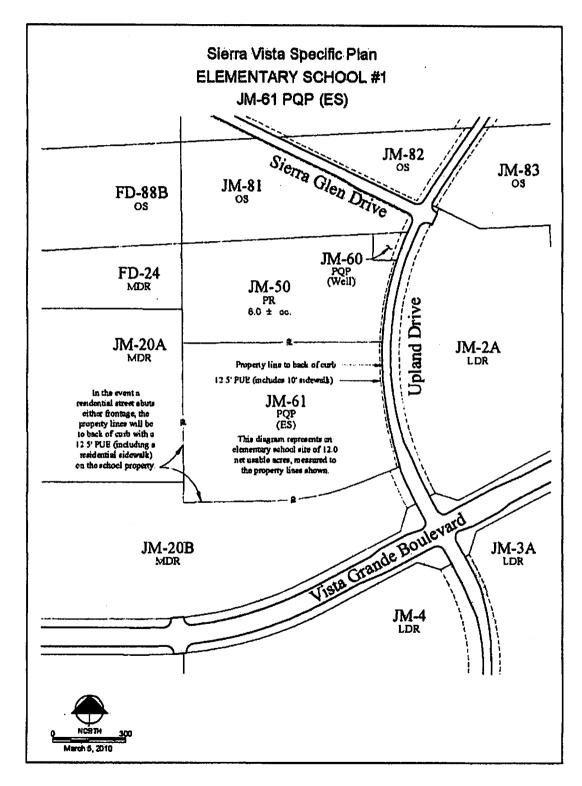
LIST OF OTHER SPECIFIC PLAN OWNERS' PROPERTY (AS OF JANUARY 19, 2011), ASSESSOR'S PARCEL NUMBERS, AND CONTACT INFORMATION

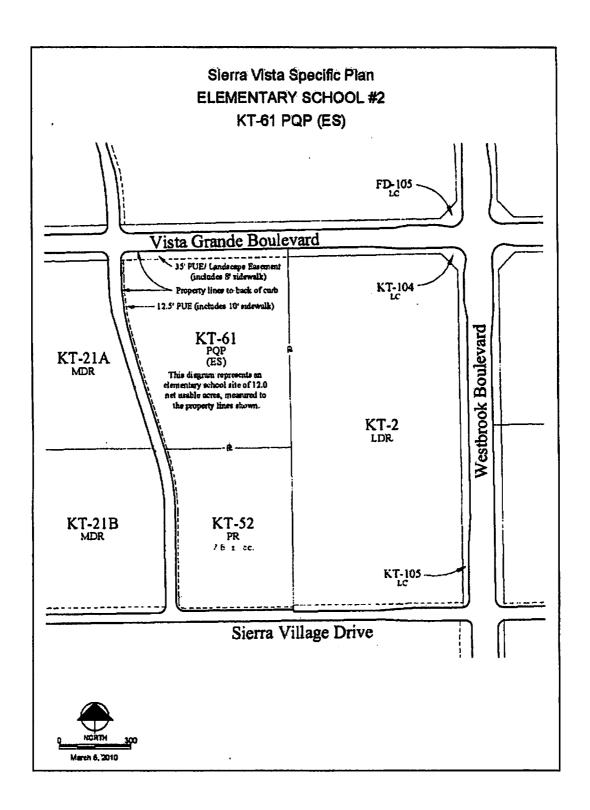
Reference Number	APN Number	Landowner
1	017-150-036 and 017-150-032	Mourier Investments, LLC 1430 Blue Oaks Boulevard, Suite 190 Roseville, CA 95747 Attention: John L. Mourier, III
2	017-150-035 017-150-033 017-150-024 017-150-020 017-150-012	Westpark Sierra Vista, LLC 1700 Eureka Road, Suite 140 Roseville, CA 95661 Attention: John Murray Mourier Investments, LLC 1430 Blue Oaks Boulevard, Suite 190 Roseville, CA 95747 Attention: John L. Mourier, III Federico-Tyler Family Limited Partnership 4955 E. Anderson, Suite 115 Fresno, CA 93727 Attention: Leonard A. Federico
3	017-150-069	Mourier Investments, LLC 1430 Blue Oaks Boulevard, Suite 190 Roseville, CA 95747 Attention: John L. Mourier, III
4	017-150-030	Mourier Investments, LLC 1430 Blue Oaks Boulevard, Suite 190 Roseville, CA 95747 Attention: John L. Mourier, III
5	017-150-029	Mourier Investments, LLC 1430 Blue Oaks Boulevard, Suite 190 Roseville, CA 95747 Attention: John L. Mourier, III

Reference Number	APN Number	Landowner
6	017-150-009	Baybrook Limited Partnership c/o Regas, Frezados & Harp 111 West Washington Street, Suite 1525 Chicago, IL 60602 Attention: Mr. James A. Regas
7	017-150-081 and 017-150-082	Baseline P&R, LLC 7700 College Town Drive, Suite 101 Sacramento, CA 95826 Attention: Mark Enes
8	017-150-026	The Cyril G. Barbaccia Irrevocable Trust Dated December 15, 1976 950 South Bascom, Suite 1113 San Jose, CA 95128 Attention: Jack Previte, Trustee
9	017-150-027 and 017-150-039	DF Properties, Inc. 2013 Opportunity Drive, Suite 140 Roseville, CA 95678 Attention: Jeff Ronten, EVP/CFO

EXHIBIT "4"

MAPS OF PROPOSED SCHOOL SITES





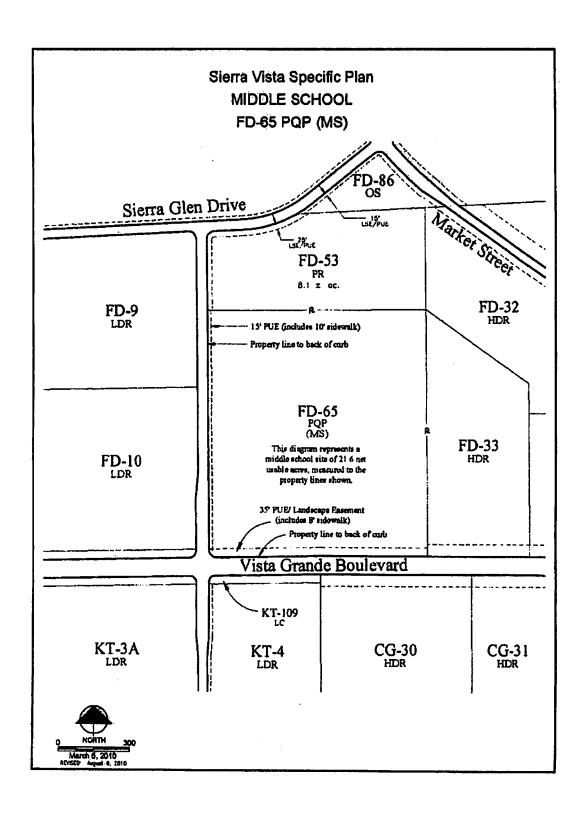


EXHIBIT "5" LOWNERS OF INITIALLY RESERVED SCHOOL SITE

LIST OF ALL OWNERS OF INITIALLY RESERVED SCHOOL SITES (AS OF JANUARY 19, 2011), ASSESSOR'S PARCEL NUMBERS, AND CONTACT INFORMATION

Specific Plan Reference Parcel Number	APN Number	Landowner
FD 65 Middle School (21.60 net useable acres)	017-150-035	Westpark Sierra Vista, LLC 1700 Eureka Road, Suite 140 Roseville, CA 95661 Attention: John Murrary Mourier Investments, LLC 1430 Blue Oaks Boulevard, Suite 190 Roseville, CA 95747 Attention: John L. Mourier, III Federico-Tyler Family Limited Partnership 4955 E. Anderson, Suite 115 Fresno, CA 93727 Attention: Leonard A. Federico
JM - 61 Elementary School (12.0 net usable acres)	017-150-030	Mourier Investments, LLC 1430 Blue Oaks Boulevard, Suite 190 Roseville, CA 95747 Attention: John L. Mourier, III
KT-61 Elementary School (12.0 net usable acres)	017-150-081	Baseline P&R, LLC 7700 College Town Drive, Suite 101 Sacramento, CA 95826 Attention: Mark Enes

EXHIBIT "6

CENTER JOINT UNIFIED SCHOOL DISTRICT DUE ALLOCATION FOR PRO RATA SHARE OF POTENTIAL FUTURE EMINENT DOMAIN COSTS

PARCEL	GENERAL PLAN LAND USE	ZOHNG	AC44-S	ALLOCA IED	l'D0fg	% of SVSP
	(Opendin Plan Land Ose)			UNIS		EDUS
CG-1	LDR (Residential)	R8/DS	23.0	115	115	2.20%
CG-20	MDR (Residential)	RS/DS	49	44	44	0.84%
CG-30	HDR (Residential	R3	14.0	420	287	5.51%
CG31	HDR (Residential	R3	14.8	420	297	5.51%
sub-totals ((CGH)		56.5	999	734	1407%
- AA /	I NO Continue	8888				0.05%
00-I	LDR (Residential) LDR (Residential)	RS/DS	0.7	3	3 71	
CO-2A		RS/DS	14.2	71	73	1.35%
CO-28	LDR (Residential)	RS/DS	14.8	73		1.40%
003	LDR (Residential)	RS/DS	15.7	78	78	1.50%
00-20	MDR (Residential)	RS/DS	84	84	84 50	1.61%
00-21	MDR (Residentist)	RS/DS	5.8	50		0.98%
CO-22	MDR (Residential)	RS/DS	48	43	43 0	0.82%
CO-40	CC (Commercial)	CC	01	100	402	0.00%
sub-totals ((Conley)		65.1	402	402	7.71%
DF-1	EDR Bresidentieb	RS/DS	21k	{0}	101	1.94%
DF-2	LDR (Residential)	RS/DS	32	16	16	0.31%
DF-20	MDR (Residential)	RS/DS	14.5	113	113	2.17%
DF-40	CC (Commercial)	GC	12.6		8	0.15%
DF-41	CC (Commercial)	GC	29.3		19	0.38%
DF-42	CC (Commercial)	GC	402		26	0.49%
	(DF Properties)		120.1	230	282	5.42%
FD-2	LDR (Residential)	RS/DS	16.3	81	81	1.55%
FD-4	LDR (Residential)	R8/D8	1.8	9	9	0.17%
FD-6	LDR (Residential)	RS/DS	17.4	87	87	1.67%
FD-6	LDR (Residentia)	RS/DS	13.8	69	69	1.32%
FD-7	LDR (Residential)	RS/DS	8.5	42	42	0.81%
FD-8A	LDR (Residential)	RS/DS	15.8	78	78	1.50%
FD-88	LDR (Residential)	RS/DS	17.3	86	86	1.65%
FD-8	LDR (Residential)	RS/DS	18.3	91	91	1.74%
FD-10	LDR (Residentia)	RS/DS	19.7	83	83	1.78%
FD-21	MDR (Residential)	RS/DS	22.7	204	204	3.81%
FD-23	NDR (Residential)	RS/DS	15.9	143	143	274%
FD-24	MDR (Residential)	RS/DS	10.7	98	98	1.84%
FD-32	HDR (Residential	R3	8.9	178	122	2.33%
FD-33	HDR (Residential	R3	8.6	172	118	2.26%
FD-40	CC (Commercial)	CC	7.5		5	0.09%
FD-41	Commercial Mixed Use	CMU/SA	5.7	40	31	0.59%
sub-totals	(redence)		207.7	1,469	1,354	25.96%

%00l	5,216	285,2	2,60,6			JATOT
X883%	1,504	EÞ\$'I	2388		(темејојаче)	ann-iotala (k
%SH 0	8		टटा	AS/DD	Commercial/Business Professional	KI-43
#H 0	8		8.8	25	(b)commoc) CC	KI-42
%89 0	32		793	ວອ	(B) (Common) 22	19-1X
2012	901	138	5.81	CMU/SA	(сеп рекци віднештор) од	KT-108
%85 0	30	38	22	CMU/SA	CC (Commercial Missed Use)	KT-40A
%.E51	ED)	081	87	EA	Initimebice Fig. HOH	KT-30
330%	<i>1</i> 91	781	8.81	RS/IDS	MDR (Residenties)	KT-218
#OZE	A 91	731	8.81	RS/DS	(BilnebiesP) FICM	KT-21A
%./8 E	ठाट	202	22.5	KSVDS	getinebice Pt PAM	KT-20
2.61%	SCI	961	9.53	RSIDS	(altrables) RCJ	KI-5
MGE I	12	12	E113	RSVDS	(alimbian) FUJ	KT4
%981	18	28	16	RS/DS	(elimbiani) KU	BE-1X
%181	96	96	76	ES/DS		
226%	8¥ i	811	7.6Z	KS/DS	(galineblee/), ACL	KT:3A
%98T		201	70E	RS/DS	geltrebleeft HOL	KT-2
166	201 201	20) 20)	,		galtrioblack AGJ	KI-IB
FVI I		- 4	<u> </u>	RS/DS	Gettreblash HQJ	KI-1A

UG3 t = linU RQJ enO

:310N

KI-1A	(Glineblase), HQJ	KS/DS	5.4	Z9	29	1661
A) eletot-due	vbuner investments LLC)		0791	6006	0≠6	%10.81
19+WC	Commercial/Business Professional	ASIOO	1.21		0}	%61·0
OF-WIT	Commercial Mond Use	CMUSS	73	Ot	31	%85 0
1MSI	(Asimebies P) ACM	RS/DS	£81	891	891	322%
1M208	delinebles Po PGM	ROUSH	8.81	69)	691	3512
AGS-ML	delinebles POM	RS/DS	21.1	06)	(80	3'9'6
1Wf	LDR Residentieb	SCASA	28.3	131	131	S21 %
BEWI	LDR Residenties	RSIDS	191	78	28	%AS1
AEM1.	LDR (Residenties)	RSIDS	8.EI	69	89	135.1
S-BSWI	LDR Residential	RS/DS	ETB	31	31	%85 0
S-VS-WI	LDR Residential	ROISH	811	_ 69	89	WEL!
	(թեղ քաղ ազդ այթուժց)			SLNO		£002
PARCEL	CEMERAL PLANT AND USE	SOUNG	ACRES	ALLOCA IED	8003	dsas 10 %

EXHIBIT "7"

SAMPLE ASSIGNMENT AND ASSUMPTION AGREEMENT

WHEN RECORDED, RETUR	N TO:
RELATIVE TO THE AC SCHOOL "LANDO	MENT AND ASSUMPTION AGREEMENT GREEMENT BETWEEN THE CENTER JOINT UNIFIED DISTRICT AND Entitled WNER'S DEVELOPMENT AGREEMENT; Sierra Vista)"
"Agreement") is entered into the	AND ASSUMPTION AGREEMENT (hereinafter, the nis day of, 20, by and between, einafter" Assignor"), and,
(.	RECITALS
Agreement (, the Center Joint Unified School District ("District") and dinto that certain agreement entitled "Landowner's Development; Sierra Vista)" (hereinafter, the "Landowner/Center o, Landowner agreed to mitigate the impacts of development of after, the "Subject Property") which is located within the Sierra owner/Center Agreement was made binding upon the Landowner be Subject Property. The Landowner/Center Agreement was set Property in the Official Records of Placer County on the No].
B. Assignor is the o	current owner of all or a portion of the Subject Property.
	s to convey to Assignee all or a portion of the Subject Property cel(s). and more particularly identified and described in

Exhibit A, attached hereto and incorporated herein by this reference (hereinafter the "Assigned Parcel(s)").

D. Assignor desires to assign and Assignee desires to assume all of Assignor's right, title, interest, burdens and obligations under the Landowner/Center Agreement with respect to and as related to the Assigned Parcel(s).

ASSIGNMENT AND ASSUMPTION

NOW, THEREFORE, Assignor and Assignee hereby agree as follows:

- 1. Assignor hereby assigns, effective as of Assignor's conveyance of the Assigned Parcel(s) to Assignee, all of the rights, title, interest, burdens and obligations of Assignor under the Landowner/Center Agreement with respect to the Assigned Parcel(s). Assignor retains all the rights, title, interest, burdens and obligations under the Landowner/Center Agreement with respect to all other property within the Subject Property owned by Assignor.
- 2. Assignee hereby assumes all of the rights, title, interest, burdens and obligations of Landowner under the Landowner/Center Agreement with respect to the Assigned Parcel(s), and agrees to observe and fully perform all of the duties and obligations of Assignor as Landowner under the Landowner/Center Agreement with respect to the Assigned Parcel(s), and to be subject to all the terms and conditions thereof with respect to the Assigned Parcel(s). The parties intend hereby that, upon the execution of this Agreement and conveyance of the Assigned Parcel(s) to Assignee, Assignee shall become substituted for Assignor as the "Landowner" under the Landowner/Center Agreement with respect to the Assigned Parcel(s), and Assignor shall be released of all obligations under the Landowner/Center Agreement for the Assigned Parcel(s) so conveyed.
- 3. All of the covenants, terms and conditions set forth herein shall be binding upon and shall insure to the benefit of the parties hereto and their respective heirs, successors and assigns.

4. for the Lando	The Notice Address described in Section 15 of the Landowner/Center Agreem wher with respect to the Assigned Parcel(s) shall be:	ent

IN WITNESS WHEREOF, the and year first above written. This Agr	e parties hereto have executed this Agreement as of the day reement may be signed in identical counterparts.
ASSIGNOR:	
	- -
D.,,	
By:	 -
ASSIGNEE:	
	· •
Ву:	
Print Name:	_

Title:

STATE OF CALIFORNIA)	
COUNTY OF) ss.)	
instrument and acknowledged	to me that he/she/tl at by his/her/their signa	, Notary Public,, who proved to me on the basis of name(s) is/are subscribed to the within hey executed the same in his/her/their ature(s) on the instrument the person(s), or ecuted the instrument.
I certify under PENALT the foregoing paragraph is true a		er the laws of the State of California that
	WITNESS	S my hand and official seal.
(seal)		
STATE OF CALIFORNIA COUNTY OF)) ss.)	
On personally appeared satisfactory evidence to be the instrument and acknowledged	he person(s) whose n to me that he/she/th at by his/her/their signa	, Notary Public, , who proved to me on the basis of name(s) is/are subscribed to the within hey executed the same in his/her/their ature(s) on the instrument the person(s), or ecuted the instrument.
I certify under PENALT the foregoing paragraph is true a		er the laws of the State of California that
	WITNESS	S my hand and official seal.
(seal)		

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept. /Site: Business Department

Date: 03/08/2012

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 2011 through February 2012.

RECOMMENDATION: That the CJUSD Board of Trustees approve the District Payroll Orders for July 2011 through February 2012.

DISTRICT PAYROLL-SUMMARIZED FOR FISCAL YEAR ENDING JUNE 30,2012

					TOTAL	#OF
		REGULAR	VARIABLE	SPECIAL	PAYROLL	TRANSACTIONS
JULY	\$	919,793.88			\$ 919,793.88	191
AUG	\$	2,152,467.80			\$ 2,152,467.80	492
SEPT	\$	2,239,586.14			\$ 2,239,586.14	569
OCT	\$	2,254,927.69			\$ 2,254,927.69	588
NOV	\$	2,244,104.31			\$ 2,244,104.31	584
DEC	\$	639,442.61			\$ 639,442.61	346
	3-Jan \$	1,613,474.46			\$ 1,613,474.46	250
JAN	\$	2,206,119.40			\$ 2,206,119.40	578
FEB	\$	2,237,828.30			\$ 2,237,828.30	593
MARCH					\$ •	
APRIL					\$ -	
MAY					\$ -	
JUNE					\$ -	
SPECIAL					\$ -	
	[\$	16,507,744.59	\$ -	\$ -	\$ 16,507,744.59	4191

ONSTRUCENDA

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Business Department

Date: February 2012

Board of Trustees

From: Je

To:

Jeanne Bess

Action Item

Information Item

Attached Pages 40

SUBJECT: Supplemental Agenda - Commercial Warrant Registers

February 9, 2012, 310,419.97, February 15, 2012, 308,274.12, February 21, 2012.

The commercial warrant payments to vendors totals \$ 905,159.21

RECOMMENDATION: That the CJUSD Board of Trustees approves the Supplemental Agenda – Vendor Warrants as

presented

81 CENTER UNIFIED SCHOOL DIST. 021012 final

ACCOUNTS PAYABLE PRELIST

J4554 APY500 H.02.05 02/09/12 PAGE

1

Batch status: A All

From batch: 0043

To batch: 0043

Include Revolving Cash: Y

Include Address: N

ACCOUNTS PAYABLE PRELIST J4554 APY500 H.02.05 02/09/12 PAGE << Open >>

BATCH: 0043 021012

FUND : 01

GENERAL FUND

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 TOMP Liq Amt Net Amount 010002/00 ALDAR ACADEMY 1180 PO-121003 02/10/2012 JAN 1 01-6500-0-5800-102-5750-1180-003-000 NN P 2.554.56 2.554.56 TOTAL PAYMENT AMOUNT 2,554.56 * 2.554.56 010669/00 ALHAMBRA & SIERRA SPRINGS 115 PO-120076 02/10/2012 27047404781257 1 01-7230-0-4300-112-0000-3600-007-000 NN P 21.89 21.89 10 PO-120151 02/10/2012 4782453011912 1 01-8150-0-4300-106-0000-8110-007-000 NN P 41.39 41.39 248 PO-120230 02/10/2012 4780794011912 1 01-0000-0-4300-103-0000-7200-003-000 NN P 28.38 28.38 618 PO-120533 02/10/2012 27050334781839 1 01-0000-0-4300-475-3200-2700-015-000 NN P 6.50 6.50 TOTAL PAYMENT AMOUNT 98.16 * 98.16 015335/00 ALLEN, KATHERINE 1709 PO-121431 02/10/2012 MILEAGE JAN 1 01-5630-0-5800-601-1220-1000-017-000 NN F 529.14 529.14 TOTAL PAYMENT AMOUNT 529.14 * 529.14 010400/00 AT&T 14 PO-120154 02/10/2012 248-134-8100 8413 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 15 PO-120155 02/10/2012 6640936 1 01-0000-0-5902-106-0000-8110-007-000 NN P 720.00 720.00 TOTAL PAYMENT AMOUNT 720.00 * 720.00 021604/00 ATLAS DISPOSAL INDUSTRIES 13 PO-120153 02/10/2012 422902 1 01-0000-0-5550-106-0000-8110-007-000 NN P 160.06 160.06 13 PO-120153 02/10/2012 423397 1 01-0000-0-5550-106-0000-8110-007-000 NN P 543.92 543.92 13 PO-120153 02/10/2012 423403 1 01-0000-0-5550-106-0000-8110-007-000 NN P 476.93 476.93 13 PO-120153 02/10/2012 423402 1 01-0000-0-5550-106-0000-8110-007-000 NN P 376.40 376.40 13 PO-120153 02/10/2012 423401 1 01-0000-0-5550-106-0000-8110-007-000 NN P 242.43 242.43 13 PO-120153 02/10/2012 423404 1 01-0000-0-5550-106-0000-8110-007-000 NN P 243.17 243.17 13 PO-120153 02/10/2012 423398 1 01-0000-0-5550-106-0000-8110-007-000 NN P 1,265.03 1,265.03 13 PO-120153 02/10/2012 423400 1 01-0000-0-5550-106-0000-8110-007-000 NN P 194.17 194.17 13 PO-120153 02/10/2012 423399 1 01-0000-0-5550-106-0000-8110-007-000 NN P 782.00 782.00 13 PO-120153 02/10/2012 425437 1 01-0000-0-5550-106-0000-8110-007-000 NN P 354.00 354.00 TOTAL PAYMENT AMOUNT 4.638.11 * 4,638.11

ACCOUNTS PAYABLE PRELIST

J4554 APY500 H.02.05 02/09/12 PAGE << Open >>

2

BATCH: 0043 021012 FUND : 01 GENERAL FUND

	FUND : 01 GENERAL FUND	
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
017972/00 BABY STEPS THERAPY	•••••••••••••••••••••••••••••••••••••••	
1500 PO-121264 02/10/2012 7187	1 01-6500-0-5800-102-5750-1180-003-000 NN P TOTAL PAYMENT AMOUNT 270.00 *	270.00 270.00 270.00
010442/00 BAR HEIN		
19 PO-120013 02/10/2012 377537	1 01-0000-0-4300-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 141.42 *	141.42 141.42 141.42
016805/00 BATES, CHERYL		
1703 PO-121427 02/10/2012 REIMB MILEAGE JAN	1 01-6500-0-5800-102-5001-2700-003-000 NY F TOTAL PAYMENT AMOUNT 56.45 *	56.45 56.45 56.45
021235/00 BECKER, LEE ANN		
1304 PO-121096 02/10/2012 JAN	1 01-0000-0-5210-102-0000-3140-003-000 NN P TOTAL PAYMENT AMOUNT 73.26 *	73.26 73.26 73.26
014056/00 BENDER, LINDA		
1659 PO-121397 02/10/2012 REIMB	1 01-9520-0-5200-472-1110-1000-003-000 NN F TOTAL PAYMENT AMOUNT 10.00 *	10.00 10.00
022147/00 BLICK ART MATERIALS		
1622 PO-121364 02/10/2012 451745	1 01-6300-0-4300-475-3200-1000-015-000 NN F TOTAL PAYMENT AMOUNT 346.87 *	346.87 346.87 346.87
019075/00 BRIGHT FUTURES THERAPY		
1423 PO-121187 02/10/2012 2070	1 01-6500-0-5800-102-5750-1180-003-000 NN P 12 TOTAL PAYMENT AMOUNT 12,320.00 *	2,320.00 12,320.00 12,320.00
018984/00 BURNETT, NELLIE		
1608 PO-121349 02/10/2012 000-134 1608 PO-121349 02/10/2012 000-91 1608 PO-121349 02/10/2012 000-93	1 01-7230-0-5800-112-0000-3600-007-000 NN P 1 01-7230-0-5800-112-0000-3600-007-000 NN P 1 01-7230-0-5800-112-0000-3600-007-000 NN P	14.38 14.38 14.71 14.71 6.64 6.64

81 CENTER UNIFIED SCHOOL DIST. 021012 final

ACCOUNTS PAYABLE PRELIST

J4554 APY500 H.02.05 02/09/12 PAGE << Open >>

3

BATCH: 0043 021012

	FUND : 01 GENERAL FUND	
Vendor/Addr Remit name Req Reference Date Description	• the first term of the first	Net Amount
	TOTAL PAYMENT AMOUNT 35.73 *	35.73
011564/00 CALDWELL FLORES WINTERS INC.		
PO-110536 02/10/2012 CUSD 112	1 01-0000-0-5800-106-0000-8500-007-000 NN P 5,400.00 TOTAL PAYMENT AMOUNT 5,400.00 *	5,400.00 5,400.00
020540/00 CALIFORNIA AMERICAN WATER CO		
25 PO-120158 02/10/2012 05-0401551-2	1 01-0000-0-5540-106-0000-8110-007-000 NN P 541.43 TOTAL PAYMENT AMOUNT 541.43 *	541.43 541.43
010340/00 CALIFORNIA STATE DEPARTMENT OF		
1343 PO-121125 02/10/2012 886760	1 01-0000-0-5800-110-0000-7200-004-000 NN P 192.00 TOTAL PAYMENT AMOUNT 192.00 *	192.00 192.00
021678/00 CAPITOL ACADEMY		
670 PO-120585 02/10/2012 JAN 2012	1 01-6500-0-5800-102-5750-1180-003-000 NN P 10,065.40 TOTAL PAYMENT AMOUNT 10,065.40 *	10,065.40 10,065.40
010575/00 CAPITOL CLUTCH & BRAKE INC.		
1310 PO-121102 02/10/2012 1172944 1310 PO-121102 02/10/2012 1173908	1 01-7230-0-4300-112-0000-3600-007-000 NN P 347.75 1 01-7230-0-4300-112-0000-3600-007-000 NN P 52.15 TOTAL PAYMENT AMOUNT 399.90 *	347.75 52.15 399.90
021036/00 CCHAT CENTER		
508 PO-120450 02/10/2012 CENTEZ-2012	1 01-6500-0-5800-102-5750-1180-003-000 NN P 2,483.40 TOTAL PAYMENT AMOUNT 2,483.40 *	2,483.40 2,483.40
021175/00 CINTAS DOCUMENT MANAGEMENT		
1426 PO-121190 02/10/2012 DG 37043478	1 01-0000-0-5800-472-1110-1000-014-472 NN P 30.00 TOTAL PAYMENT AMOUNT 30.00 *	30.00 30.00

J4554 APY500 H.02.05 02/09/12 PAGE << Open >>

ACCOUNTS PAYABLE PRELIST BATCH: 0043 021012

FUND : 01

1 GENERAL FUND

016320/00 COLLIER ALYSON		Liq Amt	Net Amount
016320/00 COLLIER, ALYSON			
1704 PO-121428 02/10/2012 REIMB	1 01-6250-0-5200-601-0000-3110-017-000 NN F	103.43	103.43
1704 PO-121428 02/10/2012 REIMB	2 01-6250-0-5200-601-0000-3110-017-238 NN F	103.43	103.43
1705 PO-121429 02/10/2011 REIMB	1 01-5630-0-4300-601-1220-1000-017-000 NN F	1,189.00	1,189.00
1705 PO-121429 02/10/2012 REIMB	3 01-5640-0-4300-601-9728-1000-017-000 NN F	26.29	26.29
1705 PO-121429 02/10/2012 REIMB	2 01-6250-0-4300-601-0000-3110-017-000 NN F	38.15	38.15
	TOTAL PAYMENT AMOUNT 1,460.30 *		1,460.30
16731/00 COMMITTEE FOR CHILDREN			
1415 PO-121208 02/10/2012 238023	1 01-9601-0-4300-601-1110-1000-017-000 YN F	77.72	71.00
	TOTAL PAYMENT AMOUNT 71.00 *		71.00
	TOTAL USE TAX AMOUNT 5.50		
15735/00 COUNTY OF SACRAMENTO			
31 PO-120023 02/10/2012 16088	2 01-0000-0-5800-106-0000-8110-007-000 NN P	25.00	25.00
31 PO-120023 02/10/2012 16084	2 01-0000-0-5800-106-0000-8110-007-000 NN P	25.00	25.00
31 PO-120023 02/10/2012 16089 31 PO-120023 02/10/2012 16099	2 01-0000-0-5800-106-0000-8110-007-000 NN P	25.00	25.00
31 10-120023 02/10/2012 16099	2 01-0000-0-5800-106-0000-8110-007-000 NN F	25.00	25.00
	TOTAL PAYMENT AMOUNT 100.00 *		100.00
21477/00 CUMMINGS, CATHY			
1684 PO-121407 02/10/2012 REIMB	1 01-3550-0-5800-472-1110-1000-014-000 NN F	45.93	45.93
	TOTAL PAYMENT AMOUNT 45.93 *		45.93
10481/00 DEMCO INC			
1585 PO-121335 02/10/2012 4482322			
1303 10-121333 02/10/2012 4462322	1 01-0000-0-4300-103-0000-2420-003-000 NN F	295.99	289.80
	TOTAL PAYMENT AMOUNT 289.80 *		289.80
18277/00 EASTER SEAL SOCIETY OF CA. INC			
491 PO-120433 02/10/2012 DEC.11	1 01-6500-0-5800-102-5750-1180-003-000 NN P	567.00	567.00
	TOTAL PAYMENT AMOUNT 567.00 *		567.00

BATCH: 0043 021012

FUND : 01 GENERAL FUND

Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Liq	Amt Net Amount
010416/00 EBSCO SUBSCRIPTION SERVICES		
1572 PO-121327 02/10/2012 455526	1 01-0054-0-4200-103-0000-2420-003-472 NN F 169 TOTAL PAYMENT AMOUNT 157.69 *	2.07 157.69 157.69
015512/00 EMPLOYMENT DEVELOPMENT DEPT.		
1701 PO-121419 02/10/2012 942-1902-9	1 01-0000-0-9557-000-0000-0000-000 NN F 15,989 TOTAL PAYMENT AMOUNT 15,989.10 *	15,989.10 15,989.10
019262/00 ENTERPRISE RENT A CAR		
1690 PO-121411 02/10/2012 D847931 1690 PO-121411 02/10/2012 D847926-3082 1691 PO-121412 02/10/2012 F847973 1691 PO-121412 02/10/2012 D847972 1692 PO-121413 02/10/2012 D848113-3082 1693 PO-121414 02/10/2012 D848227-3082	1 01-0000-0-5810-472-1110-4000-014-915 NN F 140 1 01-0000-0-5810-472-1110-4000-014-915 NN P 188 1 01-0000-0-5810-472-1110-4000-014-915 NN F 138 1 01-0000-0-5810-472-1110-4000-014-915 NN F 456	90.73 140.73 1.25 188.25 1.25 138.25 1.28 456.28 1.53 1,173.77
019523/00 FOLLETT EDUCATIONAL SERVICES		
1590 PO-121337 02/10/2012 1235941	1 01-0037-0-4100-103-1110-1000-003-000 NN F 147 TOTAL PAYMENT AMOUNT 147.27 *	7.26 147.27 147.27
021764/00 FUTURE FORD OF SACRAMENTO		
132 PO-120087 02/10/2012 202572	1 01-7230-0-4300-112-0000-3600-007-000 NN P 37 TOTAL PAYMENT AMOUNT 37.71 *	7.71 37.71 37.71
022347/00 GIVE SOMETHING BACK		
1612 PO-121359 02/10/2012 1914246-0 1625 PO-121366 02/10/2012 1914283-0 1626 PO-121367 02/10/2012 1914312-0 1627 PO-121368 02/10/2012 1914243-0 1633 PO-121369 02/10/2012 1914186-0 1633 PO-121369 02/10/2012 1914186-1 1663 PO-121398 02/10/2012 1917263-0	1 01-0000-0-4300-472-1284-1000-014-000 NN F 494 1 01-0000-0-4300-472-1230-1000-014-000 NN F 305 1 01-0000-0-4300-472-1251-1000-014-000 NN F 34 1 01-0000-0-4300-472-0000-2700-014-000 NN P 296 1 01-0000-0-4300-472-0000-2700-014-000 NN F 3	1.39 124.39 1.52 494.52 1.63 309.63 1.39 34.39 1.75 296.75 1.23 3.22 1.23 150.22 1,413.12

81 CENTER UNIFIED SCHOOL DIST. 021012 final

ACCOUNTS PAYABLE PRELIST

J4554 APY500 H.02.05 02/09/12 PAGE BATCH: 0043 021012 FUND : 01 << Open >> GENERAL FUND

6

	FORD : 01 GENERAL FUND	
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
014044/00 HAGEDORN, ROGER	***************************************	
45 PO-120034 02/10/2012 JAN	1 01-0000-0-5210-106-0000-8300-007-000 NN P TOTAL PAYMENT AMOUNT 25.30 *	25.30 25.30 25.30
010992/00 HARBOR FREIGHT TOOLS USA INC		
274 PO-120252 02/10/2012 707528	1 01-0000-0-9320-000-0000-0000-000 NN F TOTAL PAYMENT AMOUNT 157.51 *	159.13 157.51 157.51
021609/00 HIMENES, ALAN		
51 PO-120040 02/10/2012 JAN MILEAGE	1 01-0000-0-5210-106-0000-8300-007-000 NN P TOTAL PAYMENT AMOUNT 9.90 *	9.90 9.90 9.90
017002/00 HOME DEPOT CREDIT SERVICES		
52 PO-120163 02/10/2012 66690247072	1 01-8150-0-4300-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 65.37 *	65.37 65.37 65.37
021775/00 HOME DEPOT SUPPLY		
643 PO-120547 02/10/2012 9113243727	1 01-8150-0-4300-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 347.54 *	347.54 347.54 347.54
014507/00 HORIZON IRRIGATION		
55 PO-120164 02/10/2012 2A026744	1 01-0000-0-4300-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 20.25 *	20.25 20.25 20.25
021458/00 HUGHES HARDWOOD INC		
56 PO-120043 02/10/2012 206329	1 01-8150-0-4300-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 32.22 *	32.22 32.22 32.22
017603/00 HUNT, CAROL		
1732 PO-121420 02/10/2012 REIMB ER	1 01-0000-0-3404-101-0000-7150-000-000 NN F TOTAL PAYMENT AMOUNT 50.00 *	50.00 50.00 50.00

81 CENTER UNIFIED SCHOOL DIST.	ACCOUNTS PAYABLE PRELIST	J4554 APY500	H.02.05 02/09/12 PAGE
021012 final	BATCH: 0043 021012	<< Open >>	

7

FUND : 01 GENERAL FUND 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 T9	MP Liq Amt	Net Amount
022170/00 JAPPERT, APRIL	·	• • • • • • • • • • • • • • • • • • • •	·			
874 PO-120737 02/10/2012	JAN MILEAGE	TOTAL PAYMENT		-5770-3600-003-000 NN 355.20 *	i P 355.20	355.20 355.20
016092/00 KEMP, CYNTHIA						
1680 PO-121422 02/10/2012	JAN MILEAGE	TOTAL PAYMENT		-1220-1000-017-000 NA 131.20 *	F 131.20	131.20 131.20
021874/00 KIDWELL, TAMBR	L A					
1442 PO-121202 02/10/2012	000-93	TOTAL PAYMENT		-0000-3600-007-000 NN 5.03 *	1 P 5.03	5.03 5.03
017899/00 LAWSON, BECKY						
1686 PO-121408 02/10/2012	REIMB	TOTAL PAYMENT		-0000-2110-003-000 NR 71.04 *	N F 71.04	71.04 71.04
015661/00 LEE, JANE						
1669 PO-121421 02/10/2012	REIMB	TOTAL PAYMENT		-9728-1000-017-000 NR 12.91 *	N F 12.91	12.91 12.91
016490/00 LORI KIM						
PV-121047 02/10/2012	REPLACE WAR 81042503	3,81260614 TOTAL PAYMENT)-0000-0000-000-000 NI 273.05 *	N	2,273.05 2,273.05
016167/00 LYONS, ANNE						
1712 PO-121433 02/10/2012	REIMB	TOTAL PAYMENT		1-5770-1190-017-000 N 193.04 *	N F 193.04	193.04 193.04
018021/00 MARY JANE MERC	CER CCC SLP					
1546 PO-121310 02/10/2012	JAN 2012	TOTAL PAYMENT		2-5750-1180-003-000 N 255.00 *	Y P 255.00	255.00 255.00

J4554 APY500 H.02.05 02/09/12 PAGE << Open >>

ACCOUNTS PAYABLE PRELIST BATCH: 0043 021012

FUND : 01 GENERAL FUND

Vendor/Addr Remit name Req Reference Date Descr	Tax ID num	Deposit		OBJE	ABA num SIT GOAL FO		nt num DEP T9MP	Liq Amt	Net Amount
022406/00 MAXIM HEALTHCARE SER	VICES INC		•••••		•				
1389 PO-121170 02/10/2012 46184 1389 PO-121170 02/10/2012 49619 1389 PO-121170 02/10/2012 47989	0262 0262	1	01-0000-0 01-0000-0	-5800-	102-0000-31 102-0000-31 102-0000-31 7,130.00	40-003- 40-003-	000 NN P	1,980.00 2,510.00 2,640.00	1,980.00 2,510.00 2,640.00 7,130.00
022172/00 MED TRANS MEDICAL/LE	GAL								
1506 PO-121270 02/10/2012 642	TOTAL PA	1 YMENT AMO		-5800-	102-5750-11 480.00 •		000 NN P	480.00	480.00 480.00
019059/00 MILLENNIUM TERMITE &	PEST								
61 PO-120165 02/10/2012 TR-71 61 PO-120165 02/10/2012 TR-71 61 PO-120165 02/10/2012 TR-72	099 628	1	01-0000-0 01-0000-0	-5500-	106-0000-81 106-0000-81 106-0000-81 207.00 *	10-007-	000 NN P	57.00 91.00 59.00	57.00 91.00 59.00 207.00
017354/00 MORALES, SANDY									
1724 PO-121441 02/10/2012 JAN M		1 YMENT AMO		5800-	601-1220-10 169.83 •		000 NN F	169.83	169.83 169.83
011801/00 MULTIPLE MEASURES LL	c								
1655 PO-121387 02/10/2012 6237	TOTAL PA			5800-	103-1110-10 6,991.20 *		822 NN F	6,991.20	6,991.20 6,991.20
017315/00 NAPA AUTO PARTS - GE	NUINE AUTO								
1320 PO-121110 02/10/2012 59057- 1320 PO-121110 02/10/2012 84816- 1320 PO-121110 02/10/2012 84930- 1320 PO-121110 02/10/2012 84990- 1320 PO-121110 02/10/2012 84958- 1320 PO-121110 02/10/2012 84958- 1320 PO-121110 02/10/2012 84900- 1320 PO-121110 02/10/2012 84928- 1320 PO-121110 02/10/2012 84928- 1320 PO-121110 02/10/2012 84928- 1320 PO-121110 02/10/2012 849392-	7/848945/848076/849103 3 9 5 5 9 5 2 2	1 1 1 1 1 1 1	01-7230-0- 01-7230-0- 01-7230-0- 01-7230-0- 01-7230-0- 01-7230-0- 01-7230-0- 01-7230-0-	4300- 4300- 4300- 4300- 4300- 4300- 4300-	112-0000-36 112-0000-36 112-0000-36 112-0000-36 112-0000-36 112-0000-36 112-0000-36 112-0000-36	00-007-0 00-007-0 00-007-0 00-007-0 00-007-0 00-007-0	000 NN P	5.29 2.69 7.28 31.22 27.56 39.08 2.36 3.65 19.25	5.29 2.69 7.28 31.22 27.56 39.08 2.36 3.65 19.25
1320 PO-121110 02/10/2012 847128	3				112-0000-36			27.45	27.45

021012 final BATCH: 0043 021012

FUND : 01 GENERAL FUND

Req	Refe	rence	it name Date	Description			sit type FD RESC	P OBJE	SIT GOAL	FUNC F	ccount RES DEF		Liq Amt	Net Amount
017315	(00	NTINU	ED)						••••				••••••	
1320	PO-1	21110	02/10/2012	849003			1 01-7230	-0-4300	-112-0000	-3600-0	007-000	NN P	4.73	4.73
			02/10/2012				1 01-7230	-0-4300	-112-0000	-3600-0	007-000	NN P	71.94	71.94
1320	PO-1	21110	02/10/2012	849822			1 01-7230						21.96	21.96
1320	PO-1	21110	02/10/2012	847908			1 01-7230						21.52	21.52
1320	10-1	21110	02/10/2012	848098			1 01-7230	-0-4300			007-000	NN P	17.16	17.16
					TOTAL	PAYMENT	AMOUNT		334.2	8 •				334.28
011521	/00	NET	OP .											
1573	PO-1	21328	02/10/2012	1US0121882			1 01-3550	-0-5800	-472-1110	-1000-0	014-000	NN F	899.00	899.00
					TOTAL	PAYMENT	AMOUNT		899.0	0 •				899.00
018967	/00	NEXT	TEL COMMUNI	CATIONS INC										
63	PO-1	20049	02/10/2012	766178812-050			1 01-0000	-0-5902	-115-0000	-7700-0	007-000	NN P	75.98	75.98
					TOTAL	PAYMENT			75.9					75.98
011824	/00	NWN	CORPORATION	N										
1617	PO-12	21372	02/10/2012	IN156895			1 01-6501	-0-4400-	-601-5770	-1190-0	17-000	NN F	889.40	889.40
					TOTAL	PAYMENT	AMOUNT		889.4	0 •				889.40
017576,	/00	OFFI	CE DEPOT/B	JS.SERVICES DIV										
1416	PO-12	1209	02/10/2012	595052089001			1 01-5640	-0-4300-	601-9728	-1000-0	17-092	NN P	58.09	58.09
1410	PO-12	21209	02/10/2012	592516047001			1 01-5640						106.93	120.48
1590	PO-12	21311	02/10/2012	594912933001 5949909638001			1 01-6500						79.02	75.04
1596	PO-12	11341	02/10/2012	5953971720001			1 01-0000						36.20	36.04
1596	PO-12	21341	02/10/2012	595371720001			1 01-0000						95.60	95.60
1611	PO-12	2135A	02/10/2012	595582649001			1 01-0000						59.52	21.96
1623	PO-12	1365	02/10/2012	595582253001			1 01-7230 1 01-0000						164.54	177.29
1643	PO-12	1380	02/10/2012	595890768001			1 01-0000						54.90 168.41	54.90 163.80
			, , , , , , ,		TOTAL	PAYMENT		4300	803.20		03-000	MA E	100.41	803.20
021464,	/00	PESI	HEALTH CAR	Œ										
1631	PO-12	1395	02/10/2012	162797			1 01-6501	-0-5200-	601-5770-	-1190-0	17-000	NN F	199.99	199.99
					TOTAL	PAYMENT			199.99					199.99

	FUND : 01 GENERAL FUND	
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Liq Amt	Net Amount
020169/00 PITZNER, JOSEPH		
69 PO-120053 02/10/2012 JAN MILEAGE	1 01-0000-0-5210-106-0000-8300-007-000 NN P 8.80 TOTAL PAYMENT AMOUNT 8.80 *	8.80 8.80
011345/00 PLACER LEARNING CENTER		
496 PO-120436 02/10/2012 JAN 2012	1 01-6500-0-5800-102-5750-1180-003-000 NN P 12,112.60 TOTAL PAYMENT AMOUNT 12,112.60 •	12,112.60 12,112.60
014069/00 PLATT ELECTRIC SUPPLY		
1249 PO-121068 02/10/2012 1072065 1249 PO-121068 02/10/2012 1058427 1249 PO-121068 02/10/2012 1006561 1249 PO-121068 02/10/2012 1014965	1 01-8150-0-4300-106-0000-8110-007-000 NN P 39.32 1 01-8150-0-4300-106-0000-8110-007-000 NN P 204.04 1 01-8150-0-4300-106-0000-8110-007-000 NN P 250.20 1 01-8150-0-4300-106-0000-8110-007-000 NN P 204.04 TOTAL PAYMENT AMOUNT 697.60 *	39.32 204.04 250.20 204.04 697.60
018535/00 POINT QUEST EDUCATION INC		
511 PO-120451 02/10/2012 JAN 511 PO-120451 02/10/2012 JA N	1 01-6500-0-5800-102-5750-1180-003-000 NN F 2,481.80 2 01-6500-0-5800-102-5750-1180-003-000 NN F 2,328.61 TOTAL PAYMENT AMOUNT 4,810.41 *	2,481.80 2,328.61 4,810.41
022525/00 POST-IT LLC		
483 PO-120427 02/10/2012 SEPT 2011 483 PO-120427 02/10/2012 DEC 2011	1 01-0000-0-5800-110-0000-7200-004-000 NN P 140.00 1 01-0000-0-5800-110-0000-7200-004-000 NN P 120.00 TOTAL PAYMENT AMOUNT 260.00 *	140.00 120.00 260.00
017245/00 PRECISION DATA PRODUCTS INC.		
1614 PO-121361 02/10/2012 27547	1 01-0000-0-4300-472-1284-1000-014-000 NN F 330.02 TOTAL PAYMENT AMOUNT 330.02 *	330.02 330.02
021194/00 PRUDENTIAL OVERALL SUPPLY INC		
272 PO-120250 02/10/2012 180122278 1185 PO-121007 02/10/2012 180122279	1 01-0000-0-5800-111-0000-8200-007-000 NN P 109.85 1 01-7230-0-5600-112-0000-3600-007-000 NN P 46.79 TOTAL PAYMENT AMOUNT 156.64 •	109.85 46.79 156.64

FUND : 01 GENERAL FUND

Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
018847/00 PYRAMID EDUCATIONAL CONSULTANT		
1645 PO-121401 02/10/2012 E EAST TEAM 3/5&6	1 01-6500-0-5200-102-5001-2700-003-000 NN F TOTAL PAYMENT AMOUNT 395.00 •	395.00 395.00 395.00
010626/00 RITE AUTO BODY		
1578 PO-121331 02/10/2012 21517	1 01-7230-0-5800-112-0000-3600-007-000 NN P TOTAL PAYMENT AMOUNT 80.00 *	80.00 80.00
018524/00 ROSS RECREATION EQUIP CO.INC.		
1488 PO-121252 02/10/2012 91161	1 01-8150-0-4300-106-0000-8110-007-000 NN F TOTAL PAYMENT AMOUNT 97.88 *	97.88 97.88 97.88
010552/00 SAC VAL JANITORIAL		
1551 PO-121313 02/10/2012 01970676	1 01-0000-0-4400-240-1110-1000-011-000 NN F TOTAL PAYMENT AMOUNT 4,999.60 *	4,999.60 4,999.60
022018/00 SACRAMENTO AUTOGLASS & MIRROR		
152 PO-120197 02/10/2012 059104253	1 01-7230-0-4300-112-0000-3600-007-000 NN P TOTAL PAYMENT AMOUNT 146.55 *	146.55 146.55 146.55
010264/00 SACRAMENTO BEE		
1484 PO-121249 02/10/2012 2392233	1 01-0000-0-5800-106-0000-8110-007-000 NN F TOTAL PAYMENT AMOUNT 334.96 *	334.96 334.96 334.96
011723/00 SACRAMENTO COUNTY IAP		
1719 PO-121437 02/10/2012 M.THOMPSON	1 01-0000-0-5200-103-0000-7200-003-000 NN F TOTAL PAYMENT AMOUNT 20.00 *	20.00 20.00 20.00
010266/00 SACRAMENTO COUNTY UTILITIES		
78 PO-120174 02/10/2012 50000918618 78 PO-120174 02/10/2012 50000918556 78 PO-120174 02/10/2012 50000918485	1 01-0000-0-5540-106-0000-8110-007-000 NN P 1 01-0000-0-5540-106-0000-8110-007-000 NN P 1 01-0000-0-5540-106-0000-8110-007-000 NN P	386.69 386.69 552.42 552.42 2,814.41 2,814.41

81 CENTER UNIFIED SCHOOL DIST.	ACCOUNTS PAYABLE PRELIST	J4554	APY500	H.02.05 02/09/12 PAGE	10	
021012 final -	NAME AND ADDRESS OF THE PARTY O	04334	MEIJOU	N.02.03 02/03/12 PAGE	12	

021012 final BATCH: 0043 021012 << Open >>

	FUND : 01 GENERAL FUND		
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount
	TOTAL PAYMENT AMOUNT 3,753.52 *	***********	3,753.52
016337/00 SAECHOA, PA			
1469 PO-121233 02/10/2012 JAN MILEAGE 1469 PO-121233 02/10/2012 DEC	1 01-6500-0-5800-102-5770-3600-003-000 NN P 1 01-6500-0-5800-102-5770-3600-003-000 NN F TOTAL PAYMENT AMOUNT 321.90 *		188.70 133.20 321.90
018297/00 SCHOOL SERVICES OF CALIFORNIA	A		
1339 PO-121124 02/10/2012 WO68447-IN 1372 PO-121142 02/10/2012 WO68448-IN	1 01-0000-0-5200-105-0000-7200-005-000 NN F 1 01-0000-0-5200-101-0000-7150-002-000 NN F TOTAL PAYMENT AMOUNT 700.00 *	350.00 175.00	350.00 350.00 700.00
017106/00 SIA/VISION SERVICE PLAN			
PV-121046 02/10/2012 SIA VISIONS FE	EBRUARY 01-0000-0-9552-000-0000-0000-000 NN TOTAL PAYMENT AMOUNT 5,134.71 *		5,134.71 5,134.71
011527/00 SIERRA OFFICE SUPPLY			
1566 PO-121322 02/10/2012 2428531-0	1 01-5640-0-5800-601-9728-1000-017-000 NN F TOTAL PAYMENT AMOUNT 43.10 *	43.67	43.10 43.10
021105/00 SIGNATURE REPROGRAPHICS INC			
244 PO-120226 02/10/2012 171861-IN	1 01-0000-0-5800-106-0000-8200-007-000 NN P TOTAL PAYMENT AMOUNT 397.43 *	397.43	397.43 397.43
010263/00 SMUD			
88 PO-120179 02/10/2012 7000000347	2 01-0000-0-5530-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 41,788.97 *	41,788.97	41,788.97 41,788.97
020462/00 STAPLES ADVANTAGE			
1648 PO-121382 02/10/2012 112165470	1 01-6500-0-4300-102-5770-1120-003-024 NN F TOTAL PAYMENT AMOUNT 83.71 •	84.10	83.71 83.71

81 CENTER UNIFIED SCHOOL DIST.	ACCOUNTS PAYABLE PRELIST	J4554 AP	Y500 H.02.05 02/09/12 PAGE	13
001010 ft1		_		

021012 final	BATCH: 0043 021012 FUND : 01	<< Open >> GENERAL FUND		
Vendor/Addr Remit name Req Reference Date Description	•		Liq Amt	Net Amount
014398/00 TANNER, SUSAN				
1689 PO-121410 02/10/2012 REIMB	TOTAL PAYMENT AN	01-0000-0-4300-371-0000-2700-012-000 NN F MOUNT 83.96 *	83.96	83.96 83.96
011512/00 THE HANEN CENTRE				
1679 PO-121406 02/10/2012 TBUTLER R SMITH/	LEHMANN 1 TOTAL PAYMENT AN	1 01-6500-0-5200-102-5001-2700-003-000 NN F SOUNT 1,480.00 *	1,480.00	1,480.00 1,480.00
014079/00 THYSSENKRUPP ELEVATOR CORP				
95 PO-120063 02/10/2012 1090105595 96 PO-120184 02/10/2012 1090106490			1,759.15 138.84	1,759.15 138.84 1,897.99
016370/00 TWIN RIVERS UNIFIED SCH DIST				
390 PO-120348 02/10/2012 FEB 122136 1654 PO-121396 02/10/2012 121901 1654 PO-121396 02/10/2012 121900	1	01-0031-0-5801-110-0000-8300-004-000 NN P 01-3010-0-5800-103-1110-1000-003-000 NN P 01-3010-0-5800-103-1110-1000-003-000 NN F 00UNT 14,050.43 *		11,333.33 1,086.84 1,630.26 14,050.43
017123/00 US HEALTHWORKS MEDICAL GROUP				
158 PO-120106 02/10/2012 2015019-CA 158 PO-120106 02/10/2012 2017433-CA 158 PO-120106 02/10/2012 2011205-CA	1	01-7230-0-5800-112-0000-3600-007-000 NY P 01-7230-0-5800-112-0000-3600-007-000 NY P 01-7230-0-5800-112-0000-3600-007-000 NY P 00UNT 304.00 •	76.00 76.00 152.00	76.00 76.00 152.00 304.00
015191/00 WACHOB, CYNTHIA				
264 PO-120244 02/10/2012 JAN MILEAGE	TOTAL PAYMENT AM	. 01-6500-0-5210-102-5060-2110-003-000 NN P COUNT 129.22 *	129.22	129.22 129.22
015742/00 WAL-MART *DOESN'T TAKE PO'S**				
1683 PO-121424 02/10/2012 CHS TENNIS BALLS	: 1 TOTAL PAYMENT AN	. 01-6300-0-4300-472-1110-1000-014-000 NN F OUNT 497.98 •	497.98	497.98 497.98

BATCH: 0043 021012 FUND : 01

GENERAL FUND

Vendor/Addr Remit name Req Reference Date	Description	x ID n	נוח	Deposit	type FD RESO	Р ОВЈЕ		BA num GOAL I		Accou RES			Liq	Amt	Net Amo	ount
018567/00 WESTERN STATES														•		
106 PO-120072 02/10/2012	255790			1	01-8150-	0-4300	-106	-0000-1	8110-	-007-	000	NN D	7	3.63	-	3.63
106 PO-120072 02/10/2012	255791			ī	01-8150-	0-4300	-106	-0000-	1110.	-007-	000	MM D		3.63 4.87		3.03 4.87
106 PO-120072 02/10/2012	253609				01-8150-									4.54		4.54
106 PO-120072 02/10/2012	253609				01-8150-									0.02		0.02
		TOTAL	PAY	MENT AMO	TNUC			983.06								3.06
019842/00 WFCB-OSH COMME	RCIAL SERVICES		•													
65 PO-120166 02/10/2012	021101261901252012			1	01-8150-	0-4300	-106-	-0000-6	1110-	.007-	000	NN D	31	5.37	26	5.37
65 PO-120166 02/10/2012	021102428201112012			1	01-8150-	0-4300	-106	-0000 - E	1110-	-007-	000	NN P		9.31		9.31
65 PO-120166 02/10/2012	021104772801202012			1	01-8150-	0-4300	-106	-0000-6	1110-	-007-	000	NN P		6.15		5.15
65 PO-120166 02/10/2012	021104798601252012			1	01-8150-	0-4300	-106-	-0000-8	110-	-007-	000	NN P		B.76		3.76
65 PO-120166 02/10/2012	021101445102072012			1	01-8150-	0-4300	-106-	-0000-8	110-	007-	000	NN P	_	9.46		3.46
65 PO-120166 02/10/2012	021101385502022012			1	01-8150-	0-4300	-106-	-0000-8	110-	007-	000	NN P		2.68		2.68
65 PO-120166 02/10/2012	021101385402022012			1	01-8150-	0-4300	-106-	-0000-8	110-	007-	000	NN P		1.95		1.95
65 PO-120166 02/10/2012	021107386402062012			1	01-8150-	0-4300	-106-	-0000-B	110-	007-	000	NN P		0.58		3.58
		TOTAL	PAY	MENT AMO	UNT		5	516.26	•						516	5.26
022348/00 WILSON, SHERRY																
1344 PO-121154 02/10/2012	000-93	TOTAL	PAYI	1 MENT AMO	01-7230- UNT	0-5600-	-112-	0000-3 5.03		007-	000	NN P	•	5.03	-	i . 03 i . 03
017313/00 XEROX CORPORATI	ON															
1 PO-120001 02/10/2012	059328649			1	01-3010- 01-0000- 01-7220- 01-0000- 01-0000- 01-6500- 01-3500- 01-3510- 01-3010- 01-0000- 01-0000- 01-0000-	0-5612-	-240-	1110-1	000-	011-	000	NIN D	45	5.57	A E	. 57
389 PO-120347 02/10/2012	300057374			1	01-0000-	0-5800-	-115-	9790-B	200-	007-	000	NN P	36,220		36,220	
389 PO-120347 02/10/2012	300057398			1	01-0000-	0-5800-	-115-	9790-8	200-	007-	000	NN P		. 91	536	
448 PO-120400 02/10/2012	300057398			1	01-7220-	0-5612-	472-	1110-1	000-	014-	000	NN P		.00	100	
449 PO-120401 02/10/2012	300057398			1	01-0000-	0-5612-	472-	9769-1	000-	014-6	000	NN P		. 00	25	
450 PO-120402 02/10/2012	300057398			1	01-0000-	0-5612-	115-	9780-8	200-	007-0	000	NN P		.00	25	
452 PO-120403 02/10/2012	300057398			1	01-6500-	0-5612-	102-	5001-2	700-	003-0	000	NN P	25	.00	25	.00
453 PO-120404 02/10/2012	300057398			1	01-0000-	0-5612-	371-	0000-2	700-	012-0	000	NN P	25	.00	25	.00
451 PO-120412 02/10/2012 917 PO-120775 02/10/2012	300057398			1	01-3550-	0-5612-	472-	1110-1	000-	014-0	000	NN P	100	.00	100	.00
943 PO-120800 02/10/2012	300057398			1	01-3010-	0-5612-	371-	1110-1	000-	012-0	000	NN P		.00	50	.00
960 PO-120812 02/10/2012	30003/3/4			1	VI-8150-	0-4300-	106-	0000-8	110-	007-0	000	NN F		.50		.50
1001 PO-120849 02/10/2012	30057374			1	OT-0000-	U-9320-	.000-	0000-0	000-	000-0	000	NN F	2,758		2,758	
1460 PO-121228 02/10/2012	1174353171			1	OT-0000-	u-4300-	472-	1275-1	000-	014-0	000	NN F		.87	178	
1697 PO-121418 02/10/2012	117435317B			_				0000	~~~	~~~·	,,,,	tata E.	2,876		2,876	
, 30, 1011		TATOT	DAYN	ENT AMO	01-0000-			9790-8 90.55		007-0	100	NN F	1,357	. 65	1,357	
					0171		-4,3	JV. 33	-						44,390	. 55

81 CENTER UNIFIED SCHOOL DIST. 021012 final

BATCH: 0043 021012

ACCOUNTS PAYABLE PRELIST J4554 APY500 H.02.05 02/09/12 PAGE 15

<< Open >>

FUND : 01 GENERAL FUND

Vendor/Addr Remit name Req Reference Date Description

Tax ID num Deposit type

ABA num Account num

FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Liq Amt Net Amount

TOTAL FUND PAYMENT 225,562.66 **

5.50

225,562.66

TOTAL USE TAX AMOUNT

81 CENTER UNIFIED SCHOOL DIST. ACCOUNTS PAYABLE PRELIST BATCH: 0043 021012 FUND : 09 CHARTER S J4554 APY500 H.02.05 02/09/12 PAGE 16 021012 final << Open >>

CHARTER SCHOOLS

Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposi	it type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
010669/00 ALHAMBRA & SIERRA SPRINGS	· · · · · · · · · · · · · · · · · · ·	······································	••••••
999 PO-120847 02/10/2012 4779099	TOTAL PAYMENT ;	1 09-1100-0-4300-501-1110-1000-016-000 NN P MOUNT 66.70 *	66.70 66.70 66.70
017313/00 XEROX CORPORATION			
454 PO-120405 02/10/2012 300057398 455 PO-120406 02/10/2012 300057398 456 PO-120407 02/10/2012 30057398	TOTAL PAYMENT A	1 09-1100-0-5612-501-1110-1000-016-000 NN P 2 09-1100-0-5612-501-1110-1000-016-000 NN P 1 09-0700-0-5612-503-0000-8110-018-000 NN P MOUNT 300.00 *	100.00 100.00 100.00 100.00 100.00 100.00 300.00
	TOTAL FUND	PAYMENT 366.70 **	366.70

81 C	ENTER	UNIFIED	SCHOOL	DIST.
0210	12 fin	al		

ACCOUNTS PAYABLE PRELIST

J4554 APY500 H.02.05 02/09/12 PAGE 17

BATCH: 0043 021012 << Open >>
FUND : 11 ADULT EDUCATION FUND

	FUND : 11	ADULT EDUCATION FUND		
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit	type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt	Net Amount
010669/00 ALHAMBRA & SIERRA SPRINGS			• • • • • • • • • • • • • • • • • • • •	
467 PO-120445 02/10/2012 7069912 012612	TOTAL PAYMENT AN	1 11-0030-0-4300-601-4130-1000-017-000 NN P MOUNT 14.60 *	14.60	14.60 14.60
022175/00 MCGRAW-HILL COMPANIES				
1502 PO-121268 02/10/2012 65479021001	TOTAL PAYMENT AN		60.32	55.98 55.98
019466/00 SACRAMENTO COUNTY OFFICE OF ED				
1508 PO-121272 02/10/2012 120917	TOTAL PAYMENT AN	. 11-0030-0-5800-601-4130-1000-017-000 NN F SOUNT 335.00 *	360.96	335.00 335.00
020981/00 SAVE MART SUPERMARKETS				
635 PO-120551 02/10/2012 2582229	TOTAL PAYMENT AM	. 11-0030-0-4300-601-4130-1000-017-000 NN P	24.61	24.61 24.61
018157/00 SERVICE PROTECTION ADVANTAGE				
1695 PO-121416 02/10/2012 64100-2177674	TOTAL PAYMENT AM	. 11-0028-0-5800-601-4130-1000-017-000 NN F	123.01	123.01 123.01
017313/00 XEROX CORPORATION				
457 PO-120408 02/10/2012 300057398	TOTAL PAYMENT AM	11-0030-0-5612-601-4130-1000-017-000 NN P OUNT 25.00 *	25.00	25.00 25.00
	TOTAL FUND P	AYMENT 578.20 ** OUNT 4.34		578.20

021012 final

ACCOUNTS PAYABLE PRELIST BATCH: 0043 021012 FUND : 13

CAFETERIA FUND

	FUND : 13 CAFETERIA FUND
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Liq Amt Net Amount
011256/00 BERNARD FOOD INDUSTRIES INC	
1037 PO-120883 02/10/2012 00622477	1 13-5310-0-4700-108-0000-3700-007-000 NN P 253.20 253.20 TOTAL PAYMENT AMOUNT 253.20 * 253.20
020098/00 BIG TRAY	
990 PO-120834 02/10/2012 708337	1 13-5310-0-4400-108-0000-3700-007-000 NN P 2,004.15 2,004.15
990 PO-120834 02/10/2012 708366	1 13-5310-0-4400-108-0000-3700-007-000 NN P 150.85 150.85 TOTAL PAYMENT AMOUNT 2,155.00 • 2,155.00
011602/00 DANIELSEN CO., THE	
507 PO-120877 02/10/2012 191384	2 13-5310-0-4300-108-0000-3700-007-000 NN P 160.52 160.52
507 PO-120877 02/10/2012 191827 507 PO-120877 02/10/2012 192089	2 13-5310-0-4300-108-0000-3700-007-000 NN P 8.00 8.00
507 PO-120877 02/10/2012 192089	2 13-5310-0-4300-108-0000-3700-007-000 NN P 979.85 979.85
507 PO-120877 02/10/2012 191384	2 13-5310-0-4300-108-0000-3700-007-000 NN P 8.00 8.00 1 13-5310-0-4700-108-0000-3700-007-000 NN P 993.72 993.72
507 PO-120877 02/10/2012 191827	1 13-5310-0-4700-108-0000-3700-007-000 NN P 993.72 993.72 993.72 1 13-5310-0-4700-108-0000-3700-007-000 NN P 2,540.43 2,540.43
507 PO-120877 02/10/2012 192089	1 13-5310-0-4700-108-0000-3700-007-000 NN P 2,022.20 2,022.20
507 PO-120877 02/10/2012 192458	1 13-5310-0-4700-108-0000-3700-007-000 NN P 3,430.33 3,430.33
	TOTAL PAYMENT AMOUNT 10,143.05 * 10,143.05
021080/00 ED JONES FOOD SERVICE INC	
509 PO-120878 02/10/2012 144536	1 13-5310-0-4700-108-0000-3700-007-000 NN P 10,146.23 10,146.23
509 PO-120878 02/10/2012 144709	1 13-5310-0-4700-108-0000-3700-007-000 NN P 9,265.71 9,265.71
509 PO-120878 02/10/2012 144904	1 13-5310-0-4700-108-0000-3700-007-000 NN P 4,997.86 4,997.86
509 PO-120878 02/10/2012 145127	1 13-5310-0-4700-108-0000-3700-007-000 NN P 5,668.70 5,668.70
	TOTAL PAYMENT AMOUNT 30,078.50 • 30,078.50
011423/00 PLATH DISTRIBUTION INC	
279 PO-120257 02/10/2012 8522	1 13-5310-0-4700-108-0000-3700-007-000 NN F 10,957.34 15,102.26 TOTAL PAYMENT AMOUNT 15,102.26 * 15,102.26
019993/00 PROPACIFIC FRESH	
278 PO-120256 02/10/2012 CHS	1 13-5310-0-4700-108-0000-3700-007-000 NN P 3,728.52 3,728.52
278 PO-120256 02/10/2012 NC	1 13-5310-0-4700-108-0000-3700-007-000 NN P 928.06 928.06
278 PO-120256 02/10/2012 SP	1 13-5310-0-4700-108-0000-3700-007-000 NN P 898.95 898.95
278 PO-120256 02/10/2012 WCR	1 13-5310-0-4700-108-0000-3700-007-000 NN P 1,618.69 1,618.69

FUND : 13

CAFETERIA FUND

Req Reference Date Description FD RESO P OBJE SIT GOAL FUNC RES DEP TOMP Liq and Net Amount 1019993 (CONTINUED) 278 PO-120256 02/10/2012 DU 13-5310-0-4700-108-0000-3700-007-000 NN P 1,319.09 278 PO-120256 02/10/2012 DU 13-5310-0-4700-108-0000-3700-007-000 NN P 1,472.34 TOTAL PAYMENT AMOUNT 9,965.65 * 021194/00 PRUDENTIAL OVERALL SUPPLY INC 284 PO-120262 02/10/2012 180122717 13-5310-0-5800-108-0000-3700-007-000 NN P 67.10 67.10 284 PO-120262 02/10/2012 180122217 13-5310-0-5800-108-0000-3700-007-000 NN P 67.10 67.10 284 PO-120262 02/10/2012 180122319 13-5310-0-5800-108-0000-3700-007-000 NN P 67.10 67.10 284 PO-120262 02/10/2012 180122319 13-5310-0-5800-108-0000-3700-007-000 NN P 67.10 67.10 280 PO-120258 02/10/2012 OH 13-5310-0-4700-108-0000-3700-007-000 NN P 67.10 67.10 280 PO-120258 02/10/2012 GVS 13-5310-0-4700-108-0000-3700-007-000 NN P 62.64 62.64 280 PO-120258 02/10/2012 CMS 13-5310-0-4700-108-0000-3700-007-000 NN P 291.47 291.47 280 PO-120258 02/10/2012 CMS 13-5310-0-4700-108-0000-3700-007-000 NN P 223.80 280 PO-120258 02/10/2012 CMS 13-5310-0-4700-108-0000-3700-007-000 NN P 223.80 280 PO-120258 02/10/2012 CMS 13-5310-0-4700-108-0000-3700-007-000 NN P 223.80 280 PO-120258 02/10/2012 CMS 13-5310-0-4700-108-0000-3700-007-000 NN P 527.98 3280 PO-120258 02/10/2012 CMR 13-5310-0-4700-108-0000-3700-007-000 NN P 527.98 3280 PO-120258 02/10/2012 CMR 13-5310-0-4700-108-0000-3700-007-000 NN P 527.98 3280 PO-120258 02/10/2012 SMR 13-5310-0-4700-108-0000-3700-007-000 NN P 527.98 3280 PO-120258 02/10/2012 SMR 13-5310-0-4700-108-0000-3700-007-000 NN P 527.98 3280 PO-120258 02/10/2012 SMR 13-5310-0-4700-108-0000-3700-007-000 NN P 527.98 327.98 3280 PO-120258 02/10/2012 12010 3280 PO-120258 02/10/2012 1		FUND : 13 CAPETERIA FUND	
278 PO-120256 02/10/2012 DN	Vendor/Addr Remit name Req Reference Date Description		Liq Amt Net Amount
021194/00 PRUDENTIAL OVERALL SUPPLY INC 284 PO-120262 02/10/2012 180122317	019993 (CONTINUED)		
021194/00 PRUDENTIAL OVERALL SUPPLY INC 284 PO-120262 02/10/2012 180122317	278 PO-120256 02/10/2012 OH	1 13-5310-0-4700-108-0000-3700-007-000 NN P	1,319.09 1,319.09
021194/00 PRUDENTIAL OVERALL SUPPLY INC 284 PO-120262 02/10/2012 180122317	278 PO-120256 02/10/2012 DU	1 13-5310-0-4700-108-0000-3700-007-000 NN P	1,472.34 1,472.34
021194/00 PRUDENTIAL OVERALL SUPPLY INC 284 PO-120262 02/10/2012 180122317		TOTAL PAYMENT AMOUNT 9,965.65 *	9,965.65
284 PO-120262 02/10/2012 180122317 284 PO-120262 02/10/2012 180122319 13-5310-0-5800-108-0000-3700-007-000 NN P 67.10 67.10 70TAL PAYMENT AMOUNT 201.30 * 67.10 67.10 67.10 67.10 67.10 67.10 70TAL PAYMENT AMOUNT 201.30 *			
1 13-5310-0-5800-108-0000-3700-007-000 NN P 67.10 67.10 201.30 * COTAL PAYMENT AMOUNT 345.60 * C			
011255/00 SARA LEE BAKERY GROUP 280 PO-120258 02/10/2012 QYCS			
280 PO-120258 02/10/2012 OH	264 PO-120262 02/10/2012 180122839		
280 PO-120258 02/10/2012 SPIN 1 13-5310-0-4700-108-0000-3700-007-000 NN P 223.80 223.80 280 PO-120258 02/10/2012 SPIN 1 13-5310-0-4700-108-0000-3700-007-000 NN P 527.98 527.98 10.000 PO-120258 02/10/2012 WCR 1 13-5310-0-4700-108-0000-3700-007-000 NN P 527.98 527.98 10.000 PO-120389 02/10/2012 12010 TOTAL PAYMENT AMOUNT 1,389.31 PO-120389 02/10/2012 2189611524 13-5310-0-4300-108-0000-3700-007-000 NN P 345.60 PO-120389 02/10/2012 2189611524 13-5310-0-4700-108-0000-3700-007-000 NN P 345.60 PO-120389 02/10/2012 201090580 3 13-5310-0-4300-108-0000-3700-007-000 NN P 831.96 PO-120399 02/10/2012 201171541 3 13-5310-0-4300-108-0000-3700-007-000 NN P 1,033.81 1,033.81 1510 PO-1203899 02/10/2012 201205513 3 13-5310-0-4300-108-0000-3700-007-000 NN P 1,152.18 1,	011255/00 SARA LEE BAKERY GROUP		
280 PO-120258 02/10/2012 SPIN 1 13-5310-0-4700-108-0000-3700-007-000 NN P 223.80 223.80 280 PO-120258 02/10/2012 SPIN 1 13-5310-0-4700-108-0000-3700-007-000 NN P 527.98 527.98 10.000 PO-120258 02/10/2012 WCR 1 13-5310-0-4700-108-0000-3700-007-000 NN P 527.98 527.98 10.000 PO-120389 02/10/2012 12010 TOTAL PAYMENT AMOUNT 1,389.31 PO-120389 02/10/2012 2189611524 13-5310-0-4300-108-0000-3700-007-000 NN P 345.60 PO-120389 02/10/2012 2189611524 13-5310-0-4700-108-0000-3700-007-000 NN P 345.60 PO-120389 02/10/2012 201090580 3 13-5310-0-4300-108-0000-3700-007-000 NN P 831.96 PO-120399 02/10/2012 201171541 3 13-5310-0-4300-108-0000-3700-007-000 NN P 1,033.81 1,033.81 1510 PO-1203899 02/10/2012 201205513 3 13-5310-0-4300-108-0000-3700-007-000 NN P 1,152.18 1,	280 PO-120258 02/10/2012 OH	1 13-5310-0-4700-108-0000-3700-007-000 NN P	
280 PO-120258 02/10/2012 SPIN 1 13-5310-0-4700-108-0000-3700-007-000 NN P 223.80 223.80 280 PO-120258 02/10/2012 SPIN 1 13-5310-0-4700-108-0000-3700-007-000 NN P 527.98 527.98 10.000 PO-120258 02/10/2012 WCR 1 13-5310-0-4700-108-0000-3700-007-000 NN P 527.98 527.98 10.000 PO-120389 02/10/2012 12010 TOTAL PAYMENT AMOUNT 1,389.31 PO-120389 02/10/2012 2189611524 13-5310-0-4300-108-0000-3700-007-000 NN P 345.60 PO-120389 02/10/2012 2189611524 13-5310-0-4700-108-0000-3700-007-000 NN P 345.60 PO-120389 02/10/2012 201090580 3 13-5310-0-4300-108-0000-3700-007-000 NN P 831.96 PO-120399 02/10/2012 201171541 3 13-5310-0-4300-108-0000-3700-007-000 NN P 1,033.81 1,033.81 1510 PO-1203899 02/10/2012 201205513 3 13-5310-0-4300-108-0000-3700-007-000 NN P 1,152.18 1,	280 PO-120258 02/10/2012 GYCS	1 13-5310-0-4700-108-0000-3700-007-000 NN P	
280 PO-120258 02/10/2012 SPIN	280 PO-120258 02/10/2012 CHS 280 PO-120258 02/10/2012 NC	1 13-5310-0-4700-108-0000-3700-007-000 NN P	
280 PC-120258 02/10/2012 WCR			
015088/00 SCIC CO-OP 1628 PO-121393 02/10/2012 12010		1 13-5310-0-4700-108-0000-3700-007-000 NN P	527.98 527.98
1 13-5310-0-5300-108-0000-3700-007-000 NN F 50.00 50.00 TOTAL PAYMENT AMOUNT 50.00 * 50.00 017334/00 SEVEN UP BOTTLING CO. OF S.F. 290 PO-120268 02/10/2012 2189611524 1 13-5310-0-4700-108-0000-3700-007-000 NN P 345.60 345.60 TOTAL PAYMENT AMOUNT 345.60 * 345.60 011422/00 SYSCO OF SAN FRANCISCO 510 PO-120879 02/10/2012 201090580 3 13-5310-0-4300-108-0000-3700-007-000 NN P 831.96 831.96 510 PO-120879 02/10/2012 201171541 3 13-5310-0-4300-108-0000-3700-007-000 NN P 1,033.81 1,033.81 510 PO-120879 02/10/2012 20130513 3 13-5310-0-4300-108-0000-3700-007-000 NN P 1,152.18 1,152.18 510 PO-120879 02/10/2012 201300737 3 13-5310-0-4300-108-0000-3700-007-000 NN P 670.91 670.91 510 PO-120879 02/10/2012 201300580 1 13-5310-0-4700-108-0000-3700-007-000 NN P 670.91 670.91 510 PO-120879 02/10/2012 201300580 1 13-5310-0-4700-108-0000-3700-007-000 NN P 969.21 969.21 510 PO-120879 02/10/2012 201171541 1 13-5310-0-4700-108-0000-3700-007-000 NN P 3,510.64 3,510.64		TOTAL PAYMENT AMOUNT 1,389.31 *	1,389.31
TOTAL PAYMENT AMOUNT 50.00 * 5	015088/00 SCIC CO-OP		
290 PO-120268 02/10/2012 21B9611524 TOTAL PAYMENT AMOUNT 345.60 * 345.60 * 345.60 011422/00 SYSCO OF SAN FRANCISCO 510 PO-120879 02/10/2012 201090580 3 13-5310-0-4300-108-0000-3700-007-000 NN P 831.96 831.96 510 PO-120879 02/10/2012 201171541 3 13-5310-0-4300-108-0000-3700-007-000 NN P 1,033.81 1,033.81 510 PO-120879 02/10/2012 201230513 3 13-5310-0-4300-108-0000-3700-007-000 NN P 1,152.18 1,152.18 510 PO-120879 02/10/2012 201300737 3 13-5310-0-4300-108-0000-3700-007-000 NN P 670.91 510 PO-120879 02/10/2012 201090580 1 13-5310-0-4700-108-0000-3700-007-000 NN P 969.21 510 PO-120879 02/10/2012 201171541 1 13-5310-0-4700-108-0000-3700-007-000 NN P 969.21 510 PO-120879 02/10/2012 201171541 1 13-5310-0-4700-108-0000-3700-007-000 NN P 3,510.64 3,510.64	1628 PO-121393 02/10/2012 12010	1 13-5310-0-5300-108-0000-3700-007-000 NN F TOTAL PAYMENT AMOUNT 50.00 *	
TOTAL PAYMENT AMOUNT 345.60 *	017334/00 SEVEN UP BOTTLING CO. OF S.F.		
TOTAL PAYMENT AMOUNT 345.60 *	290 PO-120268 02/10/2012 2189611524	1 13-5310-0-4700-108-0000-3700-007-000 NN P	345.60 345.60
510 PO-120879 02/10/2012 201090580 3 13-5310-0-4300-108-0000-3700-007-000 NN P 831.96 831.96 510 PO-120879 02/10/2012 201171541 3 13-5310-0-4300-108-0000-3700-007-000 NN P 1,033.81 1,033.81 510 PO-120879 02/10/2012 201230513 3 13-5310-0-4300-108-0000-3700-007-000 NN P 1,152.18 1,152.18 1,152.18 10 PO-120879 02/10/2012 201300737 3 13-5310-0-4300-108-0000-3700-007-000 NN P 670.91 670.91 510 PO-120879 02/10/2012 201090580 1 13-5310-0-4700-108-0000-3700-007-000 NN P 969.21 969.21 510 PO-120879 02/10/2012 201171541 1 13-5310-0-4700-108-0000-3700-007-000 NN P 3,510.64 3,510.64		TOTAL PAYMENT AMOUNT 345.60 *	345.60
510 PO-120879 02/10/2012 201171541 1 13-5310-0-4700-108-0000-3700-007-000 NN P 3,510.64 3,510.64			
510 PO-120879 02/10/2012 201171541 1 13-5310-0-4700-108-0000-3700-007-000 NN P 3,510.64 3,510.64	510 PO-120879 02/10/2012 201090580	3 13-5310-0-4300-108-0000-3700-007-000 NN P	
510 PO-120879 02/10/2012 201171541 1 13-5310-0-4700-108-0000-3700-007-000 NN P 3,510.64 3,510.64	510 PO-120879 02/10/2012 201171541	3 13-5310-0-4300-108-0000-3700-007-000 NN P	
510 PO-120879 02/10/2012 201171541 1 13-5310-0-4700-108-0000-3700-007-000 NN P 3,510.64 3,510.64	510 PO-120879 02/10/2012 201230513 510 PO-120879 02/10/2012 201200222	3 13-5310-0-4300-108-0000-3700-007-000 NN P	
510 PO-120879 02/10/2012 201171541 1 13-5310-0-4700-108-0000-3700-007-000 NN P 3,510.64 3,510.64	510 PO-120879 02/10/2012 201300/3/	1 13-5310-0-4700-108-0000-3700-007-000 NN P	
	510 PO-120879 02/10/2012 201171541	1 13-5310-0-4700-108-0000-3700-007-000 NN P	
	510 PO-120879 02/10/2012 201230513	1 13-5310-0-4700-108-0000-3700-007-000 NN P	2,407.71 2,407.71

81 CENTER UNIFIED SCHOOL DIST. 021012 final	ACCOUNTS PAYABLE PRELIST BATCH: 0043 021012 FUND : 13 CAFETERIA FUN	<< Open >>	02.05 02/09/12 PAGE 20
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type FD RESO P OBJ	ABA num Account num E SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
011422 (CONTINUED)			
510 PO-120879 02/10/2012 201300737	1 13-5310-0-470 TOTAL PAYMENT AMOUNT	0-108-0000-3700-007-000 NN P 12,179.55 *	1,603.13 1,603.13 12,179.55
	TOTAL FUND PAYMENT	81,863.42 **	81.863.42

81 CENTER UNIFIED SCHOOL DIST. ACCOUNTS PAYABLE PRELIST J4554 APY500 021012 final <	Vendor/Addr Remit name ABA num Account num Peposit type ABA num Account num Reg Reference Date Description FD RESO POBJE SIT GOAL FUNC RES DEP T9MP 015699/00 CLARK SECURITY PRODUCTS	1721 PO-121439 02/10/2012 SA08362301 TOTAL PAYMENT AMOUNT 14-0024-0-4360-106-9608-8110-067-000 NN F	9433/00 HONEYWHELL INTERNATIONAL ADI 1 14-0024-0-4300-106-9603-8110-007-000 NN F 107AL PAYMENT AMOUNT 394.35 *	TOTAL FIND DAYMENT
PY500 H.02.	į	-000 NN F	-000 NN F	
H.02.05 02/09/12 PAGE	Liq Amt	140.34	394.35	
2 PAGE 21	Liq Amt Net Amount	140.34 140.34	394.35 394.35	634 60

81 CENTER UNIFIED SCHOOL DIST. ACCOUNTS PAYABLE PRELIST J4554 APY500 H.02.05 02/09/12 PAGE 021012 final BATCH: 0043 021012 FUND : 21 << Open >>

BUILDING FIND

		FUND	:	21	BUILDING F	UND					
Vendor/Addr Remit name Req Reference Date	Description	ax ID	חנות	Deposi	it type FD RESO P	OBJE S	ABA num SIT GOAL FUNG	Account C RES DEP		Liq Amt	Net Amount
010407/00 CENTER UNIFIED	REVOLVING FUND 0	000000	00		••••••		• • • • • • • • • • • • • • • • • • • •				
1624 PO-121391 02/10/2012	4048 DSA REVIEW	TOTA	L PA	YMENT A	1 21-0000-0-0 AMOUNT	6290-1	106-9609-8500 908.88 *	0-007-000	NN F	908.88	908.88 908.88
011166/00 DAILY JOURNAL	CORPORATION										
1696 PO-121417 02/10/2012	A2245364/112410807			YMENT A	1 21-0000-0-9 MOUNT	5800-1	106-9609-8500 540.60 *	0-007-000	NN F	540.60	540.60 540.60
014069/00 PLATT ELECTRIC	SUPPLY										
430 PO-120376 02/10/2012	1066905	TOTAL	L PA	YMENT A	1 21-0000-0-4 MOUNT		.06-9629-8500 64.82 *	0-007-000	NN P	64.82	64.82 64.82
		TOTAL	L FU	ND	PAYMENT		1,514.30 **				1,514.30
				TCH PAY E TAX A		31	.0,419.97 *** 9.84	•	0.00		310,419.97
				STRICT E TAX A	PAYMENT MOUNT	31	.0,419.97 *** 9.84	·*	0.00		310,419.97
				R ALL D E TAX A	ISTRICTS:	31	.0,419.97 *** 9.84	•	0.00		310,419.97

Number of warrants to be printed: 117, not counting voids due to stub overflows.

J4699 APY500 H.02.05 02/15/12 PAGE

81 CENTER UNIFIED SCHOOL DIST. 021712

Batch status: A All

From batch: 0044

To batch: 0044

Include Revolving Cash: Y

Include Address: N

81 CENTER UNIFIED SCHOOL DIST.	ACCOUNTS PAYABLE PRELIST	J4699	APY500	H.02.05 02/15/12 PAGE	1
021712	BATCH: 0044 021712	<< Open) >>	• • • •	

	FUND : 01 GENERAL FUND	
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Liq Amt	Net Amount
011802/00 A-Z BUS SALES INC.		
1308 PO-121100 02/17/2012 DI01886	1 01-7230-0-4300-112-0000-3600-007-000 NN P 290.87 TOTAL PAYMENT AMOUNT 290.87 *	290.87 290.87
014863/00 ACADEMY BUSINESS SERVICES		
493 PO-120435 02/17/2012 JAN	1 01-6500-0-5800-102-5750-1180-003-000 NN P 3,545.21 TOTAL PAYMENT AMOUNT 3,545.21 *	3,545.21 3,545.21
010669/00 ALHAMBRA & SIERRA SPRINGS		
466 PO-120410 02/17/2012 4780818 020612	1 01-0000-0-4300-105-0000-7200-005-000 NN P 33.89 TOTAL PAYMENT AMOUNT 33.89 *	33.89 33.89
021424/00 ANTELOPE HIGH SCHOOL		
1743 PO-121456 02/17/2012 CHS 3/23-24	1 01-0000-0-5800-472-1801-1000-014-000 NN F 375.00 TOTAL PAYMENT AMOUNT 375.00 •	375.00 375.00
011481/00 AT&T		
16 PO-120156 02/17/2012 3016374	1 01-0000-0-5902-106-0000-8110-007-000 NN P 4,501.78 TOTAL PAYMENT AMOUNT 4,501.78 *	4,501.78 4,501.78
014056/00 BENDER, LINDA		
1730 PO-121446 02/17/2012 DEC MILEAGE	1 01-6520-0-5211-472-5770-1110-003-000 NN F 63.72 TOTAL PAYMENT AMOUNT 63.72 *	63.72 63.72
022154/00 BRITTON, ROBERTA		
PV-121049 02/17/2012 RETURN GARNISHMEN	NT 01-0000-0-9210-000-0000-0000-000 NN TOTAL PAYMENT AMOUNT 405.90 *	405.90 405.90
011390/00 BUREAU OF EDUCATION		
1723 PO-121440 02/17/2012 4315999	1 01-6500-0-5200-102-5001-2700-003-000 NN F 225.00 TOTAL PAYMENT AMOUNT 225.00 •	225.00 225.00

ACCOUNTS PAYABLE PRELIST	J4699	APY500	H.02.05 02/15/12 PAGE	2

37.92 *

37.92

81 CENTER UNIFIED SCHOOL DIST. 021712	ACCOUNTS PAYABLE PRELIST J4699 APY500 H.0 BATCH: 0044 021712	2.05 02/15/12 PAGE 2
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	
016753/00 CALDWELL, CHERYL		
1754 PO-121467 02/17/2012 JAN MILEAGE	1 01-5630-0-5800-601-1220-1000-017-000 NN F TOTAL PAYMENT AMOUNT 51.05 *	51.05 51.05 51.05
016137/00 CARRILLO, KATHLEEN		
1652 PO-121386 02/17/2012 000-19	1 01-7230-0-5800-112-0000-3600-007-000 NN P TOTAL PAYMENT AMOUNT 3.21 *	3.21 3.21 3.21
020305/00 CDW GOVERNMENT INC.		
1671 PO-121400 02/17/2012 F308131 1671 PO-121400 02/17/2012 F308131 1671 PO-121400 02/17/2012 F345854	1 01-5640-0-5800-601-9728-1000-017-000 NN F 2 01-6501-0-5800-601-5770-1190-017-000 NN P 2 01-6501-0-5800-601-5770-1190-017-000 NN F TOTAL PAYMENT AMOUNT 184.98 *	123.94 123.94 36.02 36.02 25.02 25.02 184.98
010407/00 CENTER UNIFIED REVOLVING FUND	00000000	
1677 PO-121404 02/17/2012 4049 LES SCHWAB	1 01-7230-0-4300-112-0000-3600-007-000 NN F TOTAL PAYMENT AMOUNT 1,221.34 *	1,221.34 1,221.34 1,221.34
015699/00 CLARK SECURITY PRODUCTS		
29 PO-120159 02/17/2012 SA07702301	1 01-8150-0-4300-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 177.93 •	177.93 177.93 177.93
015735/00 COUNTY OF SACRAMENTO		
1756 PO-121464 02/17/2012 16104 1756 PO-121464 02/17/2012 16114 1756 PO-121464 02/17/2012 16122 1756 PO-121464 02/17/2012 16117	1 01-0000-0-5800-106-0000-8110-007-000 NN P 1 01-0000-0-5800-106-0000-8110-007-000 NN P 1 01-0000-0-5800-106-0000-8110-007-000 NN P 1 01-0000-0-5800-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 87.50 *	25.00 25.00 12.50 12.50 25.00 25.00 25.00 25.00 87.50
019071/00 DISCOUNT AUTOMATICS INC.		
1317 PO-121107 02/17/2012 RO 2180/W06158	1 01-7230-0-4300-112-0000-3600-007-000 NN P	37.92 37.92

TOTAL PAYMENT AMOUNT

81 CENTER UNIFIED SCHOOL DIST. 021712

ACCOUNTS PAYABLE PRELIST BATCH: 0044 021712

J4699 APY500 H.02.05 02/15/12 PAGE << Open >>

3

FUND : 01

GENERAL FUND

Vendor/Addr Remit name T Req Reference Date Description	ax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
021610/00 EATON INTERPRETING SERVICES		
1735 PO-121449 02/17/2012 117292	1 01-0000-0-5800-103-0000-7200-003-000 NN F TOTAL PAYMENT AMOUNT 105.00 *	105.00 105.00 105.00
019262/00 ENTERPRISE RENT A CAR		
1758 PO-121465 02/17/2012 D848112-3082	1 01-0000-0-5810-472-1110-4000-014-915 NN F TOTAL PAYMENT AMOUNT 584.67 *	584.67 584.67 584.67
017577/00 GOMES, JOE		
1750 PO-121461 02/17/2012 MILEAGE FEB	1 01-3550-0-5800-472-1110-1000-014-000 NN F TOTAL PAYMENT AMOUNT 79.49 *	79.49 79.49 79.49
010830/00 HOLT OF CALIFORNIA		
1026 PO-120872 02/17/2012 SW050203754	1 01-8150-0-4300-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 188.82 *	188.82 188.82 188.82
014314/00 JERI CHASE FERRIS		
1708 PO-121444 02/17/2012 AUTHOR DAY NOCO 2/	1 01-6300-0-5800-236-1110-1000-009-000 NY F TOTAL PAYMENT AMOUNT 200.00 *	200.00 200.00 200.00
021914/00 LOY MATTISON ENTERPRISES		
1744 PO-121457 02/17/2012 120112013112 1745 PO-121458 02/17/2012 CENTER 11011112311	1 01-0000-0-5800-106-0000-8110-007-000 NY F 1 01-0000-0-5800-106-0000-8110-007-000 NY F TOTAL PAYMENT AMOUNT 1,125.00 *	500.00 500.00 625.00 625.00 1,125.00
016679/00 MELVIN R. CUCKOVICH		
1725 PO-121445 02/17/2012 JAN MILEAGE	1 01-6500-0-5800-102-5001-2700-003-000 NY F TOTAL PAYMENT AMOUNT 55.50 *	55.50

81 CENTER UNIFIED SCHOOL DIST.	ACCOUNTS PAYABLE PRELIST	J4699 APY500 H.02.05 02/15/12 PAGE	4
021712	BATCH: 0044 021712	<< Open >>	

BATCH: 0044 021712 FUND : 01 GENERAL FUND

	FUND : 01 GENERAL FUND	
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
022163/00 ODYSSEY	•••••••••••••••••••••••••••••••••••••••	
1542 PO-121305 02/17/2012 8002497	1 01-6500-0-5800-102-5750-1180-003-000 NN P TOTAL PAYMENT AMOUNT 2,522.36 *	2,522.36 2,522.36 2,522.36
017576/00 OFFICE DEPOT/BUS.SERVICES DIV		
1656 PO-121388 02/17/2012 596838518001	1 01-0000-0-4300-238-1110-1000-010-000 NN F TOTAL PAYMENT AMOUNT 54.90 *	54.90 54.90 54.90
021401/00 PRACTI-CAL INC		
1741 PO-121455 02/17/2012 20653 1741 PO-121455 02/17/2012 20720	1 01-5640-0-5800-103-0000-3140-003-000 NN P 1 01-5640-0-5800-103-0000-3140-003-000 NN F TOTAL PAYMENT AMOUNT 2,303.26 *	1,780.55 1,780.55 522.71 522.71 2,303.26
011238/00 RELIABLE TIRE		
149 PO-120196 02/17/2012 92126 149 PO-120196 02/17/2012 92247 149 PO-120196 02/17/2012 92291	1 01-7230-0-4300-112-0000-3600-007-000 NN P 1 01-7230-0-4300-112-0000-3600-007-000 NN P 1 01-7230-0-4300-112-0000-3600-007-000 NN P TOTAL PAYMENT AMOUNT 2,708.57 *	
014870/00 SACRAMENTO COUNTY OFFICE OF		
1607 PO-121348 02/17/2012 121000	1 01-0000-0-5200-103-0000-2110-003-000 NN F TOTAL PAYMENT AMOUNT 125.00 *	125.00 125.00 125.00
010266/00 SACRAMENTO COUNTY UTILITIES		
78 PO-120174 02/17/2012 50000185866	1 01-0000-0-5540-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 590.96 *	590.96 590.96 590.96
018912/00 SAFETY-KLEEN CORPORATION		
1321 PO-121111 02/17/2012 56893197	1 01-7230-0-5800-112-0000-3600-007-000 NN P TOTAL PAYMENT AMOUNT 608.08 •	608.08 608.08 608.08

81 CENTER UNIFIED SCHOOL	DIST.	CCOUNTS
021712	BATC	i: 0044 (

ACCOUNTS PAYABLE PRELIST

J4699 APY500 H.02.05 02/15/12 PAGE 5

	FUND : 01	GENERAL FUND	
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit	type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
018297/00 SCHOOL SERVICES OF CALIFORNIA	•••••		
1593 PO-121338 02/17/2012 PO-24903-IN	TOTAL PAYMENT AM	01-0000-0-5800-105-0000-7200-005-000 NN F	195.00 195.00 195.00
010373/00 SCHOOLS INSURANCE AUTHORITY			
283 PO-120261 02/17/2012 2012UST-KAM.15 1764 PO-121470 02/17/2012 WC2012-34		01-7230-0-5800-112-0000-3600-007-000 NN P 01-0000-0-9558-000-0000-0000-000 NN F OUNT 235,606.00 *	
013910/00 SHIELDS HARPER & CO.			
1755 PO-121463 02/17/2012 541318	TOTAL PAYMENT AN	. 01-7230-0-4300-112-0000-3600-007-000 NN F	232.12 232.12 232.12
011500/00 SIA / DELTA DENTAL			
PV-121048 02/17/2012 SIA DELTA DENTA	L FEBRUARY TOTAL PAYMENT AN	01-0000-0-9552-000-0000-000-000-000 NN OUNT 44,716.71 *	44,716.71 44,716.71
020462/00 STAPLES ADVANTAGE			
1670 PO-121402 02/17/2012 112297826	TOTAL PAYMENT AN	. 01-0000-0-4300-371-1110-1000-012-000 NN F MOUNT 142.46 *	143.12 142.46 142.46
020252/00 STAPLES BUSINESS ADVANTAGE			
1664 PO-121399 02/17/2012 112237064	TOTAL PAYMENT AN	01-3010-0-4300-371-1110-1000-012-000 NN F MOUNT 513.32 *	540.67 513.32 513.32
021813/00 SUREWEST			
93 PO-120183 02/17/2012 604457-0001	TOTAL PAYMENT A	01-0000-0-5902-106-0000-8110-007-000 NN P MOUNT 267.36 *	267.36 267.36 267.36

81 CENTER UNIFIED SCHOOL DIST. 021712	ACCOUNTS PAYABLE PRELIST J4699 APY500 H.O. BATCH: 0044 021712 << Open >> FUND : 01 GENERAL FUND	2.05 02/15/12 PAGE 6
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
020075/00 TATYANA SILCHUK		
790 PO-120675 02/17/2012 JAN	1 01-6500-0-5800-102-5770-3600-003-000 NN P TOTAL PAYMENT AMOUNT 267.29 *	267.29 267.29 267.29
015190/00 TROXELL COMMUNICATIONS, INC.		
1630 PO-121394 02/17/2012 656158	1 01-6501-0-4400-601-5770-1190-017-000 NN F TOTAL PAYMENT AMOUNT 532.29 *	532.29 532.29 532.29
	TOTAL FUND PAYMENT 304,929.46 **	304,929.46

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81 CENTER UNIFIED SCHOOL DIST.	ACCOUNTS PAYABLE PRELIST	J4699 APY500 H.02.05 02/15/12 PAGE	7
021712	BATCH: 0044 021712	<< Open >>	
	FUND : 13 CAFETERIA FUND	•	

FUND : 13 CAFETERIA FUND

	TOTAL TOTAL	
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP Liq Amt	Net Amount
020098/00 BIG TRAY		
990 PO-120834 02/17/2012 708962	1 13-5310-0-4400-108-0000-3700-007-000 NN P 156.05 TOTAL PAYMENT AMOUNT 156.05 *	156.05 156.05
021498/00 CA SCHOOL NUTRITION ASSOC.		
1748 PO-121460 02/17/2012 L DAVIS	1 13-5310-0-5200-108-0000-3700-007-000 NN F 42.00 TOTAL PAYMENT AMOUNT 42.00 •	42.00 42.00
014156/00 COUNTY OF SACRAMENTO		
828 PO-120705 02/17/2012 DU AR0001744 828 PO-120705 02/17/2012 SP AR0005930 828 PO-120705 02/17/2012 NC AR0004778 828 PO-120705 02/17/2012 MC AR0006771	1 13-5310-0-5800-108-0000-3700-007-000 NN P 533.00 1 13-5310-0-5800-108-0000-3700-007-000 NN P 533.00 1 13-5310-0-5800-108-0000-3700-007-000 NN P 533.00 1 13-5310-0-5800-108-0000-3700-007-000 NN P 533.00 TOTAL PAYMENT AMOUNT 2,132.00 *	533.00 533.00 533.00 533.00 2,132.00
022364/00 HEARTLAND PAYMENT SYSTEMS		
281 PO-120259 02/17/2012 MSB0000000741	1 13-5310-0-5300-108-0000-3700-007-000 NN P 292.95 TOTAL PAYMENT AMOUNT 292.95 *	292.95 292.95
015276/00 PREMIER FOOD SAFETY		
1739 PO-121453 02/17/2012 EVELITA TONGAL	8 1 13-5310-0-5200-108-0000-3700-007-000 NN F 139.00 TOTAL PAYMENT AMOUNT 139.00 •	139.00 139.00
	TOTAL FUND PAYMENT 2,762.00 **	2,762.00

81 CENTER UNIFIED SCHOOL DIST. 021712	ACCOUNTS PAYABLE PRELIST BATCH: 0044 021712	<< Open >>	2.05 02/15/12 PAGE 8
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type	AINTENANCE FUND ABA num Account num OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
021763/00 ALL STAR RENTS			
1753 PO-121462 02/17/2012 286755	1 14-0024-0-9 TOTAL PAYMENT AMOUNT	6600-106-9607-8110-007-000 NN F 76.77 *	76.77 76.77 76.77
	TOTAL FUND PAYMENT	76.77 **	76.77

81 CENTER UNIFIED SCHOOL DIST. ACCOUNTS PAYABLE PRELIST J4699 APY500 H.02.05 02/15/12 PAGE 9 021712 << Open >>

BATCH: 0044 021712 FUND : 21 BUILDING FUND

Vendor/Addr Remit name T Req Reference Date Description	ax ID num Deposit type FD RESO P OB	ABA num Account num JE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
010583/00 DEL PASO PIPE & STEEL CO.			
1761 PO-121469 02/17/2012 330663	1 21-0000-0-430 TOTAL PAYMENT AMOUNT	00-472-9606-8500-007-000 NN P 438.07 *	438.07 438.07 438.07
019842/00 WFCB-OSH COMMERCIAL SERVICES			
1760 PO-121468 02/17/2012 21107436002102012	1 21-0000-0-430 TOTAL PAYMENT AMOUNT	00-472-9606-8500-007-000 NN F 67.82 *	67.82 67.82 67.82
	TOTAL FUND PAYMENT	505.89 ••	505.89
	TOTAL BATCH PAYMENT	308,274.12 *** 0.00	308,274.12
	TOTAL DISTRICT PAYMENT	308,274.12 **** 0.00	308,274.12
	TOTAL FOR ALL DISTRICTS:	308,274.12 **** 0.00	308,274.12

Number of warrants to be printed: 46, not counting voids due to stub overflows.

Batch status: A All

From batch: 0045

To batch: 0045

Include Revolving Cash: Y

Include Address: N

81 CENTER UNIFIED SCHOOL DIST. 022412

ACCOUNTS PAYABLE PRELIST BATCH: 0045 022412

J4819 APY500 H.02.05 02/21/12 PAGE << Open >>

1

FUND : 01 G

01 GENERAL FUND

	FUND : 01 GENERAL FUND	
Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
021763/00 ALL STAR RENTS		
11 PO-120152 02/24/2012 C8975/288192 11 PO-120152 02/24/2012 288297	1 01-8150-0-5600-106-0000-8110-007-000 NN P 1 01-8150-0-5600-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 345.54 *	170.60 170.60 174.94 174.94 345.54
017639/00 CDT INC.		
479 PO-120423 02/24/2012 24264	1 01-0000-0-5800-110-0000-7200-004-000 NN P TOTAL PAYMENT AMOUNT 54.00 *	54.00 54.00 54.00
021979/00 COUNTY OF SACRAMENTO		
1772 PO-121477 02/24/2012 fiscal yr 11/12	2nd qtr 1 01-0000-0-5800-100-0000-7200-005-000 NN F TOTAL PAYMENT AMOUNT 2,474.59 •	2,474.59 2,474.59 2,474.59
015718/00 CUSTOM BENEFIT ADMINISTRATORS		
PV-121050 02/24/2012 2/29/2012	01-0000-0-9552-000-0000-0000-000 NN TOTAL PAYMENT AMOUNT 2,587.04 *	2,587.04 2,587.04
010336/00 ECOTECH PEST MANAGEMENT INC		
37 PO-120160 02/24/2012 858	1 01-0000-0-5500-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 787.00 •	787.00 787.00 787.00
017002/00 HOME DEPOT CREDIT SERVICES		
52 PO-120163 02/24/2012 66690195529 52 PO-120163 02/24/2012 66690257774	1 01-8150-0-4300-106-0000-8110-007-000 NN P 1 01-8150-0-4300-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 259.14 *	199.46 199.46 59.68 59.68 259.14
010355/00 KAISER		
PV-121052 02/24/2012 MARCH	01-0000-0-9552-000-0000-0000-000 NN TOTAL PAYMENT AMOUNT 157,093.29 *	157,093.29 157,093.29

J4819 APY500 H.02.05 02/21/12 PAGE BATCH: 0045 022412 FUND : 01 << Open >>

GENERAL FUND

Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type ABA num Account num FD RESO P OBJE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
015080/00 LILLY PROPERTIES INC		
952 PO-120807 02/24/2012 0210125	1 01-0000-0-5800-106-0000-8200-007-000 NN P TOTAL PAYMENT AMOUNT 593.36 *	593.36 593.36 593.36
022525/00 POST-IT LLC		
483 PO-120427 02/24/2012 JAN	1 01-0000-0-5800-110-0000-7200-004-000 NN P TOTAL PAYMENT AMOUNT 120.00 *	120.00 120.00 120.00
021194/00 PRUDENTIAL OVERALL SUPPLY INC		
272 PO-120250 02/24/2012 180123334 1185 PO-121007 02/24/2012 180122840 1185 PO-121007 02/24/2012 180123335 1185 PO-121007 02/24/2012 180123845	1 01-0000-0-5800-111-0000-8200-007-000 NN P 1 01-7230-0-5600-112-0000-3600-007-000 NN P 1 01-7230-0-5600-112-0000-3600-007-000 NN P 1 01-7230-0-5600-112-0000-3600-007-000 NN P TOTAL PAYMENT AMOUNT 250.22 *	109.85 109.85 46.79 46.79 46.79 46.79 46.79 250.22
010552/00 SAC VAL JANITORIAL		
1597 PO-121342 02/24/2012 1973162 1597 PO-121342 02/24/2012 1972933	1 01-0000-0-9320-000-0000-0000-000 NN P 1 01-0000-0-9320-000-0000-0000-000 NN P TOTAL PAYMENT AMOUNT 433.59 •	361.93 361.93 71.66 71.66 433.59
010376/00 SLAKEY BROS. INC.		
87 PO-120178 02/24/2012 17031654-00	1 01-8150-0-4300-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 152.61 *	152.61 152.61 152.61
014558/00 SPURR		
89 PO-120180 02/24/2012 45581	1 01-0000-0-5520-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 8,216.24 *	8,216.24 8,216.24 8,216.24
018370/00 STANLEY CONVERGENT SECURITY		
90 PO-120061 02/24/2012 8977357 90 PO-120061 02/24/2012 8967046	1 01-0000-0-5800-106-0000-8110-007-000 NN P 1 01-0000-0-5800-106-0000-8110-007-000 NN P TOTAL PAYMENT AMOUNT 219.90 *	143.61 143.61 76.29 76.29 219.90

81 CENTER	UNIFIED	SCHOOL	DIST.
022412			

ACCOUNTS PAYABLE PRELIST

<< Open >>

J4819 APY500 H.02.05 02/21/12 PAGE 3

BATCH: 0045 022412 FUND : 01 GENERAL FUND

Vendor/Addr Remit name Req Reference Date	Description	ax ID n	um Dep	osit type FD RES	O P OBJE	ABA num SIT GOAL	Account		Liq Amt	Net Amount
022179/00 US HEALTHWORKS						••••	· · · · · · · · · · · · · · · · · · ·		•••••	· · · · · · · · · · · · · · · · · · ·
1768 PO-121474 02/24/2012 1768 PO-121474 02/24/2012	2002179-CA 2004215-CA			1 01-000	0-0-5800 0-0-5800	-110-0000-	7200-004-00 7200-004-00	O NN P	20.00	20.00
1768 PO-121474 02/24/2012	2012274-CA						7200-004-00 7200-004-00		20.00	20.00
1768 PO-121474 02/24/2012	2009879-CA						7200-004-00 7200-004-00		120.00 40.00	120.00
1768 PO-121474 02/24/2012	2006961			1 01-000	0-0-5800	-110-0000-	7200-004-00	O MN P	120.00	40.00 120.00
1768 PO-121474 02/24/2012	2022192-CA						7200-004-00		160.00	120.00
1768 PO-121474 02/24/2012	2018928-CA			1 01-000	0-0-5800	-110-0000-	7200-004-00	O NN P	120.00	120.00
1768 PO-121474 02/24/2012	2016066-CA						7200-004-00		20.00	20.00
1768 PO-121474 02/24/2012	1978492-CA						7200-004-00		80.00	80.00
1768 PO-121474 02/24/2012	1981957-CA						7200-004-00		100.00	100.00
1768 PO-121474 02/24/2012	2028702-CA						7200-004-00		140.00	140.00
1768 PO-121474 02/24/2012	205453-CA						7200-004-00		60.00	60.00
1768 PO-121474 02/24/2012	2025453-CA				0-0-5800-	-110-0000-	7200-004-00	O NN F	20.00	20.00
		TOTAL	PAYMENT	AMOUNT		1,020.00	•			1,020.00
022221/00 WESTERN HEALTH . PV-121051 02/24/2012		TOTAL.	DAVMENT	01-000			0000-000-00	0 NN		93,905.90
		IOIAL	PAIMENI	AMOUNT		93,905.90	•			93,905.90
014057/00 WINCKLER, DEBBI	Е									
1769 PO-121475 02/24/2012 I	MILEAGE REIMB	TOTAL	PAYMENT	1 01-0000 AMOUNT)-0-5210 -	110-0000-7 35.12	7200-004-00 *	O NN F	35.12	35.12 35.12
		TOTAL	FUND	PAYMENT	2	68,547.54	••			268,547.54

81 CENTER UNIFIED SCHOOL DIST. 022412

ACCOUNTS PAYABLE PRELIST BATCH: 0045 022412 FUND : 13

<< Open >>

J4819 APY500 H.02.05 02/21/12 PAGE

CAFETERIA FUND

Vendor/Addr Remit name Req Reference Date De	Tax ID n	um Deposi		ABA num Account nu I GOAL FUNC RES DEP 1		Net Amount
014836/00 P&D COMMERCIAL PA	ARTS & SERVICE		•		·	•
664 PO-120571 02/24/2012 00 664 PO-120571 02/24/2012 00	15836-IN		2 13-5310-0-5600-10	3-0000-3700-007-000 N 3-0000-3700-007-000 N 622.10 ◆		450.65 171.45 622.10
021194/00 PRUDENTIAL OVERAL	T SUPPLY INC					
284 PO-120262 02/24/2012 18 284 PO-120262 02/24/2012 18	0123844		1 13-5310-0-5800-10	3-0000-3700-007-000 N 3-0000-3700-007-000 N 134.20 *		67.10 67.10 134.20
	TOTAL	FUND	PAYMENT	756.30 **		756.30

81 CENTER UNIFIED SCHOOL DIST. ACCOUNTS PAYABLE PRELIST J4819 APY500 H.02.05 02/21/12 PAGE 5 022412 BATCH: 0045 022412 << Open >> FUND : 14 DEFERRED MAINTENANCE FUND 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 017681/00 GEARY PACIFIC SUPPLY 1771 PO-121476 02/24/2012 2505382 1 14-0024-0-4400-106-9607-8110-007-000 NN F 3,219.97 3,219.97 TOTAL PAYMENT AMOUNT 3,219.97 * 3,219.97

PAYMENT 3,219.97 **

3,219.97

TOTAL FUND

81 CENTER UNIFIED SCHOOL DIST. 022412

ACCOUNTS PAYABLE PRELIST BATCH: 0045 022412

FUND : 21

BUILDING FUND

J4819 APY500 H.02.05 02/21/12 PAGE << Open >>

6

Vendor/Addr Remit name Req Reference Date Description	Tax ID num Deposit type FD RESO P OB	ABA num Account num JE SIT GOAL FUNC RES DEP T9MP	Liq Amt Net Amount
019750/00 CAPITAL PROGRAM MGMT INC		••••••••••	
423 PO-120371 02/24/2012 55 423 PO-120371 02/24/2012 55		34-106-9600-8500-007-000 NN F 34-106-9600-8500-007-000 NN F 13,733.00 •	6,145.01 6,145.01 7,587.99 7,587.99 13,733.00
014069/00 PLATT ELECTRIC SUPPLY			
326 PO-120296 02/24/2012 1075678 430 PO-120376 02/24/2012 074489 430 PO-120376 02/24/2012 1074489	1 21-0000-0-43	00-106-9629-8500-007-000 NN P 00-106-9629-8500-007-000 NN F 00-106-9629-8500-007-000 NN F 208.31 •	49.12 49.12 134.98 134.98 24.21 24.21 208.31
	TOTAL FUND PAYMENT	13,941.31 **	13,941.31
	TOTAL BATCH PAYMENT	286,465.12 *** 0.00	286,465.12
	TOTAL DISTRICT PAYMENT	286,465.12 **** 0.00	286,465.12
	TOTAL FOR ALL DISTRICTS:	286,465.12 **** 0.00	286,465.12

Number of warrants to be printed: 22, not counting voids due to stub overflows.

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept/Site: Business Department

Date: 03/21/12 Action Item X

To: Board of Trustees Information Item

From: Jeanne Bess # Attached Page

Director of Fiscal Services

SUBJECT:

Second Interim Report For Fiscal Year 2011/12

Jeanne Bess, Director of Fiscal Services, is presenting the 2011/12 Second Interim report for approval. This report is based on all known budget guidelines set forth by the State and School Services of California. The expenditure and revenue activity covers the period of July 1, 2011, through January 31, 2012.

RECOMMENDATION: To approve the 2011/12 Second Interim Report as presented.

Center Joint Unified School District

To: Board of Trustees

Mr. Scott Loehr, Superintendent

From: Jeanne Bess, Director of Fiscal Services

Date: March 21, 2012

Subject: 2011/12 Second Interim Budget Assumptions

The following report contains budget assumptions used in the preparation of the 2011/12 Second Interim Report. These assumptions are a result of the recommendations that were put forth from the County Office of Education and School Services of California.

Current Year Budget

In response to the mid-year trigger cut of \$13 per ADA (average daily attendance) and the transportation adjustment, the deficit was increased to 21.666% for the current year. This replaced the \$260 per ADA required adjustment that appeared in the First Interim report. This action allowed the return of \$800,000 to the special reserve account in Fund 17 that will be used during the next fiscal year. No other reductions were made to the revenue limit for the current year.

Current year salary adjustments were made on the restricted side to reflect the increase of 1.2 FTE that will be paid out of the new Special Ed Mental Health dollars. Employee benefits and taxes are calculated on an individual basis. Certificated employees add 13.052% for taxes and classified employees account for 21.925% in taxes. Health & welfare is in addition to the above percentages. All increases for the January 2012 rate increase to health & welfare premiums have been incorporated into the current year budget.

Multi-year Projection

The multiyear **revenue** projections for 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. For fiscal year 2012/13, we will be funded at a level that is 164 ADA less than current year due to continued declining enrollment. For 2013/14 an additional loss of 25 ADA was projected.
- b. Revenue Limit funding for fiscal year 2012/13 projects a 3.17% COLA that was offset by the increase in the deficit factor to achieve flat funding. For 2013/14 a COLA of 2.4% was used and the deficit factor was held steady.
- c. Federal revenues on the restricted side decreased to align with this year's actual awards and reflect budget only with no carryover or additional awards.

- d. K-3 class size reduction was budgeted with all 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. All ADA base funded programs were reduced to account for the declining enrollment. For this report, no adjustments were made to account for the Governor's proposed weighted student formula.
- e. Local revenues were held steady to reflect the current trends.
- f. Other Adjustments includes the proposed \$370 per ADA reduction should the Governor's tax initiative fail.
- g. Contributions to encroaching programs are reflective of our ability to utilize all restricted dollars. Encroaching programs include special education, economic impact aid, and transportation. For fiscal year 2012/13 the contributions reflect the use of one time money from Fund 17 Special Reserve.

The multiyear expense projections for 2012/13 and 2013/14 fiscal years were built on the following assumptions.

- a. There continues to be a firm hiring freeze in place. Step and column adjustments were included in the initial cost calculations for both certificated and classified employees. Certificated employee reductions are comprised of the Board approved program reductions of 6.5 Certificated FTE, retiree positions that will remain unfilled, and a ratified agreement for 4 furlough days. However, the savings from the 4 furlough days was off set by the cost of returning of 8 furlough days from fiscal year 2011/12 that was also included in the total certificated adjustments. The increase in classified employee expenses reflects the return of furlough days. There are no negotiated settlements assumed for the classified employees in this report. Fiscal year 2013/14 assumes step and column increases.
- b. Employee benefits (which include taxes) are built on existing rates for STRS (8.25%), PERS (10.923%), mandatory Medi-care (1.45%), FICA (6.2%), State Unemployment Insurance (1.61%) and Workers Compensation (1.742%). Health & welfare costs are calculated individually. For fiscal year 2012/13, \$200,000 was built in to cover projected health & welfare premium increases.
- c. Books & supply budgets were decreased to reflect the loss of discretionary funding due for site "wants". All site "needs" will be addressed. The restricted budgets do not include any potential carryover from current year to the out years.
- d. Services and other expenses were also adjusted to align with current needs. They, too, do not reflect any potential carryover from the current year that appears in the budget.
- e. There are no planned expenses for capital outlay from the general fund.

- f. Other outgo and indirect cost for 2012/13 was decreased on the unrestricted side with an anticipated hold back of State deferred maintenance revenue. The out year shows the continuation of that reduction.
- 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 Second Interim report takes into account all known information as of February 15, 2012, and the Governor's proposed budget for next fiscal year. The deficit factor was adjusted to include the mid year cuts both one time and on-going. A major component that affects this report is the inclusion of the projected \$370/ADA cut to the revenue limit in anticipation of the tax initiative's failure to either get on the November ballot or the defeat of that initiative. That failure would result in approximately \$1.65 million to the general fund for fiscal year 2012/13 and beyond. This shortfall was covered by using existing undesignated funds, contributions from Fund 17, and Board approved program reductions. The District continues to outspend revenues during the 2012/13 and 2013/14 fiscal years.

The last consideration to this qualified report is the District's cash flow. Not only are resources in short supply but cash flow is critical and getting worse. A TRAN (tax revenue anticipation note) of just under \$7 million has been obtained to cover the expected cash shortfall due to the deferral of State apportionments. This loan has a repayment date of on or before January 29, 2013.

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 128; GY on an ADA of 62 students. Staffing and program adjustments are being implemented to adjust for declining enrollment at both charters.

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.

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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. Cash flow is sometimes negative due to the timing of reimbursements from the state and federal reimbursement programs. The program continues to operate in the black.

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 for the 2011/12 fiscal year.

Fund 17

The Special Reserve fund is covering the shortfall in the Developer Fee fund. The remaining funds are being held for future needs.

Fund 21

The fund balance continues to support the construction projects of the District. No bonds sales or major construction is anticipated for the 2011/12 fiscal 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.

2011-12 Second Interim General Fund Unrestricted (Resources 0000-1999) Revenues, Expenditures, and Changes in Fund Balance

Description Resou	Objec		Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES		:			i	1	
1) Revenue Limit Sources	8010-80	22,883,902.00	22,690,454.00	13,033,414.34	22,690,454.00	0.00	0.0%
2) Federal Revenue	8100-82	99 0.00	2,423.00	2,422.46	2,423.00	0.00	0.0%
3) Other State Revenue	8300-85	3,133,301.00	3,408,522.00	1,822,554.36	3,408,522.00	0.00	0.09
4) Other Local Revenue	8600-87	799 220,000.00	250,000.00	80,084.01	250,000.00	0.00	0.09
5) TOTAL, REVENUES		26,237,203.00	26,351,399.00	14,938,475.17	26,351,399.00		
B. EXPENDITURES		:	:	: :			
1) Certificated Salaries	1000-19	12,204,629.44	12,495,292.44	7,385,384.06	12,495,292.44	0.00	0.0%
2) Classified Salaries	2000-29	3,129,531.00	3,198,347.00	1,872,897.28	3,198,347.00	0.00	0.09
3) Employee Benefits	3000-39	99 4,551,766.84	4,657,147.84	2,628,534.64	4,657,147.84	0.00	0.09
4) Books and Supplies	4000-49	999 484,137.00	358,879.00	87,956.85	358,879.00	0.00	0.09
5) Services and Other Operating Expenditures	5000-59	2,907,048.00	2,902,895.00	1,379,819.09	2,902,895.00	0.00	0.0%
6) Capital Outlay	6000-69	0.00	0.00	0.00	0.00	0.00	0.09
 Other Outgo (excluding Transfers of Indirect Costs) 	7100-72 7400-74		119,298.00	31,419.08	119,298.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs	7300-73	399 (203,256.00)	(218,191.00)	0.00	(218,191.00)	0.00	0.09
9) TOTAL, EXPENDITURES		23,193,154.28	23,513,668.28	13,386,011.00	23,513,668.28		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - 89)		3,044,048.72	2,837,730.72	1,552,464.17	2,837,730.72		
D. OTHER FINANCING SOURCES/USES		İ				:	
Interfund Transfers a) Transfers in	8900-89	929 0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out	7600-76	264,919.00	264,919.00	0.00	264,919.00	0.00	0.0%
2) Other Sources/Uses a) Sources	8930-89	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses	7630-76		• • • • • • • • • • • • • • • • • • • •	0.00	0.00	0.00	0.09
3) Contributions	8980-89				(2,547,076.00)	0.00	0.09
4) TOTAL, OTHER FINANCING SOURCES/USES		(3,486,727.00)			(2,811,995.00)	3.00	

Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(442,678.28)	25,735.72	1,552,464.17	25,735.72		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance		0704	0.454.700.54				;	
a) As of July 1 - Unaudited		9791	2,461,783.54	2,461,783.54		2,461,783.54	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,461,783.54	2,461,783.54		2,461,783.54	<u> :</u>	
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,461,783.54	2,461,783.54		2,461,783.54		
2) Ending Balance, June 30 (E + F1e)			2,019,105.26	2,487,519.26		2,487,519.26		
Components of Ending Fund Balance a) Nonspendable			:					
Revolving Cash		9711	10,000.00	10,000.00		10,000.00		
Stores		9712	53,502.32	53,637.39	l	53,637.39		
Prepaid Expenditures		9713	60,118.25	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00	ļ	0.00		
Other Commitments d) Assigned		9760	0.00	0.00		0.00		
Other Assignments		9780	0.00	0.00	į	0.00		
e) Unassigned/Unappropriated						•		
Reserve for Economic Uncertainties		9789	1,164,140.00	1,052,600.00		1,052,600.00		
Unassigned/Unappropriated Amount		9790	731,344.69	1,371,281.87		1,371,281.87		

Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget	Actuals To Date	Projected Year Totals	Difference (Col B & D)	% Diff (E/B)
REVENUE LIMIT SOURCES	Resource Codes	Codes	(*)	(B)	(C)	(D)	(E)	<u>(F)</u>
Principal Apportionment						_		
State Aid - Current Year		8011	19,323,902.00	19,253,353.00	9,973,669.00	19,253,353.00	0.00	0.0
Charter Schools General Purpose Entitleme	ent - State Aid	8015	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	0.0
Tax Relief Subventions Homeowners' Exemptions		8021	61,960.00	55,183.00	22,966.71	55,183.00	0.00	0.04
Timber Yield Tax		8022	0.00	0.00	0.00	0.00	0.00	0.09
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00	0.00	0.0
County & District Taxes								- 0.9
Secured Roll Taxes		8041	4,081,188.00	3,920,004.00	2,142,731.58	3,920,004.00	0.00	0.0
Unsecured Roll Taxes		8042	159,800.00	150,849.00	149,037.66	150,849.00	0.00	0.09
Prior Years' Taxes		8043	346,300.00	205,223.00	139,523.18	205,223.00	0.00	0.09
Supplemental Taxes		8044	26,000.00	30,574.00	13,746.95	30,574.00	0.00	0.09
Education Revenue Augmentation								
Fund (ERAF)		8045	633,000.00	799,665.00	591,535.46	799,665.00	0.00	0.09
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.09
Penatties and Interest from					0.00		0.00	0.0
Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.09
Miscellaneous Funds (EC 41604)								
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.09
Other In-Lieu Taxes Less: Non-Revenue Limit		8082	0.00	654.00	203.80	654.00	0.00	0.09
(50%) Adjustment		8089	0.00	0.00	0.00	0.00	0.00	0.00
Colored Constant Control					3,33		0.00	0.09
Subtotal, Revenue Limit Sources			24,632,150.00	24,415,505.00	13,033,414.34	24,415,505.00	0.00	0.09
Revenue Limit Transfers				· !		1		
Unrestricted Revenue Limit							į	
Transfers - Current Year Continuation Education ADA Transfer	0000	8091	(1,542,539.00)	(1,542,539.00)	0.00	(1,542,539.00)	0.00	0.09
	2200	8091					į	
Community Day Schools Transfer Special Education ADA Transfer	2430	8091						
All Other Revenue Limit	6500	8091						
Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	2.00	0.00
PERS Reduction Transfer		8092	63,063.00	63,809.00	0.00	63,809.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Propi	erty Taxes	8096	(268,772.00)	(246,321.00)	0.00	(246,321.00)	0.00	0.0%
Property Taxes Transfers		8097	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	0.0%
TOTAL, REVENUE LIMIT SOURCES			22,883,902.00	22,690,454.00	13,033,414.34	22,690,454.00	0.00	0.0%
FEDERAL REVENUE						22,000,107.00		0.07
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	
Special Education Entitlement		8181	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00	İ	
Child Nutrition Programs		8220	0.00	0.00	0.00			
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	A 4c-
Flood Control Funds		8270	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	0.0%
FEMA		8281	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	0.0%
Pass-Through Revenues from Federal Sources	s	8287	0.00	0.00	0.00	0.00	0.00	0.0%
	3000-3299, 4000-			0.00	0.00	0.00		
NCLB/IASA (incl. ARRA)	4139, 4201-4215,		İ	•				

Center Joint Unified Sacramento County

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Vocational and Applied Technology Education	3500-3699	8290	1	\ -				
Safe and Drug Free Schools	3700-3799	8290						
Other Federal Revenue (incl. ARRA)	All Other	8290	0.00	2,423.00	2,422.46	2,423.00	0.00	0.09
TOTAL, FEDERAL REVENUE	7.11 0 0 1 0 1	0200	0.00		2,422.46	2,423.00	0.00	0.09
OTHER STATE REVENUE					-,			
Cither State Apportionments								
Community Day School Additional Funding Current Year	2430	8311						
	2430	8319						
Prior Years	2430	0313	Ì					
ROC/P Entitlement Current Year	6355-6360	8311						
Prior Years	6355-6360	8319						
Special Education Master Plan								
Current Year	6500	8311						
Prior Years	6500	8319						
Home-to-School Transportation	7230	8311						
Economic Impact Aid	7090-7091	8311		1				
Spec. Ed. Transportation	7240	8311	ļ		·			
All Other State Apportionments - Current Year		8311	0.00	0.00	0.00	0.00	0.00	0.09
All Other State Apportionments - Prior Years	All Other	8319	0.00	0.00	0.00	0.00	0.00	0.09
Year Round School Incentive		8425	0.00	0.00	0.00	0.00	0.00	0.09
Class Size Reduction, K-3		8434	629,748.00	629,748.00	252,413.00	629,748.00	0.00	0.09
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00		·
Mandated Costs Reimbursements		8550	0.00	63,348.00	63,347.44	63,348.00	0.00	0.09
Lottery - Unrestricted and Instructional Materia	als	8560	518,675.00	518,675.00	151,977.67	518,675.00	0.00	0.09
Tax Relief Subventions Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	 	
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00		
Pass-Through Revenues from State Sources		8587	0.00	0.00	0.00	0.00	0.00	0.09
School Based Coordination Program	7250	8590						
Drug/Alcehel/Tobacco Funds	6650-6690	8590				·		
Healthy Start	6240	8590			-			
Class Size Reduction Facilities	6200	8590			ļ. ,			
School Community Violence					*			
Prevention Grant	7391	8590						
Quality Education Investment Act	7400	8590						
All Other State Revenue	All Other	8590	1,984,878.00	2,196,751.00	1,354,816.25	2,196,751.00	0.00	0.09
TOTAL, OTHER STATE REVENUE			3,133,301.00	3,408,522.00	1,822,554.36	3,408,522.00	0.00	0.09
OTHER LOCAL REVENUE								
Other Local Revenue County and District Taxes								
Other Restricted Levies Secured Roll		8615	0.00	0.00	0.00	0.00	į	
Unsecured Roll		8616	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00		
Supplemental Taxes		8618	0.00	0.00	0.00	0.00		
Non-Ad Valorem Taxes			5.30	0.00	0.00	<u> </u>		
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0
Other		8622	0.00	0.00	0.00	0.00	0.00	0.09
Community Redevelopment Funds								-
Not Subject to RL Deduction California Dept of Education		8625	0.00	0.00	0.00	0.00	!	

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Penalties and Interest from Delinquent No.	n-Revenue	!						
Limit Taxes		8629	0.00	0.00	0.00	0.00		
Sales Sale of Equipment/Supplies		8631	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	0.0
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0
All Other Sales		8639	0.00		0.00	0.00	0.00	0.0
Leases and Rentals		8650	100,000.00	100,000.00	64,121.52	100,000.00	0.00	0.0
Interest		8660	50,000.00	50,000.00	(53,893.78)	50,000.00	0.00	0.0
Net Increase (Decrease) in the Fair Value o	f Investments	8662	0.00	0.00	0.00	0.00	0.00	
Fees and Contracts Adult Education Fees		8671	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	0.0
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00		
Transportation Services	7230, 7240	8677						
Interagency Services	All Other	8677	0.00	0.00	0.00	0.00	0.00	0.0
Mitigation/Developer Fees		8681	0.00	0.00	0.00	0.00	0.00	0.6
All Other Fees and Contracts		8689	0.00	0.00	0.00	0.00	0.00	0.
Other Local Revenue								
Plus: Misc Funds Non-Revenue Limit (50%	6) Adjustment	8691	0.00	0.00	0.00	0.00	0.00	0.6
Pass-Through Revenues From Local Sour	ces	8697	0.00	0.00	0.00	0.00		
All Other Local Revenue		8699	70,000.00	70,000.00	39,856.27	70,000.00	0.00	0.0
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0
All Other Transfers In		8781-8783	0.00	30,000.00	30,000.00	30,000.00	0.00	0.0
Transfers Of Apportionments Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	1					
From County Offices From JPAs	6500	8792				i I		
ROCIP Transfers	6500	8793						
From Districts or Charter Schools	6360	8791	· i					
From County Offices	6360	8792						
From JPAs	6360	8793			1			
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	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	0.0
From JPAs	All Other	8793	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	
TOTAL, OTHER LOCAL REVENUE			220,000.00	250,000.00	80,084.01	250,000.00	0.00	0.0
,								. 0.0

Description Resource Code	Object s Codes	Original Budget	Board Approved Operating Budget		Projected Year Totals	Difference (Col B & D)	% Diff {E/B}
CERTIFICATED SALARIES	S C0005	(A)	(B)	(C)	(D)	(E)	<u>(F)</u>
Certificated Teachers' Salaries	1100	10,817,442.00	11,034,918.00	6,538,885.73	11,034,918.00	0.00	0.09
Certificated Pupil Support Salaries	1200	265,458.00		158,769.84	272,218.00	0.00	0.09
Certificated Supervisors' and Administrators' Salaries	1300	1,024,967.00	1,066,194.00	614,598.34	1,066,194.00	0.00	0.09
Other Certificated Salaries	1900	96,762.44		73,130.15	121,962.44	0.00	0.09
TOTAL, CERTIFICATED SALARIES		12,204,629.44		7,385,384.06	12,495,292.44	0.00	0.09
CLASSIFIED SALARIES				, , , , , , , , , , , , , , , , , , , ,			0.0.
Classified Instructional Salaries	2100	0.00	2,542.00	2,541.19	2,542.00	0.00	0.09
Ctassified Support Salaries	2200	1,351,701.00	1,394,954.00	806,652.76	1,394,954.00	0.00	0.09
Classified Supervisors' and Administrators' Salaries	2300	302,895.00	303,053.00	176,568.98	303,053.00	0.00	0.0
Clerical, Technical and Office Salaries	2400	1,379,594.00	1,369,032.00	807,642.38	1,369,032.00	0.00	0.09
Other Classified Salaries	2900	95,341.00			128,766.00	0.00	0.09
TOTAL, CLASSIFIED SALARIES		3,129,531.00	1	1,872,897.28	3,198,347.00	0.00	0.09
EMPLOYEE BENEFITS	,		·		41.0010.000		0.0.
STRS	3101-3102	1,018,569.63	1,044,312.63	605,346.28	1,044,312.63	0.00	0.0%
PERS	3201-3202	341,256.00	342,452.00	190,603.50	342,452.00	0.00	0.09
OASDI/Medicare/Alternative	3301-3302	424,120.21	433,998.21	234,458.07	433,998.21	0.00	0.09
Health and Welfare Benefits	3401-3402	2,031,756.00	2,080,384.00	1,232,271.50	2,080,384.00	0.00	0.09
Unemployment Insurance	3501-3502	251,265.00	257,158.00	150,441.21	257,158.00	0.00	0.09
Workers' Compensation	3601-3602	277,727.00	288,446.00	162,778.90	288,446.00	0.00	0.09
OPEB, Altocated	3701-3702	50,000.00	50,150.00	2,431.85	50,150.00	0.00	0.09
OPEB, Active Employees	3751-3752	0.00	0.00	0.00	0.00	0.00	0.09
PERS Reduction	3801-3802	63,063.00	83,809.00	0.00	63,809.00	0.00	0.0%
Other Employee Benefits	3901-3902	94,010.00	96,438.00	50,203.33	96,438.00	0.00	0.09
TOTAL EMPLOYEE BENEFITS		4,551,766.84	4,657,147.84	2,628,534.64	4,657,147.84	0.00	0.09
BOOKS AND SUPPLIES							
Approved Textbooks and Core Curricula Materials	4100	0.00	20,243.00	14,627.84	20,243.00	0.00	0.03
Books and Other Reference Materials	4200	56,311.00	12,925.00	11,317.23	12,925.00	0.00	0.0%
Materials and Supplies	4300	397,226.00	279,605.00	119,719.68	279,605.00	0.00	-
Noncapitalized Equipment	4400	30,600.00	46,106.00	(57,707.90)	46,106.00	0.00	
Food	4700	0.00	0.00	0.00	0.00	0.00	
TOTAL, BOOKS AND SUPPLIES		484,137.00	358,879.00	87,956.85	358,879.00	0.00	0.09
SERVICES AND OTHER OPERATING EXPENDITURES			: ;	:		***************************************	-
Subagreements for Services	5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences	5200	30,824.00	26,744.00	12,602.99	26,744.00	0.00	0.09
Dues and Memberships	5300	21,000.00	19,866.00	16,571.91	19,866.00	0.00	0.09
Insurance	5400-5450	310,000.00	298,600.00	136,008.50	298,600.00	0.00	0.09
Operations and Housekeeping Services	5500	1,047,000.00	1,047,000.00	627,737.09	1,047,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements	5600	115,744.00	134,947.00	17,631.28	134,947.00	0.00	0.0%
Transfers of Direct Costs	5710	22,105.00	2,105.00	11,780.25	2,105.00	0.00	0.0%
Transfers of Direct Costs - Interfund	5750	(3,050.00)	(3,050.00)	(4,900.53)	•	0.00	0.0%
Professional/Consulting Services and Operating Expenditures	5800	1,181,475.00	1,189,964.00	497,689.21			
Communications	i			•	1,189,964.00	0.00	0.0%
	3330	101,330.00	100,718.00	04,038,33	180,/19.00	<u> 0.</u> 00 .	0.0%
Communications TOTAL. SERVICES AND OTHER OPERATING EXPENDITURES	5900	181,950.00 2,907,048.00	186,719.00 2,902,895.00	64,698,39 1,379,819.09	186,719.00 2,902,895.00	0.00	•

Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B)
CAPITAL OUTLAY						<u> </u>	(E)	<u>(F)</u>
Land		6100	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	0.0
Buildings and Improvements of Buildings		6200	0.00	0.00		0.00	0.00	
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	;			
Equipment		6400	0.00	•	0.00	0.00	0.00	0.0
Equipment Replacement		6500	0.00	• • • · · · · · ·	0.00	0.00	0,00 .	0.0
TOTAL, CAPITAL OUTLAY		0000	0.00	0.00	0.00	0.00	_0.00	0.0
OTHER OUTGO (excluding Transfers of Indire	ct Costs)			0.00		0.30	0.00	<u>u.u</u>
Tuition			 	· :	İ			
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	••
State Special Schools		7110	30,000.00	•		0.00	0.00	0.0
Tuition, Excess Costs, and/or Deficit Payments		7130	30,000.00	30,000.00	(11,148.00)	30,000.00	0.00	0.0
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0
Payments to County Offices		7142	0.00	0.00	0.00	0.00	0.00	0.0
Payments to JPAs		7143	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	0.0
To County Offices		7212	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	0.0
Special Education SELPA Transfers of Apportion To Districts or Charter Schools	onments 6500	7221		·				
To County Offices	6500	7222	•			į		
To JPAs	6500	7223						
ROC/P Transfers of Apportionments To Districts or Charter Schools	6360	7221						
To County Offices	6360	7222					!	
To JPAs	6360	7223				İ		
Other Transfers of Apportionments	All Other	7221-7223	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	0.0
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0
Debt Service Debt Service - Interest		7438	15,898.00	15,898.00	4,132.07	15,898.00	0.00	0.0
Other Debt Service - Principal		7439	73,400.00	73,400.00	38,435.01	73,400.00	0.00	0.0
TOTAL, OTHER OUTGO (excluding Transfers of	Indirect Costs)		119,298.00	119,298.00	31,419.08	119,298.00	0.00	0.0
THER OUTGO • TRANSFERS OF INDIRECT C	OSTS					·		
Transfers of Indirect Costs		7310	(91,451.00)	(111,275.00)	0.00	(111,275.00)	0.00	0.0
Transfers of Indirect Costs - Interfund		7350	(111,805.00)	(106,916.00)	0.00	(106,916.00)	0.00	0.0
TOTAL, OTHER OUTGO - TRANSFERS OF INC	DIRECT COSTS		(203,256.00)	(218,191.00)	0.00	(218,191.00)	0.00	0.0
OTAL, EXPENDITURES			23,193,154.28	23,513,668.28	13,386,011.00	23,513,668.28	0.00	0.09

				,				
Description	Resoure Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Olfference (Col B & D) (E)	% OII (E/B)
TRANSFERS								
INTERFUND TRANSFERS IN								
From: Special Reserve Fund		8912	0.00	0.00	0.00	00.00	00.0	%0 ⁰ 0
From: Bond Interest and Redemption Fund		8914	80	000	000	86	000	%00
Other Authorized Interfund Transfers In		8919	800		800	0.0	000	%0.0 0
(a) TOTAL, INTERFUND TRANSFERS IN			000		00.0	00:0	00.0	0.0%
INTERFUND TRANSFERS OUT								
To: Child Development Fund		7611	80	0.00	8	80.0	000	0.0%
To: Special Reserve Fund		7612	000	0.00	0.00	000	0.0	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.0	0.00	0.0	0.0	0.00	0:0%
To: Deferred Maintenance Fund		7615	197,167.00	197,16	000	197,167.00	000	0.0%
To: Cafeteria Fund		7616	000		000	000	0.0	9,00
Other Authorized Interfund Transfers Out		7619	67,752.00	67,752.00	0.00	67,752.00	8.0	%0°0
(b) TOTAL, INTERFUND TRANSFERS OUT		†	264,919.00	264,919.00	0000	264,919.00	0.00	%0.0
OTHER SOURCES/USES SOURCES								
State Apportionments Emergency Apportionments		8931	0.00	00.00	000	80	000	%0.0
Proceeds					·			
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	00.00	00.00	000	00.00	000	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8962	00:0	00.0	000	000	000	0.0%
Long-Tarm Debt Proceeds Proceeds from Certificates of Participation		8971	09.0 09.0	000	080	000	80	%0.0 %0.0
Proceeds from Capital Leases		8972	0.00	800	00.0	000	000	0.0%
Proceeds from Lease Revenue Bonds		8973	800	800	00.0	80	000	0.0%
Atl Other Financing Sources		8979	0.00		00.0	00.0	000	%0.0
(c) TOTAL, SOURCES			8.0	0000	0.00	00:00	000	%0.0
USES					· 			
Transfers of Funds from Lapsed/Recrganized LEAs		7651	0.00	800	800	000	80	%0.0
All Other Financing Uses		7699	0.00	0.00	800	0.00	80	0.0%
(d) TOTAL, USES CONTRIBUTIONS			00.00	00.0	000	80.0	00.00	%0:0
Contributions from Unrestricted Revenues		9980	(3,221,808.00)	(2,547,076.00)	000	(2,547,076.00).	000	% 0.0
Contributions from Restricted Revenues		8990	0.0	000	000	000	0.00	%0.0
Transfers of Restricted Balances		8997	0.00	00.0	000	000	0.00	%0.0
(e) TOTAL, CONTRIBUTIONS			(3,221,808.00)	(2,547,076.00)	00.0	(2,547,076.00)	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a · b + c · d + e)			(3,486,727.00)	(2,811,995.00)	00:0	(2,811,995.00)	000	%0.0 0.0

34 73973 0000000 Form 011

Description		Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
A. REVENUES						·	·	
1) Revenue Limit Sources	81	010-8099	1,542,539.00	1,542,539.00	0.00	1,542,539.00	0.00	0.0%
2) Federal Revenue	8	100-8299	2,637,154.00	3,237,061.00	1,080,359.97	3,237,061.00	0.00	0.09
3) Other State Revenue	8:	300-8599	1,118,394.00	1,376,386.00	712,519.75	1,376,386.00	0.00	0.09
4) Other Local Revenue	81	600-8799	1,931,838.00	1,978,108.00	1,059,444.22	1,978,108.00	0.00	0.09
5) TOTAL, REVENUES			7,229,925.00	8,134,094.00	2,852,323.94	8,134,094.00		
B. EXPENDITURES								
1) Certificated Salaries	10	000-1999	3,359,643.00	3,782,153.00	2,299,569.24	3,782,153.00	0.00	0.09
2) Classified Salaries	20	000-2999	2,652,430.00	2,785,872.00	1,588,115.96	2,785,872.00	0.00	0.0%
3) Employee Benefits	30	000-3999	1,948,443.00	2,054,089.00	1,205,822.30	2,054,089.00	0.00	0.09
4) Books and Supplies	40	000-4999	834,878.00	1,214,191.00	263,906.07	1,214,191.00	0.00	0.0%
5) Services and Other Operating Expenditures	50	000-5999	1,181,592.00	1,126,211.00	422,132.84	1,126,211.00	0.00	0.0%
6) Capital Outlay	60	000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
Other Outgo (excluding Transfers of Indirect Costs)		100-7299 400-7499	234,280.00	234,286.00	13,005.28	234,286.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs	73	300-7399	91,451.00	111,275.00	0.00	111,275.00	0.00	0.0%
9) TOTAL, EXPENDITURES			10,302,717.00	11,308,077.00	5,792,551.69	11,308,077.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(3,072,792.00)	(3,173,983.00)	(2,940,227.75)	(3,173,983.00)		
D. OTHER FINANCING SOURCES/USES					1-1	(5),,,,,		
Interfund Transfers a) Transfers In	89	900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out	76	00-7629	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources/Uses a) Sources	89	30-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses	76	330-7699	0.00	0.00	0.00	0.00	0 00	0.0%
3) Contributions	89	80-8999	3,221,808.00	2,547,076.00	0.00	2,547,076.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/US	ES		3,221,808.00	2,547,076.00	0.00	2,547,076.00		J.07

34 73973 0000000 Form 011

Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) {F}
E. NET INCREASE (DECREASE) IN FUND							(0)	
BALANCE (C + D4)			149,016.00	(626,907.00)	(2,940,227.75).	(626,907.00)	į	
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance					i		!	
a) As of July 1 - Unaudited		9791	1,204,292.34	1,204,292.34		1,204,292.34	0.00	0.09
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.09
c) As of July 1 - Audited (F1a + F1b)			1,204,292.34	1,204,292.34		1,204,292.34		2.0
d) Other Restatements		9795	0.00	0.00	Ī	0.00	0.00	0.09
e) Adjusted Beginning Balance (F1c + F1d)			1,204,292.34	1,204,292.34	Ī	1,204,292.34	0.00	- 0.07
2) Ending Balance, June 30 (E + F1e)			1,353,308.34	577,385.34	. }	577,385.34		
Components of Ending Fund Balance a) Nonspendable Revolving Cash		9711	0.00	0.00				
Stores		9712	0.00		F	0.00		
Prepaid Expenditures		9713		0.00	-	0.00		
All Others		9719	0.00	0.00	-	0.00		
b) Restricted			0.00	0.00	. }-	0.00		
c) Committed		9740	1,353,308.34	577,385.34	· .	577,385.34		
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments d) Assigned		9760	0.00	0.00	-	0.00		
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated					· •	0.00		
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Olfference (Col B & D)	% Oiff (E/B)
REVENUE LIMIT SOURCES					(0)	[0]	(E)	(F)
Principal Apportionment								
State Aid - Current Year		8011	0.00	0.00	0.00	0.00		
Charter Schools General Purpose Entitleme	ent - State Aid	8015	0.00	0.00	0.00	0.00		
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00		
Tax Relief Subventions								
Homeowners' Exemptions		8021	0.00	0.00	0.00	0.00		
Timber Yield Tax		8022	0.00	0.00	0.00	0.00		
Other Subventions/In-Lieu Taxes		8029	0.00	0.00	0.00	0.00		
County & District Taxes Secured Roll Taxes		8041	0.00	0.00				
Unsecured Roll Taxes		8042	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8043	0.00	0.00	0.00	0.00		
Supplemental Taxes		8044	0.00	0.00	0.00	0.00		
Education Revenue Augmentation		0074	0.00	0.00	0.00	0.00		
Fund (ERAF)		8045	0.00	0.00	0.00	0.00		
Community Redevelopment Funds								
(SB 617/699/1992)		8047	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Taxes		2010						
Miscellaneous Funds (EC 41604)		8048	0.00	0.00	0.00	0.00		
Royallies and Bonuses		8081	0.00	0.00	0.00	0.00		
Other In-Lieu Taxes		8082	0.00	0.00	0.00	0.00		
Less: Non-Revenue Limit					0.00	0.00		
(50%) Adjustment		8089	0.00	0.00	0.00	0.00		
Subtotal, Revenue Limit Sources			0.00	0.00	0.00	0.00		
Revenue Limit Transfers								
Unrestricted Revenue Limit								
Transfers - Current Year	0000	8091						
Continuation Education ADA Transfer	2200	8091	0.00	0.60	0.00	0.00	0.00	0.05
Community Day Schools Transfer	2430	8091	0.00	0.00	0.00	0.00	0.00	0.09
Special Education ADA Transfer	6500	8091	1,542,539.00	1,542,539.00	0.00	1,542,539.00	0.00	0.0%
All Other Revenue Limit Transfers - Current Year	All Oller			1		1	· ·	
PERS Reduction Transfer	Ail Other	8091	0.00	0.00	0.00	0.00	0.00	0.09
Transfers to Charter Schools in Lieu of Prope	ortu Tavas	8092	0.00	0.00	0,00	0.00		
Property Taxes Transfers	only raxes	8096	0.00	0.00	0.00	0.00		
Revenue Limit Transfers - Prior Years		8097	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, REVENUE LIMIT SOURCES		8099	0.00	0.00	0.00	0.00	0.00	0.0%
EDERAL REVENUE	 		1,542,539.00	1,542,539.00	0.00	1,542,539.00	0.00	0.0%
Maintenance and Operations		8140			:	į	:	
Special Education Entitlement		8110	0,00	0.00	0.00	0.00	0.00	0.0%
Special Education Discretionary Grants		8181	908,241.00	915,217.00	227,060.25	915,217.00	0.00	_ 0.0%
Child Nutrition Programs		8182 8220	66,622.00	105,634.00	55,670.00	105,634.00	0.00	0.0%
Forest Reserve Funds		Г	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8260 8270	0.00	0.00	0.00	0.00	!	
Wildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	•	
FEMA		8281	0.00	0.00	0.00	0.00		
nteragency Contracts Between LEAs		8285	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	0.0%
	3000-3299, 4000-	V20,	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB/IASA (incl. ARRA)	4139, 4201-4215, 4610, 5510	8290	1,456,739.00	2,013,784.00	637,528.25	2,013,784.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Vocational and Applied Technology Education	3500-3699	8290	39,678.00	38,408.00	818.18	38,408.00	0.00	0.0
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.00	0.00	0.00	-
Other Federal Revenue (incl. ARRA)	All Other	8290	165,874.00	164,018.00	159,283.29	164,018.00	0.00	0.0
TOTAL, FEDERAL REVENUE			2,637,154.00	3,237,061.00	1,080,359.97	3,237,061.00	0.00	0.0
OTHER STATE REVENUE				9,29,,49,,99	1,000,000	3,237,001.00		0.09
Other State Apportionments							:	
Community Day School Additional Funding Current Year	2430	8311	0.00	0.00	0.00	0.00	0.00	0.09
Prior Years	2430	8319	0.00	0.00	0.00	0.00	0.00	0.09
ROC/P Entitlement					0,00			0.03
Current Year	6355-6360	8311	0.00	0.00	0.00	0.00	0.00	0.09
Prior Years	6355-6360	8319	0.00	0.00	0.00	0.00	0.00	0.09
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.09
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.09
Home-to-School Transportation	7230	8311	223,404.00	223,336.00	100,227.00	223,336.00	0.00	0.09
Economic Impact Aid	7090-7091	8311	538,888.00	594,048.00	356,429.00	594,048.00	0.00	
Spec. Ed. Transportation	7240	8311	39,854.00	39,842.00	18,328.00			0.09
All Other State Apportionments - Current Year	All Other	8311	0.00	0.00	0.00	39,842.00	0.00	0.09
All Other State Apportionments - Prior Years	All Other	8319	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	0.09
Class Size Reduction, K-3		8434	0.00	0.00		0.00	0.00	0.09
Child Nutrition Programs		8520	0.00		0.00	0.00		
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materia		8560		0.00	0.00	0.00	0.00	0.09
Tax Relief Subventions Restricted Levies - Other		6500	83,981.00	83,981.00	9,627.96	83,981.00	<u>0.00</u> ,	0.0%
Homeowners' Exemptions		8575	0.00	0.00	0.00			
Other Subventions/In-Lieu Taxes		8576	0.00	0.00	0.00	0.00	000	0.0%
Pass-Through Revenues from State Sources		8587	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	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650-6690	8590	3,000.00	3,409.00	3,133.19		0.00	0.0%
Healthy Start	6240	8590	0.00			3,409.00	0.00	0.0%
Class Size Reduction Facilities	6200	8590		0.00	0.00	0.00	0.00	0.0%
School Community Violence Prevention Grant			0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7391	8590	0.00	0.00	0.00	0.00	_0.00	0.0%
All Other State Revenue	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
	All Other	8590	229,267.00	431,770.00	224,774.60	431,770.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE OTHER LOCAL REVENUE			1,118,394.60	1,376,386.00	712,519.75	1,376,386.00	0.00	0.0%
Other Local Revenue County and District Taxes							i	
Other Restricted Levies Secured Roll		8615	0.00	0.00	0.00			
Unsecured Roll		8616	0.00	0.00		0.00	0.00	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8618	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	0.0%
Other		8622		0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds		UURE .	0.00	0.00 :	0.00	0.00	0.00	0.0%
Not Subject to RL Deduction	·····	8625	0.00	0.00	0.00	0.00	0.00	0.0%

		Aevenue.	Expenditures, and Cr	Revenue, Expenditures, and Changes in Fund Balance	93			
Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% OIM (E/B)
Penalties and Interest from Delinquant Non-Revenue Limit Taxes	evenue	8629	8		S			
Sales							8	% 0.0
Sale di Equipment Supplies		8631	000	0.0	00.00	00:0	000	90.0
Sale of Publications		8632	000	000	000	00:00	0.0	%0.0
Food Service Sates		8634	00.0	00.0	0.00	0.00	000	%00
All Other Sales		8639	800	0.00	00.0	000	080	%00
Leases and Rentals		8650	48,000.00	64,270.00	57,068.39	64.270.00	000	*00
Interest		8660	0.0	00'0	00.0	00.0	00.0	%00
Net Increase (Decrease) in the Fair Value of Invi	Investments	8662	0.00	0.00	00.0	0.00	000	%00 0
Fees and Contracts Adult Education Fees		8671	0.00	0:00	00.0	000		
Non-Resident Students		8672	0.0	0.00	00:00	0.00		
Transportation Fees From Individuals		8675	8,000.00	12,000.00	4,795.83	12,000.00	0.00	%0:0
Transportation Services	7230, 7240	8677	0.00	000	00.0	00:0	000	%00
Interagency Services	All Other	8677	0.00	24,000.00	35,500.00	24,000.00	00.0	0.0%
Mitigation/Developer Fees		8681	0.00	00.0	00:00	00:00	00.0	%0.0
All Other Fees and Contracts		8689	00.0	00.0	00.00	0.00	00.0	%00
Other Local Revenue								
Plus: Misc Funds Non-Revenue Limit (50%)		8691	0.00	00.0	0.00	00:00		
Pass-Through Revenues From Local Sources		8697	0.00	0000	00.00	00.0	00.0	%0.0
All Other Local Revenue		6698	000	2,000.00	2,000.00	2,000.00	00.0	%0.0
Tuition		9710	0.00	0.00	0.0	0.00	00.0	0.0%
All Other Transfers in		8781-8783	0.00	0.0	000	0.00	000	%0.0
Transfers Of Apportionments Special Education SELPA Transfers From Districts or Charter Schools	6500	8791	000	080	000	8	80	8
From County Offices	6500	8792	1,875,838.00	1,875,838.00	960,080.00	1.875.838.00	000	%00 0
From JPAs	6500	8793	80	000	80	8.0	80	%0°0
ROC/P Transfers From Districts or Charter Schools	6360	8791	00.00	0.00	00.0	000	80	%0 O
From County Offices	6360	8792	00.00	00:0	0.0	80	000	%0°0
From JPAs	6360	8793	000	00.00	000	000	800	%00
Other Transfers of Apportionments From Districts or Charter Schools	All Other	8791	00.0	00	00.0	0.00	8	%0°0
From County Offices	All Other	8792	00.0	000	000	800	80	%0.0 0
From JPAs	All Other	8793	00.00	00:0	000	800	. 000	%00 0
All Other Transfers in from All Others		8799	8.0	0.00	00.00	800	000	%00
TOTAL, OTHER LOCAL REVENUE	:		1,931,838.00	1,978,108.00	1,059,444.22	1,978,108.00	0.0	%0.0
TOTAL, REVENUES	1		7,229,925.00	8,134,094.00	2,852,323.94	8,134,094.00	000	%00
				1	-		-	?

		!	Board Assessed		Back A 444		
Description Resource Cod	Object es Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Oifference (Col B & D)	% Diff (E/B)
ERTIFICATED SALARIES			1			(E)	(F)_
Certificated Teachers' Salaries	1100	2,922,720.00	3,164,825.00	1,951,498.50	3,164,825.00	0.00	0.0
Certificated Pupil Support Salaries	1200	259,700.00	377,220.00	202,795.70	377,220.00	0.00	0.0
Certificated Supervisors' and Administrators' Salaries	1300	36,476.00	36,476.00	21,777.41	36,476.00	0.00	0.
Other Certificated Salaries	1900	140,747.00	203,632.00	123,497.63	203,632.00	0.00	- O.
TOTAL, CERTIFICATED SALARIES		3,359,643.00	3,782,153.00	2,299,569.24	3,782,153.00	0.00	0
LASSIFIED SALARIES			; 	•			. •
Classified Instructional Salaries	2100	1,350,746.00	1,456,549.00	821,129.55	1,456,549.00	0.00	o
Classified Support Salaries	2200	800,970.00	796,298.00	452,087.05	796,298.00	0.00	c
Classified Supervisors' and Administrators' Salaries	2300	211,097.00	212,511.00	123,963.70	212,511.00	0.00	(
Clerical, Technical and Office Salaries	2400	252,774.00	266,706.00	158,638.67	266,706.00	0.00	c
Other Classified Salaries	2900	36,843.00	53,808.00	32,296.99	53,808.00	0.00	- (
TOTAL, CLASSIFIED SALARIES		2,652,430.00	2,785,872.00	1,588,115.96	2,785,872.00	0.00	0
MPLOYEE BENEFITS		· .	ļ	:			
TRS	3101-3102	286,875.00	319,304.00	193,128.17	319,304.00	0.00	C
ERS	3201-3202	272,065.00	283,884.00	156,000.58	283,884.00	0.00	
ASDI/Medicare/Alternative	3301-3302	244,969.00	263,463.00	149,563.13	263,463.00	0.00	
ealth and Welfare Benefits	3401-3402	833,851 00	853,376.00	515,230.06	853,376.00	0.00	-
nemployment Insurance	3501-3502	96,689.00	106,025.00	64,160.16	106,025.00	0.00	
orkers' Compensation	3601-3602	107,274.00	117,681.00	69,635.14	_117,661.00	0.00	. (
PEB, Allocated	3701-3702	0.00	0.00	0.00	0.00	0.00	. (
PEB, Active Employees	3751-3752	0.00	0.00	0.00	0.00	0.00	(
ERS Reduction	3801-3802	0.00	0.00	0.00	0.00	0.00	(
ther Employee Benefits	3901-3902	106,720.00	110,376.00	58,105.06	110,376.00	0.00	
OTAL, EMPLOYEE BENEFITS		1,948,443.00	2,054,089.00	1,205,822.30	2,054,089.00	0.00	(
OKS AND SUPPLIES							
oproved Textbooks and Core Curricula Materials	4100	0.00	0.00	0.00	0.00	0.00	٥
ooks and Other Reference Materials	4200	0.00	10,530.74	4,784.77	10,530.74	0.00	C
aterials and Supplies	4300	826,003.00	1,178,685.24	244,201.81	1,178,685.24	0.00	C
encapitalized Equipment	4400	8,875.00	24,975.02	14,919.49	24,975.02	0.00	(
od	4700	0.00	0.00	0.00	0.00	0.00	0
OTAL, BOOKS AND SUPPLIES		834,878.00	1,214,191.00	263,906.07	1,214,191.00	0.00	. 0
RVICES AND OTHER OPERATING EXPENDITURES							
bagreements for Services	5100	0.00	0.00	0.00	0.00	0.00	0
avel and Conferences	5200	11,259.00	30,884.00	7,551.87	30,884.00	0.00	0
es and Memberships	5300	250.00	345.00	345.00	345.00	0.00	. 0
surance	5400-5450	0.00	0.00	0.00	0.00	0.00	0
erations and Housekeeping Services	5500	0.00	0.00	0.00	0.00	0.00	0.
ntals, Leases, Repairs, and Noncapitalized Improvements	5600	59,300.00	80,373.00	22,435.88	80,373.00	0.00	0
nsfers of Direct Costs	5710	(22,105.00)	(2,105.00)	(11,780.25)	(2,105.00)	0.00	. O.
ensiers of Direct Costs - Interfund	5750	0.00	0.00	0.00	0.00	0.00	0.
ofessional/Consulting Services and	: : !	Ţ					J.
perating Expenditures	5800	1,132,888.00	1,015,714.00	403,193.35	1,015,714.00	0.00	0.
mmunications	5900	0.00	1,000.00	386.99	1,000.00	0.00	0.
OTAL, SERVICES AND OTHER PERATING EXPENDITURES		!	i	1	i		

Description CAPITAL OUTLAY Land Land Improvements Buildings and Improvements of Buildings Books and Media for New School Libraries or Major Expansion of School Libraries Equipment Equipment Replacement TOTAL, CAPITAL OUTLAY OTHER OUTGO (excluding Transfers of Indire	Resource Codes	6100 6170 6200 6300 6400 6500	0.00 0.00 0.00	(B) 0.00 0.00 0.00	0.00 0.00 0.00	(D) 0.00 0.00	0.00	(F) 0.0
Land Improvements Buildings and Improvements of Buildings Books and Media for New School Libraries or Major Expension of School Libraries Equipment Equipment Replacement TOTAL, CAPITAL OUTLAY		6170 6200 6300 6400	0.00	0.00	0.00			0.0
Buildings and Improvements of Buildings Books and Media for New School Libraries or Major Expension of School Libraries Equipment Equipment Replacement TOTAL, CAPITAL OUTLAY		6200 6300 6400	0.00	0.00	0.00			<u> </u>
Books and Media for New School Libraries or Major Expansion of School Libraries Equipment Equipment Replacement TOTAL, CAPITAL OUTLAY		6200 6300 6400	0.00				0.00	
or Major Expansion of School Libraries Equipment Equipment Replacement TOTAL, CAPITAL OUTLAY		6300 6400				0.00	0.00	0.0
Equipment Equipment Replacement TOTAL, CAPITAL OUTLAY		6400	0.00				0.00	0.0
Equipment Replacement TOTAL, CAPITAL OUTLAY				_0.00	0.00	0.00	0.00	0.0
TOTAL, CAPITAL OUTLAY		6500	0.00	0.00	0.00	0.00	0.00	0.0
		0000	0.00	0.00	0.00	0.00	0.00	0.0
OTHER OUTGO (excluding Transfers of Indin			0.00	0.00	0.00	0.00	0.00	0.0
	ect Costs)		 			:	1	
Tuition Tuition for Instruction Under Interdistrict			· 				i	
Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0
State Special Schools		7130	18,000.00	18,000.00	0.00	18,000.00	0.00	0.0
Tuition, Excess Costs, and/or Deficit Payment	s							-
Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	0.00	0.00	0.0
Payments to County Offices		7142	203,275.00	203,275.00	0.00	203,275.00	0.00	0.0
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	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	0.0
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0
Special Education SELPA Transfers of Apport To Districts or Charter Schools		7004						
To County Offices	6500 6500	7221	0.00	0.00	0.00	0.00	0.00	0.0
To JPAs	6500	7222	0.00	0.00 :	0.00	0.00	0.00	0.
ROC/P Transfers of Apportionments	6300	7223	0.00	0.00	0.00	0.00	0.00	0.
To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0
To JPAs	6360	7223	0.00	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	0.0
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0
Debt Service Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	
Other Debt Service - Principal		7439	13,005.00	13,011.00	13,005.28	13,011.00	0.00	0.0
TOTAL, OTHER OUTGO (excluding Transfers of	of Indirect Costs)		234,280.00	234,286.00	13,005.28	234,286.00	0.00	0.0
THER OUTGO - TRANSFERS OF INDIRECT O	costs				9.33.55	23.,230.00		9.0
Transfers of Indirect Costs		7310	91,451.00	111,275.00	0.00	111,275.00	0.00	0.0
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL, OTHER OUTGO - TRANSFERS OF IN	DIRECT COSTS		91,451.00	111,275.00	0.00	111,275.00	0.00	0.0
OTAL, EXPENDITURES			10,302,717.00	11,308,077.00	5,792,551.69	11,308,077.00	0.00	0.09

		Revenue, Expenditures, and Changes in Fund Balance								
Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget		Projected Year Totals	Olfference (Col B & D)	% Diff (E/B)		
INTERFUND TRANSFERS	***************************************	00463	· · · · · · · · · · · · · · · · · · ·	(B)	(C)	(D)	(E)	(F)		
INTERFUND TRANSFERS IN			1	·		!				
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%		
From: Bond Interest and										
Redemption Fund		8914	0.00	0.00	0.00	0.00				
Other Authorized Interfund Transfers In (2) TOTAL INTERFUND TRANSFERS IN		8919	0.00	0.00	0.00	0.00	0.00	0.0%		
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%		
INTERFUND TRANSFERS OUT			!	!	!	i				
To: Child Development Fund		7611	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	0.0%		
To: State School Building Fund/							<u> </u>	0.0%		
County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0,00	0.0%		
To: Deferred Maintenance Fund		7615	0.00	0.00	0.00	0.00	0.00	0.0%		
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%		
Other Authorized Interfund Transfers Out (b) TOTAL, INTERFUND TRANSFERS OUT		7619	0.00	0.00	0.00	0.00	0.00	0.0%		
OTHER SOURCES/USES			0.00	0.00	0.00	0.00	0.00	0.0%		
SOURCES			l t							
					İ					
State Apportionments Emergency Apportionments		8931								
Proceeds		9931	0.00	0,00	0.00	0.00				
Proceeds from Sale/Lease-		:	1	i						
Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%		
Other Sources		:	· 		i					
Transfers from Funds of Lapsed/Reorganized LEAs		2005								
Long-Term Debt Proceeds		8965	0.00	0.00	0.00	0.00	0.00	0.0%		
Proceeds from Certificates				i			:			
of Participation		8971	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	0.0%		
Proceeds from Lease Revenue Bonds		8973	0.00	0.00	0.00	0.00	0.00	_ 0.0%		
All Other Financing Sources (c) TOTAL, SOURCES		8979	0.00	0.00	0.00	0.00	0.00	0.0%		
	· 		0.00	0.00	0.00	0.00	0.00	0.0%		
USES		}		•		:	i ·			
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00					
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%		
(d) TOTAL, USES		r !	0.00	0.00	0.00	0.00	0.00	0.0%		
CONTRIBUTIONS		i					- 0.00	0.0%		
Contributions from Unrestricted Revenues		8980	3,221,808.00	2,547,076.00	0.00	2 547 070 00		8.50		
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	2,547,076.00	0.00	0.0%		
Transfers of Restricted Balances		8997	0.00	0.00	0.00	0.00	0.00	0.0%		
(e) TOTAL, CONTRIBUTIONS	·		3,221,808.00	2,547,076.00	0.00	2,547,076.00	0.00	0.0%		
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			3,221,808.00	2,547,076.00	0.00	2,547,076.00	0.00	0.0%		
							<u> </u>	U.U 70		

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Description Resou	Object rce Codes Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Olfference (Col B & D) (E)	% Diff (E/B)
A. REVENUES		1				(5)	<u>(F)</u>
1) Revenue Limit Sources	8010-8099	24,426,441.00	24,232,993.00	13,033,414.34	24,232,993.00	0.00	0.0
2) Federal Revenue	8100-8299	2,637,154.00	3,239,484.00	1,082,782.43	3,239,484.00	0.00	-
3) Other State Revenue	8300-8599	4,251,695.00	4,784,908.00	2,535,074.11	4,784,908.00		0.0
4) Other Local Revenue	8600-8799	2,151,838.00	2,228,108.00	1,139,528.23	2,228,108.00	0.00	0.09
5) TOTAL, REVENUES		33,467,128.00	34,485,493.00	17,790,799.11	34,485,493.00	0.00	0.09
B. EXPENDITURES			5.7, 155, 155.55	17,700,733.17	34,465,493.00	<u> </u>	
1) Certificated Salaries	1000-1999	15,564,272.44	16,277,445.44	9,684,953.30	16,277,445.44	0.00	0.0%
2) Classified Salaries	2000-2999	5,781,961.00	5,984,219.00	3,461,013.24	5,984,219.00	0.00	0.0%
3) Employee Benefits	3000-3999	6,500,209.84	6,711,236.84	3,834,356.94	6,711,236.84	0.00	0.09
4) Books and Supplies	4000-4999	1,319,015.00	1,573,070.00	351,862.92	1,573,070.00	0.00	0.0%
5) Services and Other Operating Expenditures	5000-5999	4,088,640.00	4,029,108.00	1,801,951.93	4,029,106.00	0.00	0.0%
6) Capital Outlay	6000-6999	0.00	0.00	0.00	0.00	0.00	0.09
Other Outgo (excluding Transfers of Indirect Costs)	7100-7299 7400-7499	353,578.00	353,584.00	44,424,36	353,584.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs	7300-7399	(111,805.00)	(106,916.00)	0.00	(106,916.00)	0.00	
9) TOTAL, EXPENDITURES		33,495,871.28	34,821,745.28	19,178,562.69	34,821,745.28	0.00	0.0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)		(28,743.28)	(336,252,28)	(1,387,763,58)	(336,252,28)		
D. OTHER FINANCING SOURCES/USES				(1,001,100.00)	(330,232.20)		
Interfund Transfers a) Transfers in	8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out	7600-7629	264,919.00	264,919.00	0.00	264,919.00		
Other Sources/Uses a) Sources	8930-8979						0.0%
b) Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES	8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES		(264,919.00)	(264,919.00)	0.00	(264,919.00)	1	

Ooscription	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budgot (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B)
E. NET INCREASE (DECREASE) IN FUND				•			(E)	(F)
BALANCE (C + D4)			(293,662.28)	(601,171.28)	(1,387,763.58)	(601,171.28)	į	
F. FUND BALANCE, RESERVES							1	
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	3,666,075.88	3,666,075.88		3,666,075.88	0.00	0.09
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			3,666,075.88	3,666,075.88		3,666,075.88		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			3,666,075.88	3,666,075.88	Ī	3,666,075.88		
2) Ending Balance, June 30 (E + F1e)			3,372,413.60	3,064,904.60	Ī	3,064,904.60		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	10,000.00	10,000.00		10,000.00		
Stores		9712	53,502.32	53,637.39		53,637.39		
Prepaid Expenditures		9713	60,118.25	0.00		0.00		
All Others		9719	0,00	0.00		0.00		
b) Restricted		9740	1,353,308.34	577,385.34		577,385.34		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments d) Assigned		9760	0.00	0.00	-	0.00		
Other Assignments		9780	0.00	0.00	Ì	0.00		
e) Unassigned/Unappropnated								
Reserve for Economic Uncertainties		9789	1,164,140.00	1,052,600.00		1,052,600.00		
Unassigned/Unappropriated Amount		9790	731,344 69	1,371,281.87		1,371,281.87		

Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals	Difference (Col B & D)	% Diff (E/B)
REVENUE LIMIT SOURCES			:		(0)	(D)	(E)	(F)
Principal Apportionment								
State Aid - Current Year		8011	19,323,902.00	19,253,353.00	9,973,669.00	19,253,353.00	0.00	0.09
Charter Schools General Purpose Entitle	ment - State Aid	8015	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	0.07 0.0%
Tax Relief Subventions			i					0.07
Homeowners' Exemptions		8021	61,960.00	55,183.00	22,966.71	55,183.00	0.00	0.0%
Timber Yield Tax		8022	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	0.0%
County & District Taxes Secured Roll Taxes		8041	4,081,188.00	3 930 004 00	0.440.704.50		:	
Unsecured Roll Taxes		8042	159,800.00		2,142,731.58	3,920,004.00	0.00	0.0%
Prior Years' Taxes		8043	346,300.00	150,849.00	149,037.66	150,849.00	0.00	0.0%
Supplemental Taxes		8044		205,223.00	139,523.18	205,223.00	0.00	0.0%
Education Revenue Augmentation		0044	26,000.00	30,574.00	13,746.95	30,574.00	0.00	0.0%
Fund (ERAF)		8045	633,000.00	799,665.00	591,535.46	799,665.00	0.00	0.0%
Community Redevelopment Funds								0.07
(SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.0%
Penaities and Interest from Delinquent Taxes		8048	0.00		;			
Miscellaneous Funds (EC 41604)		0040	0.00	0.00	0.00	0.00	0.00	0.0%
Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	0.00	654.00	203.80	654.00	0.00	0.0%
Less: Non-Revenue Limit		i						0.076
(50%) Adjustment		8089	0.00 [0.00	0.00	0.00	0.00	0.0%
Subtotal, Revenue Limit Sources		į	24,632,150.00	24,415,505.00	13,033,414.34	24,415,505.00	0.00	
Revenue Limit Transfers				- Editaladoida (10,000,414.04	24,415,505.00	0.00	0.0%
Unrestricted Revenue Limit		į	į			ļ	į	
Transfers - Current Year	0000	8091	(1,542,539.00)	(1,542,539.00)	0.00	(1,542,539.00)	0.00	
Continuation Education ADA Transfer	2200	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Community Day Schools Transfer	2430	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education ADA Transfer	6500	8091	1,542,539.00	1,542,539.00	0.00	1,542,539.00	0.00	0.0%
All Other Revenue Limit		!				1,342,339.00	0.00	0.0%
Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
PERS Reduction Transfer		8092	63,063.00	63,809.00	0.00	63,809.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Pro	pperty Taxes	8096	(268,772.00)	(246,321.00)	0.00	(246,321.00)	0.00	0.0%
Property Taxes Transfers		8097	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	0.0%
TOTAL, REVENUE LIMIT SOURCES	· · · · · · · · · · · · · · · · · · ·		24,426,441.00	24,232,993.00	13,033,414.34	24,232,993.00	0.00	0.0%
EDERAL REVENUE		1	!	1			i	
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.004
Special Education Entitlement		8181	908,241.00	915,217.00	227,060.25	915,217.00	0.00	0.0%
Special Education Discretionary Grants		8182	66,622.00	105,634.00	55,670.00	105,634.00	0.00	0.0%
Child Nutrition Programs		8220	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	
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0% 0.0%
Vildlife Reserve Funds		8280	0.00	0.00	0.00	0.00	0.00	0.0%
EMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
nteragency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from Federal Source	es	8287	0.00	0.00	0.00	0.00	0.00	0.0%
	3000-3299, 4000-	!	•		7.77		···	0.078
ICLB/IASA (incl. ARRA)	4139, 4201-4215, 4610, 5510	8290	1,456,739.00	2,013,784.00	637,528.25	2,013,784.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Cal B & D) (E)	% Diff (E/B) (F)
Vocational and Applied Technology Education	3500-3699	8290	39,678.00	38,408.00	818.18	38,408.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other Federal Revenue (incl. ARRA)	All Other	8290	165,874.00	166,441.00	161,705.75	166,441.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			2,637,154.00	3,239,484.00	1,082,782.43	3,239,484.00	0.00	0.0%
OTHER STATE REVENUE			1		1			<u> </u>
Other State Apportionments							į	
Community Day School Additional Funding Current Year	2430	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	2430	8319	0.00	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	0.00	0.0%
Prior Years	6355-6360	8319	0.00	0.00	0,00	0.00		
Special Education Master Plan							0.00 [0.0%
Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Home-to-School Transportation	7230	8311	223,404.00	223,336.00	100,227.00	223,336.00	0.00	0.0%
Economic Impact Aid	7090-7091	8311	538,888.00	594,048.00	356,429.00	594,048.00	0.00	0.0%
Spec. Ed. Transportation	7240	8311	39,854.00	39,842.00	18,328.00	39,842.00	0.00	0.0%
All Other State Apportionments - Current Year	All Other	8311	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	0.0%
Year Round School Incentive		8425	0.00	0.00	0.00	0.00	0.00	0.0%
Class Size Reduction, K-3		8434	629,748.00	629,748.00	252,413.00	629,748.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	63,348.00	63,347.44	63,348.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materia		8560	602,656.00	602,656.00	161,605.63	602,656.00	0.00	0.0%
Tax Relief Subventions Restricted Levies - Other							i	
Homeowners' Exemptions		8575	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	0.0%
Pass-Through Revenues from State Sources		8587	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	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6650-6690	8590	3,000.00	3,409.00	3,133.19	3,409.00	0.00	0.0%
Healthy Start	6240	8590	0.00	0.00	0.00	0.00	0.00	
Class Size Reduction Facilities	6200	8590	0.00	0.00	0.00	0.00	···	0.0%
School Community Violence							0.00	0.0%
Prevention Grant	7391	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Quality Education Investment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	2,214,145.00	2,628,521.00	1,579,590.85	2,628,521.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE OTHER LOCAL REVENUE		•	4,251,695.00	4,784,908.00	2,535,074.11	4,784,908.00	0.00	0.0%
Other Local Revenue County and District Taxes					:		i	
Other Restricted Levies Secured Roll		8615	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	0.0%
Prior Years' Taxes		8617	0.00	0.00	0.00		·	
Supplemental Taxes		8618	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes					0.00	0.00	0.00	0.0%
Parcel Taxes		8621	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to RL Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
				• • · · · · · · · · · · · · · · · · ·				

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff (E/B) (F)
Penalties and Interest from Delinquent No.	n-Revenue						·-····································	v
Limit Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0
Sales				i				
Sale of Equipment/Supplies		8631	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	0.0
Food Service Sales		8634	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	0.0
Leases and Rentals		8650	148,000.00	164,270.00	121,189.91	164,270.00	0.00	0.0
Interest		8660	50,000.00	50,000.00	(53,893.78)	50,000.00	0.00	0.0
Net Increase (Decrease) in the Fair Value of	f Investments	8662	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	0.0
Non-Resident Students		8672	0.00	0.00	0.00	0.00	0.00	0.0
Transportation Fees From Individuals		8675	8,000.00	12,000.00	4,795.83	12,000.00	0.00	0.0
Transportation Services	7230, 7240	8677	0.00	0.00	0.00	0.00	0.00	0.0
Interagency Services	All Cther	8677	0.00	24,000.00	35,500.00	24,000.00	0.00	0.0
Mitigation/Developer Fees		8681	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	0.0
Other Local Revenue			;)			· ·	
Plus: Misc Funds Non-Revenue Limit (50%) Adjustment	8691	0.00	0.00	0.00	0.00	0.00	0.0
Pass-Through Revenues From Local Source	ces	8697	0.00	0.00	0.00	0.00	0.00	— · 0.0
All Other Local Revenue		8699	70,000.00	72,000.00	41,856.27	72,000.00	0.00	0.0
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0
All Other Transfers In		8781-8783	0.00	30,000.00	30,000.00	30,000.00	0.00	
Transfers Of Apportionments						30,535.50		
Special Education SELPA Transfers				ļ		:	i	
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0
From County Offices	6500	8792	1,875,838.00	1,875,838.00	960,080.00	1,875,838.00	0.00	0.0
From JPAs	6500	8793	0.00	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			
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
	9300	0193	0.00	0.00 :	0.00	0.00	0.00	0.0
Other Transfers of Apportionments From Districts or Charter Schools	All Other	0704				ļ	:	
	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.09
From County Offices	All Other	8792	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	0.0
All Other Transfers in from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0
TOTAL, OTHER LOCAL REVENUE	·		2,151,838.00	2,228,108.00	1,139,528.23	2,228,108.00	0.00	0.09
OTAL, REVENUES		İ		1	i			

	Object	Ordeles Post	Board Approved		Projected Yoar	Difference	% Diff
Description Resource Code		Original Budget (A)	Operating Budget (B)	Actuals To Date (C)	Totals (D)	(Col B & D) (E)	(E/B) (F)
CERTIFICATED SALARIES							v. 1
Certificated Teachers' Salaries	1100	13,740,162.00	14,199,743.00	8,490,384.23	14,199,743.00	0.00	0.0%
Certificated Pupil Support Salaries	1200	525,158.00	649,438.00	361,565.54	649,438.00	0.00	
Certificated Supervisors' and Administrators' Salaries	1300	1,061,443.00		636,375.75	1,102,670.00	-	0.0%
Other Certificated Salaries	1900	237,509.44	325,594.44	196,627.78	325,594.44	0.00	0.09
TOTAL, CERTIFICATED SALARIES		15,564,272.44	16,277,445.44	9,684,953.30		0.00	0.0%
CLASSIFIED SALARIES		<u> </u>		<u> </u>	16,277,445.44	0.00	_ 0.0%
Classified Instructional Salaries	2100	1,350,746.00	1,459,091.00	823,670.74	1,459,091.00	0.00	0.0%
Classified Support Salaries	2200	2,152,671.00	2,191,252.00	1,258,739.81	2,191,252.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries	2300	513,992.00	515,564.00	300,532.68	515,564.00	0.00	0.0%
Clerical, Technical and Office Salaries	2400	1,632,368.00	1,635,738.00	966,281.05	1,635,738.00	0.00	0.0%
Other Classified Salaries	2900	132,184.00	182,574.00	111,788.96	182,574.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES		5,781,961.00	5,984,219.00	3,461,013.24	5,984,219.00	0.00	0.0%
EMPLOYEE BENEFITS					,		0.07
STRS	3101-3102	1,305,444.63	1,363,616.63	798,474.45	1,363,616.63	0.00	0.0%
PERS	3201-3202	613,321.00	626,336.00	346,604.08	626,336.00	0.00	0.0%
OASDI/Medicare/Alternative	3301-3302	669,089.21	697,461.21	384,021.20	697,461.21	0.00	0.0%
Health and Welfare Benefits	3401-3402	2,865,607.00	2,933,760.00	1,747,501.56	2,933,760.00	0.00	0.0%
Unemployment Insurance	3501-3502	347,954.00	363,183.00	214,601.37	363,183.00	0 00	0.09
Workers' Compensation	3601-3602	385,001.00	406,107.00	232,414.04	406,107.00	0.00	0.0%
OPEB, Allocated	3701-3702	50,000.00	50,150.00	2,431.85	50,150.00	0.00	0.0%
OPEB, Active Employees	3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
PERS Reduction	3801-3802	63,063.00	63,809.00	0.00	63,809.00	0.00	0.0%
Other Employee Benefits	3901-3902	200,730.00	206,814.00	108,308.39	206,814.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS		6,500,209.84	6,711,236.84	3,834,356.94	6,711,236.84	0.00	0.0%
BOOKS AND SUPPLIES							
Approved Textbooks and Core Curricula Materials	4100	0.00	20,243.00	14,627.84	20,243.00	0.00	0.0%
Books and Other Reference Materials	4200	56,311.00	23,455.74	16,102.00	23,455.74	0.00	0.0%
Materials and Supplies	4300	1,223,229.00	1,458,290.24	363,921.49	1,458,290.24	0.00	0.0%
Noncapitalized Equipment	4400	39,475.00	71,081.02	(42,788.41)	71,081.02	0.00	0.0%
Food	4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES		1,319,015.00	1,573,070.00	351,862.92	1,573,070.00	0.00	0.0%
ERVICES AND OTHER OPERATING EXPENDITURES		:					
Subagreements for Services	5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences	5200	42,083.00	57,628.00	20,154.86	57,628.00	0.00	0.0%
Dues and Memberships	5300	21,250.00	20,211.00	16,916.91	20,211.00	0.00	0.0%
Insurance	5400-5450	310,000.00	298,600.00	136,008.50	298,600.00	0.00	0.0%
Operations and Housekeeping Services	5500	1,047,000 00	_1,047,000.00	627,737.09	1,047,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements	5600	175,044.00	215,320.00	40,067.16	215,320.00	0.00	0.0%
Transfers of Direct Costs	5710	0.00	0.00	0.00	0.00	0.00	0.0%
Fransfers of Direct Costs - Interfund	5750	(3,050.00)	(3,050.00)	(4,900.53)	(3,050.00)	0.00	0.0%
Professional/Consulting Services and		1					
Operating Expenditures	5800	2,314,363.00	2,205,678.00	900,882.56	2,205,678.00	0.00	0.0%
Communications	5900	181,950.00	187,719.00	65,085.38	187,719.00	0.00	0.0%
OTAL, SERVICES AND OTHER DPERATING EXPENDITURES	ļ	4,088,640.00	4,029,106.00	1,801,951.93	4,029,106.00	0.00	0.0%

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Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals	Difference (Col B & D)	% Olff (E/B)
CAPITAL OUTLAY					(c)	<u>(O)</u>	(E)	(F)
Land		6100	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	0.0
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0
Books and Media for New School Libraries								0.0
or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.0
Equipment		6400	0.00	0.00	0.00	0,00	0.00	0.0
Equipment Replacement		6500	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	0.0
OTHER OUTGO (excluding Transfers of Ind	lirect Costs)		ļ i	:				
Tuition Tuition for Instruction Under Interdistrict				i	:			
Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0
State Special Schools		7130	48,000.00	48,000.00	(11,148.00)	48,000.00	0.00	0.0
Tuition, Excess Costs, and/or Deficit Payme Payments to Districts or Charter Schools	ents	7141	0.00	0.00	0.00 ·	0.00	0.00	0.0
Payments to County Offices		7142	203,275.00	203,275.00	0.00	203,275.00	0.00	0.0
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.09
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00	0.00	0.09
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.03
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.03
Special Education SELPA Transfers of Appl	ortionments							, 0.0.
To Districts or Charter Schools	6500	7221	0.00	0.00	0.00	0.00	0.00	0.09
To County Offices	6500	7222	0.00		0.00	0.00	0.00	0.01
To JPAs	6500	7223	0.00	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	200			
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	0.00	0.09
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.09
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.09
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.09
Debt Service Debt Service - Interest		7438	15,898.00	15,898.00				0.09
Other Debt Service - Principal		7439	86,405.00	86,411.00	4,132.07 51,440.29	15,898.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfer	s of Indirect Costs)		353,578.00	353,584.00	44,424.36	86,411.00	0.00	0.09
OTHER OUTGO - TRANSFERS OF INDIRECT			330,010.00	233,304.00	44,424.30	353,584.00	0,00	0.0%
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	!	
Transfers of Indirect Costs - Interfund		7350	(111,805.00)	(106,916.00)	0.00	(106,916.00)	0.00	0.09
TOTAL, OTHER OUTGO - TRANSFERS OF	INDIRECT COSTS		(111,805.00)	(106,916.00)	0.00	(106,916.00)	0.00	0.0%
TOTAL, EXPENDITURES	···	:	33,495,871.28	34,821,745.28	19,178,562.69	34,821,745.28	0.00	0.0%

		0 1	04-1	Board Approved		Projected Year	Difference	% Diff
Description	Resource Codes	Object Codes	Original Budget (A)	Operating Budget (B)	Actuals To Date (C)	Totals (D)	(Col B & D) (E)	(E/B) (F)
INTERFUND TRANSFERS				:				<u>V</u>
INTERFUND TRANSFERS IN			!		! !			
From: Special Reserve Fund		8912	0.00	0.00	0.00	0.00	0.00	0.0%
From: Bond Interest and Redemption Fund		8914	0.00	0.00	0.00 :	0.00	•	
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN		00.0	0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								0.02
To: Child Development Fund		7611	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	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	
To: Deferred Maintenance Fund		7615	197,167.00		0.00	197,167.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	67,752.00	67,752.00	0.00	67,752.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			264,919.00	264,919.00	0.00	264,919.00	0.00	0.0%
OTHER SOURCES/USES			:	1			· •	
SOURCES			:					
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	2.22		
Proceeds		5551			0.00	0.00	0.00	0.0%
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.00
Other Sources		0300				0.00	0.00	0.0%
Transfers from Funds of		0005	: 0.00					
Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds Proceeds from Certificates of Participation		2074			:			
Proceeds from Capital Leases		8971 8972	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	0.0%
All Other Financing Sources		8979	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	0.0%
USES								-:=3
Transfers of Funds from Lapsed/Reorganized LEAs		7651	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	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	<u>;</u>	
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00		
Transfers of Restricted Balances		8997	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			(264,919.00)		t			

Description	Resource Codes	Object Codes	Orfginal Budget (A)	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column 8 & D (F)
A. REVENUES						1	<u> </u>	-61
1) Revenue Limit Sources		8010-8099	1,348,233.00	1,181,796.00	923,618 00	1,181,796 00	0.00	0.0%
2) Federal Revenue		8100-8299	0.00	44,595.00	44,595 07	44,595 00	0.00	0.0%
3) Other State Revenue		8300-8599	124,394.00	168,496.00	150,961.40	168,496 00	0.00	0.0%
4) Other Local Revenue		8600-8799	1,000 00	1,099.00	99 00	1,099.00	0.00	0 09
5) TOTAL, REVENUES	·		1,473,627.00	1,395,986 00	1,119,273.47	1,395,986,00		
B. EXPENDITURES			•					
1) Certificated Salanos		1000-1999	814,423 00	729,707.00	418,527 41	729,707.00	0.00	0.0%
2) Classified Salanes		2000-2999	203,836 00	158,870.00	97,933.67	158,870.00	0.00	0.0%
3) Employee Benefits		3000-3999	289,131.00	272,109.00	157,945.69	272,109.00	0.00	0.0%
4) Books and Supplies		4000-4999	46,769.00	75,641.00	3,044.62	75,641.00	0 00	0.0%
5) Services and Other Operating Expenditures		5000-5999	23,495.00	33,883 00	10,292 39	33,883 00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0 00	0 00	0 00	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	48,500.00	48,500.00	0.00	48,500.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	74,285.00	75,285.00	0.00	75,285.00	0.00	0.0%
9) TOTAL, EXPENDITURES			1,499,439,00	1,393,975 00	685,743 78	1,393,975 00	0.00	
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER								
FINANCING SOURCES AND USES (A5 - B9)			(25,812,00)	2,011 00	433,529 69	2,011.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers a) Transfers in		8900-8929	000	0 00	0.00	0.00		
b) Transfers Out		7600-7629	0.00	000	0.00	0.00	0.00	0.0%
2) Other Sources/Uses							3.00	0.0%
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Usos		7630-7699	0.00	0.00	0.00	0.00	0.00	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0 0%
4) TOTAL, OTHER FINANCING SOURCESAUSES			000	0 00	0 00	0.00	ŀ	

2011-12 Second Interim Charter Schools Special Revenue Fund Revenues, Expenditures, and Changes in Fund Balance

								rom
Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(25,812.00)	2,011.00	433,529 69	2,011.00	,	
F. FUND BALANCE, RESERVES					455,525 00	2,011.00		i
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	184,029 62	184,029 82		184,029 62	0.00	0.0
b) Audit Adjustments		9793	0 00	000		0 00	0.00	0.0
c) As of July 1 - Audited (F1a + F1b)			184,029.62	184,029.62		184,029.62		
d) Other Restatements		9795	0.00	0 00		0.00	0.00	0.0
e) Adjusted Beginning Balance (F1c + F1d)		!	184,029 62	184,029 62		184,029.62		
2) Ending Balance, June 30 (E + F1e)			158,217.62	186,040 62		186,040 62		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted c) Committed		9740	7,010.46	0.46		0.48		
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments d) Assigned		9760	0 00	0 00		0.00		
Other Assignments		9780	151,207.16	186,040.16		188,040.16		
e) Unassigned/Unappropriated		-			ſ			
Reserve for Economic Uncertainties		9789	0.00	0.00	Į	0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

			Oddina D. J.	Board Approved		Projected Year	Difference	% Diff Column
Description	Resource Codes	Object Code	Original Budget (A)	Operating Budget (B)	Actuals To Date (C)	Totals (D)	(Col B & D) (E)	8 & D (F)
REVENUE LIMIT SOURCES				1				
Principal Apportionment				ļ				
Charter Schools General Purpose Entitlement - Sta	te Aid	8015	1,097,269.00	935,475.00	923,618.00	935,475.00	0.00	0.09
State Aid - Pror Years		8019	0 00	0.00	0.00	0.00	0.00	0 09
Revenue Limit Transfers							550	- 005
Unrestricted Revenue Limit Transfers - Current You	r 0000	8091	000	0.00	0.00	0.00	0.00	
All Other Rovenue Limit Transfers - Current Year	All Other	8091	0 00	0.00	0 00	0.00	0.00	0.09
Transfers to Charter Schools in Lieu of Property Tax	x@\$	8098	250,984.00	246,321.00	0.00	248,321 00	0.00	0.0%
Property Taxos Transfers		8097	0.00	0.00	0.00	000	0.00	0.0%
Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, REVENUE LIMIT SOURCES			1,348,233.00	1,181,796.00	923,618.00	1,181,798 00	0.00	0.04
FEDERAL REVENUE						1,707,000	V.00	0.04
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0 00	0.00	0.0%
Child Nutrition Programs		8220	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	0.0%
	3000-3299, 4000-4139	,					300	0.0%
NCLB / IASA (ind. ARRA)	4201-4215, 4610, 5510	8290	0.00	44,595.00	44,595.07	44,595 00	0 00	00%
Vecational and Applied Technology Education	3500-3699	8290	0.00	0.00	0 00	0.00	000	0.0%
Sale and Drug Free Schools	3700-3799	8290	0 00	0.00	0.00	0.00	0 00	0.0%
Other Federal Revenue (incl. ARRA)	All Other	8290	0.00	0.00	0.00	0 00	0.00	0.0%
TOTAL, FEDERAL REVENUE	· · · · · · · · · · · · · · · · · · ·		0.00	44,595 00	44,595 07	44,595.00	0.00	0.0%
OTHER STATE REVENUE						į		
Other State Apportionments				1			i	
Special Education Master Plan Current Your	6500	8311	000				Į.	
Pnor Years	6500	8319	0.00	0 00	0 00	0.00	0.00	0 0%
Hemo-to-School Transportation	7230	8311	0.00	0.00	000	0.00	0.00	0.0%
Special Education Transportation	7240	8311	0.00	0.00	0.00	0.00	0 00	0.0%
All Other State Apportionments - Current Year	All Other	8311	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	000	000	0.00	00%
Year Round School Incentive		8425	0.00		0.00	0.00	0.00	00%
Class Size Reduction, K-3		8434	0.00	0.00	0.00	0.00	0.00	0.0%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Mandated Costs Reimbursements		8550	0.00	0.00	0.00	0.00	0.00	0.0%
Lottery - Unrestricted and Instructional Materials		8560	29,684.00		7 305 40	24 020 00	0.00	0.0%
School Based Coordination Program	7250	8590	25,684.00	24,930.00	7,395.40	24,930.00	0.00	0.0%
Crug/Alcohol/Tebacco Funds	6650-6690	8590	0 00	0 00	0.00	0.00	0.00	0.0%
Healthy Start	6240	8590	0.00	0.00	0.00	0.00	0.00	0.0%

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
Class Size Reduction Facilities	6200	8590	0.00	0 00	0.00	0.00	0.00	0.0%
School Community Violence Prevention Grant	7391	8590	0.00	0.00	0,00	0.00	0.00	0.0%
Quality Education Invostment Act	7400	8590	0.00	0.00	0.00	0.00	0.00	0 0%
All Other State Revenue	All Other	8590	94,710.00	143,586.00	143,568.00	143,566.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			124,394,00	168,496.00	150,961.40	188,496.00	0.00	0 0%
OTHER LOCAL REVENUE								
Salos								
Sale of Equipment/Supplies		8631	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	0.0%
Food Service Sales		8634	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	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0 00	0.00	0 0%
Interest		8880	0.00	99.00	99.00	99.00	0.00	0.0%
Not Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Feos and Contracts								
Child Development Parent Fees		8673	0.00	0.00	0.00	0 00	0.00	0.0%
Transportation Fees From Individuals		8675	0.00	0 00	0.00	0 00	0.00	0 0%
Transportation Services	7230, 7240	8677	0.00	0.00	0.00	000	0.00	0 0%
Interagency Services		8677	0.00	0.00	0.00	0 00	0.00	0.0%
All Other Fees and Contracts		6889	0.00	0.00	0.00	0.00	0.00	
Other Local Revenue			0.00	0.90	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	1,000.00	1,000.00				ı
Tuitien					0.00	1,000.00	0.00	0.0%
All Other Transfers In		8710	0.00	0.00	0.00	0.00	0.00	0.0%
		8781-8783	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	0.60	000	0.00	0.00	0.0%
From County Officos	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	000	0.00	0.00	0.0%
Other Transfers of Apportionments	44.00					ļ		,
From Districts of Charter Schools	All Other	8791	D.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	0.0%
From JPAs	All Other	8793	0.00	0 00	0.00	0.00	0.00	0.0%
All Other Transfers in from All Others		8799	0.00	0.00	000	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,000,00	1,099.00	99 00	1,099 00	0.00	0.0%
OTAL REVENUES			1,473,827.00	1,395,988 00	1,119,273 47	1,395,986 00		

			·	anges in runu bala				Form
Description	Roscurca Codos	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Dato	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES							1691	
Certificated Teachers' Salanes		1100	655,748.00	589,682.00	348,418 80	589,882.00	0.00	0.0
Cortificated Pupil Support Salaries		1200	20,000.00	38,940.00	13,582.50	36,940 00	0.00	0.0
Certificated Supervisors' and Administrators' Salaries		1300	138,675.00	102,885.00	58,548 11	102,885 00	0.00	00
Other Certificated Salanes		1900	0.00	0.00	0 00	0 00	0.00	0.0
TOTAL, CERTIFICATED SALARIES			814,423,00	729,707.00	418,527.41	729,707.00	0.00	0.0
CLASSIFIED SALARIES								
Classified Instructional Salanos		2100	0 00	20,735.00	12,440 82	20,735.00	0.00	0.0
Classified Support Salanes		2200	35,412.00	36,412 00	20,538.28	36,412 00	0.00	00
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0,00	0.00	0.00	0.0
Clerical, Technical and Office Salaries		2400	168,424.00	101,723 00	64,956.59	101,723.00	0.00	0.0
Other Classified Salaries		2900	0.00	0.00	0.00	0 00	0.00	00
TOTAL, CLASSIFIED SALARIES			203,838 00	158,870.00	97,933 67	158,870 00	0.00	00
EMPLOYEE BENEFITS								
STRS		3101-3102	65,543.00	53,592.00	33,196.27	53,592.00	0.00	00
PERS		3201-3202	23,239.00	18,147.00	10,656.76	18,147 00	0 00	0.0
OASDI/Medicare/Alternative		3301-3302	27,413.00	22,162.00	12,268.93	22,162 00	0.00	00
Health and Welfare Benefits		3401-3402	137,270 00	145,959.00	82,971 81	145,959 00	0.00	0.0
Unemployment Insurance		3501-3502	14,873.00	12,235.00	8,324.17	12,235.00	0.00	0.0
Workers' Compensation		3601-3602	18,193.00	15,111.00	9,006.40	15,111.00	0.00	0.09
OPEB, Allocated		3701-3702	0.00	0.00	0.00	0.00	0.00	0.04
OPEB, Active Employees		3751-3752	0.00	0.00	0 00	0.00	0.00	0.04
PERS Reduction		3801-3802	0.00	0.00	0.00	0.00	0.00	0.0
Other Employee Benefits		3901-3902	1,600.00	4,903 00	1,499.35	4,903.00	0.00	0.04
TOTAL, EMPLOYEE BENEFITS			288,131.00	272,109.00	157,945.69	272,109.00	0.00	0.09
BOOKS AND SUPPLIES					ļ			
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	0.00	0.00	0.0
Books and Other Reference Materials		4200	0.00	1,500.00	18.81	1,500.00	0.00	0.09
Materials and Supplies		4300	46,769.00	74,141.00	3,027.81	74,141.00	0.00	0.09
Noncapitalized Equipment		4400	0.00	0.00	0.00	0.00	0.00	0.09
Food		4700	200	0.00	0 00	0.00	0 00	0.01
TOTAL, BOOKS AND SUPPLIES			48,769.00	75,641.00	3,044 62	75,841.00	0.00	0.09
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0 09
Travel and Conferences		5200	1,320 00	1,375.00	385 00	1,375.00	0 00	0.09
Duos and Memberships		5300	0.00	1,000 00	756 00	1,000 00	0.00	0.01
Insurance		5400-5450	0 00	0 00	000	0.00	000	0.01
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.09
Rentals, Loases, Repairs, and Noncapitalized Improvements		5600	6,100.00	10,600.00	1,500.00	10,600.00	0.00	0 09
Fransfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.09
Transfers of Direct Costs - Interfund		5750	0.00	0.00	4,198 24	0 00	0.00	0 09
Professional/Consulting Services and Operating Expendatures		5800	15,825.00	18,108.00	3,333 23	18,108.00	0.00	0.09
Communications		5900	250.00	2,800.00	119 92	2,800.00	0.00	0.09
TOTAL, SERVICES AND OTHER OPERATING EXPENDITU	RES		23,495 00	33,883.00	10,292.39	33,883.00	0.00	0.0%

2011-12 Second Interim Charter Schools Special Revenue Fund Revenues, Expenditures, and Changes in Fund Balance

								% Diff
Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	Column B & D (F)
CAPITAL OUTLAY							151	
Land		6100	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	0.0%
Buildings and Improvements of Buildings		6200	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	0.0%
Equipment		6400	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 0%
TOTAL, CAPITAL OUTLAY			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 Agreen	nents	7110	0.00	0.00	0.00	0.00	0.00	0.0%
Tuition, Excess Costs, and/or Deficit Payments								
Payments to Districts or Charter Schools		7141	0.00	0 00	0.00	0.00	0.00	0.0%
Payments to County Offices		7142	0 00	0.00	0.00	0.00	000	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
All Other Transfers		7281-7283	0 00	000	0.00	0 00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0 0%
Debt Service								
Dobt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	48,500.00	48,500.00	0.00	48,500.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Co.	s(s)		48,500.00	48,500.00	0.00	48,500.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	74,285.00	75,265 00	0.00	75,265.00	0.00	0 0%
TOTAL OTHER OUTGO - TRANSFERS OF INDIRECT COS	TS		74,285.00	75,265,00	0.00	75,265.00	0.00	0.0%
TOTAL, EXPENDITURES			1,499,439.00	1,393,975 00	685,743.78	1,393,975.00		

			Original Budget	Board Approved Operating Budget	Actuals To Date	Projected Year Totals	Difference	% Diff Column
Description	Resource Codes	Object Codes	(A)	(B)	(C)	(D)	(Col B & D) (E)	B & D (F)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	000	0.00	0 00	0.00	0.00	00%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0 00	0 00	00%
INTERFUND TRANSFERS OUT						0.00	300	00%
Other Authorized Interfund Transfers Out		781 9	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL INTERFUND TRANSFERS OUT			0.00	0.00	0.00	000		
OTHER SOURCES/USES				0.00	0.00		0.00	0.0%
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs Long-Term Debt Proceeds		8965	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 0%
All Other Financing Sources		8979	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	0.0%
USES								9.5%
Transfers of Funds from Lapsod/Reorganized LEAs		7851	0.00	0 00	0 00	000	0 00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	000	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrostricted Revenues		8980	0.00	0.00	0.00	0.00	000	0.0%
Contributions from Restricted Revenues		8990	0.00	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	0.0%
(0) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL ONUTE SHADOWS AS ASSESSED.		ĺ						
TOTAL, OTHER FINANCING SOURCES/USES (a · b · c · d · e)			0 00	0.00	0 00	0.00		

Description	Resource Cades Object Code	Original Budget s (A)	Board Approved Operating Budget (B)	Actuals To Date {C}	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES							
1) Revenue Limit Sources	8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue	8100-8299	0.00	0.00	0 00	0 00	0.00	0.0%
3) Other State Revenue	8300-8599	17,634.00	17,834.00	9,850.00	17,834.00	0.00	0.0%
4) Other Local Revenue	8600-8799	32,800.00	32,800.00	15,464 00	32,800.00	0.00	0.09
5) TOTAL, REVENUES		50,634,00	50,634,00	25,314,00	50,634.00		
B. EXPENDITURES							
1) Certificated Salaries	1000-1999	74,783.00	73,081.00	41,872.90	73,081.00	0 00	0.09
2) Classified Salaries	2000-2999	13,207.00	13,232.00	8,168 27	13,232.00	0.00	0.09
3) Employee Benefits	3000-3999	18,195.00	19,872.00	12,820.35	19,872.00	0.00	0.09
4) Books and Supplies	4000-4999	11,651.00	10,660.00	769 58	10,660.00	0.00	0.09
5) Services and Other Operating Expenditures	5000-5999	550.00	1,541 00	409.77	1,541.00	0.00	0 09
6) Capital Outlay	6000-6999	0.00	0.00	0.00	0.00	0.00	0.09
7) Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-74 9 9	0.00	0.00	0.00	0.00	0.00	0.09
8) Other Outgo - Transfers of Incirect Costs	7300-7399	0.00	0 00	0 00	0.00	0.00	0.09
9) TOTAL EXPENDITURES		118,386.00	118,386.00	64,040.87	116,386 00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)		(67,752,00)	(67,752 00)	(38,726,87)	(67,752,00)		
D. OTHER FINANCING SOURCES/USES							
1) Interfund Transfers a) Transfers in	8900-8929	67,752.00	67,752 00	0.00	67,752.00	0.00	0.09
b) Transfers Cut	7600-7629	0.00	0.00	0.00	0.00	0.00	0.09
2) Other Sources/Uses							
a) Sources	8930-8979	0.00	0.00	0.00	0.00	0,00	0.09
b) Usos	7630-7699	0.00	0.00	0.00	0.00	0.00	0.0
3) Contributions	8980-6999	0.00	0.00	0.00	0.00	0.00	0.09
4) TOTAL, OTHER FINANCING SOURCES/USES		67,752.00	67,752,00	0.00	87,752.00		

Doscription	Rosource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND					!			
BALANCE (C + D4)			0.00	0.00	(38,726,87)	0,00		
F. FUND BALANCE, RESERVES						İ		
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	47,778.54	47,776 54		47,776.54	0.00	0.0%
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			47,776.54	47,776.54		47,778.54		
d) Other Restatements		9795	0.00	0 00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			47,778 54	47,778 54		47,776 54		
2) Ending Balance, June 30 (E + F1e)			47,776 54	47,778 54		47,776 54		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Cithers		9719	0.00	0.00		0.00		
b) Restricted		9740	0.00	0.00		0.00		
c) Committed				- 000				
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0 00	0 00		0 00		
d) Assigned								
Other Assignments		9780	47,778.54	47,778 54		47,778.54		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0 00	0.00		0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
FEDERAL REVENUE								
Interagency Contracts Between LEAs		9285	0.00	0.00	0.00	0.00	0.00	0.0%
NCLB / IASA (ind. ARRA)	3000-3299, 4000-4139, 4201-4215, 4810, 5510	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Vocational and Applied Technology Education	3500-3699	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Safe and Drug Free Schools	3700-3799	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other Federal Revenue (incl. ARRA)	All Other	8290	0.00	0.00	0.00	0.00	0.00	0 0%
TOTAL, FEDERAL REVENUE			0.60	0 00	0 00	0.00	0 00	00%
OTHER STATE REVENUE								
Other State Apportunments								
All Other State Apportionments - Current Year	All Other	8311	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	0.0%
All Other State Rovenuo		8590	17,834.00	17,834 00	9,850 00	17,834 00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			17,834.00	17,834.00	9,850.00	17,834.00	0.00	0.0%
OTHER LOCAL REVENUE								
Sales Sale of Equipment/Supplies		8631	0.00	0.00	000	000	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	300.00	300.00	7.00	300.00	0,00	0 0%
Net Increaso (Decrease) in the Fair Value of Inves	imenis	8682	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts Adult Education Fees		8871	0.00	0.00	0.00	0.00	0.00	0 0%
Interagency Services		8677	0.00	0 00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	32,500.00	32,500.00	15,457 00	32,500 00	0.00	0.0%
Turtion		8710	0.00	0 00	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			32,860,00	32,800 00	15,484 00	32,800,00	0.00	0.0%
TOTAL, REVENUES			50,634.00	50,834,00	25,314.00	50,834.00		

Description	Resource Codes Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES	-					15/	
Conflicated Teachers' Salaries	1100	74,783.00	73,081.00	41,872.90	73,081.00	000	0.0%
Certificated Pupil Support Salaries	1200	0.00	0.00	0.00	0 00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries	1300	0.00	0.00	0.00	0.00	000	0 0%
Other Certificated Salaries	1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES		74,783 00	73,081.00	41,872 90	73,081.00	0.00	0.0%
CLASSIFIED SALARIES							<u></u>
Classified Instructional Salaries	2100	0.00	0.00	0.00	0.00	0.00	00%
Classified Support Salaries	2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries	2300	0.00	0.00	0 00	0.00	0.00	0.0%
Clerical, Technical and Office Salaries	2400	13,207.00	13,207,00	8,008.72	13,207.00	0.00	0.0%
Other Classified Salaries	2900	0.00	25.00	159.55	25 00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES		13,207.00	13,232.00	8,168.27	13,232 00	0.00	0.0%
EMPLOYEE BENEFITS							
STRS	3101-3102	6,170,00	6,170.00	2,040.68	6,170.00	0.00	0.0%
PERS	3201-3202	1,443.00	2,509.00	2,747.61	2,509.00	0.00	0.0%
OASDI/Medicare/Alternative	3301-3302	2,096 00	2,697.00	2,196.34	2,897.00	0.00	0.0%
Hoalth and Welfare Benefits	3401-3402	5,300.00	5,300.00	4,158.48	5,300.00	0.00	0 0%
Unamployment Insurance	3501-3502	1,148.00	1,153.00	808.88	1,153 00	0.00	0.0%
Workers' Compensation	3601-3602	1,572.00	1,577.00	872.98	1,577.00	0.00	0.0%
OPEB, Allocated	3701-3702	0.00	0.00	0.00	0.00	0.00	0 0%
OPEB, Active Employees	3751-3752	0.00	0 00	0.00	0.00	0.00	0.0%
PERS Reduction	3801-3802	0.00	0.00	0.00	0 00	0.00	0.0%
Cther Employee Benefits	3901-3902	466 00	466.00	0.00	466 00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS		18,195 00	19,872.00	12,820 35	19,872 00	0.00	0.0%
BOOKS AND SUPPLIES							
Approved Textbooks and Core Curricula Materials	4100	0.00	0.00	0 00	0.00	0.00	0.0%
Books and Other Reference Materials	4200	300.00	297.00	0.00	297.00	0.00	0 0%
Materials and Supplies	4300	11,351.00	10,363.00	789,58	10,383.00	0.00	0.0%
Noncapitalized Equipment	4400	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES		11,651.00	10,680.00	769.58	10,660.00	0.00	0.0%

Description	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col 8 & D) (E)	% Diff Column B & D (F)
SERVICES AND OTHER OPERATING EXPENDITURES							
Subagreements for Services	5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences	5200	0.00	115.00	115.00	115.00	0.00	0.0%
Dues and Memberships	5300	0.00	0.00	0.00	0.00	000	0.0%
Insurance	5400-5450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services	5500	0.00	0.00	0.00	0 00	0 00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvemen	nts 5600	300.00	300.00	125.00	300.00	0.00	0.0%
Transfers of Direct Costs	5710	0.00	0.00	0.00	0.00	0.00	0.09
Transfers of Direct Costs - Interfund	5750	50 00	50.00	169.77	50 00	0.00	0.0%
Professional/Consulting Services and							
Operating Expenditures	5800	100 00	576.00	0.00	576 00	0 00	0.0%
Communications	5900	100.00	500.00	0.00	500 00	0.00	0.09
TOTAL, SERVICES AND OTHER OPERATING EXPENDI	TURES	550 00	1,541.00	409.77	1,541 00	0.00	0.09
CAPITAL CUTLAY							
Land	8100	0.00	0.00	0.00	0.00	0.00	0.09
Land Improvements	8170	0.00	0.00		0 00	000	0 09
Buildings and Improvements of Buildings	8200	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment	84C0	0.00	0.00	0.00	0.00	0.00	0.09
Equipment Replacement	6500	0.00	0.00	0.00	0.00	0.00	0.09
TOTAL, CAPITAL OUTLAY	<u> </u>	0.00	0.00	0.00	0.00	0.00	0 09
OTHER OUTGO (excluding Transfers of Indirect Costs)							
Turtion			1				
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools	7141	0.00	0.00	0.00	0.00	0.00	0.09
Payments to County Offices	7142	0.00	0.00	0.00	0.00	0.00	0.09
Payments to JPAs	7143	0 00	0.00	0.00	0.00	0 00	0.09
Dobt Service							
Debt Service - Interest	7438	0.00	0.00	0.00	0.00	000	0 09
Other Debt Service - Principal	7439	0.00	0.00	0.00	0.00	0.00	0.09
TOTAL, OTHER OUTGO (excluding Transfers of Indirect		0.00	0.00	0.00	0 00	0.00	0.09
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS							
Transfors of Indirect Costs - Interfund	7350	0.00	0.00	0.00	0.00	0.00	0.09
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT C		0.00	0.00	0.00	0.00	0.00	0.09
TOTAL, EXPENDITURES		118,388.00	118,388.00	64,040 87	118,388.00		<u> </u>

Description	Rosource Codos	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS				:				
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	67,752.00	67,752,00	000	67,752.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			67,752.00	87,752.00	0.00	67,752.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To State School Building Fund/								
County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								•
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	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	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	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	0.0%
USES			0.00	000	0.00	V.00	0.30	0.00
Transfers of Funds from Lapsed/Reorganized LEAs		7651	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	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00	0.00	0.0%
CONTRIBUTIONS								
Contributions from Unrestricted Revenues		8980	0.00	0.00	000	0.00	0.00	0.0%
Contributions from Restricted Revenues		6990	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Rostricted Balances		8997	0.00	0 00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			0.00	0.00	0.00	0.00	0.00	0.09
TOTAL, OTHER FINANCING SOURCES/USES (a · b · c · d · o)			67,752.00	67,752.00	000	67,752.00		

Coscription	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Dato (C)	Projected Year Totals (D)	Difference (Cot B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) Revenue Limit Sources		601 0-6099	0.00	0.00	0,00	0.00	0.00	0.09
2) Fodoral Revenue		8100-8299	0.00	213,282 00	124,334 00	213,262.00	0.00	0 09
3) Other State Revenue		8300-8599	737,520,00	590,489 00	244,086 63	590,489.00	0.00	0.09
4) Other Local Revenue		8600-8799	0.00	650.00	268.00	650.00	000	0 09
5) TOTAL REVENUES			737,520.00	804,401.00	368,698.63	804,401 00		
B. EXPENDITURES								
1) Certificated Salanes		1000-1999	0.00	0.00	0.00	0 00	0.00	0.0%
2) Classified Salanes		2000-2999	0.00	0 00	0 00	0.00	0 00	0.0%
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	000	0.0%
5) Services and Other Operating Expenditures		5000-5999	700,000.00	772,750.00	290,809.43	772,750.00	0.00	0 0%
6) Capital Outlay		6000-6999	_0 00	0.00	0.00	0 00	0 00	0.0%
Other Outgo (excluding Transfers of Indirect Costs)		7100-7289, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Cutge - Transfers of Indirect Costs		7300-7399	37,520.00	31,651 00	0 00	31,651.00	0.00	0.0%
9) TOTAL EXPENDITURES			737,520 00	804,401 00	290,809.43	804,401 00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER								
FINANCING SCURCES AND USES (A5 - B9) D. OTHER FINANCING SOURCES/USES			0.00	0.00	77,879,20	0.00		
Interfund Transfers Transfers in		8900-8929	0.00	0.00	0.00	000	0 00	0.0%
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses a) Sources		8930-8979	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	0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES		ſ	0.00	0.00	000	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (8)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0 00	77,879 20	0.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Batance								
a) As of July 1 - Unauditod		9791	0.00	0.00	ļ	0 00	0 00	0.0
b) Audit Adjustments		9793	0.00	0.00		0 00	0.00	00
c) As of July 1 - Audited (F1a + F1b)			0.00	0.00		0 00		
d) Other Restatements		9795	0.00	0.00		0.00	000	0.0
e) Adjusted Beginning Balance (F1c + F1d)			0 00	0 00		0.00		
2) Ending Balance, June 30 (E + F1e)			0.00	0 00		0.00		
Components of Ending Fund Balance a) Nonspendablo								
Revolving Cash		9711	0 00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Exponditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	0.00	0.00		0.00		
c) Committed Stabilization Arrangements		9750	0.00					
<u>-</u>				0.00		0.00		
Other Commitments d) Assigned		9760	0.00	0.00		0.00		
Other Assignments		9780	0 00	0 00		0 00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0,00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

<u>Coscription</u>	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Cal B & D) (E)	% Diff Column B & D (F)
FEDERAL REVENUE								
Child Nutrition Programs		8220	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	0.0%
Other Federal Revenue (incl. ARRA)		8290	0.00	213,262.00	124,334.00	213,262.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	213,262 00	124,334.00	213,262.00	0.00	0.0%
OTHER STATE REVENUE		and and						
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00	0.00	0.0%
Child Development Apportionments		8530	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	0.0%
State Preschool 8	3055, 6056, 6105	8590	737,520.00	590,489 00	244,086 63	590,489.00	0.00	0.0%
Ali Other State Revenue	All Other	8590	0.00	0.00	0 00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			737,520.00	590,489.00	244,088.83	590,489.00	0.00	0.0%
OTHER LOCAL REVENUE					1			
Sales								
Sale of Equipment/Supptes		8631	0.00	0.00	0 00	000	0 00	0.0%
Food Service Sales		8634	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		0888	0.00	650 00	268.00	850.00	0.00	0.0%
Not Increase (Decrease) in the Fair Value of Investments		8862	0.00	0.00	0 00	0.00	0.00	0.0%
Fees and Contracts								
Child Development Parent Foos		8673	0 00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	0.00	0,00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		6889	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	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	0.0%
TOTAL, OTHER LOCAL REVENUE			0.00	650 00	268.00	650 00	0.00	0.0%
TOTAL REVENUES			737,520,00	804,401.00	368,686.63	804,401.00		

Coscription	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (8)	Actuals To Date (C)	Projected Year Totals (O)	Difference (Col B & D) (E)	% Oiff Cetumn B & D (F)
CERTIFICATED SALARIES						[5]	
Cortificated Teachers' Salanes	1100	000	000	0.00	0 00	000	0.0%
Certificated Pupil Support Salanes	1200	0.00	0.00	0.00	0.00	0.00	0.0%
Certificated Supervisors' and Administrators' Salaries	1300	0.00	0.00	0.00	0.00	0.00	0.0%
Other Certificated Salaries	1900	0.00	0.00	0,00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES		0.00	0.00	0.00	0.00	000	0.0%
CLASSIFIED SALARIES			:				
Classified Instructional Salaries	2100	0,00	0.00	0.00	0.00	0.00	0.0%
Classified Support Salanes	2200	0.00	0.00	0.00	0.00	0.00	0.0%
Classified Supervisors' and Administrators' Salaries	2300	0.00	0.00	0.00	0.00	0.00	0 0%
Ctencat, Technical and Office Salaries	2400	0,00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries	2900	0.00	0.00	0.00	0.00	000	0 0%
TOTAL, CLASSIFIED SALARIES		0 00	0.00	0.00	0 00	0.00	0.0%
EMPLOYEE BENEFITS							
STRS	3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS	3201-3202	0.00	0.00	0.00	0.00	0.00	0 0%
OASDI/Medicare/Atternative	3301-3302	0.00	0.00	0.00	0.00	0.00	0.0%
Health and Welfare Benefits	3401-3402	0.00	0.00	0.00	0 00	0.00	0.0%
Unemployment Insurance	3501-3502	0.00	0.00	0.00	0.00	0.00	0.0%
Workers' Compansation	3601-3602	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Allocated	3701-3702	0.00	0.00	0 00	0 00	0.00	0.0%
OPEB, Active Employees	3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
PERS Reduction	3801-3802	0 00	0.00	0.00	0.00	0.00	0.0%
Cther Employee Benefits	3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS		0.00	0.00	0.00	0.00	0.00	0.0%
BOOKS AND SUPPLIES							
Approved Textbooks and Core Curncula Materials	4100	0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials	4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies	4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitalized Equipment	4400	0.00	0.00	0.00	0 00	0.00	0 0%
Food	4700	0.00	000	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES		0 00	0.00	0.00	0.00	0.00	0 0%

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OTAL, EXPENDITURES			00.052,557	804,401,00	290,609 43	00,104,408		
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT CO	212		00.052,7£	00.128,15	000	31,651.00	00 0	%0 0
Transfers of Indirect Costs - Interlund		OSCT	37,520.00	31,651.00	00 0	00.128,16	00 0	%0 O
THER OUTGO - TRANSFERS OF INDIRECT COSTS								
OTHER OUTGO (oxcluding Transfers of Indirect C	(e)so		00 0	00 0	00 C	00 0	00 0	%0°0
Other Debt Service - Principal		6647	00.0	00 0	00 0	00 0	00 0	%0 O
Debt Service - Intenst		8647	00 0	00 0	00'0	00.0	00 0	%0°0
Debt Semes								
EnertiO IIA of JuO shelsens TheritO IIA		6627	00 0	00 0	000	00 0	00 0	%O 0
IuO steltanasT tertiO								
Calso Country of transfers of Indirect Costs)								
TOTAL, CAPITAL CUTLAY			00.0	00 0	00 0	000	000	%0 O
Equipment Replacement		0099	00.0	00.0	00 0	00.0	00 0	%0.0
Equipment		6400	00.0	00 0	00 0	00.0	000	%0 O
Sgribling to stramovorquil bas agribling		9500	00 0	00 0	00 0	00.0	000	%0°0
Land improvements		0718	00.0	00 0	00 0	00.0	00 0	%0.0
риет		0018	00.0	00 0	00.0	00.0	00.0	%0 O
YAJTUO JATIGA:								
TOTAL, SERVICES AND OTHER OPERATING EXPENDIT	SBRU		00.000,007	00 067,577	EN 608,062	00.087,277	00 0	%0 O
Sommunications		0069	00.0	00.0	00.0	00.0	00.0	%0°0
Professional/Consulting Services and Operating Exponditures		0085	00.000,007	00 057,257	Ch 608,06S	00 091,211	00 0	%0 O
Transfers of Direct Costs - Interlund		0878	00.0	00 0	00 0	00.0	00 0	×0 0
Transfors of Direct Costs		0178	00.0	00 0	00.0	00.0	00'0	×0°0
Rentals, Leases, Repairs, and Noncapitalized Improvemen	s)	0095	00 0	00 0	000	00 0	00 0	×0 0
Operations and Housekeoping Sorvices		0099	00.0	00 0	00 o	00 0	000	×0 0
กรณรณรด		2400-2420	00 0	00 0	00 0	00.0	00.0	¥0 0
Dries and Memberships		9300	00.0	00 0	00.0	00 0	00 0	4 0 0
Travel and Conferences		2500	00.0	00 0	00 0	00 0	00 0	%O 0
Subagreements for Services		0015	00 0	00 0	00.0	00.0	00.0	%0 O
ЗЭВИТІПИЭЧХЭ ОМІТАЯЗОО ЯЭНТО ПИА 2307УЯЗ								
Jescybijou	Resource Codes	Chlect Codes	(A)	(a)	(5)	(a)	(3)	(ᢖ)
- 5,000	_		Shipinal Budget	bevorggA brace fegbus gnitareqO	ots0 oT stautoA	Projected Year Totals	Difference (C & B (c))	M. Diff Column B. B.

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Description	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Dato (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS							
INTERFUND TRANSFERS IN							
From: General Fund	8911	0.00	0.00	0 00	0.00	0.00	00%
Other Authorized Interfund Transfers in	8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN		0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT							
Other Authorized Interfund Transfers Out	7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT		0.00	0.00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES							
SOURCES							
Other Sources							
Transfers from Funds of Lapsed/Reorganized LEAs	8965	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	0.0%
Proceeds from Capital Leases	8972	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources	8979	0.00	0 00	0.00	0.00	000	0.0%
(c) TOTAL, SOURCES		0.00	-				
USES		0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Funds from Lapsed/Reorganized LEAs	7651	0.00	0.00	000	0.00	0.00	0.0%
All Other Financing Uses	7699	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	0.0%
CONTRIBUTIONS							
Contributions from Unrestricted Revenues	8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues	8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS		0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES							
(a - b + c - d + e)		0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (8)	Actuals To Dato	Projected Year Totals (D)	Difference (Cal B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) Rovenue Limit Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	1,261,233 00	1,261,233.00	534,538 27	1,261,233 00	0.00	0 0%
3) Other State Revenue		8300-8599	90,000 00	90,000 00	45,938.94	90,000.00	000	0.0%
4) Other Local Revenue		8800-8799	401,500.00	401,500.00	138,580.35	401,500 00	000	0.0%
5) TOTAL REVENUES			1,752,733.00	1,752,733.00	717,057 58	1,752,733 00		
B. EXPENDITURES								
1) Coruficated Salanos		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	581,739.00	588,041.00	343,357.39	588,041 00	0.00	0.0%
3) Employce Benefits		3000-3999	277,548.00	275,968 00	157,541.54	275,968.00	0 00	0.0%
4) Books and Supplies		4000-4999	820,000.00	872,852.67	437,760 28	872,852.67	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	73,448.00	103,948 00	25,642.18	103,948.00	000	0.0%
6) Capital Outlay		6000-6999	0 00	100,647 33	81,884 18	100,647.33	0 00	0.0%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299. 7400-7499	0.00	0.00	000	0.00	0.00	0 0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00	0.00	0.00	0.00	0 0%
9) TOTAL, EXPENDITURES			1,752,733 00	1,941,457.00	1,046,185 53	1,941,457.00		- 50%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (AS - B9)			0.00	(188,724 00)	(329,127.97)	(188,724 00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0 00	0.00	0.00	0.0%
b) Transfers Out		7600-7629	0 00	0 00	0.00	0.00	0.00	0.0%
Other Sources/Uses a) Sources		8930-8979	0 00	0 00	0.00	0.00	0 00	0.00
b) Uses		7630-7699	0.00	0.00	0.00	0.00		0.0%
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0 00	0.00	0.00		

Doscription	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND								
BALANCE (C + D4)			0.00	(188,724,00)	(329,127.97)	(188,724.00)	_	<u> </u>
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								l
a) As of July 1 - Unaudited		9791	251,118.13	251,118.13		251,118.13	0.00	0.0
b) Audit Adjustments		9793	0.00	0.00		0 00	0.00	0.04
c) As of July 1 - Audited (F1a + F1b)			251,118.13	251,118.13		251,118.13		
d) Other Restatements		9795	0 00	0 00		0 00	0.00	0.0
o) Adjusted Beginning Balance (F1c + F1d)			251,118.13	251,118.13		251,118.13		
2) Ending Balance, June 30 (E + F1e)			251,118.13	62,394.13		62,394.13		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expanditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted c) Committed		9740	251,118.13	62,394.13		62,394 13		
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments d) Assigned		9760	0 00	0 00		0.00		
Other Assignments		9780	0.00	0.00		0 00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9769	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

2011-12 Second Interim Cafeteria Special Revenue Fund Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budgot (A)	Board Approved Operating Budget (B)	Actuals To Dato	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
REVENUE LIMIT SOURCES								
Ravenue Limit Transfers								
Unrestricted Revenue Limit Transfers - Current Year	0000	8091	0 00	0 00	0 00	0.00	0.00	0 0%
All Other Revenue Limit Transfers - Current Year	All Other	6091	0.00	0 00	0 00	0.00	0.00	0.0%
Revenue Limit Transfers - Pnor Years		6099	0.00	0 00	0.00	0.00	0.00	0.0%
TOTAL, REVENUE LIMIT SOURCES			0.00	0.00	0.00	0.00	0.00	0 0%
FEDERAL REVENUE						0.00	0.00	00%
Child Nutrition Programs		8220	1,261,233.00	1,261,233.00	534,538.27	1,261,233.00	0.00	0.0%
Other Federal Revenue (incl. ARRA)		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			1,281,233.00	1,261,233 00	534,538.27	1,261,233.00	0.00	0.0%
OTHER STATE REVENUE			-					
Child Nutrition Programs		8520	90,000.00	90,000 00	45,938.94	90,000,00	0.00	0 0%
All Other State Revenue		8590	0.00	0.00	0.00	0 00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			90,000 00	90,000 00	45,938 94	90,000.00	000	0.0%
OTHER LOCAL REVENUE						30,000 00	- 000	- 003
Sales								
Sale of Equipment/Supplies		8831	0.00	0.00	0.00	0 00	0.00	0.0%
Food Service Sales		8834	400,000 00	400,000 00	135,447 35	400,000 00	0.00	0.0%
Leases and Rentals		8850	000	0 00	0 00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	93 00	000	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0.00	0.00	0.0%
Foes and Contracts								
Interagency Services		8677	0.00	0.00	000	0 00	0.00	0.0%
Other Local Revenue		ŀ						
All Other Local Revenue		8699	1,500.00	1,500.00	1,040 00	1,500.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			401,500.00	401,500.00	138,580.35	401,500.00	0,00	0.0%
OTAL REVENUES			1,752,733 00	1,752,733 00	717,057 58	1,752,733 00	ľ	

Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Cel B & D) (E)	% Diff Column B & D (F)
CERTIFICATED SALARIES								
Certificated Supervisors' and Administrators' Salanes		1300	0.00	0.00	0,00	0.00	0 00	0.0%
Other Cortificated Salanes		1900	0.00	000	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			0.00	0.00	0.00	0.00	0.00	0.0%
CLASSIFIED SALARIES								
Classified Support Salanes		2200	489,685.00	495,987 00	287,458.38	495,987 00	0 00	0.09
Classified Supervisors' and Administrators' Salanes		2300	68,466.00	66,468.00	38,771.81	66,466.00	0 00	0.09
Clencal, Technical and Office Salaries		2400	25,588,00	25,588.00	17,127.22	25,588.00	0.00	0.0%
Other Classified Salanes		2900	0.00	000	0.00	0.00	000	0.0%
TOTAL, CLASSIFIED SALARIES			581,739.00	588,041.00	343,357,39	588,041.00	0 00	0.0%
EMPLOYEE BENEFITS							·	
STRS		3101-3102	000	0 00	0.00	0.00	0 00	0 09
PERS		3201-3202	83,547.00	60,483.00	30,665.95	60,463.00	0.00	0 0%
OASDI/Medicare/Alternative		3301-3302	44,622.00	42,548.00	24,378.31	42,548.00	0.00	0.0%
Health and Welfare Benefits		3401-3402	135,845.00	140,145.00	82,305.85	140,145 00	0 00	0.0%
Unemployment Insurance		3501-3502	9,372.00	8,937.00	5,675.59	8,937.00	0.00	0.0%
Workers' Compensation		3601-3602	10,395 00	9,912.00	6,140.14	9,912.00	0.00	0.0%
OPEB, Allocated		3701-3702	0.00	0.00	0 00	0.00	_0.00	0.0%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0 00	0.00	0.0%
PERS Reduction		3801-3802	0.00	0.00	0 00	000	000	00%
Cther Employee Benefits		3901-3902	13,965 00	13,965.00	8,375.70	13,985.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			277,546.00	275,968.00	157,541.54	275,968 00	0.00	0.0%
BOOKS AND SUPPLIES			i					
Books and Other Reference Materials		4200	0.00	0 00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	100,000 00	145,000 00	40,094.99	145,000 00	0.00	0.0%
Noncapitalized Equipment		4400	20,000.00	60,000.00	12,801.58	60,000.00	0.00	0.0%
Food		4700	700,000.00	667,852.67	385,063.73	667,852.67	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			820,000 00	872,852 67	437,760.28	872,852.67	0.00	0.0%

2011-12 Second Interim Cafeteria Special Revenue Fund Revenues, Expenditures, and Changes in Fund Balance

Description Re	scurce Codes	Object Codes	Criginal Budget (A)	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		5100	0.00	0.00	0 00	0.00	0.00	0.0%
Travel and Conferences		5200	3,160.00	3,460.00	1,272.94	3,480.00	0.00	0.0%
Dues and Memberships		5300	5,000.00	5,000.00	1,036.40	5,000.00	0.00	0.0%
Insurance		5400-5450	0.00	0.00	0.00	0.00	0 00	0 0%
Operations and Housekeeping Services		5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rontals, Leases, Repairs, and Noncapitalized Improvements		5600	47,088.00	77,088.00	17,815.01	77,088.00	0 00	0.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	3,000 00	3,000.00	532.52	3,000.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	15,000.00	15,000.00	4,929 25	15,000.00	0.00	0.0%
Communications		5900	200.00	400.00	58.04	400.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURE	ES		73,448.00	103,948 00	25,642.16	103,948.00	0.00	0.0%
CAPITAL OUTLAY								
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	0.00	100,647.33	81,884.16	100,647.33	0.00	0.0%
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CAPITAL OUTLAY			0.00	100,647.33	81,884.16	100,647.33	000	0.0%
OTHER OUTGO (oxcluding Transfers of Indirect Costs)								
Debt Service								
Debt Service - Interest		7438	0.00	0 00	0.00	0.00	000	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs))		0.00	0.00	0.00	0.00	0.00	0.0%
OTHER GUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0 00	0 00	0 00	0.0%
TOTAL OTHER OUTGO - TRANSFERS OF INDIRECT COSTS	<u> </u>		0.00	0 00	0.00	0.00	0.00	0.0%
TOTAL EXPENDITURES			1,752,733.00	1,941,457.00	1,048,185.53	1,941,457,00	200	

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Description	Resource Codos	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS							167	
INTERFUND TRANSFERS IN								
From: General Fund		8916	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	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT						0.30	0.00	0.0%
Othor Authorized Interfund Transfers Out		7819	0.00	000	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0.00	0.00	
OTHER SOURCESAUSES							0.00	0.0%
sources			;		:			
Other Sources								
Transfers from Funds of Lapsed/Roorganized LEAs		8985	0 00	0 00	0.00	0 00	0.00	0.0%
Long-Term Debt Proceeds								
Procoods from Capital Leases		8972	000	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0 00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	000	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7851	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	0.0%
(d) TOTAL, USES			D 00	0 00	0.00	0.00	0.00	
CONTRIBUTIONS							0.00	0.0%
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	00%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0 0%
Transfers of Restricted Balances		8997	0.00	0.00	0.00	0.00		
(e) TOTAL, CONTRIBUTIONS	<u> </u>		0.00	0.00	0.00		0.00	0 0%
·					0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a · b · c · d · a)			0 00	0.00	0.00	0.00		
					Į.		l	

						,		
Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D
A. REVENUES				,		[0]	(E)	(F)
1) Revenue Limit Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Foderal Revenue		8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.09
4) Other Local Rovenue		8600-8799	2,342.00	2,342.00	331.00	2,342 00	0.00	0.09
5) TOTAL REVENUES			2,342 00	2,342.00	331.00	2,342 00	0.00	
B. EXPENDITURES					331.00	2,342.00		
1) Certificated Salanes		1000-1999	0.00	0.00	0.00	000	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employoe Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	
4) Books and Supplies		4000-4999	149,509.00	89,009.00	12,568.12	89,009.00	0.00	0.0%
5) Services and Other Operating Expenditures		5000-5999	50,000 00	110,500.00	62,016.23	110,500 00	0.00	0.0%
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0 0%
Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0 00	0.00				
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0 00		0.00	000	0.00	0.0%
9) TOTAL EXPENDITURES		1330 1333	199,509 00	0.00	0.00	000	0.00	0 0%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER			199,509.00	199,509 00	74,582 35	199,509.00		
FINANCING SOURCES AND USES (A5 - B9) D. OTHER FINANCING SOURCESAUSES			(197,167.00)	(197,167.00)	(74,251.35)	(197,167.00)		
1) Interfund Transfers a) Transfers in		8900-8929	197,167.00	197,167.00	0.00	197,167,00	0.00	
b) Transfers Out		7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources/Uses Sources		8930-8979	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	
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0 0%
4) TOTAL, OTHER FINANCING SOURCES/USES			197,167 00	197,167 00	0 00	197,167.00	0.00	

Cescription	Resource Codes Object	t Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	(74,251.35)	0.00		
F. FUND BALANCE, RESERVES						-		
1) Beginning Fund Balance								
a) As of July 1 - Unaudited	97	791	203,112.68	203,112.68		203,112.68	0 00	0.09
b) Audil Adjustments	97	793	0.00	0.00		0.00	0.00	0.09
c) As of July 1 - Audited (F1a + F1b)			203,112.68	203,112.68		203,112.68		
d) Other Restatements	97	795	0.00	0.00	ļ	0.00	0.00	0.09
o) Adjusted Beginning Balance (F1c + F1d)			203,112.68	203,112,68		203,112.68		
2) Ending Balance, June 30 (E + F1e)			203,112.68	203,112.68		203,112.68		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash	97	711	0.00	0.00		0.00		
Stores	97	712	0.00	0.00		0.00		
Prepaid Expenditures	97	713	0.00	0.00		0.00		
All Others	97	719	0.00	0.00		0.00		
b) Restricted c) Committed	97	740	0.00	0.00		0.00		
Stabilization Arrangements	97	750	0.00	0.00	1	0.00		
Other Commitments d) Assigned	97	780	0.00	0 00		0.00		
Other Assignments	97	760	203,112.68	203,112 68		203,112.68		
e) Unassigned/Unappropriated		Ì						
Reserve for Economic Uncertainties	97	789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount	97	790	0.00	0.00		0 00		

2011-12 Second Interim Deferred Maintenance Fund Revenues, Expenditures, and Changes in Fund Balance

Doscription	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
OTHER STATE REVENUE							,)	10
All Other State Revenue		8590	0,00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE		• • • • • • • • • • • • • • • • • • • •	0.00	0.00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE						0.00		U.UX
Sales Sale of Equipment/Supplies		6631	0.00					
Interest				0.00	0.00	0.00	0.00	0.0%
Interest		8660	2,342.00	2,342.00	331.00	2,342.00	9.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8682	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8899	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	0.0%
TOTAL, OTHER LOCAL REVENUE			2,342.00	2,342.00	331.00	2,342.00	0.00	0.0%
TOTAL REVENUES			2,342,00	2,342.00	331.00	2,342.00		0.070

							Form
Description	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Dato	Projected Year Totals (D)	Difference (Col B & D)	% Diff Column B & D
CLASSIFIED SALARIES				10/		(E)	(F)
Classified Support Salanes	2200	0.00	0.00	0 00	0.00	0 00	0.0%
Other Classified Salanos	2900	0.00	0.00	0.00	0 00	0.00	0.09
TOTAL, CLASSIFIED SALARIES		0.00	0.00	0.00	0 00	0.00	1
EMPLOYEE BENEFITS							
STRS	3101-3102	0.00	0.00	0.00			
PERS	3201-3202	0.00	0.00	0.00	000		0.09
CASDI/Medicare/Alternative	3301-3302	0.00	0.00	0.00	0.00		0.0%
Health and Welfare Benefits	3401-3402	0.00	0.00	0.00	0.00	0.00	0.0%
Unemployment Insurance	3501-3502	0.00	0.00	0.00	0.00	0 00	0.0%
Workers' Compensation	3601-3602	0.00	0 00	0.00	0.00	0.00	0.0%
OPEB, Allocated	3701-3702	0.00	0.00	0.00	0.00	0.00	0.0%
OPEB, Active Employees	3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
PERS Reduction	3801-3602	0.00	0.00		0.00	0.00	0.0%
Other Employee Benefits	3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS	***************************************	0.00		0 00	0.00	0 00	0.0%
BOOKS AND SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.0%
Books and Other Reference Materials	4200	0.00	0.00	0 00	0.00	000	0.0%
Materials and Supplies	4300	149,509.00	85,009.00	12,566 12	85,009.00	0 00	0.0%
Noncapitalized Equipment	4400	0.00	4,000 00	0.00	4,000.00	000	0.0%
TOTAL, BOOKS AND SUPPLIES		149,509.00	89,009 00	12,568.12	89,009.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES							
Subagrooments for Services	5100	0.00	0.00	000	0.00	0 00	0.0%
Travel and Conferences	5200	0.00	0.00	0 00	0.00	0.00	0.0%
Rentals, Leases, Ropairs, and Noncapitalized Improvements	5600	50,000.00	89,000 00	40,568.23	89,000 00	0.00	0.0%
Transfers of Direct Costs	5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund	5750	0.00	0.00	0.00	0 00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures	5800	0.00	21,500.00	21,448.00	24 500 00		
TOTAL, SERVICES AND OTHER OPERATING EXPENDITU	RES	50,000.00	110,500.00	-	21,500.00	0.00	0.0%
CAPITAL OUTLAY		00,000.00	110,500.00	62,016.23	110,500.00	0.00	0.0%
Land Improvements	8170	0 00	0.00			ŀ	
Buildings and Improvements of Buildings	6200	0.00	0.00	0.00	000	0.00	0.0%
Equipment	8400	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	0.0%
TOTAL, CAPITAL OUTLAY		0.00	0.00	0.00	0 00	0.00	0.0%
OTHER CUTGO (excluding Transfers of Indirect Costs)		0.00	0.00	0 00	0.00	0.00	0.0%
Debt Service							
Debt Service - Interest	7438	0.00	0.00				
Other Debt Service - Principal	7439	0.00	0 00	0.00	0.00	0.00	0 0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Cost		0.00	0.00	000	000	0.00	0.0%
			- 000	000	0.00	000	0.0%
OTAL EXPENDITURES		199,509.00	199,509 00	74,582,35	199,509.00		

		.,		T			
1018L, OTHER FINANCING SOURCES/USES (a - d + c - d + 0)		00.781,781	00.781,781	00.0	00.581,561		
		00'0	000	00.0	000	00.0	%00
(e) TOTAL, CONTRIBUTIONS		1	T.,	1	00.0	000	%0 O
rearistics of Restricted Balances	2669	000	00 0	00.0	J		
Contributions from Restricted Revenues	0668	00 0	000	00.0	00 0	00.0	%0 O
Coninbutions from Unrestricted Revenues	0858	00 0	00 0	00'0	00.0	00'0	%0 O
соитвівштом							
(d) TOTAL, USES		00.0	00.0	00 0	00 0	00.0	%0 O
All Other Financing Uses	6692	00 0	00 0	00.0	00.0	000	%0°0
sA3J besinsgroof/besqsJ mont surung to statemenT	1887	00.0	00.0	00.0	00 0	00'0	%0 0
Sac		00 0	000	00.0	000	000	*00
(c) TOTAL, SOURCES				000	00 0	000	%0 O
All Other Financing Sources	6268	00 0	00 0	1			
- Proceeds from Caprial Leases	2768	00 0	00 0	00 0	000	00 0	%0 O
Transfers from Funds of Lepsod/Recrganized LEAs Long-Tom Dobt Proceeds	\$968	00 0	00 0	00 0	00 0	00 0	%0 O
Other Sources					:		
SOURCES		:					
OTHER SOURCESAUSES							
(b) TOTAL, INTERFUND TRANSFERS OUT		00 0	00 0	00 0	00.0	00 0	%0°0
AuQ znejżnasi T brumeżni bosnoctu A nartiO	6192	00 0	00 0	00 0	00 0	00 0	%0 o
TUO ERANASFERS OUT						00 0	%0 O
(a) TOTAL, INTERFUND TRANSFERS IN		00 791,761	00 781,761	000	00.781.761		
ni stalansiT brurhaini besnorituA tertiO	6168	00 0	00 0	00 0	00 0	00 0	%0 O
From Genorial Special Reserve. & Building Funds	\$168	00 781,761	00 781,781	00.0	00 781,781	00.0	%0 O
INTERFUND TRANSFERS IN							
ERENDO TRANSFERS							
Oosechpiion Rosect	OD tasidO seboD conuceoR	tegbuð lanighO (A)	bevorggA bised fegbuß grüsnegO (8)	otsG oT alsutoA (C)	nsey botoolon9 sistoT (D)	osnarshiO (C & B (s O) (E)	M Diff Column B B D (F)

			,					rorm
Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (O)	Difference (Col B & D)	% Diff Column B & D
A. REVENUES							(E)	(F)
1) Revenue Limit Sources		8010-8099	0.00	0,00	0.00	0.00	0.00	0.0
2) Foderal Revonue		8100-8299	0.00	0.00	0.00	0.00	0.00	
3) Other Stato Revenue		8300-8599	0.00	0.00	0.00	0.00	0.00	0.0
4) Other Local Revenue		8600-8799	2,500.00	7,500.00	4,414.00	7,500.00		0.0
5) TOTAL REVENUES			2,500.00	7,500 00	4,414.00	7,500,00	0.00	0.0
B. EXPENDITURES				1,555 50	4,414.00	7,500.00		
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	00
2) Classified Salaries		2000-2999	0.00	0.00	0.00	0.00	0.00	
3) Employee Benefits		3000-3999	0.00	0.00	0.00	0.00	0.00	0.0
4) Books and Supplies		4000-4999	0.00	0.00	0.00	0.00	0.00	0.0
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	0.00	0.00	0.00	0.0
6) Capital Outlay		6000-6999	0.00	0.00	0.00	0.00	0.00	0,0
Other Outgo (excluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00	0.00			0.0
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00	0.00		0.00	0.00	0.0
9) TOTAL, EXPENDITURES			0.00	0.00	0.00	0.60	000	0.09
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)						0.00		
O OTHER FINANCING SOURCES/USES			2,500 00	7,500 00	4,414 00	7,500,00		
1) Interfund Transfers a) Transfers in		8900-8929	0 00	0.00				
b) Transfers Out		7600-7629	000	0 00	0.00	0.00	0 00	0.09
2) Other Sources/Uses					0.00	0.00	0.00	0.0%
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.09
b) Uses		7630-7699	0.00	0.00	0 00	0.00	0.00	0.09
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0%
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0 00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Cal B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			2,500.00	7,500 00	4,414 00	7 500 00		<u> </u>
F. FUND BALANCE, RESERVES			<u> </u>					
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	2,329,138 81	2,329,138 81	l l	2,329,138.81	3.00	00
b) Audit Adjustments		9793	000	0.00		000	0.00	0.0
c) As of July 1 - Auditod (F1a + F1b)			2,329,138.81	2,329,138.81		2,329,138.81		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	00
e) Adjusted Beginning Balance (F1c + F1d)			2,329,138.81	2,329,138.81		2,329,138.81		
2) Ending Balance, June 30 (E + F1e)			2,331,638.61	2,338,638.81		2,338,638 81		
Components of Ending Fund Balance a) Nonspandable			:					
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00	Ī	0.00		
Propoid Expenditures		9713	0.00	0,00		0.00		
All Others		9719	0.00	0.00	[0.00		
b) Restricted c) Committed		9740	0.00	0.00		0.00		
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Committments d) Assigned		9760	1,317,408 48	1,317,406 46		1,317,406.48		
Other Assignments		9780	1,014,232.35	1,019,232.35		1,019,232.35		
o) Unassigned/Unappropnated					Ţ			
Reserve for Economic Uncertainties		9789	0.00	0.00	, [0.00		
Unassigned/Unappropriated Amount		9790	000	000	Γ	0.00		

								
Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals	Difference (Cel 8 & D)	% Diff Column B & D
OTHER LOCAL REVENUE	<u> </u>				(6)	(0)	(E)	(F)
Salos								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	000	0.00	0.0%
interest		8660	2,500 00	7,500.00	4,414 00	7,500.00	0.00	0 0%
Net increase (Decrease) in the Fair Value of Investments		8662	0.00	0.00	0.00	0 00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			2,500.00	7,500.00	4,414.00	7,500.00	0.00	0.0%
TOTAL, REVENUES			2,500 00	7,500 00	4,414 00	7,500 00		0.0%
INTERFUND TRANSFERS						7,555 45		
INTERFUND TRANSFERS IN								
From: General Fund/CSSF		8912	0.00	0.00	0 00	0.00	0.00	00%
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT							000	00%
To: General Fund/CSSF		7612	0.00	0.00	0.00	0.00	000	0.0%
To: State School Building Fund/								
County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To Deformed Maintenanco Fund		7815	000	0.00	000	0.00	000	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	000	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0 00	0.00	0.00	0.00	0.0%
OTHER SOURCES/USES		ĺ						
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	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	0.0%
USES			ļ					
Transfers of Funds from Lapsod/Reorganized LEAs		7651	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	0.0%
TOTAL CALIFFIC FILLIAND AND AND AND AND AND AND AND AND AND		1	Т				5.50	0.076
TOTAL, OTHER FINANCING SOURCES/USES (a · b · c · d)			0.00	0.00	0.00	0.00		

Description	Resource Codes	Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Dato	Projected Year Totals (D)	Difference (Cal B & D) (E)	% Diff Column B & D
A. REVENUES							(6)	(F)
1) Revenue Limit Sources		8010-8099	0.00	0 00	0.00	0.00	0.00	00
2) Federal Revenue		8100-8299	0.00	0.00	0.00	0.00	0 00	
3) Other State Revenue		8300-8599	0.00	0.00	0.00	0.00		00
4) Other Local Revenue		8600-8799	13,027.00	13,027.00	1,930.00	13,027.00	0.00	0
5) TOTAL REVENUES			13,027.00	13,027 00	1,930.00	13,027.00	0.00	0.0
B. EXPENDITURES					1,530.00	13,027,00		
1) Cortificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0
2) Classified Sataries		2000-2999	0.00	1,721.00	948.92	1,721.00	0.00	
3) Employee Benefits		3000-3999	0.00	198.00	95.74	196.00	0.00	0.0
4) Books and Supplies		4000-4999	0.00	225,858.00	6,811.98	225,858.00	0.00	
5) Services and Other Operating Expenditures		5000-5999	13,027.00	144,595 00	58,304.01	144,595.00	0.00	0.0
6) Capital Outlay		6000-6999	0.00	119,799 CO	19,709.18	119,799 00	0.00	0
7) Other Outgo (oxcluding Transfers of Indirect Costs)		7100-7299, 7400-7499	0.00	0.00				0
8) Other Outgo - Transfers of Indirect Costs		7300-7399	0.00		0.00	0.00	000	0.0
9) TOTAL, EXPENDITURES		1000,333	13,027.00	0.00	0.00	0.00	0.00	0.0
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER			13,027,00	491,969 00	85,669,83	491,969 00		-
FINANCING SOURCES AND USES (A5 - B9)			0 00	(478,942,00)	(83,939 83)	(478,942.00)		
OTHER FINANCING SOURCES/USES			i		i			
Interfund Transfers Transfers In		6900-8929						
b) Transfers Out			0.00	0.00	0.00	0.00	0.00	0.0
2) Other Sources/Usos		7600-7629	0.00	0.00	0.00	000	0.00	0.0
a) Sources		8930-8979	0.00	0.00	0.00		0.00	00
b) Uses		7630-7699	0.00	0.00	0.00	0 00	0.00	0.0
3) Contributions		8980-8999	0.00	0.00	0.00	0.00	0.00	0.0
4) TOTAL, OTHER FINANCING SOURCES/USES			0.00	0.00	0.00	0.00	0.00	0.0

		rom						
Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	(478,942 00)	(63,939 83)	(478,942 00)	-	
F. FUND BALANCE, RESERVES						(4,0,042.00)		
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	1,238,976.75	1,238,976.75		1,238,976.75	0.00	0.09
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.09
c) As of July 1 - Audited (F1a + F1b)			1,238,978.75	1,238,978.75		1,238,976.75		
d) Other Restatements		9795	000	0.00	ĺ	0.00	0.00	0.09
e) Adjusted Beginning Balance (F1c + F1d)			1,238,978 75	1,238,976.75		1,238,976 75		
2) Ending Balance, June 30 (E + F1e)			1,238,976.75	760,034.75		760,034.75		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expanditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00	Ţ	0.00		
b) Legally Restricted Balance c) Committed		9740	0.00	0.00		0.00		
Stabilization Arrangements								
•		9750	0.00	0 00		0.00		
Other Commitments d) Assigned		9760	000	0.60	-	0.00		
Other Assignments e) Unassigned/Unappropriated		9780	1,238,976.75	760,034.75		760,034.75		
Reserve for Economic Uncertainties		9789	0.00	000	ļ	0.00		
Unassigned/Unappropriated Amount		9790	0 00	0.00	ľ	0 00		

2011-12 Second Interim Building Fund Revenues, Expenditures, and Changes in Fund Balance

odes (A)	ludget	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Cel 8 & D) (E)	Column B & D (F)
,	0.00	0.00	0.00	0.00		
,	0.00	0.00	0.00		0.00	0.09
	0.00	0.00		0.00	0.00	0.09
	0.55	0.00	0.00	0.00	000	0.09
					•	
,	0.00	0 00	0.00	0.00	000	0.09
	0.00	000	0.00	0.00	000	0.09
)	0.00	0.00	0.00	0.00	0.00	0.09
	0.00	0.00	0.00	0.00	0.00	0.09
					0.50	00
	0 00	0.00	0.00	0.00	0.00	0 09
	0.00	0.00	0.00	0.00	0.60	0.09
	0.00	0.00	0.00	0.00	0.00	0.09
	0.00	0.00	0.00	0 00	0.00	0.09
	0.00	0.00	0.00	0.00	0.00	0.09
	0.00	0.00	0.00	0.00	0.00	0.09
	0.00	0.00	0.00	0 00	0.00	
				000		0.09
	0.00	0.00	0.00	0.00	0.00	0.09
				·		
	0.00	0.00	0.00	000	0.00	0.0%
	0 00	0,00	000	0 00	0.00	0.0%
13,	027.00	13,027.00	1,930 00	13,027.00	000	0.0%
	0.00	0.00	000	0.00	0.00	0.0%
				0.00	0.00	0 0%
			0.00	0.00	0.00	0.0%
13,	027.00	13,027.00	1,930.00	13,027.00	0.00	0 0%
9	13,		9 0.00 0.00	9 0.00 0.00 0.00 13,027.00 1,930.00	9 0,00 0,00 0,00 0,00 0,00 13,027,00 13,027,00	9 0.00 0.00 0.00 0.00 0.00 0.00 0.00 13,027.00 13,027.00 1,930.00 13,027.00 0.00

			Board Approved		Projected Year	Difference	% Diff
Description	Resource Codes Object Codes	Original Budget (A)	Operating Budget (B)	Actuals To Dato (C)	Totals (D)	(Col B & D)	Column B & D
CLASSIFIED SALARIES				1		(6)	(F)
Classified Support Salaries	2200	0.00	1,721.00	948.92	1,721.00	0.00	0.09
Classified Supervisors' and Administrators' Salaries	2300	0.00	0.00	0.00			0.09
Clencal, Technical and Office Salaries	2400	0.00	0.00	0.00		0.00	0 09
Other Classified Salaries	2900	0.00	0.00	0.00		0.00	0 09
TOTAL CLASSIFIED SALARIES		0 00	1,721.00	948.92		000	0.09
EMPLOYEE BENEFITS						- 33	
STRS	3101-3102	000	0.00	0.00	000	0.00	0.0%
PERS	3201-3202	0.00	7.00	0.00		0.00	0.0%
OASDI/Medicare/Alternative	3301-3302	0.00	126.00	63.95	128.00	0.00	0.0%
Health and Welfare Benefits	3401-3402	0.00	0.00	0.00		0.00	0.0%
Unomployment Insurance	3501-3502	0.00	31.00	15.28	31.00	0.00	0.0%
Workers' Compensation	3601-3602	0.00	32.00	16.53	32 00	0.00	0 0%
OPEB, Allocated	3701-3702	0.00	0.00	0.00	0.00	0.00	0 0%
OPEB, Active Employees	3751-3752	0 00	0.00	0.00	0.00	0.00	0.0%
PERS Reduction	3801-3802	0.00	0 00	0.00	0.00	0.00	0.0%
Other Employee Benefits	3901-3902	0.00	0 00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS		0.00	198.00	95.74	196.00	0.00	0.0%
BOOKS AND SUPPLIES							30%
Books and Other Reference Materials	4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies	4300	0.00	224,778.00	5,987.85	224,778.00	0.00	0.0%
Noncapitalized Equipment	4400	0.00	880 00	824.13	880.00	0.00	0 0%
TOTAL, BOOKS AND SUPPLIES		0.00	225,658 00	6,811.98	225,658.00	0.00	0 0%
SERVICES AND OTHER OPERATING EXPENDITURES							
Subagreements for Services	5100	0.00	000	0.00	0.00		0.0%
Travel and Conferences	5200	0.00	0.00	0 00	0 00	0.00	0.0%
Insuranco	5400-5450	0.00	0.00	0 00	0.00	0.00	0.0%
Operations and Housekeeping Services	5500	0.00	0.00	0.00	0.00	0.00	0.0%
Rontals, Leases, Repairs, and Noncapitalized Improvement	5600	0.00	1,325.00	797.51	1,325.00	000	0.0%
Transfers of Direct Costs	5710	0.00	0.00	0.00	0.00	0.00	0.0%
Fransfers of Direct Costs - Interfund	5750	0 00	0.00	0.00	0.00	0 00	0.0%
Professional/Consulting Services and Operating Expenditures	5800	13,027.00	143,270.00	57,508.50			
Communications	5900	0 00	0.00	0.00	143,270.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITE	Г	13,027.00	144,595,00	58,304.01	144,595.00	0.00	0.0%

Description R	lesource Codes Object Co	Original Budget	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Cel B & D) (E)	% Diff Column B & D (F)
CAPITAL OUTLAY							
Land	8100	0.00	8,000.00	8,000.00	8.000.00	0.00	0.09
Land Improvements	6170	0.00	0.00	0.00	0.00	0.00	0.09
Buildings and Improvements of Buildings	6200	0.00	111,799.00	11,709.18	111,799.00	0.00	0.09
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	0.00	0.00	0.00	0.00		
Equipment	6400	0.00	0.00	0.00	0.00	0.00	0.09
Equipment Replacement	6500	0.00	0.00	0.00	0.00	0.00	0.09
TOTAL, CAPITAL OUTLAY		0.00	119,799.00	19,709.18	119,799.00	000	0.09
THER OUTGO (excluding Transfers of Indirect Costs)				, , , , , , , ,	110,100.00		0.07
Other Transfers Out							
All Other Transfers Out to All Others	7299	0.00	0.00	0.00	0.00	0.00	2.20
Debt Service					0.00		0.09
Repayment of State School Building Fund Aid - Proceeds from Bonds	7435	0.00	0.00				
Debt Service - Interest	7438	0.00	0.00	0.00	0.00	0.00	0.09
Other Debt Service - Principal	7439	0.00	0.00	0.00	0.00	0.00	0.09
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Co	-	0.00	0.00	0.00	0.00	0.00	0.0%
		0.00	0.00	0.00	0.00	0.00	0.0%
OTAL, EXPENDITURES		13,027 00	491,969.00	85,869.83	491,969 00		

Description	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (O)	Difference (Col B & D) (E)	% Diff Column B & D (F)
INTERFUND TRANSFERS							
INTERFUND TRANSFERS IN							
Other Authonzed Interfund Transfers In	8919	0.00	0.00	0.00	0.00	000	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN		0.00	0.00	0 00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT					0.50		0.0%
To: State School Building Fund/ County School Facilities Fund	7613	0.00	0.00	0.00	0.00	0.00	0.0%
To Deferred Maintenance Fund	7615	0.00	0.00	0.00	0.00	000	0.0%
Other Authorized Interfund Transfers Out	7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT		0.00	0.00	0.00	0.00	000	
OTHER SOURCES/USES		0.00	0.00	0.00	0.00	0.00	0.0%
SOURCES							
Proceeds Proceeds from Sale of Bonds	8951	0.00	0.00	0.00	0.00	0 00	0.0%
Proceeds from Sale/Lease- Purchase of Land/Buildings	8953	0.00	0.00	0 00	0.00	0.00	0.0%
Other Sources County School Building Aid	8961	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs	8965	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				
Proceeds from Capital Leases				0.00	0.00	0 00	0.0%
·	8972	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	0.0%
All Other Financing Sources	8979	0.00	0.00	0.00	0.00	0.00	0.0%
(c) TOTAL, SOURCES USES		0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Funds from Lapsod/Reorganized LEAs	7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses	7899	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	0.0%
CONTRIBUTIONS							,
Contributions from Unrestricted Revenues	8880	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues	8990	0.00	000	0.00	0.00	0.00	0.0%
(a) TOTAL, CONTRIBUTIONS		0.00	000	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + o)		0.00	0 000	0 00	000		

Doscription	Resource Codes Object Code	Original Budget	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Cot B & D) (E)	% Diff Column B & D (F)
A. REVENUES							
1) Revanue Limit Sources	8010-8099	0.00	0.00	0.00	0,00	0.00	0.0%
2) Foderal Revenue	8100-8299	0 00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue	8300-8599	0 00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue	8600-8799	0.00	0.00	(4,371 00)	0.00	0.00	0 0%
5) TOTAL REVENUES		0 00	0.00	(4,371,00)			
B. EXPENDITURES							
1) Certificated Salanes	1000-1999	0.00	000	0.00	0.00	0.00	0.0%
2) Classified Salanes	2000-2999	0.00	0.00	0.00	0 00	0.00	0.0%
3) Employee Benefits	3000-3999	0 00	0.00	0.00	0.00	0.00	0.0%
4) Books and Supplies	4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures	5000-5999	0.00	0.00	0.00	0.00	0.00	0.0%
6) Capital Outlay	6000-6999	0 00	0.00	0.00	000	0.00	0.0%
7) Other Outgo (excluding Transfers of Indirect	7100-7299,						
Costs)	7400-7499	0.00	0.00	0.00	0 00	0 00	0.0%
8) Other Outgo - Transfers of Indirect Casts	7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL, EXPENDITURES		0.00	0.00	0.00	0.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER							
FINANCING SOURCES AND USES (A5 - 89)		0.00	0.00	(4,371,00)	0 00		
D. OTHER FINANCING SOURCES/USES							
1) Interfund Transfers a) Transfers in	8900-8929	0.00	0.00	0.00	0.00	0.00	0.0%
b) Transfers Out	7600-7629	0.00	0.00	0.00	0.00	000	
2) Other Sourcos/Uses				0.00	300	000	0.0%
a) Sources	8930-8979	0.00	000	0.00	0 00	0.00	0.0%
b) Uses	7630-7699	0.00	0.00	000	0.00	0.00	0.0%
3) Contributions	8980-8999	0.00	0.00	000	0.00	0.00	0.0%
4) TOTAL OTHER FINANCING SOURCES/USES		0 00	0.00	000	000		

2011-12 Second Interim Capital Facilities Fund Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0 00	0.00	(4,371.00)	0.00		
F. FUND BALANCE, RESERVES					(4,571.50)	0.00		
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	(1,317,408.46)	(1,317,406.46)		(1,317,406,46)	0.00	0.09
b) Audil Adjustments		9793	0.00	0.00		0.00	0.00	0.09
c) As of July 1 - Audited (F1a + F1b)			(1,317,406.46)	(1,317,406.48)		(1,317,406.48)		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.09
e) Adjusted Beginning Balance (F1c + F1d)			(1,317,406.48)	(1,317,408.46)		(1,317,406.48)		
2) Ending Balance, June 30 (E + F1e)			(1,317,406.48)	(1,317,406.48)	*	(1,317,406.46)		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	0.00	0.00		0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Legally Restricted Balance c) Committed		9740	0.00	0.00		0.00		
Stabilization Arrangements		9750						
Other Commitments			0.00	0.00	-	0.00		
d) Assigned		9760	0.00	0.00		0.00		
Other Assignments e) Unassigned/Unappropriated		9780	0.00	0.00		0.00		
Reserve for Economic Uncertainties		9789	0.00	0.00				
Unassigned/Unappropriated Amount		9790	(1,317,408.48)	(1,317,408,46)	.	(1,317,406,46)		

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (8)	Actuals To Dato	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
OTHER STATE REVENUE			·				,,	
Tax Relief Subventions Restricted Levies - Other								
Homeowners' Exemptions		8575	0 00	0.00	0.00	0.00	0.00	0.0%
Other Subvontions/In-Lieu Taxes		8578	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			000	000	0.00	0 00	000	0 0%
OTHER LOCAL REVENUE							- 000	00%
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	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	0.0%
Pnor Yoars' Taxes		8617	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	0.0%
Non-Ad Valcrem Taxes								
Parcel Taxes		8821	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8622	0.00	0.00	000	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to RL Deduction		8825	0.00	0.00	.000	0.00	0 00	0 0%
Penalties and Interest from Delinquent Non-Rovenuo Limit Taxes		8629	0 00	0.00	0.00			
Salos			0,00			0.00	0.00	0 0%
Sale of Equipment/Supplies		8631	0.00	0,00	0.00	0.00	0.00	0.0%
Interest		8660	(26,848.00)	(26,848.00)	(4,371.00)	[26,848.00)	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments	i	8662	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								<u> </u>
Mrtigation/Developer Fees		8681	26,848,00	26,848.00		26,848 00	0.00	0 0%
Other Local Revenue								00%
All Other Local Revenue		8699	0.00	0.00	000	0.00	0.00	0 0%
All Other Transfers in from All Others		8799	000	0 00	000	0.00	000	0.0%
TOTAL, OTHER LOCAL REVENUE			0 00	0.00	(4,371.00)	0 00		
OTAL REVENUES			0.00	0.00	(4,371,00)	000	0.00	0 0%

Description	Resource Codes Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Cal 8 & D)	% Diff Column B & D
CERTIFICATED SALARIES		1	10)	(6)	(0)	(E)	(F)
Other Certificated Salaries	1900	0.00	0.00	0.00	0.00	0.00	0.09
TOTAL, CERTIFICATED SALARIES		0.00	0.00	0.00	0.00	0.00	0.0
CLASSIFIED SALARIES							
Classified Support Salaries	2200	0 00	0.00	000	0 00	0 00	0.09
Classified Supervisors' and Administrators' Salaries	2300	0 00	0 00	0.00	000	0.00	0.0
Clencal, Tochnical and Office Salaries	2400	0.00	0.00	0.00	0.00	0.00	0.09
Other Classified Salanes	2900	0.00	0 00	0.00	0.00	0.00	0.09
TOTAL, CLASSIFIED SALARIES		0.00	0.00	0.00	0.00	0.00	0.09
EMPLOYEE BENEFITS							
STRS	3101-3102	0.00	0.00	0.00	0.00	0.00	0.09
PERS	3201-3202	0.00	0.00	0.00	0 00	0.00	0.09
OASDI/Medicare/Alternative	3301-3302	0.00	0.00	0.00	0.00	0.00	0.09
Health and Welfare Benefits	3401-3402	0.00	0.00	0.00	0.00	0.00	0.01
Unemployment Insurance	3501-3502	0.00	0.00	0.00	0.00	0.00	0.09
Workers' Compensation	3601-3602	0.00	0.00	0.00	0 00	0.00	0 09
OPEB, Allocated	3701-3702	0.00	0.00	0.00	0.00	0.00	0.09
OPEB, Active Employees	3751-3752	0.00	0.00	0.00	0.00	0 00	0.09
PERS Reduction	3801-3802	0.00	0.00	0.00	0.00	0.00	0.09
Other Employee Benefits	3801-3902	0.00	0.00	0.00	0.00	0.00	0.09
TOTAL, EMPLOYEE BENEFITS		0.00	0.00	0.00	0.00	0 00	0 09
BOOKS AND SUPPLIES							
Approved Textbooks and Core Curricula Materials	4100	0.00	000	0.00	0.00	0.00	0.09
Books and Other Reference Materials	4200	0.00	0.00	0.00	0.00	0.00	0.09
Materials and Supplies	4300	0.00	0.00	0.00	0.00	0 00	0.09
Noncapitalized Equipment	4400	0.00	0.00	0.00	0.00	0.00	0.09
TOTAL, BOOKS AND SUPPLIES		0.00	0.00	0.00	0.00	0.00	0.0%
SERVICES AND OTHER OPERATING EXPENDITURES			1				
Subagreements for Services	5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences	5200	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance	5400-5450	0 00	0.00	0.00	0 00	0.00	0 0%
Operations and Housekeeping Services	5500	0.00	0.00	0.00	0.00	0 00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements	5600	0 00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs	5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund	5750	0.00	0 00	0.00	0.00	0 00	0.0%
Professional/Consulting Services and Operating Expenditures	5800	0.00	0.00	0.00	0.00		
Communications	5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITU	i i	0 00	0.00	0.00	0.00	0.00	0.0%

2011-12 Second Interim Capital Facilities Fund Revenues, Expenditures, and Changes in Fund Balance

Description R	asource Codos	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Dato (C)	Projected Year Totals (O)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CAPITAL OUTLAY								
Land		6100	0 00	0.00	0.00	0.00	0 00	0.0%
Land Improvements		6170	0.00	0.00	0∞	0 00	0.00	0.09
Buildings and Improvements of Buildings		6200	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	000	0.0%
Equipment		6400	0.00	0.00	0 00	0.00	000	0.0%
Equipment Replacement		6500	0.00	0 00	0 00	0.00	000	0.0%
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out						İ		
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0 00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Co.	its)		0.00	0,00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			0.00	0.00	0.00	0.00		

Description	Resource Codes Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals	Difference (Col B & D)	% Diff Column B & D
INTERFUND TRANSFERS			15)	(C)	(O)	(E)	(F)
INTERFUND TRANSFERS IN							
Other Authorized Interfund Transfers In	8919	0.00	0.00	0.00	0 00	0.00	0 0%
(a) TOTAL, INTERFUND TRANSFERS IN		000	0 00	0.00	0.00	0.00	00%
INTERFUND TRANSFERS OUT							- 00%
To State School Building Fund/ County School Facilities Fund	7613	0.00	0 00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out	7819	0.00	0.00	0.00	0 00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT		0 00	0.00	0.00	0.00		
OTHER SOURCES/USES			3.30	0.00	- 0.00	0.00	0.0%
SOURCES							
Proceeds			i				
Proceeds from Sale/Lease- Purchase of Land/Buildings	8953	0 00	0.00				
Other Sources	0333		0.00	0.00	0.00	000	0.0%
Transfers from Funds of Lapsed/Reorganized LEAs Long-Term Debt Proceeds	8965	000	0.00	0 00	0.00	0.00	0.0%
Proceeds from Certificates of Participation	8971	000	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	0.0%
Proceeds from Lease Revenue Bonds	8973	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources	8979	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	00%
USES					0,00	0.00	00%
Transfers of Funds from Lapsed/Reorganized LEAs	7851	000	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	0.0%
(d) TOTAL, USES		0 00	0 00	0 00	0 00	0.00	
CONTRIBUTIONS						- 000	00%
Contributions from Unrestricted Revenues	8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues	8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS		0,00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + a)		0 00	0.00				
		0.00	0.00	0.00	0.00	Į	

Description	Resource Codes Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES							
1) Revenue Limit Sources	8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue	8100-8299	0.00	0.00	0.00	0.00	0.00	0.0%
3) Other State Revenue	8300-8599	0.00	0.00	0.00	0.00	0.00	0.0%
4) Other Local Revenue	8600-8799	5,214.00	5,214.00	1,979.00	5,214.00	0.00	0.0%
5) TOTAL, REVENUES	<u></u> _	5,214 00	5,214.00	1,979.00	5,214.00		00,0
B. EXPENDITURES							,
1) Contricated Salaries	1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries	2000-2999	0.00	0.00	0.00	0.00	0.00	0.0%
3) Employee Benefits	3000-3999	0.00	0.00	0.00	0.00	0.00	00%
4) Books and Supplies	4000-4999	0.00	0.00	0.00	0.00	0.00	0.0%
5) Services and Other Operating Expenditures	5000-5999	5,214.00	5,214.00	0.00	5,214.00	0.00	0.0%
6) Capital Outlay	6000-6999	0.00	0.00	0.00	0.00	0.00	0.0%
Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00	0.00	0.00	0.00	0.0%
9) TOTAL EXPENDITURES		5,214.00	5,214.00	0.00	5,214.00	0.00	
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)					0,5 (4.00		
D. OTHER FINANCING SOURCES/USES		0.00	0.00	1,979.00	0.00		
1) Interfund Transfers a) Transfers in	8900-8929	0.00	0.00	0.00	0.00	0.00	
b) Transfers Out	7600-7629	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources/Uses a) Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses	7630-7699	0.00	0.00	0.00	0.00	0.60	0.0%
3) Contributions	8980-8999	0.00	0.00	0.00	0.00	0.00	0 0%
4) TOTAL, OTHER FINANCING SOURCES/USES		0.00	0.00	0.00	0.00	3.00	22.00

2011-12 Second Interim County School Facilities Fund Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	1,979.00	0.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								ĺ
a) As of July 1 - Unaudited		9791	1,044,470.67	1,044,470.67		1,044,470.67	0.00	0.09
b) Audit Adjustments		9793	0.00	0.00		0.00	0.00	0.09
c) As of July 1 - Audited (F1a + F1b)		ļ	1,044,470.67	1,044,470.67		1,044,470.67		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.09
e) Adjusted Beginning Balance (F1c + F1d)			1,044,470.67	1,044,470.67		1,044,470.67		
2) Ending Salance, June 30 (E + F1e)			1,044,470.67	1,044,470.67		1,044,470.67		
Components of Ending Fund Balance a) Nonspendable								
Revolving Cash		9711	0.00	0.00	· [0.00		
Stores		9712	0.00	0.00		0.00		
Prepaid Expenditures		9713	0,00	0.00		0.00		
All Others		9719	0.00	0.00	[0.00		
b) Legally Restricted Balance c) Committed		9740	1,044,470.67	1,044,470.67		1,044,470.87		
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments d) Assigned		9760	0.00	0.00		0.00		
Other Assignments e) Unassigned/Unappropriated		9780	0.00	0.00		0.00		
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

2011-12 Second Interim County School Facilities Fund Revenues, Expenditures, and Changes in Fund Balance

Description	Resource Codes	Object Codes	Ortginal Budget (A)	Board Approved Operating Budget (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
FEDERAL REVENUE				•				
Other Federal Revenue (incl. ARRA)		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE					-			
School Facilities Apportionments		8545	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues from State Sources		6587	0.00	0.00	0.00	0.00	0 00	0.0%
All Other State Revenue		8590	0.00	0 00	0.00	0 00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0 00	0.00	0.00	0.00	0.0%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	5,214.00	5,214 00	1,979 00	5,214.00	0.00	0.0%
Net increase (Decrease) in the Fair Value of Investments	•	6662	0.00	0 00	0.00	0.00	0 00	0.0%
Other Local Revenue						į		
All Other Local Revenue		8699	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	0.0%
TOTAL, OTHER LOCAL REVENUE			5,214.00	5,214.00	1,979.00	5,214 00	0.00	0.0%
TOTAL, REVENUES			5,214.00	5,214.00	1,979 00	5,214.00		

				 			,
Description	Resource Codes Object Codes	Original Budget	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals	Difference (Col B & D)	% Diff Calumn B & D
CLASSIFIED SALARIES			<u> </u>		(0)	(E)	(F)
Classified Support Salaries	2200	0.00	0.00	0.00	0.00	0.00	
Classified Supervisors' and Administrators' Salaries	2300	0.00					0.01
Clencal, Technical and Office Salaries	2400	0.00	0.00	0.00			0.09
Other Classified Salaries	2900	0.00	0.00	0.00			0.09
TOTAL, CLASSIFIED SALARIES		000	0 00	0.00			0.09
EMPLOYEE BENEFITS				3.00		0.00	0.09
STRS	3101-3102	0.00	0.00	0.00	0.00	000	
PERS	3201-3202	0.00	0.00	0.00	0.00		0.09
OASDI/Medicare/Alternative	3301-3302	0.00	0.00	0.00	0.00		0.09
Health and Welfare Benefits	3401-3402	0.00	0.00	0.00			0.09
Unemployment Insurance	3501-3502	0.00	0.00	0.00	0.00		0.09
Workers' Compensation	3601-3602	0.00	0.00	0.00	0.00		0.0%
OPEB, Allocated	3701-3702	0.00	0.00	0.00	0.00		0.09
OPEB, Active Employees	3751-3752	0.00	0.00	0.00	0.00	0.00	0.09
PERS Reduction	3801-3802	0.00	000	0.00	000		0.0%
Other Employee Benefits	3901-3902	0.00	0.00	0.00	000	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS		0.00	0.00	0.00	0.00	0.00	0.0%
BOOKS AND SUPPLIES				5.50	0,00	0.00	0.0%
Books and Other Reference Materials	4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies	4300	0.00	0.00	0.00	0.00	0.00	0.0%
Noncapitatized Equipment	4400	0.00	0 00	0.00	0 00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES		0.00	0.00	0.00	0.00	0.00	00%
SERVICES AND OTHER OPERATING EXPENDITURES						0.00	
Subagreements for Services	5100	0.00	0.00	0.00	0.00	0.00	0 0%
Travel and Conferences	5200	0 00	000	000	0.00	0.00	
Insurance	5400-5450	0.00	0.00	000	0.00	000	0 0%
Operations and Housekeeping Services	5500	0.00	0.00	000	000	0.00	
Rentals, Leasos, Repairs, and Noncapitalized Improvements	5600	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs	5710	0.00	0.00	0.00	0.00	0.00	
Transfers of Direct Costs - Interfund	5750	0 00	0.00	0.00	0 00	0.00	0.0%
Professional/Consulting Services and						5.00	0.0%
Operating Expenditures Communications	5800	5,214.00	5,214.00	0.00	5,214 00	0.00	0 0%
	5900	0 00	0.00	0.00	000	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITU	IRES	5,214,00	5,214.00	0.00	5,214 00	0.00	0 0%

Doscription	Resource Codes	Object Codes	Original Budget (A)	Board Approved Operating Budget (B)	Actuals To Date	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0 00	0.09
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.09
Buildings and Improvements of Buildings		6200	0.00	0.00	0.00	0.00	0.00	0.09
Books and Media for New School Libraries or Major Expansion of School Libraries		6300	0.00	0.00	0.00	0.00	0.00	0.09
Equipment		8400	0.00	0.00	0.00	0.00	0.00	0.09
Equipment Replacement		6500	0.00	0.00	0.00	0.00	0.00	0.09
TOTAL, CAPITAL OUTLAY			0.00	0.00	0.00	0.00	0.00	0.09
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out								
Transfers of Pass-Through Revenues To Districts or Charter Schools		7211	0.00	0.00	0.00	0.00		
To County Offices		7212	0.00	0.00	0.00	0.00	0.00	0.09
To JPAs		7213	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service		Ī			0.00	- 000	0.00	0.0%
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO (excluding Transfers of Indirect Co	sts)		0.00	0.00	0.00	0.00		0.0%
TOTAL EXPENDITURES				3.55	3.00	0,00	0.00	0.0%
OTAL, EXPENDITURES	- ·		5,214,00	5,214.00	0.00	5,214.00		

				Board Approved		Projected Year	Difference	% Diff Column
Description	Resource Codes	Object Codes	Original Budget (A)	Operating Budget (8)	Actuals To Date (C)	Totals (D)	(Col B & D) (E)	8 & D (F)
INTERFUND TRANSFERS							[4]	- 17
INTERFUND TRANSFERS IN								
To State School Building Fund/								
County School Facilities Fund From: All Other Funds								
· !		8913	0 00	0.00	0.00	000	0.00	0.0%
Other Authorzed Interfund Transfers in		8919	0.00	0.00	000	0.00	0 00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To State School Building Fund/								1
County School Facilities Fund		7613	0.00	0 00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
(b) TOTAL, INTERFUND TRANSFERS OUT			0.00	0.00	0.00	0,00	0.00	0 0%
OTHER SOURCES/USES								
SOURCES								
Proceeds								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953						
Other Sources		0933	0.00	0.00	0 00	0.00	0.00	0.0%
Transfers from Funds of Lapsod/Reorganized LEAs		8965	000	0.00				
Long-Term Debt Proceeds			0.00	000	0.00	0.00	000	0.0%
Proceeds from Certificates of Participation		8971	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	0.0%
Proceeds from Lease Revenue Bonds		8973	0.00	0 00	000	0.00	0.00	0 0%
All Other Financing Sources		8979	000	0.00	0.00	0 00	0.00	0 0%
(c) TOTAL, SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
USES								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
(d) TOTAL, USES			0.00	0.00	0.00	0.00		
CONTRIBUTIONS					300	- 0.00	0.00	0.0%
Contributions from Unrestricted Revenues		8980	0.00	200				
Contributions from Rostricted Revenues		8990		0.00	0.00	0.00	0.00	0.0%
(e) TOTAL CONTRIBUTIONS		6990	0.00	0.00	0.00	0.00	0.00	0 0%
			0.00	0.00	0.00	0.00	0.00	0.0%
OTAL OTHER FINANCING SOURCES/USES						j		
(a - b + c - d + e)			0 00	0.00	0.00	0.00		l

Description ELEMENTARY	ESTIMATED REVENUE LIMIT ADA Original Budget (A)	ESTIMATED REVENUE LIMIT ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED REVENUE LIMIT ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
1 General Education	3,088.96	3,088.96	2,976.95	3,088.96	0.00	
2. Special Education HIGH SCHOOL	137.58	139.54	139.54	139.54	0.00	0
3. General Education	1,328.09	1,328.09	1,276.10	1,328.09	0.00	
4. Special Education COUNTY SUPPLEMENT	63.01	64.30	64.30	64.30	0.00	0
5 County Community Schools	0.00	0.00	0.00	0.00	0.00	
6. Special Education	42.92	42.96	42.96	42.96	0.00	0
7 TOTAL, K-12 ADA	4,660.56	4,663.85	4,499.85	4,663.85	0.00	0
8. ADA for Necessary Small Schools also included						
in lines 1 - 4.	0.00	0.00	0.00	0.00	0.00	0
9 Regional Occupational Centers/Programs (ROC/P)* CLASSES FOR ADULTS						
10. Concurrently Enrolled Secondary Students*						
11. Adults Enrolled, State Apportioned*						
 independent Study - (Students 21 years or older and students 19 years or older and not continuously enrolled since their 18th birthday)* 					The state of the s	
13. TOTAL, CLASSES FOR ADULTS					1.502.00	
14. Adults in Correctional Facilities	0.00	0.00	0.00	0.60	0.00	09
15. ADA TOTALS (Sum of lines 7, 9, 13, & 14)	4,660.56	4,663.85	4,499.85	4,663,85	8.55	
SUPPLEMENTAL INSTRUCTIONAL HOURS				7,003,03	0.00	09
16. Elementary*						
17. High School*						
18 TOTAL SUPPLEMENTAL HOURS						

Description COMMUNITY DAY SCHOOLS - Additional Fur	ESTIMATED REVENUE LIMIT ADA Original Budget (A)	ESTIMATED REVENUE LIMIT ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED REVENUE LIMIT ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
19. ELEMENTARY a. 5th & 6th Hour (ADA) - Mandatory Expelled Pupils only b. 7th & 8th Hour Pupil Hours (Hours)*	0.00	0.00	0.00	0.00	0.00	0%
20. HIGH SCHOOL a. 5th & 6th Hour (ADA) - Mandatory Expelled Pupils only b. 7th & 8th Hour Pupil Hours (Hours)* CHARTER SCHOOLS	0.00	0.00	0.00	0.00		
21. Charter ADA funded thru 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 tine 30 in Form RLI)	0.00	0.00	0.00			
b. All Other Block Grant Funded Charters	0.00	0.00	0.00	0.00	0.00	0%
22. Charter ADA funded thru the Revenue Limit	0,00	0.00	0.00	0.00	0.00	0%
23. TOTAL, CHARTER SCHOOLS ADA (sum lines 21a, 21b, and 22)	0.00	0.00	0.00	0.00	0.00	0%
24. SUPPLEMENTAL INSTRUCTIONAL HOURS*						

^{*}ADA is no tonger collected as a result of flexibility provisions of SBX3 4 (Chapter 12, Statutes of 2009), as amended by SB 70 (Chapter 7, Statutes of 2011), currently in effect from 2008-09 through 2014-15.

Second Interim 2011-12 INTERIM REPORT Cashflow Worksheet

			Cashilow Workshee	<u> </u>		······································	· · · · · · · · · · · · · · · · · · ·
	Object	July	August	September	October	November	December
ACTUALS THROUGH THE MONTH OF		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	n nga Xaj magin		1. had to be	NOVELINGE:	Documber
(Enter Month Name): A. BEGINNING CASH							
B. RECEIPTS	9110	(298,569.00)	(271,181.00)	457,633.00	2,519,718.00	82,402.00	(255,817.0
· · · · ·							(100,011.0
Revenue Limit Sources		J i					ļ
Property Taxes	8020-8079	79,439.00	34,485.00	59.00	39,180.00	618.00	156,794.
Principal Apportionment	8010-8019	1,736,246.00	2,381,309.00	3,525,347.00		1.632.055.00	1,632,055.
Miscellaneous Funds	8080-8099	20.00		26.00		0.00	
Federal Revenue	8100-8299	9,989.00	136,063.00	75,240.00		483,571.00	
Other State Revenue	8300-8599	397,984.00	663,265.00	537,752.00		420,203.00	
Other Local Revenue	8600-8799	171,987.00	243,187.00	425,922.00		173,632.00	
Interfund Transfers In	8910-8929				(100,000.00)	173,032.00	103,070.
All Other Financing Sources	8930-8979						
Other Receipts/Non-Revenue							<u> </u>
TOTAL RECEIPTS		2,395,665.00	3,458,309.00	4,564,346.00	/C 402 054 00)	0.740.070.00	2 22 2 2 2 2
C. DISBURSEMENTS		2,000,000.00	0,730,303.001	4,304,346.00	(6,493,051.00)	2,710,079.00	2,725,572.
Certificated Salaries	1000-1999	617,788.00	1,453,510.00	4 540 004 00			
Classified Salaries	2000-2999	260,865.00	510,747.00	1,510,061.00	1,535,215.00	1,526,300.00	70,422.
Employee Benefits	3000-3999	253,654.00		509,531.00	551,382.00	549,541.00	480,260.
Books, Supplies and Services	4000-5999	20,516.00	574,889.00	589,025.00	594,448.00	591,617.00	216,679.
Capital Outlay	6000-6599	20,316.00	527,446.00	179,396.00	445,200.00	376,497.00	249,714.
Other Outgo	7000-7499	14 575 00					
Interfund Transfers Out	7600-7629	14,535.00		(11,148.00)	41,037.00		
All Other Financing Uses	7630-7699						
Other Disbursements/	1030-1039						
Non Expenditures	}						
TOTAL DISBURSEMENTS	ŀ	4 407 050 00					
D. PRIOR YEAR TRANSACTIONS		1,167,358.00	3,066,592.00	2,776,865.00	3,167,282.00	3,043,955.00	1,017,075.0
Accounts Receivable			İ				
Accounts Payable	9200	(15,654.00)	(1,415.00)	(1,419.00)	7,053,853.00	15,528.00	14,544.0
TOTAL PRIOR YEAR	9500	1,185,265.00	(338,512.00)	(276,023.00)	(169,164.00)	19,871.00	282,638.0
TRANSACTIONS	Į.						
		(1,200,919.00)	337,097.00	274,604.00	7,223,017.00	(4,343.00)	(268,094.0
NET INCREASE/DECREASE					1,222,217.00	(1,040.00)	(200,034.0
(B - C + D)		27,388.00	728,814.00	2,062,085.00	(2,437,316.00)	(338,219.00)	1 440 402 0
. ENDING CASH (A + E)		(271,181.00)	457,633.00	2,519,718.00	82,402.00		1,440,403.0
		Sing of grey the type the	10 (10 PM) 14 (14 PM) 16 PM	2,019,110.00	02,402.00	(255,817.00)	1,184,586.0
ENDING CASH, PLUS ACCRUALS			(s):155.逻辑部分(s)	93.65% (0.14)	1000年,是由北京		

				Cashflow Workshe	et				Form CAS
ACTUAL C TUDOLICUTA	Object	January	February	March	April	May	June	Accruals	TOTAL
ACTUALS THROUGH THE MONTH OF (Enter Month Name):	January							Acciuals	IOIAL
A. BEGINNING CASH	9110	1,184,586.00	2,768,064.00						
3. RECEIPTS		1,104,500.00	2,700,004.00	7,857,095.00	5,046,943.00	3,365,785.00	2,593,426.00	ing parties and the control of the c	A00年以外,
Revenue Limit Sources									
Property Taxes	8020-8079	2,748,966.00	0.00	0.00					ļ
Principal Apportionment	8010-8019	4,566,159.00	219,605.00	0.00	1 100 500 00	2,101,957.00			5,161,498.0
Miscellaneous Funds	8080-8099	152.00	0.00		1,120,586.00			7,554,064.00	19,253,353.
Federal Revenue	8100-8299	54,836,00	489,490.00		8,408.00		63,809.00	0.00	
Other State Revenue	8300-8599	635,182.00	292,896,00		341,692.00		341,693.00	292,486.00	
Other Local Revenue	8600-8799	424,582.00	96,304.00	137,417.00	303,910.00		303,910.00	741,296.00	
Interfund Transfers In	8910-8929		20,304.00	137,417.00	137,417.00	137,417.00	69,975.00	510,050.00	
All Other Financing Sources	8930-8979								0.0
Other Receipts/Non-Revenue									0.0
TOTAL RECEIPTS		8,429,877.00	1,098,295.00	702.040.00	4 040 040 00				0.0
. DISBURSEMENTS		0,120,077.00	1,030,233.00	783,019.00	1,912,013.00	3,024,086.00	779,387.00	9,097,896.00	34,485,493.0
Certificated Salaries	1000-1999	2,971,658.00	1 527 504 00	4 500 054 00					
Classified Salaries	2000-2999	598,688.00	1,537,581.00 536,714.00	1,590,351.00	1,590,351.00	1,590,350.00	283,858.44		16,277,445.4
Employee Benefits	3000-3999	1,014,036.00		518,742.00	518,742.00	518,742.00	430,265.00		5,984,219.0
Books, Supplies and Services	4000-5999	355,046.00	616,153.00 265,771.00	680,816.00	680,816.00	680,816.00	218,287.84		6,711,236.8
Capital Outlay	6000-6599	333,040,00	200,771.00	803,262.00	803,262.00	803,262.00	772,804.00		5,602,176.0
Other Outgo	7000-7499								0.0
Interfund Transfers Out	7600-7629					203,275.00	105,885.00		353,584.0
All Other Financing Uses	7630-7699						158,003.00		158,003.0
Other Disbursements/									0.0
Non Expenditures		2,780,000.00	(6,960,000.00)		1				
TOTAL DISBURSEMENTS		7,719,428,00	(4,003,781.00)	2 502 474 00					(4,180,000.00
PRIOR YEAR TRANSACTIONS		7,710,420.00	(4,003,781.00)	3,593,171.00	3,593,171.00	3,796,445.00	1,969,103.28	0.00	30,906,664.2
Accounts Receivable	9200	198,261.00	(8 E00 00)						
Accounts Payable	9500	(674,768.00)	(8,500.00)						7,255,198.0
TOTAL PRIOR YEAR	0000	(074,700.00)	4,545.00						33,852.0
TRANSACTIONS		972 020 00	(40.045.00)			i			
NET INCREASE/DECREASE		873,029.00	(13,045.00)	0.00	0.00	0.00	0.00	0.00	7,221,346.0
(B - C + D)		4 500 470 55							
ENDING CASH (A + E)		1,583,478.00	5,089,031.00	(2,810,152.00)	(1,681,158.00)	(772,359.00)	(1,189,716.28)	9,097,896.00	10,800,174,7
		2,768,064.00	7,857,095.00	5,046,943.00	3,365,785.00	2,593,426.00	1,403,709.72		为这个人的人
ENDING CASH, PLUS ACCRUALS		的。 第二章	等。在10	-23/8/APC		为24 对370			10,501,605.72

		Unrestricted				
Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2012-13 Projection (C)	% Change (Cols. E-C/C) (D)	2013-14 Projection
A. REVENUES AND OTHER FINANCING SOURCES	<u> </u>		5075 P. 16684	13.73 7.44 P		(E)
(Enter projections for subsequent years 1 and 2 in Columns C and E	•	1				
current year - Column A - is extracted except line A1h)			· 大大大学			
Revenue Limit Sources Base Revenue Limit per ADA (Form RLI, line 4, ID 0024)	8010-8099	22,690,454.00				
b. Revenue Limit ADA (Form RLI, line 5b, ID 0033)		6,495,00		-,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		6,848.4
 C. Total Base Revenue Limit (Line Ala times line Alb. ID 0269)	4,663.85 30,291,705.75				
d. Other Revenue Limit (Form RL1, lines 6 thru 14)	,	0.00			3 1.25% 0.00%	
e. Total Revenue Limit Subject to Deficit (Sum lines					0.00%	
Alc plus Ald, ID 0082) f. Deficit Factor (Form RLI, line 16)		30,291,705.75	-0.64%	30,097,066.73	1.25%	30,474,619.7.
g. Deficited Revenue Limit (Line Ale times line Alf, ID 0284)		0.7939				
h. Plus: Other Adjustments (e.g., basic aid, charter schools		24,051,008,53	-3.529	23,205,139.42	1.25%	23,496,236.5
object 8015, prior year adjustments objects 8019 and 8099)			0.00%	.	0.000	
i. Revenue Limit Transfers (Objects 8091 and 8097)		(1,542,539.00			0.00%	(1,436,550.00
j. Other Adjustments (Form RLI, lines 18 thru 20 and line 41)		181,984.00		(1,482,961.00		(1,482,961.0
k. Total Revenue Limit Sources (Sum lines Alg thru Alj)						(1,102,701,01
(Must equal line A1) 2. Federal Revenues	0100 0000	22,690,453.53			1.43%	20,576,725.56
3. Other State Revenues	8100-8299 8300-8599	2,423.00				2,423.0
4. Other Local Revenues	8600-8799	3,408,522.00 250,000,00				3,261,237.00
5. Other Financing Sources	8900-8999	(2,547,076.00				180,000.00
6. Total (Sum lines Alk thru A5)		23,804,322,53		· · · · · · · · · · · · · · · · · · ·	4	(3,569,049,00
B. EXPENDITURES AND OTHER FINANCING USES		-34 Post (1944-1941)	La Maria de Como	21,031,238.42	-5.54%	20,451,336.56
Enter projections for subsequent years 1 and 2 in Columns C and E;		17.00			1997年4月	
current year - Column A - is extracted)					I TO DATE:	
1. Certificated Salaries		7. T. T. W.	13.55			
a. Base Salaries		areas and		12,495,292.44		10.000.00
b. Step & Column Adjustment				260,773.00		12,079,754.44
c. Cost-of-Living Adjustment						260,773.00
d. Other Adjustments		10000000000000000000000000000000000000		0.00	14 1600 2000 (15) 50 301	0.00
e. Total Certificated Salaries (Sum lines Bla thru Bld)	1000-1999	12,495,292.44	3 2204	(676,311.00		0.00
2. Classified Salaries		41.55.252.44	-3.33%	12,079,754.44	2.16%	12,340,527.44
a. Base Salaries		1.00	ents 1		一级搬运车	
b. Step & Column Adjustment		3 7 7 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3		3,198,347.00		3,304,174.00
c. Cost-of-Living Adjustment		公共四,秦宗		11,877.00	1543000	11,877.00
d. Other Adjustments				0.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000 2000	3. • A. / CASS S. P. B. A	245 199 199 199 199 199 199 199 199 199 19	93,950.00	and the state of	0.00
3. Employee Benefits	2000-2999	3,198,347.00	3.31%	3,304,174.00	0.36%	3,316,051.00
4. Books and Supplies	3000-3999	4,657,147.84	-0.28%	4,644,023.00	1.55%	4,715,961.00
5. Services and Other Operating Expenditures	4000-4999	358,879.00	-30.65%	248,879.00	0.00%	248,879.00
6. Capital Outlay	5000-5999	2,902,895.00	-4.24%	2,779,895.00	3.60%	2,879,895.00
	6000-6999	0.00	0,00%	0.00	0,00%	0.00
· · · ·	0-7299, 7400-7499		0.00%	119,298.00	0.00%	119,298.00
Other Outgo - Transfers of Indirect Costs Other Financing Uses	7300-7399	(218,191.00)	0.00%	(218,191.00)	0.00%	(218,191.00)
O. Other Adjustments (Explain in Section F below)	7600-7699	264,919.00	-74.36%	67,919.00	0.00%	67,919.00
1. Total (Sum lines B1 thru B10)		The Contractor	4年中央省有14月	0.00	全体 机合物管理	0.00
		23,778,587.28	-3.17%	23,025,751.44	1.93%	23,470,339.44
NET INCREASE (DECREASE) IN FUND BALANCE					0.00 CARC PAR	
Line A6 minus line B11)		25,735.25		(1,374,493.02)		(3,019,002.88)
FUND BALANCE	i		7. 李李泰克等63		was a same of	(5/517/555.00)
. Net Beginning Fund Balance (Form 011, line F1e)		2,461,783.54	STATE OF THE	2,487,518.79		
. Ending Fund Balance (Sum lines C and D1)		2,487,518.79		1,113,025.77		1,113,025.77
Components of Ending Fund Balance (Form 011)				1,113,023.77	75 (19 1) A	(1,905,977.11)
a. Nonspendable	9710-9719	63,637.39		/2 /2= aa		
b. Restricted	9740			63,637.39	Note that we have the control of the	63,637.39
c. Committed	1.70	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	经现在分 数	2011日 80日 80 年20日	際完發極低上	4.5
1. Stabilization Arrangements	9750				15000000000000000000000000000000000000	
2. Other Commitments	9760	0.00	學學學			
d. Assigned	J-	0,00				
e. Unassigned/Unappropriated	9780	0.00	48.12.13.4			
1. Reserve for Economic Uncertainties	9789	1.063.600.00	· 在 : 1 10 00 00 00 00 00 00 00 00 00 00 00 0	1		
2. Unassigned/Unappropriated	9790	1,052,600.00	被拟为的	1,021,875.00	为多数的关系	1,031,750.00
f. Total Components of Ending Fund Balance	9/90	1,371,281.87		27,513.38		(3,001,364.50)
(Line D3f must agree with line D2)	ľ			ļ.	43,200	
		2,487,519.26	化工作的 化二氯甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基甲基	1,113,025.77	A Maria Colombia Committee of the Section 1997	

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2012-13 Projection (C)	% Change (Cols. E-C/C) (D)	2013-14 Projection (E)
E. AVAILABLE RESERVES			- Page 133 (42)		10 0 0 0 0 0	- \-\-\-\-\-\-\-\-\-\-\-\-\-\-\-\-\-\-\
I General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	1,052,600,00		1,021,875.00		
c. Unassigned/Unappropriated	9790	1,371,281.87		27,513.38		1,031,750.00
Enter current year reserve projections in Column A, and other reserve projections in Columns C and E for subsequent years 1 and 2)				21,515.56		(3,001,364.50
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789				-	
c. Unassigned/Unappropriated	9790	0.00				
3 Total Available Reserves (Sum lines E1a thru E2c)		2,423,881.87		1,049,388.38		(1,969,614.50

F. ASSUMPTIONS

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	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2012-13 Projection	% Change (Cols. E-C/C)	2013-14 Projection
A. REVENUES AND OTHER FINANCING SOURCES		(A)	(B)	(C)	(D)	(E)
(Enter projections for subsequent years 1 and 2 in Columns C and E current year - Column A - is extracted) 1. Revenue Limit Sources						
2. Federal Revenues	8010-8099	1,542,539.00		-,,,		6 1,436,550.0
3. Other State Revenues	8100-8299 8300-8599	3,237,061.00 1,376,386.00				
4. Other Local Revenues	8600-8799	1,978,108.00	-3.53% -0.87%			
5. Other Financing Sources	8900-8999	2,547,076.00	22.89%			
6. Total (Sum lines Al thru A5)		10,681,170.00	-3.02%	10,358,596,00	1	
B. EXPENDITURES AND OTHER FINANCING USES (Enter projections for subsequent years 1 and 2 in Columns C and E current year - Column A - is extracted)	;					
1. Certificated Salaries		A STATE OF THE STA				
a. Base Salaries				3 703 153 00		:
b. Step & Column Adjustment		上。		3,782,153.00	3/4	3,991,598.00
c. Cost-of-Living Adjustment			以外, 使为13	51,902.00	가 하는 보다는 것이 되는 것이다.	51,902.00
d. Other Adjustments			**. July 1985.	0,00	17 10 Constant 1970 1980	0.00
e. Total Certificated Salaries (Sum lines Bla thru Bld)	1000-1999	3,782,153,00	5 No. 15 2 175 67267	157,543.00		<u> </u>
2. Classified Salaries	1020 1777	3,782,133.00	5.54%	3,991,598.00	1.30%	4,043,500.00
a. Base Salaries			企作的关系	2 50 5 5 5 5 5 5	La Partition	
b. Step & Column Adjustment			4.444	2,785,872.00	4.	2,878,307.00
c. Cost-of-Living Adjustment		ANTE STATE		10,448.00		10,448.00
d. Other Adjustments				0.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	2.795.052.00	45 (1455 55) 4(455 1455 4)	81,987.00	与物理研究的	
3. Employee Benefits	3000-3999	2,785,872.00	3.32%	2,878,307.00	0.36%	2,888,755.00
4. Books and Supplies	4000-4999	2,054,089.00	1.06%	2,075,816.00	-2.08%	2,032,720.00
5. Services and Other Operating Expenditures	5000-5999	1,214,191.00	-56.12%	532,763.00	-29.62%	374,971.00
6. Capital Outlay	6000-6999	1,126,211.00	-1.27%	1,111,936.00	0.00%	1,111,936.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0.00%	0.00	0,00%	0.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399		0.00%	234,286.00	0.00%	234,286,00
9. Other Financing Uses	7600-7699	111,275.00	0.00%	111,275.00	0.00%	111,275.00
10. Other Adjustments (Explain in Section F below)	7000-7077	0.00	0.00%	0.00	0.00%	0,00
11. Total (Sum lines B1 thru B10)		11,308,077.00			上程的特性。 其是	
NET INCREASE (DECREASE) IN FUND BALANCE		11,308,077.00	-3.29%	10,935,981.00	-1.27%	10,797,443.00
(Line A6 minus line B11)		(626,907.00)		(575 105 00)		
D. FUND BALANCE		(020,307.00)	College Section Step	(577,385.00)	KARAMETER, PROVINCE A	0.00
1. Net Beginning Fund Balance (Form 011, line F1e)		1 204 202 24	11.1			
2. Ending Fund Balance (Sum lines C and D1)	ŀ	1,204,292.34		577,385.34		0.34
3. Compenents of Ending Fund Balance (Form 011)	<u> </u>	577,385.34	-43	0.34		0.34
a. Nonspendable	9710-9719	0.00	34577			
b. Restricted	9740	577,385,34	(*******		
c. Committed		577,363.54 ,	建设设置于	307,947.00	Sc12444	89.34
1. Stabilization Arrangements	9750	a North				
2. Other Commitments	9760		一系数据。其		建筑设施	
d. Assigned	9780	三字编辑机	发现2000年	美国的企业		
. 11 1 101			经过多数制度			
e. Unassigned/Unappropriated	17			いたないの 受益できるのま	are to table \$400 and \$400 and \$400 and	机磨气蒸汽车 化邻硫基丁二烷
Reserve for Economic Uncertainties	9789		2000年10日			
	9789 9790	0.00				
I. Reserve for Economic Uncertainties	9789 9790	0,00		(307,946.66)		(89.00)

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2012-13 Projection (C)	% Change (Cols. E-C/C) (D)	2013-14 Projection (E)
E. AVAILABLE RESERVES					production of the second	(4-)
1. General Fund						
a. Stabilization Arrangements	9750					
b. Reserve for Economic Uncertainties	9789					
c. Unassigned/Unappropriated Amount	9790					
Enter current year reserve projections in Column A, and other reserve projections in Columns C and E for subsequent years 1 and 2)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a Stabilization Arrangements	9750					
b Reserve for Economic Uncertainties	9789			是一次是少于		
c Unassigned/Unappropriated	9790					
3 Total Available Reserves (Sum lines E1a thru E2c)	•	4.3.				

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.

		tricted/Restricted				
Description	Object Codes	Projected Year Totals (Form 011)	% Change (Cols. C-A/A)	2012-13 Projection	% Change (Cols. E-C/C)	2013-14 Projection
A. REVENUES AND OTHER FINANCING SOURCES	Lodes	(A)	(B)	(C)	(D)	(E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted) 1. Revenue Limit Sources						
2. Federal Revenues	8010-8099	24,232,993.00	-10.36%	21,722,178.42	1.34%	22,013,275.56
3. Other State Revenues	8100-8299	3,239,484.00		2,505,590.00	0.00%	2,505,590.00
4. Other Local Revenues	8300-8599	4,784,908.00		4,641,248.00	-1.12%	4,589,076.00
5. Other Financing Sources	8600-8799 8900-8999	2,228,108.00		2,140,838.00	0.00%	2,140,838.00
6. Total (Sum lines Al thru A5)	8700-8777	0.00	0.00%	1,000,000.00	-100.00%	0.00
B EXPENDITURES AND OTHER FINANCING USES		34,485,492.53	-7.18%	32,009,854.42	-2.38%	31,248,779.56
(Enter projections for subsequent years I and 2 in Columns C and E;						
current year - Column A - is extracted)						
I Certificated Salaries						
a. Base Salaries						
b. Step & Column Adjustment				16,277,445.44		16,071,352.44
c. Cost-of-Living Adjustment				312,675.00		312,675.00
d. Other Adjustments				0.00		0.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)			N. 3	(518,768.00)		0.00
2. Classified Salaries	1000-1999	16,277,445.44	-1.27%	16,071,352.44	1.95%	16,384,027.44
a Base Salaries				5,984,219.00	三克特·第 50章	6,182,481.00
b. Step & Column Adjustment				22,325.00		22,325.00
c. Cost-of-Living Adjustment			1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1	0.00		0.00
d. Other Adjustments				175,937.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	5,984,219.00	3.31%	6,182,481.00	0.36%	6,204,806.00
3. Employee Benefits	3000-3999	6,711,236.84	0.13%	6,719,839.00	0.43%	6,748,681.00
4. Books and Supplies	4000-4999	1,573,070.00	-50.31%	781,642.00	-20.19%	
5. Services and Other Operating Expenditures	5000-5999	4,029,106.00	-3.41%	3,891,831.00	2.57%	623,850.00
6. Capital Outlay	6000-6999	0.00	0.00%	0.00	0.00%	3,991,831.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	353,584.00	0.00%	353,584.00		0.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(106,916.00)	0.00%		0.00%	353,584.00
9. Other Financing Uses	7600-7699	264,919.00	-74,36%	(106,916.00)	0.00%	(106,916.00)
10. Other Adjustments		7.553.50 A.	22 1 2 3 3 3 1 3	67,919.00	0.00%	67,919.00
11. Total (Sum lines B1 thru B10)		35,086,664.28	-3.21%	0.00	<u>, 124 (4) 300 54 44</u> 00 (4)	0.00
C. NET INCREASE (DECREASE) IN FUND BALANCE		33,000,004.28	-3.21%	33,961,732.44	0.90%	34,267,782.44
(Line A6 minus line B11)		(601,171.75)				
D. FUND BALANCE		(001,171,73)	San San San San San San San San San San	(1,951,878.02)		(3,019,002.88)
1. Net Beginning Fund Balance (Form 011, line F1e)		3,666,075.88				
2. Ending Fund Balance (Sum lines C and D1)	İ	3,064,904.13		3,064,904.13	产生的 法	1,113,026.11
3 Components of Ending Fund Balance (Form 011)	ţ.	3,004,704.13		1,113,026.11	-	(1,905,976,77)
a. Nonspendable	9710-9719	63,637.39		62 627 20		
b. Restricted	9740	577,385.34		63,637.39		63,637.39
c. Committed		277,565,54		307,947.00	· · · · · · · · · · · · · · · · · · ·	89.34
1. Stabilization Arrangements	9750	0.00				
2. Other Commitments	9760		- 推翻: 2007 00	0.00		0.00
d Assigned	9780	0.00		0.00		0.00
e. Unassigned/Unappropriated	7/80	0.00	(-) (-) (-) (-) (-) (-)	0.00		0.00
I. Reserve for Economic Uncertainties	0700	1000 111		l:	"特别","	. ——
2. Unassigned/Unappropriated	9789	1,052,600.00		1,021,875.00	高级的高级工	1,031,750.00
f. Total Components of Ending Fund Balance	9790	1,371,281.87		(280,433.28)	ing gray and E	(3,001,453.50)
(Line D3eF must agree with line D2)		30/4004		1.		
The second secon		3,064,904.60	6 7 7 15 64	1,113,026.11		(1,905,976.77)

	Unre	estricted/Restricted				
Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2012-13 Projection (C)	% Change (Cols. E-C/C) (D)	2013-14 Projection (E)
E. AVAILABLE RESERVES (Unrestricted except as noted)					1 1 1 1 1 1 1 1 1	\/
I. General Fund				:		
a. Stabilization Arrangements	9750	0.00		0.00		0.0
b. Reserve for Economic Uncertainties	9789	1,052,600.00		1,021,875.00		1,031,750.0
c. Unassigned/Unappropriated	9790	1,371,281.87		27,513.38		(3,001,364.5
d. Negative Restricted Ending Balances						
(Negative resources 2000-9999) (Enter projections)	979Z			0.00		0.0
Special Reserve Fund - Noncapital Outlay (Fund 17) a. Stabilization Arrangements						
•	9750	0.00		0.00		0.0
b Reserve for Economic Uncertainties	9789	0.00		0.00		0.0
c. Unassigned/Unappropriated 3. Total Available Reserves - by Amount (Sum lines E1 thru E2b)	9790	0.00		0.00		0.0
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		2,423,881.87		1,049,388.38		(1,969,614.5
RECOMMENDED RESERVES		6.91%		3.09%		-5.75
··· 						
1. Special Education Pass-through Exclusions				影響をかけた		
For districts that serve as the administrative unit (AU) of a						
special education local plan area (SELPA):						建筑,
a. Do you choose to exclude from the reserve calculation		1:424		新 然为46000000000000000000000000000000000000		
the pass-through funds distributed to SELPA members?	No	The type of the state of				59. 1. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3. 3.
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,			Transfer (Turk)			
objects 7211-7213 and 7221-7223; enter projections for subsequent years I and 2 in Columns C and E)		0.00				
2. District ADA						
Used to determine the reserve standard percentage level on line F3d						
(Column A: Form AI, Estimated P-2 ADA column, lines 1-4 and 22; en	ter projections)	4,456,89				
3. Calculating the Reserves	projections,	4,430.89		4,499.85	< 15 (3) 39 (4)	4,449.85
a. Expenditures and Other Financing Uses (Line B11)		35,086,664.28				
b. Plus: Special Education Pass-through Funds (Line F1b2, if Line F1a is	· No)	0.00		33,961,732.44		34,267,782.44
c. Total Expenditures and Other Financing Uses (Line F3a plus line F3b)	,	35,086,664.28		0.00		0.00
d. Reserve Standard Percentage Level		35,000,004.28		33.961,732.44		34,267,782.44
(Refer to Form 01CSI, Criterion 10 for calculation details)				ŀ		
e. Reserve Standard - By Percent (Line F3c times F3d)		3%		3%		
f. Reserve Standard - By Amount		1,052,599.93		1,018,851.97	의 2종 및 L	1,028,033.47
(Refer to Form 01CSI, Criterion 10 for calculation details)		0.00		0.00		0.00
g. Reserve Standard (Greater of Line F3e or F3f)		1,052,599.93		1,018,851,97	学院的 医上	1,028,033,47
h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)		YES	在 名為和英國	YES		1,028,033.47

Description	Object Codes	Projected Year Totals (A)	% Change (Cols. C-A/A) (B)	2012-13 Projection (C)	% Change (Cols. E-C/C)	2013-14 Projection
A. REVENUES AND OTHER FINANCING SOURCES	-		1	(C)	(D)	(E)
(Enter projections for subsequent years 1 and 2 in Columns C ar	nd E;					
current year - Column A - is extracted)						
Revenue Limit Sources Federal Revenues	8010-8099	0.00	0.00%		0.00%	
3. Other State Revenues	8100-8299	0.00	0.00%		0.00%	
4 Other Local Revenues	8300-8599	0.00	0.00%		0.00%	
5 Other Financing Sources	8600-8799 8900-8999	0.00	0.00%		0.00%	
6. Total (Sum lines Al thru A5)	8700-8777	0.00	0.00%		0.00%	
B. EXPENDITURES AND OTHER FINANCING USES		0.00	0.00%	0.00	0.00%	0.
Enter projections for subsequent years 1 and 2 in Columns C an	J.C.	}				
current year - Column A - is extracted)	u c,				ľ	
1. Certificated Salaries	1000-1999		1			
2. Classified Salaries	2000-2999	0.00	0.00%		0.00%	
3. Employee Benefits	3000-3999	0.00	0.00%		0.00%	
4. Books and Supplies	4000-4999	0.00	0.00%		0.00%	
5. Services and Other Operating Expenditures	5000-5999	0.00	0.00%		0.00%	
6. Capital Outlay	6000-6999	0,00	0,00%		0.00%	
7. Other Outgo (excluding Transfers of Indirect Costs)		0.00	0.00%		0.00%	
8. Other Outgo - Transfers of Indirect Costs	7100-7299, 7400-7499		0.00%		0.00%	
9. Other Financing Uses	7300-7399	0.00	0.00%		0.00%	
Other Adjustments (Explain in Section E below)	7600-7699	0,00	0.00%		0.00%	
1. Total (Sum lines B1 thru B10)						
NET INCREASE (DECREASE) IN FUND BALANCE		0.00	0.00%	0.00	0.00%	0.0
Line A6 minus line B(1)				l		
FUND BALANCE		0,00		0.00		0.0
				ľ.		_
Net Beginning Fund Balance	9791-9795	(1,317,406.46)		(1,317,406.46)		(1,317,406.4
Ending Fund Balance (Sum lines C and D1) Components of Ending Fund Balance		(1,317,406.46)	:: :::::::::::::::::::::::::::::::::::	(1,317,406.46)		(1,317,406.4
a. Nonspendable		1				(1,517,400,4
b. Restricted	9710-9719	0.00				
c. Committed	9740	0.00	- L			
1. Stabilization Arrangements	9750					
2. Other Commitments	9760	0.00		:		
d. Assigned	9780	0.00				
e. Unassigned/Unappropriated	/··••	0.00	\$ 45 B B B B B B B B B B B B B B B B B B			
1. Reserve for Economic Uncertainties	9789	0.00		!		
2. Unassigned/Unappropriated	9790	(1,317,406,46)	· -	(1 217 104 14)		
f. Total Components of Ending Fund Balance	-	(1,517,400,40)		(1,317,406.46)		(1,317,406.46
(Line D3f must agree with Line D2)		(1,317,406.46)	1.25	(1,317,406.46)		

Please provide below or on a separate attachment the assumptions used to determine the projections for the first and second subsequent fiscal years.

See attached explanation.

Second Interim 2011-12 INTERIM REPORT General Fund Revenue Limit Summary

Description	Principal Appt. Software Data ID	Original Budget	Board Approved Operating Budget	Projected Year Totals
BASE REVENUE LIMIT PER ADA				
Base Revenue Limit per ADA (prior year)	0025	6,352.00	6,352.00	6,352.00
2. Inflation Increase	0041	143.00		
2 40 00 4 5	0042, 0525,			
3. All Other Adjustments	0719	0.00	0.00	0.00
4. TOTAL, BASE REVENUE LIMIT PER ADA				
(Sum Lines 1 through 3)	0024	6,495.00	6,495.00	6,495.00
REVENUE LIMIT SUBJECT TO DEFICIT				
5. Total Base Revenue Limit				
a. Base Revenue Limit per ADA (from Line 4)	0024	6,495.00	6,495.00	6,495.00
b. Revenue Limit ADA	0033	4,660.56	4,663.85	4,663.85
c. Total Base Revenue Limit (Line 5a times Line 5b)	0269	30,270,337.20		30,291,705.75
6. Allowance for Necessary Small School	0489	0.00	0.00	0.00
7. Gain or Loss from Interdistrict Attendance Agreements	0272	0.00	0.00	0.00
8. Meals for Needy Pupils	0090			
9. Special Revenue Limit Adjustments	0274	0.00	0.00	0.00
10. One-time Equalization Adjustments	0275			0.00
11. Miscellaneous Revenue Limit Adjustments	0276, 0659	0.00	0.00	0.00
12. Less: All Charter District Revenue Limit Adjustment	0217	0.00	0.00	0.00
13. Beginning Teacher Salary Incentive Funding	0552			0.00
14. Less: Class Size Penalties Adjustment	0173	0.00	0.00	
15. REVENUE LIMIT SUBJECT TO DEFICIT (Sum Lines 5c through 11, plus Line 13, minus Lines 12 and 14)	0000			0.00
DEFICIT CALCULATION	0082	30,270,337.20	30,291,705.75	30,291,705.75
16. Deficit Factor	0004	· · · · · · · · · · · · · · · · · · ·		
17. TOTAL, DEFICITED REVENUE LIMIT	0281	0.80246	0.79398	0.79398
(Line 15 times Line 16)	0004			
OTHER REVENUE LIMIT ITEMS	0284	24,290,734.79	24,051,008.53	24,051,008.53
8. Unemployment Insurance Revenue	0000			
9. Less: Longer Day/Year Penalty	0060	357,698.00	405,891.00	405,891.00
20. Less: Excess ROC/P Reserves Adjustment	0287	0.00	0.00	0.00
11. Less: PERS Reduction	0288	0.00	0.00	0.00
2. PERS Safety Adjustment/SFUSD PERS Adjustment	0195	63,063.00	63,809.00	63,809.00
3. TOTAL, OTHER REVENUE LIMIT ITEMS	0205, 0654	0.00	0.00	0.00
(Sum Lines 18 and 22, minus Lines 19 through 21)				
4. TOTAL REVENUE LIMIT (Sum Lines 17 and 23)		294,635.00	342,082.00	342,082.00
(Suit Lines 17 and 23)	0088	24,585,369.79	24,393,090.53	24,393,090.53

Second Interim 2011-12 INTERIM REPORT General Fund Revenue Limit Summary

Printed: 3/7/2012 12:05 PM

Description	Principal Appt. Software Data ID	Original Budget	Board Approved Operating Budget	Projected Year
REVENUE LIMIT - LOCAL SOURCES		Dauget	Operating Budget	Totals
25. Property Taxes	0587	5,308,248.00	5,161,498.00	E 464 400 0
26. Miscellaneous Funds	0588	0.00		· · · · · · · · · · · · · · · · · · ·
27. Community Redevelopment Funds	0589	0.00		
28. Less: Charter Schools In-lieu Taxes	0595	268,772.00		
29. TOTAL, REVENUE LIMIT - LOCAL SOURCES		200,112.00	240,321.00	246,321.0
(Sum Lines 25 through 27, minus Line 28)	0126	5,039,476.00	4,915,831.00	4.045.934.0
30. Charter School General Purpose Block Grant Offset		0,000,470.00	4,910,031.00	4,915,831.0
(Unified Districts Only)	0293	0.00	0.00	0.00
31. STATE AID PORTION OF REVENUE LIMIT		0.00	0.00	0.00
(Sum Line 24, minus Lines 29 and 30.				
If negative, then zero)	0111	19,545,893.79	19,477,259.53	10 477 250 5
OTHER ITEMS		1 .0,0 10,000.13	19,477,209.00	19,477,259.5
32. Less: County Office Funds Transfer	0458	221,992.00	223,907.00	222.007.00
33. Core Academic Program	9001		220,307.00	223,907.00
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				2.00
Pupil Transfer	0634, 0629	0.00	0.00	0.00
39. Basic Aid Supplement Charter School Adjustment	9018	0.00	0.00	0.00
40. All Other Adjustments	•	0.00	0.00	0.00
41. TOTAL, OTHER ITEMS				0.00
(Sum Lines 33 through 40, minus Line 32)		(221,992.00)	(223,907.00)	(223,907.00)
12. TOTAL, STATE AID PORTION OF REVENUE				
LIMIT (Sum Lines 31 and 41)				
(This amount should agree with Object 8011)		19,323,901.79	19,253,352.53	19,253,352.53
OTHER NON-REVENUE LIMIT ITEMS				
3. Core Academic Program				·
A. California High Sahaal Evit Evera	9001	0.00	0.00	0.00
California High School Exit Exam Pupil Promotion and Retention Programs	9002	0.00	0.00	0.00
(Retained and Recommended for Retention,				
and Low STAR and At Risk of Retention)	0040 004=			
6. Apprenticeship Funding	9016, 9017	0.00	0.00	0.00
7. Community Day School Additional Funding	0570	0.00	0.00	0.00
- Commissing Day Control Additional Funding	3103, 9007	0.00	0.00	0.00

34 73973 0000000 Form 01CSI

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 ex	kplained and may affect the i	interim certification.		
CRITERIA AND STANDARDS				
1. CRITERION: Average Daily Atter	ndance			-
STANDARD: Funded average dail two percent since first interim projections.	y attendance (ADA) for any ections.	of the current fiscal year or two	subsequent fiscal years has r	not changed by more than
District's AD/	A Standard Percentage Range:	-2.0% to +2.0%		
1A. Calculating the District's ADA Variance	98		· · · · · · · · · · · · · · · · · · ·	
DATA ENTRY. First Interim data that exist will be extracted. If Second Interim Form MYPI exists, Pro- Fiscal Year Current Year (2011-12)	Revenue Limit First Interim Projected Year Totals (Form 01CS), Item 1A)	wacted for the two subsequent years,	If not, enter data into the second co	Status
1st Subsequent Year (2012-13)	4,543.90	4,499.85	-1.0%	Met Met
2nd Subsequent Year (2013-14)	4,518.90	4,449.85	-1.5%	Met
1B. Comparison of District ADA to the State	ndard			
DATA ENTRY: Enter an explanation if the standar 1a. STANDARD MET - Funded ADA has not of the standar standard	rd is not met.	ions by more than two percent in any o	of the current year or two subsequer	nt fiscal years.

34 73973 0000000 Form 01CSI

2.		TEDI	~N.	F	llmeni
Z.	URI	IERI	UN:	Enro	umen

STANDARD: Projected enrollment for any of the current fiscal year	or two subsequent fiscal years has not changed by more than two percent since
first interim projections.	The second was a second state of the second st

District C-				
Districts Eni	rollment Standard Percentage Range:	-2.0% to +2.0%		
2A. Calculating the District's Enrolls	ment Variances			
DATA ENTRY: First Interim data that exist	will be extracted; otherwise, enter data into	the first column for all fiscal years.	Enter data in the second column	for all fleral vegre
	Enrollm		orner data in the added to optimize	ior da nocal years.
	First Interim	ent Second Interim		
Fiscal Year	(Form 01CSI, Item 2A)	CBEDS/Projected	Percent Change	Status
Current Year (2011-12)	4,685	4,685	0.0%	Met
Ist Subsequent Year (2012-13)	4,624	4,535	-1.9%	Met
2nd Subsequent Year (2013-14)	4,532	4,510	-0.5%	Met

2B. Comparison of District Enrollment to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Enrollment projections have not changed since first interim projections by more than two percent for the current year and two subsequent fiscal 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 current fiscal 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: Unaudited Actuals data that exist will be extracted into the P-2 ADA column for the First Prior Year; otherwise, enter First Prior Year data. P-2 ADA for the second and third prior years are preloaded. First Interim data that exist will be extracted into the Enrollment column; otherwise, enter Enrollment data for all fiscal years.

Fiscal Year	P-2 ADA Unaudited Actuals (Form A, Lines 3, 6, and 25)	Enrollment CBEDS Actual (Form 01CSI, Item 3A)	Historical Ratio of ADA to Enrollment
Third Prior Year (2008-09)	4,864	4,685	103.8%
Second Prior Year (2009-10) First Prior Year (2010-11)	4,688	4,624	101,4%
riist Prior Year (2010-11)	4,618	4,532	101.9%
		Historical Average Ratio:	102.4%

District's ADA to Enrollment Standard (historical average ratio plus 0.5%): 102.9%

3B. Calculating the District's Projected Ratio of ADA to Enrollment

DATA ENTRY: If Form MYPI exists, Estimated P-2 ADA data for the two subsequent years will be extracted; if not, enter Estimated P-2 ADA data in the first column. All other data are extracted.

Fiscal Year	Estimated P-2 ADA (Form AI, Lines 1-4 and 22)	Enrollment CBEDS/Projected		
Current Year (2011-12)	(Form MYPI, Line F2)	(Criterion 2, Item 2A)	Ratio of ADA to Enrollment	Status
·	4,457	4,685	95.1%	Met
1st Subsequent Year (2012-13)	4,500	4,535	99.2%	Met
2nd Subsequent Year (2013-14)	4,450	4,510	98.7%	Met

3C. Comparison of District ADA to Enrollment Ratio to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

subsequent fieral venre
811

Explanation:	
(required if NOT met)	

4.	CRIT	FRI	ON:	Reven	ıue Limil

STANDARD: Projected revenue limit for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since first interim projections.

District's Revenue Limit Standard Percentage Range: -2.0% to +2.0%

4A. Calculating the District's Projected Change in Revenue Limit

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column. In the Second Interim column, Current Year data are extracted; enter data for the two subsequent years.

Revenue Limit

(Fund 01, Objects 8011, 8020-8089)

First Interim

Second Interim

		Cocona macini		
Fiscal Year	(Form 01CSI, Item 4A)	Projected Year Totals	Percent Change	Status
Current Year (2011-12)	23,459,777.00	24,415,505.00	4.1%	Not Met
1st Subsequent Year (2012-13)	23,864,634.00	23,569,635,00	-1.2%	Met
2nd Subsequent Year (2013-14)	24,392,084.00	23,908,453.00	-2.0%	Met

4B. Comparison of District Revenue Limit to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD NOT MET - Projected revenue limit has changed since first interim projections by more than two percent in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard and a description of the methods and assumptions used in projecting revenue limit.

Explanation: (required if NOT met)

The second interim report removed the anticipated \$250 per ADA mid year redu increased.	ction. As a result, projected current year revenue limit dollars

CRITERION: Salaries and Benefits

STANDARD: Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures for any of the current fiscal 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: Unaudited Actuals data that exist for the First Prior Year will be extracted; otherwise, enter data for the First Prior Year. Unaudited Actuals data for the second and third prior

Unaudited Actuals - Unrestricted (Rescurces 0000-1999)

	(1,100001000	0000-1333)	Ratio
Fiscal Year	Salaries and Benefits (Form 01, Objects 1000-3999)	Total Expenditures (Form 01, Objects 1000-7499)	of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures
Third Prior Year (2008-09)	26,199,586.59		89.3%
Second Prior Year (2009-10) First Prior Year (2010-11)	22,219,603.01		87.5%
riist Prior Year (2010-11)	22,234,957.83	21,010,020.40	89.2%
		Historical Average Ratio:	88.7%

• · · · · · · · · · · · · · · · · · · ·	Current Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
District's Reserve Standard Percentage (Criterion 10B, Line 4)			(50.0.1.)
District's Salaries and Benefits Standard	30%	3.0%	3.0%
(historical average ratio, plus/minus the			İ
greater of 3% or the district's reserve			
standard percentage):	85.7% to 91.7%	85.7% to 91.7%	85.7% to 91.7%

5B. Calculating the District's Projected Ratio of Unrestricted Salaries and Benefits to Total Unrestricted General Fund Expenditures

DATA ENTRY: If Form MYPI exists, Projected Year Totals data for the two subsequent years will be extracted; if not, enter Projected Year Totals data. Projected Year Totals data for Current

Projected Year Totals - Unrestricted (Resources 0000-1999)

Salaries and Benefits

Total Expenditures

Ratio

Fiscal Year	(Form 011, Objects 1000-3999) (Form MYPI, Lines B1-B3)	(Form 011, Objects 1000-7499) (Form MYPI, Lines B1-B8, B10)		
Current Year (2011-12)	20,350,787.28		TOTAL CITE OF THE CANADA CANAD	Status Met
1st Subsequent Year (2012-13)	20,027,951.44	22,957,832.44	87.2%	Met
2nd Subsequent Year (2013-14)	20,372,539.44	23,402,420.44	87.1%	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 current year 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 current fiscal year or two subsequent fiscal years, have not changed by more than five percent since first interim projections.

Changes that exceed five percent in any major object category must be explained.

	Districts	ther Revenues and Expenditures	Standard Percentage Range:	-5.0% to +5.0%	
	District's Othe	er Rovenues and Expenditures Ex	planation Percentage Range:	-5.0% to +5.0%	
A. Calculating the District's	Change by M	fajor Object Category and Cor	nparison to the Explanation Pe	rcentage Range	
DATA ENTRY: First Interim data	that exist will be	Aviracian's albanyina, antas data i-t	the Control of the Co		
exists, data for the two subsequer	nt years will be	extracted; if not, enter data for the tw	the first column. Second interim dat to subsequent years into the second of	a for the Current Year are extrac	ted. If Second Interim Form MY
			ceeds the district's explanation perce		
				mbyo range.	
		First Interim Projected Year Totals	Second Interim		
bject Range / Fiscal Year		(Form 01CSI, Item 6A)	Projected Year Totals (Fund 01) (Form MYPI)	Percent Change	Change Is Outside Explanation Range
Federal Revenue (Fund	01, Objects 81	00-8299) (Form MYPI, Line A2)			explanation mange
urrent Year (2011-12)	- -	3,011,399.00	3,239,484.00	7.6%	V
st Subsequent Year (2012-13)		2.460,221.00	2,505,590.00	1.8%	Yes
nd Subsequent Year (2013-14)		2,460,221.00	2,505,590.00	1.8%	No
Explanation:	The second	interim report also includes prior ve	ar carryover and deferred revenue th	at is not included in the aid was	
(required if Yes)	awards for t	hoses years.		er is not included in the out year	s. I ney only reflect the expect
	l				
	L				
Othor State Revenue (Fi	und 01, Objects	8300-8599) (Form MYPI, Line A3)			
	-				
urrent Year (2011-12)	•	4,384,645.00	4,784,908.00	9.1%	Yas
urrent Year (2011-12) It Subsequent Year (2012-13)		4,356,072.00	4,784,908.00 4,641,248.00	9.1% 6.5%	Yes Yes
urrent Year (2011-12) It Subsequent Year (2012-13)	The State re	4,356,072.00 4,234,699.00	4,641,248.00 4,589,078.00	6.5% 8.4%	Yes Yes
urrent Year (2011-12) st Subsequent Year (2012-13) nd Subsequent Year (2013-14) Explanation: (required if Yes)	The State re This informa	4,356,072.00 4,234,699.00 evenue changes are reflective of the filton was new since the first interim	4,641,248.00 4,589,076.00 smaller mid-year cuts for the current report was completed.	6.5% 8.4%	Yes Yes
current Year (2011-12) st Subsequent Year (2012-13) and Subsequent Year (2013-14) Explanation: (required if Yes)	The State re This informa	4,356,072.00 4,234,699.00 Evenue changes are reflective of the atlon was new since the first interiment of the first interime	4,841,248.00 4,589,078.00 smaller mid-year cuts for the current report was completed.	6.5% 8.4% year and the anticipated \$370 p	Yes Yes Yes or ADA loss for the out years.
current Year (2011-12) st Subsequent Year (2012-13) and Subsequent Year (2013-14) Explanation: (required if Yes) Other Local Revenue (Fourrent Year (2011-12) st Subsequent Year (2012-13)	The State re This informa	4,356,072.00 4,234,699.00 evenue changes are reflective of the atlon was new since the first interimental states and the second states are reflective of the atlon was new since the first interimental states are reflective of the atlon was new since the first interimental states are reflective of the atlone was new since the first interimental states are reflective of the atlone was new since the first interimental states are reflective of the atlone was new since the first interimental states are reflective of the atlone was new since the first interimental states are reflective of the atlone was new since the first interimental states are reflective of the atlone was new since the first interimental states are reflective of the atlone was new since the first interimental states are reflective of the atlone was new since the first interimental states are reflective of the atlone was new since the first interimental states are reflective of the atlone was new since the first interimental states are reflective of the states are reflective or reflective or reflective or reflective or reflective or reflecti	4,841,248.00 4,589,078.00 smaller mid-year cuts for the current report was completed.	6.5% 8.4% year and the anticipated \$370 pt 2.3%	Yes Yes Yes er ADA loss for the out years.
urrent Year (2011-12) st Subsequent Year (2012-13) nd Subsequent Year (2013-14) Explanation: (required if Yes) Other Local Revenue (Fourrent Year (2011-12) st Subsequent Year (2012-13)	The State re This informa	4,356,072.00 4,234,699.00 Evenue changes are reflective of the atlon was new since the first interiment of the first interime	4,841,248.00 4,589,078.00 smaller mid-year cuts for the current report was completed. 2,228,108.00 2,140,838.00	6.5% 8.4% year and the anticipated \$370 pt 2.3% -1.7%	Yes Yes Yes Or ADA toss for the out years.
current Year (2011-12) st Subsequent Year (2012-13) and Subsequent Year (2013-14) Explanation: (required if Yes) Other Local Revenue (Fourrent Year (2011-12) st Subsequent Year (2013-14)	The State re This informa	4,356,072.00 4,234,699.00 evenue changes are reflective of the allon was new since the first interim 8600-8799) (Form MYPI, Line A4) 2,178,838.00 2,177,838.00	4,841,248.00 4,589,078.00 smaller mid-year cuts for the current report was completed.	6.5% 8.4% year and the anticipated \$370 pt 2.3%	Yes Yes Yes er ADA loss for the out years.
current Year (2011-12) st Subsequent Year (2012-13) and Subsequent Year (2013-14) Explanation: (required if Yes) Other Local Revenue (Fourrent Year (2011-12) at Subsequent Year (2012-13) at Subsequent Year (2013-14) Explanation:	The State re This informa	4,356,072.00 4,234,699.00 evenue changes are reflective of the allon was new since the first interim 8600-8799) (Form MYPI, Line A4) 2,178,838.00 2,177,838.00	4,841,248.00 4,589,078.00 smaller mid-year cuts for the current report was completed. 2,228,108.00 2,140,838.00	6.5% 8.4% year and the anticipated \$370 pt 2.3% -1.7%	Yes Yes Yes Or ADA toss for the out years.
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urrent Year (2011-12) at Subsequent Year (2012-13) and Subsequent Year (2013-14) Explanation: (required if Yes) Other Local Revenue (Fourrent Year (2011-12) at Subsequent Year (2012-13) at Subsequent Year (2013-14) Explanation: (required if Yes) Books and Supplies (Furrent Year (2011-12) at Subsequent Year (2012-13) at Subsequent Year (2012-13) at Subsequent Year (2013-14) Explanation: (required if Yes)	The State re This information and 01, Objects With the antic	4,356,072.00 4,234,699.00 venue changes are reflective of the atlon was new since the first interimental series (Form MYPI, Line A4) 2,178,838.00 2,177,838.00 2,177,838.00 2,177,838.00 1,071,367.00 799,338.00 cipated mid-year trigger cuts in place area (Fund 01, Objects 5000-5999) 4,264,835.00	4,841,248.00 4,589,078.00 smaller mid-year cuts for the current report was completed. 2,228,108.00 2,140,838.00 2,140,838.00 1,573,070.00 781,642.00 623,850.00 e for the cut years, supply budgets has 4,029,106.00	6.5% 8.4% year and the anticipated \$370 pc 2.3% -1.7% -1.7% -2.0% -22.0% ave been reduced to align with ex	Yes Yes Yes Yes On ADA loss for the out years. No No No No Yes Yes Yes
urrent Year (2011-12) at Subsequent Year (2012-13) at Subsequent Year (2013-14) Explanation: (required if Yes) Other Local Revenue (Fruirent Year (2011-12) I Subsequent Year (2012-13) d Subsequent Year (2013-14) Explanation: (required if Yes) Books and Supplies (Furrent Year (2011-12) Subsequent Year (2012-13) I Subsequent Year (2013-14)	The State re This information and 01, Objects and 01, Objects 4	4,356,072.00 4,234,699.00 4,234,699.00 Evenue changes are reflective of the allon was new since the first interimental states and the states are reflective of the allon was new since the first interimental states are reflective of the allon was new since the first interimental states are reflective of the allon was new since the first interimental states are reflective of the allon was new since the first interimental states are reflective of the allon was new since the first interimental states are reflective of the allon was new since the first interimental states are reflective of the allon was new since the first interimental states are reflective of the allon was new since the first interimental states are reflective of the allon was new since the first interimental states are reflective of the allon was new since the first interimental states are reflective of the allon was new since the first interimental states are reflective of the sillon was new since the first interimental states are reflective of the sillon was new since the first interimental states are reflective of the sillon was new since the first interimental states are reflective of the sillon was new since the first interimental states are reflective of the sillon was new since the first interimental states are reflective of the sillon was new since the first interimental states are reflective of the sillon was new since the sillon was new since the first interimental states are reflective of the sillon was new since the sillon was new since the sillon was new sillon w	4,841,248.00 4,589,078.00 smaller mid-year cuts for the current report was completed. 2,228,108.00 2,140,838.00 2,140,838.00 1,573,070.00 781,842.00 623,850.00	6.5% 8.4% year and the anticipated \$370 pc 2.3% -1.7% -1.7% -2.0%	Yes Yes Yes Or ADA loss for the out years. No No No No No Yes Yes
urrent Year (2011-12) Subsequent Year (2012-13) Explanation: (required if Yes) Other Local Revenue (Fourent Year (2011-12) Subsequent Year (2012-13) d Subsequent Year (2012-13) d Subsequent Year (2013-14) Explanation: (required if Yes) Books and Supplies (Furrent Year (2011-12) I Subsequent Year (2012-13) d Subsequent Year (2012-13) d Subsequent Year (2013-14) Explanation: (required if Yes) Services and Other Operation of the Year (2011-12) Subsequent Year (2011-12) Subsequent Year (2011-13)	The State re This information and 01, Objects With the antic	4,356,072.00 4,234,699.00 4,234,699.00 Evenue changes are reflective of the atlon was new since the first interimental series of the atlone was new since the first interimental series of the atlone was new since the first interimental series of the atlone was new since the first interimental series of the atlone was new since the first interimental series of the atlone was new since the first interimental series of the atlone was new since the first interimental series of the atlone was new since the atlone was new since the first interimental series of the atlone was new since the atlone was new since the atlone was new since the atlone was new since the atlone was new since the atlone was new since the atlone was new since the atlone was new since the atlone was new since the atlone was new since the atlone was new since the atlone was new since the atlone was new since the atlone was new	4,841,248.00 4,589,078.00 smaller mid-year cuts for the current report was completed. 2,228,108.00 2,140,838.00 2,140,838.00 1,573,070.00 781,842.00 623,850.00 a for the out years, supply budgets has 4,029,108.00 3,891,831.00	6.5% 8.4% year and the anticipated \$370 pc 2.3% -1.7% -1.7% -27.0% -22.0% ave been reduced to align with ex -5.5% -4.6%	Yes Yes Yes Yes One ADA toss for the out years. No No No No No Yes Yes Yes No No

6B. Calculating the District's	Change in Total Operating Revenues and	Expenditures		
DATA ENTRY: All data are extr				
Object Range / Fiscal Year	First Interim Projected Year Totals	Second Interim Projected Year Totals	Percent Change	Status
Total Endard Other Other			i orden change	Status
Current Year (2011-12)	, and Other Local Revenue (Section 6A)			
1st Subsequent Year (2012-13)	9,574,882.00	10,252,500.00	7.1%	Not Met
2nd Subsequent Year (2013-14)	8,994,131.00	9,287,676.00	3.3%	Met
	8,872,758.00	9,235,504.00	4.1%	Met
Total Books and Supplies	, and Services and Other Operating Expenditu	ma (Santian CA)		
Current Year (2011-12)	5,916,573.00			
1st Subsequent Year (2012-13)	5,151,202.00	5,602,176.00	-5.3%	Not Met
2nd Subsequent Year (2013-14)	4,854,173,00	4,673,473.00 4,615,681.00	-9.3%	Not Met
			-4.9%	Met
6C. Comparison of District To	al Operating Revenues and Expenditures	to the Standard Bases to		
-		to the Standard Percentage	Range	
Explanation: Federal Revenue (linked from 6A if NOT met) Explanation: Other State Revenue (linked from 6A if NOT met) Explanation: Other Local Revenue (linked from 6A	ne or more projected operating revenue have chan asons for the projected change, descriptions of the swithin the standard must be entered in Section 6. The second interim report also includes prior ye awards for thoses years. The State revenue changes are reflective of the This information was new since the first interim of	Smaller mick year a de feet he	the projections, and what change the explanation box below. that is not included in the out years	s. They only reflect the expected
if NOT met) 1b. STANDARD NOT MET - On subsequent fiscal years. Reaprojected operating revenue: Explanation: Books and Supplies (linked from 6A if NOT met)	e or more total operating expenditures have changes one for the projected change, descriptions of the swithin the standard must be entered in Section 6. With the anticipated mid-year trigger cuts in place	A above and will also display in the	e explanation box below.	s, if any, will be made to bring the
Explanation: Services and Other Exps (linked from 6A if NOT met)	All budgets have been reviewed and reduced who	ere possible in anticipation of mid	year and out year reductions.	

34 73973 0000000 Form 01CSI

CRITERION: Facilities Maintenance

STANDARD: Identify changes that have occurred since first interim projections in the projected contributions for facilities maintenance funding as

required pursuant to Education Code sections 17584 (Deferred Maintenance) and 17070.75 (Ongoing and Major Maintenance Account). 7A. Determining the District's Compliance with the Contribution Requirement for EC Section 17584 - Deferred Maintenance NOTE: SBX3 4 (Chapter 12, Statutes of 2009), as amended by SB 70 (Chapter 7, Statutes of 2011), eliminates the local match requirement for Deferred Maintenance from 2008-09 through 2014-15. 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 and amended by SB 70 (Chapter 7, Statutes of 2011), effective 2008-09 through 2014-15 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA) NOTE: SB 70 (Chapter 7, Statutes of 2011) extends EC Section 17070.766 from 2008-09 through 2014-15. EC Section 17070.766 reduced the contributions required by EC Section 17070.75 from 3 percent to 1 percent. Therefore, the calculation in this section has been revised accordingly for that period. DATA ENTRY: Budget Adoption and First Interim data that exist will be extracted; otherwise, enter Budget Adoption and First Interim data into lines 1 and 2 as applicable. All other data are **Budget Adoption** Second Interim Contribution 1% Required Projected Year Totals Minimum Contribution (Fund 01, Resource 8150, (Form 01CSI, Item 7B1) Objects 6900-8999) Status OMMA/RMA Contribution 775.000.00 775,000.00 Met First Interim Contribution (information only) 775,000.00 (Form 01CSI, First Interim, Criterion 7B, Line 1) If status is not met, enter an X in the box that best describes why the minimum required contribution was not made: Not applicable (district does not participate in the Leroy F. Green School Facilities Act of 1998) Exempt (due to district's small size (EC Section 17070.75 (b)(2)(D))) 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 as a percentage of total expenditures and other financing uses in any of the current fiscal year or two subsequent fiscal years.

'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.

²A 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.

8A. Calculating the District's Deficit Spending Standard Percentage Levels

DATA ENTRY: All data are extracted or calculated.

ſ	Current Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
District's Available Reserve Percentages (Criterion 10C, Line 9)	6.9%	3.1%	-5.8%
District's Deficit Spending Standard Percentage Levels (one-third of available reserve percentage):	2.3%	1.0%	-1.9%

8B. Calculating the District's Deficit Spending Percentages

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the first and second columns.

Projected Year Totals

Net Change in

Total Unrestricted Expenditures

Unrestricted Fund Balance (Form 01I, Section E)

and Other Financing Uses (Form 011, Objects 1000-7999) Deficit Spending Level (If Net Change in Unrestricted Fund

Fiscal Year
Current Year (2011-12)
1st Subsequent Year (2012-13)
2nd Subsequent Year (2013-14)

_	(Form MYPI, Line C)	(Form MYPI, Line B11)	Balance is negative, else N/A)	0
	25,735.72			Status
		23,778,587.28	N/A	Met
	(1,374,493.02)	23,025,751,44	6.0%	
	(3,019,002.88)			Not Met
	(5,013,002.00)	23,470,339.44	12.9%	Not Mot

8C. Comparison of District Deficit Spending to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD NOT MET - Unrestricted deficit spending has exceeded the standard percentage level in any of the current year or two subsequent fiscal years. Provide reasons for the eliminated or are balanced within the standard.

Explanation: (required if NOT met)

In order to plan for the anticipated mid-year reductions for the out years, current year budgets have been reduced where possible to build the ending fund balance for 2011/12. This will begin to offset the deficit spending that results from those cuts.

34 73973 0000000 Form 01CSI

9. CRITERION: Fund and Cash Balances						
A. FUND BALANCE STANDARD: Projected general fund balance will be positive at the end of the current fiscal year and two subsequent fiscal years.						
	ict's General Fund Ending Balance is Positive		, , , , , , , , , , , , , , , , , , , ,			
DATA ENTRY: Current Year data a	ire extracted. If Form MYPI exists, data for the two subsequent you	ears will be extracted; if not	, enter data for the two subsequent years.			
	Ending Fund Balance General Fund					
Fiscal Year	Projected Year Totals (Form 01I, Line F2) (Form MYPI, Line D2)	0				
Current Year (2011-12)	3,064,904,60	Status	1			
1st Subsequent Year (2012-13)	1,113,026.11	Met				
2nd Subsequent Year (2013-14)	(1,905,976,77)	Met Not Met				
	(1,500,516.77)	140t met				
00.00						
9A-2. Comparison of the Distri	ict's Ending Fund Balance to the Standard					
positive. Explanation; (required if NOT met) B. CASH BALANCE STAN	eneral fund ending balance is projected to be negative for any of on of the methods and assumptions used in projecting the ending Due to the current economic conditions and the unpredictable negative fund balance. If necessary, staffing adjustments and NDARD: Projected general fund cash balance will be attending Cash Balance is Positive	revenues for the 2013/14 fi negotiations will close the	sanges will be made to ensure the ending fund balance is scallyear, no adjustments have been made to meet the negative fund balance.			
DATA ENTRY: If Form CASH exists,	, data will be extracted; if not, data must be entered below.					
Ending Cash Balance General Fund Fiscal Year (Form CASH, Line F, June Column) Status urrent Year (2011-12) 1,403,709.72 Met B-2. Comparison of the District's Ending Cash Balance to the Standard						
on-e. Comparison of the Distric	ers Ending Cash Balance to the Standard					
DATA ENTRY: Enter an explanation of the state of the stat	if the standard is not met. If general fund cash balance will be positive at the end of the cur	rent fiscal year.				

California Dept of Education SACS Financial Reporting Software - 2011.2.0 File: csi (Rev 06/17/2011)

Explanation: (required if NOT met)

10. CRITERION: Reserves

STANDARD: Available reserves¹ for any of the current fiscal year or two subsequent fiscal years are not less than the following percentages or amounts² as applied to total expenditures and other financing uses³:

Percentage Level		istrict 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

¹ Available reserves are the unrestricted amounts in the Reserve for Economic Uncertainties and the Unassigned/Unappropriated accounts in the General Fund and 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.

¹ 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.

_	Current Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
District Estimated P-2 ADA (Criterion 3, Item 3B)	4,457	4,500	4,450
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 MYPI 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; Current Year data are extracted.

For districts that serve as the AU of a SELPA (Form MYPI, Lines F1a, F1b1, and F1b2):

١.	no you choose to exclude from	the reserve calculation the page through finds distributed as on the	
2		the reserve calculation the pass-through funds distributed to SELPA members?	

If you are the SELPA AU and are excluding special education pass-through funds: a. Enter the name(s) of the SELPA(s):

 No	

b. Special Education Pass-through Funds (Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223)

Current Year Projected Year Totals (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
0.00		

10B. Calculating the District's Reserve Standard

DATA ENTRY: If Form MYPI exists, all data will be extracted or calculated. If not, enter data for line 1 for the two subsequent years; Current Year data are extracted.

- Expenditures and Other Financing Uses
- (Form 011, objects 1000-7999) (Form MYPI, Line B11)
- 2. Plus: Special Education Pass-through
- (Criterion 10A, Line 2b, if Criterion 10A, Line 1 is No)
- Total Expenditures and Other Financing Uses (Line B1 plus Line B2)
- 4. Reserve Standard Percentage Level
- Reserve Standard by Percent (Line B3 times Line B4)
- 6. Reserve Standard by Amount
 - (\$60,000 for districts with less than 1,001 ADA, else 0)
- District's Reserve Standard (Greater of Line 85 or Line 86)

Current Year Projected Year Totals (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
35,086,664.28	33,961,732.44	34,267,782
0.00		
35,086,664.28	33,961,732.44	34,267,782.
3%	3%	3%
1,052,599.93	1,018,851.97	1,028,033.4
0.00	0.00	0.0
1,052,599.93	1,018,851.97	1,028,033,4

² Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment (Education Code Section 42238), rounded to the nearest thousand.

34 73973 00000000 Form 01CS

10C. Calculating the District's Available Reserve Amount

DATA ENTRY: All data are extracted from fund data and Form MYPI. If Form MYPI does not exist, enter data for the two subsequent years. If Fund 17 does not exist, enter data for the current and two subsequent years, as appropriate.

	ve Amounts	Current Year Projected Year Totals	1st Subsequent Year	0.40.6
	stricted resources 0000-1999 except Line 4)	(2011-12)	(2012-13)	2nd Subsequent Year
1.	General Fund - Stabilization Arrangements		(2012-13)	(2013-14)
	(Fund 01, Object 9750) (Form MYPI, Line E1a)	0.00		1
2.	General Fund - Reserve for Economic Uncertainties			
	(Fund 01, Object 9789) (Form MYPI, Line E1b)	1,052,600.00	4 004 075 00	
3.	General Fund - Unassigned/Unappropriated Amount	1,002,000.00	1,021,875.00	1,031,750.00
4.	(Fund 01, Object 9790) (Form MYPI, Line E1c) General Fund - Negative Ending Balances in Restricted Resources	1,371,281.87	27,513.38	(3,001,364.50)
	(Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYPI, Line E1d)	0.00		
5.	Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYPI, Line E2a)	0.00	0.00	0.00
6.	Special Reserve Fund - Reserve for Economic Uncertainties	0.00		
	(Fund 17, Object 9789) (Form MYPI, Line E2b)	0.00	1	
7.	Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYPI, Line E2c)	0.00		
8.	District's Available Reserve Amount	0.00		
9	(Lines C1 thru C7) District's Available Reserve Percentage (Information only)	2,423,881.87	1,049,388.38	(1,969,614.50)
-	(Line 8 divided by Section 10B, Line 3)	6.91%	3.09%	-5.75%
	District's Reserve Standard			
	(Section 10B, Line 7):	1,052,599.93	1,018,851.97	1,028,033.47
	Status:	Met	Met	Not Met

10D. Comparison of District Reserve Amount to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

STANDARD NOT MET - Available reserves are below the standard in one or more of the current year or two subsequent fiscal years. Provide reasons for reserves falling below the standard and what plans and actions are anticipated to increase reserves to, or above, the standard.

Explanation:	The District will need an increase in State allocations and/or negotiated union settlements in order to close the 2013/14 shortfall.
required if NOT met)	Solution Solution and the Court of Cost the 2013/14 Shortfall.
,	
i	

SUF	PPLEMENTAL 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 have occurred since first interim projections 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.	Ooes your district have ongoing general fund expenditures funded with one-time revenues that have changed since first interim projections by more than five percent? No				
1 b .	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.	Temporary Interfund Borrowings				
1a.	Does your district have projected temporary borrowings between funds? (Refer to Education Code Section 42603) No				
1b.	If Yes, identify the Interfund borrowings:				
S4.	Contingent Revenues				
1a.	Does your district have projected revenues for the current fiscal 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)?				
1b.	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 current fiscal year and two subsequent fiscal years. Provide an explanation if contributions have changed by more than \$20,000 and more than five percent since first interim projections.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if transfers have changed by more than \$20,000 and more than five percent since first interim projections.

Identify capital project cost overruns that have occurred since first interim projections that may impact the general fund budget.

			District's Contributi	ons and Transfers Standard:	or	-5.0% to +5.0% -\$20,000 to +\$20,000	
SSA. Identification of the District's Projected Contributions, Transfers, and Capital Projects that may Impact the General Fund							
				the first column. Enter data in			fear Contributions, which are
Description / Fisca	al Year		irst interim DICSI, Item S5A)	Second Interim Projected Year Totals	Percent Change	Amount of Change	Status
1a. Contribu (Fund 01	tions, Unrestrict , Resources 000	ed General Fund 0-1999, Object 8980)					
Current Year (201		,	(3,296,416.00)	(2,547,076.00)	-22.7%	(71001000)	
1st Subsequent Ye	ear (2012-13)		(2,571,907.00)	(2,130,202.00)		(749,340.00)	Not Met
2nd Subsequent Y	'ear (2013-14)		(3,431,045.00)	(3,569,049.00)		(441,705.00)	Not Met
1b. Transfers	s in, General Fun	d•	11, , 1	(0,003,043.00)	4.073	138,004.00	Met
Current Year (201			800,000.00	0.00	-100.0%	(00,000,000)	
1st Subsequent Ye	ear (2012-13)		200,000.00	1,000,000.00	400.0%	800,000.00	Not Met Not Met
2nd Subsequent Y	'ear (2013-14)		0.00	0.00	0.0%	0.00	Met
	Out, General Fu	and *				0.00 }	Wiet
Current Year (201			264,919.00	264,919.00	0.0%	0.00	Met
1st Subsequent Ye			167,919.00	67,919.00	-59.6%	(100,000.00)	Not Met
2nd Subsequent Y	ear (2013-14)		264,919.00	67,919.00	-74.4%	(197,000.00)	Not Met
Have capi the genera	ai tuno operationa	erruns occurred since first budget?				No	
SSB. Status of the DATA ENTRY: Ent	he District's Pr	ojected Contributions,	Transfers, and Cap	ital Projects			
for any of t in nature. E	the current year or Explain the distric	subsequent two fiscal year's plan, with timeframes, fo	uncted general fund to runs. Identify restricted proper reducing or eliminating	estricted general fund program ograms and contribution amou g the contribution.	s have chan nt for each p	ged since first interim projecti rogram and whether contribut	ons by more than the standard ions are ongoing or one-time
	planation: ed if NOT met)	Adjustments were made contribution was not need contribution will be neede	to contributions as a res ied for the current year. ed in fiscal year 2012/13	ult of State action. Anticipated However, due to the Governo).	i mid-year ci r's January i	uts for the current year were le proposed budget with the poss	iss than expected so the lible trigger cuts, the
1b. NOT MET years. Iden eliminating	 The projected traditify the amounts the transfers. 	insfers in to the general fur ansferred, by fund, and wh	nd have changed since nether transfers are ongo	first interim projections by mono oing or one-time in nature. If or	e than the st ngoing, expl	andard for any of the current y ain the district's plan, with time	ear or subsequent two fiscal strames, for reducing or
•	planation: ed if NOT met)	The transfers in are expla	ined above.				

Center Joint Unified Sacramento County

2011-12 Second Interim General Fund School District Criteria and Standards Review

34 73973 0000000 Form 01CSI

IC.	NOT MET - The projected transfers out of the general fund have changed since first interim projections by more than the standard for any of the current year or subsequent two fisca years. Identify the amounts 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)	Transfers out reflect the reduction of Deferred Maintenance and Adult Education revenues to Funds 14 and 11. Since the revenues are flexible, the need is anticipated in the general fund due to the proposed mid-year trigger cuts.			
1d.	NO - There have been no ca	apital project cost overruns occurring since first interim projections that may impact the general fund operational budget.			
	Project Information: (required if YES)				

34 73973 0000000 Form 01CSI

S6. Long-term Commitments

Identify all existing and new multiyear commitments' and their annual required payment for the current fiscal 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.

1 Include multiyear commitments, multiyear debt agreements, and new programs or contracts that result in long-term obligations

Type of Commitment Remain Capital Leases 4 Certificates of Participation General Obligation Bonds State School Building Loans Compensated Absences	n 01CSI, item S6A), long-term commitment data in Item 2 (multiyear) commitments? ctions S6B and S6C) erm (multiyear) commitments been in ew and existing multiyear commitments oPEB is disclosed in Item S7A.	Yes No nts and required annual debt sen SACS Fund and Object Codes U	vice amounts. Do not include long-term co	or items 1a and 1b, and enter all
ther data, as applicable. 1. a. Does your district have long-term (If No, skip items 1b and 2 and set of No, skip items 1b and 2 and set of No, skip items 1b and 2 and set of No, skip items 1b and 2 and set of No, skip items 1b and 2 and set of No, skip items 1a, have new long-terms ince first interim projections? 2. If Yes to Item 1a, list (or update) all rubenefits other than pensions (OPEB); Type of Commitment Capital Leases Certificates of Participation General Obligation Bonds Supp Early Retirement Program State School Building Loans Compensated Absences	(multiyear) commitments? ctions S6B and S6C) erm (multiyear) commitments been in ew and existing multiyear commitme OPEB is disclosed in Item S7A. ears ning Funding Sources (Rev	Yes No nts and required annual debt sen SACS Fund and Object Codes U	vice amounts. Do not include long-term co	or items 1a and 1b, and enter all
(If No, skip items 1b and 2 and set b. If Yes to item 1a, have new long-to- since first interim projections? 2. If Yes to item 1a, list (or update) all no benefits other than pensions (OPEB); # of Yes Type of Commitment Remain Capital Leases Certificates of Participation General Obligation Bonds Supp Early Retirement Program State School Building Loans Compensated Absences	ctions S6B and S6C) erm (multiyear) commitments been in ew and existing multiyear commitme OPEB is disclosed in Item S7A. ears ning Funding Sources (Rev	ncurred No nts and required annual debt sen SACS Fund and Object Codes U	vice amounts. Do not include long-term co	mmitments for postemployment
# of Ye Type of Commitment Capital Leases Certificates of Participation General Obligation Bonds Supp Early Retirement Program State School Building Loans Compensated Absences	ew and existing multiyear commitme OPEB is disclosed in Item S7A. Pars Pars Pars Pars Pars Pars Pars Par	nts and required annual debt sens	vice amounts. Do not include long-term co	mmitments for postemployment
Type of Commitment # of Ye Remain Capital Leases 4 Certificates of Participation General Obligation Bonds Supp Early Retirement Program State School Building Loans Compensated Absences	ears ning Funding Sources (Rev	nts and required annual debt sen	vice amounts. Do not include long-term co	ammitments for postemployment
Type of Commitment Remain Capital Leases 4 Certificates of Participation General Obligation Bonds Supp Early Retirement Program State School Building Loans Compensated Absences	ning Funding Sources (Re	SACS Fund and Object Codes (
Type of Commitment Remain Capital Leases 4 Certificates of Participation General Obligation Bonds Supp Early Retirement Program State School Building Loans Compensated Absences	ning Funding Sources (Re	venues)	to a different	
Certificates of Participation General Obligation Bonds Supp Early Retirement Program State School Building Loans Compensated Absences			Debt Service (Expenditures)	Principal Balance
General Obligation Bonds Supp Early Retirement Program State School Building Loans Compensated Absences		Fund 01/7220	Sour Gervice (Experiordres)	as of July 1, 2011
				44,409
State School Building Loans Compensated Absences	Capital Appreciation Bonds			67,333,791
Compensated Absences	Fund 01/0000/8xxx	Fund 01/0000/7	7438, 7439	89,298
Other Long-term Commitments (do not include	Fund 01/0000/8xxx	Fund 01/0000/1	xxx. 2xxx	96.044
Construction Continuorens (do not include	0050			85,011
	OPEB):			
				
				
Time of Committee at the street	Prior Year (2010-11) Annual Payment	Current Year (2011-12) Annual Payment	1st Subsequent Year (2012-13) Annual Payment	2nd Subsequent Year (2013-14) Annual Payment
Type of Commitment (continued) Capital Leases	(P & I)	(P&I)	(P&I)	(P & I)
Certificates of Participation	13,005	13,005	13,005	13,005
Seneral Obligation Bonds	1,862,379	1,872,051	0	0
Supp Early Retirement Program	35,306	42,567	1,872,051 46,731	1,872,051
itate School Building Loans Compensated Absences	0	0	0	0
ompansated Apsences	0	85,011	0	0
Other Long-term Commitments (continued):				
Total Annual Payment	100			
Has total annual payment Inc.	ts: 1,910,690	2,012,634		
	reased over prior year (2010-11)?	Yes	1,931,787 Yos	1,885,056 No

Center Joint Unified Sacramento County

2011-12 Second Interim General Fund School District Criteria and Standards Review

34 73973 0000000 Form 01CSI

S6B.	S6B. Comparison of the District's Annual Payments to Prior Year Annual Payment				
DATA	ENTRY: Enter an explanation	n if Yes.			
1a.	1a. Yes - Annual payments for long-term commitments have increased in one or more of the current or two subsequent fiscal years. Explain how the increase in annual payments w funded.				
	Explanation: (Required if Yes to increase in total annual payments)	Compensated absences accounts for the majority of the increase. Employees that earn vacation are allowed to carryover one year of unused vacation to a subsequent year. This calculation is updated annually.			
S6C. I	dentification of Decreas	es to Funding Sources Used to Pay Long-term Commitments			
DATA	ENTRY: Click the appropriate	e Yes or No button in Item 1; if Yes, an explanation is required in Item 2.			
1.	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.	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.				
	Explanation: (Required if Yes)				

34 73973 0000000 Form 01CSI

S7. Unfunded Liabilities

Identify any changes in estimates for unfunded liabilities since first interim projections, and indicate whether the changes are the result of a new actuarial valuation.

<u> </u>	Identification of the District's Estimated Unfunded Liability for P	ostemployn	nent Benefits Other Than Pe	nsions (OPEB)	
DAT/ Interi	A ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. First in data in items 2-4.	Interim data th	at exist (Form 01CSI, Item \$7A)	will be extracted; otherwise, enter F	irst Interim and Second
1.	 Does your district provide postemployment benefits other than pensions (OPEB)? (If No, skip items 1b-4) 		Yes		
	b. If Yes to Item 1a, have there been changes since first interim in OPEB liabilities?		No		
	c. If Yes to Item 1a, have there been changes since first interim in OPEB contributions?				
2.	OPEB Liabilities a. OPEB actuarial accrued liability (AAL) b. OPEB unfunded actuarial accrued liability (UAAL)		First Interim (Form 01CSI, Item S7A) 6,459,790.00 6,459,790.00	Second Interim 6,459,790,00 6,459,790,00	
	Are AAL and UAAL based on the district's estimate or an actuarial valuation? If based on an actuarial valuation, indicate the date of the OPEB valuation.	tion.	Actuarial Jul 01, 2010	Actuarial Jul 01, 2010	
3.	OPEB Contributions a. OPEB annual required contribution (ARC) per actuarial valuation or Alter Measurement Method Current Year (2011-12) 1st Subsequent Year (2012-13) 2nd Subsequent Year (2013-14)	mative	First Interim (Form 01CSI, Item S7A) 899,938.00 922,145.00 944,352.00	Second Interim 899,938.00 922,145.00 944,352.00	
	OPEB amount contributed (for this purpose, include premiums paid to a second of the second of t	self-insurance :		50,150.00 50,500.00 51,000.00	
	c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount) Current Year (2011-12) 1st Subsequent Year (2012-13) 2nd Subsequent Year (2013-14)		50,000.00 50,500.00 51,000.00	50,000.00 50,500.00 51,000.00	
	d. Number of retirees receiving OPEB benefits Current Year (2011-12) 1st Subsequent Year (2012-13) 2nd Subsequent Year (2013-14)		60 63 65	60 63 65	
4.	Comments:				
	Retiree benefits are for employee only for 5 ye	ears or until ag	6 65 whichever comes first. Cov	erage includes medical, dental, and	vision.

34 73973 000000C Form 01CSi

<u> 57B.</u>	. Identification of the District's Unfunded Liability for Self-insura	ance Programs
DATA Interin	A ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. First m data in items 2-4.	st Interim data that exist (Form 01CSI, Item S7B) will be extracted; otherwise, enter First Interim and Second
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 1b-4) 	No
	 b. If Yes to item 1a, have there been changes since first interim in self-insurance liabilities? 	
	c. If Yes to item 1a, have there been changes since first interim in self-insurance contributions?	n/a
2.	Self-insurance Liabilities a. Accrued liability for self-insurance programs b. Unfunded liability for self-insurance programs	First Interim (Form 01CSI, Item S7B) Second Interim
3.	Self-Insurance Contributions a. Required contribution (funding) for self-insurance programs Current Year (2011-12) 1st Subsequent Year (2012-13) 2nd Subsequent Year (2013-14) b. Amount contributed (funded) for self-insurance programs	First Interim (Form 01CSI, Ilem S7B) Second Interim
	Current Year (2011-12) 1st Subsequent Year (2012-13) 2nd Subsequent Year (2013-14)	
4.	Comments:	

S8. Status of Labor Agreements

Analyze the status of employee labor agreements, Identify new labor agreements that have been ratified since first interim projections, 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

If salary and benefit negotiations are not finalized, upon settlement with cortificated 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 Ag	reements - Certificated (Non-m	anagement) Employees		
DATA ENTRY Click the appropriate Yes or No b No, enter data, as applicable, in the remainder of	outton for "Status of Certificated Labor I section S8A; there are no extractions	Agreements as of the Previous s in this section.	s Reporting Period." If Yes, nothing fu	ther is needed for section S8A
Status of Certificated Labor Agreements as o Were all certificated labor negotiations settled as	f the Previous Reporting Period of first interim projections?	Yes		
	to section S8B.	168		
If No, conti	inue with section S8A.			
Certificated (Non-management) Salary and Bo	anoffé blamaticus			
	Prior Year (2nd Interim) (2010-11)	Current Year	1st Subsequent Year	2nd Subsequent Year
lumber of certificated (non-management) full-	(2010-11)	(2011-12)	(2012-13)	(2013-14)
ime-equivalent (FTE) positions				
luta must be entered for all years				
 Have any salary and benefit negotiations 				
If Yes, and	the corresponding public disclosure of	locuments have been filed with	the COE, complete questions 2 and 3	3.
if Yes, and	the corresponding public disclosure of plate questions 6 and 7.	documents have not been filed	with the COE, complete questions 2-5	
1b. Are any salary and benefit negotiations s				
If Yes, com	plete questions 6 and 7.	No		
2a. Per Government Code Section 3547.5(a) 2b. Per Government Code Section 3547.5(b) certified by the district superintendent and If Yes, date	, date of public disclosure board mee	nent		
Per Government Code Section 3547.5(c).	, was a budget revision adopted			
to meet the costs of the collective bargain if Yes, date	ning agreement? of budget revision board adoption:	r√a		
4. Period covered by the agreement:	Begin Date:	En	d Date:]
5. Salary settlement:		Current Year	1st Subsequent Year	2nd Subsequent Year
Is the cost of salary settlement included in projections (MYPs)?	the interim and multiyear	(2011-12)	(2012-13)	(2013-14)
•	One Year Agreement			
	f salary settlement			
% change in	salary schedule from prior year			
	Multiyear Agreement			
	salary settlement			· · · · · · · · · · · · · · · · · · ·
Wat of	January Johnson			
% change in (may enter to	salary schedule from prior year ext, such as "Reopener")			
	cource of funding that will be used to s	upport multiyear salary commit	tments:	I.
Γ		,,, canary contains		

Center Joint Unified Sacramento County

nent, leave of absence, bonuse:	nge (i.e., class size, hours of employm	and the cost impact of each cha	entificated (Non-management) - Other st other significant contract changes that have occurred since first interim projections ic.):
			SeqYM bas miterini bebuloni seeyoldme
			Pre savings from attrition included in the budget and MYPs?
2nd Subsequent Year (2013-14)	1st Subsequent Year (2012-13)	Current Year (S1-1105)	(ainementien bns stioyal) nothtifA (inemeganam-nok) beisalithe
-		•	3. Percent change in step & column over prior year
			Are step & column adjustments included in the interim and MYPs? 2. Cost of step & column adjustments
			c-gyld has minethi adl ni bahulani zinamizuibs mmuloo å gelz 91A
2013-14)	1st Subsequent Year (2012-13)	Current Year (2011-12)	einemisu(bA nmulo3 bns qei2 (fnemeganam-nok) betacitine
			If Yes, amount of new coats included in the interim and MYPs If Yes, explain the nature of the new coats:
			Are any new costs negotiated since first interim projections for prior year settlements included in the interim?
			Certificated (Non-management) Prior Year Settlements Negotiated Since First Interim Projections
			4. Percent projected change in H&W cost over prior year
			3. Percent of H&W cost paid by employer
			? Are costs of M&W benefit changes included in the interim and MYPs? 2. Total cost of H&W benefits
(2013-14)	(2012-13)	(70.000)	
2nd Subsequent Year	1st Subsequent Year	Current Year (2011-12)	Certificated (Non-management) Health and Weltare (H&W) Benefits
(51-5107)			7. Amount included for any tentative salary schedule increases
Znd Subsequent Year (2013-14)	1st Subsequent Year (21-2102)	Current Year (2011-12)	
			Negotialions Not Settled 6. Cost of a one percent increase in salary and statutory benefits

2011-12 Second Interim General Fund School District Criteria and Standards Review

34 73973 0000000 Form 01CSI

S8B	. Cost Analysis of District's Labor Ag	reements - Classified (Non-	management) Emplo	vees		
				, , , , , , , , , , , , , , , , , , , 		
DATA No, e	A ENTRY: Click the appropriate Yes or No binter data, as applicable, in the remainder of	utton for "Status of Classified Lab section S8B; there are no extract	oor Agreements as of the tions in this section.	Previous Reporting	Period." If Yes, nothing furth	er is needed for section S8B. If
Statu Were		ne Previous Reporting Period f first interim projections? to section S8C. nue with section S8B.		Yes]	
Class	sified (Non-management) Salary and Bend	ofit Negotiations				
		Prior Year (2nd Interim) (2010-11)	Current Year (2011-12)		1st Subsequent Year (2012-13)	2nd Subsequent Year
Numt FTE p	per of classified (non-management) positions		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		(2012-13)	(2013-14)
Data	must be entered for all years.	·	<u> </u>			
1a	Have any salary and benefit negotiations	been settled since first interim pr	rojections?	n/a]	
	ir res, and	the corresponding public disclose the corresponding public disclose plete questions 6 and 7.	ure documents have bee ure documents have not	n filed with the COE been filed with the (complete questions 2 and 3 COE, complete questions 2-5	i.
	·	·	,		_	
1b.	, ,	III unsettled? plete questions 6 and 7.		No]	
Nego 2a.	tiations Settled Since First Interim Projection Per Government Code Section 3547.5(a)	<u>is</u> , date of public disclosure board (meeting:]	
2b.	Per Government Code Section 3547.5(b) certified by the district superintendent and	d chief business official?	ľ			
	If Yes, date	of Superintendent and CBO certi	fication:			
3.	Per Government Code Section 3547.5(c), to meet the costs of the collective bargain	was a budget revision adopted ing agreement?		n/a		
		of budget revision board adoption	n:			
4.	Period covered by the agreement:	Begin Date:		End Date:		
5 .	Salary settlement:		Current Year (2011-12)		1st Subsequent Year	2nd Subsequent Year
	Is the cost of salary settlement included in projections (MYPs)?	the interim and multiyear	(2011-12)		(2012-13)	(2013-14)
		One Year Agreement				
	Total cost of	salary settlement				
	% change in	salary schedule from prior year				
		or Multiyear Agreement				
		salary settlement				
	% change in (may enter t	salary schedule from prior year ext, such as "Reopener")				
		source of funding that will be used	to support multiyear sa	lary commitments:		1
		_				
			·			
Negotia	ations Not Settled	.,				
6	Cost of a one percent increase in salary ar	d statutory benefits				
		-	Current Year (2011-12)	1	st Subsequent Year	2nd Subsequent Year
7.	Amount included for any tentative salary so	hedule increases	[2011-12]		(2012-13)	(2013-14)

2011-12 Second Interim General Fund School District Critena and Standards Review

34 73973 0000000 Form 01CSI

Class	ified (Non-management) Health and Welfare (H&W) Benefits	Сштепt Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
1.	Are costs of H&W benefit changes included in the interim and MYPs?			1
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			
Classi Since	lfied (Non-management) Prior Year Settlements Negotiated First Interim			
Are an	ly new costs negotiated since first interim for prior year settlements ed in the interim?			
	If Yes, amount of new costs included in the interim and MYPs If Yes, explain the nature of the new costs:			
Classi	fied (Non-management) Step and Column Adjustments	Current Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
1. 2.	Are step & column adjustments included in the interim and MYPs? Cost of step & column adjustments			
3.	Percent change in step & column over prior year			
	diange in surp a column over prior year			
Classii	ried (Non-management) Attrition (layoffs and retirements)	Current Year (2011-12)	1st Subsequent Year (2012-13)	2nd Subsequent Year (2013-14)
1.	Are savings from attrition included in the interim and MYPs?			
2.	Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?			
Classif List oth	led (Non-management) - Other er significant contract changes that have occurred since first interim and the	cost impact of each (i.e., hours of	employment, leave of absence, bonuse	99, etc.):

Percent change in cost of other benefits over prior year 3. Total cost of other benefits Are costs of other benefits included in the interim and MYPs? (2013-14) (2012-13) (2011-12) Other Benefits (mileage, bonuses, etc.) 2nd Subsequent Year 1se Y Ineupeadu2 1s1 Current Year ManagementSupervisor/Confidential Percent change in step and column over prior year Cost of step & column adjustments .S Are step & column adjustments included in the budget and MYPs? (2013-14) (2015-13) (2011-12) Step and Column Adjustments 2nd Subsequent Year 1st Subsequent Year Current Year IsthrebfinoDitosiviequ@tinemeganaM Percent projected change in H&W cost over prior year Percent of H&W cost paid by employer £ Total cost of H&W benefits 7 Are coals of H&W benefit changes included in the interim and MYYPs? (2013-14) (2012-13) (2011-13) Health and Wellare (H&W) Benefits 2nd Subsequent Year 1st Subsequent Year Current Year Management/Supervisor/Confidential Amount included for any tentative salary schedule increases (2013-14) (2012-13) (2011-12) 2nd Subsequent Year 1st Subsequent Year Current Year Cost of a one percent increase in salary and statutory benefits Negotiations Not Settled Change in salary schedule from prior year (may enter text, such as "Reopener") Total cost of salary settlement projections (MYPs)? Is the cost of salary settlement included in the interim and multilyear (5013-14) (S012-13) (2011-12) 2nd Subsequent Year 1st Subsequent Year TeaY InemuD Salary settlement: Negotiations Settled Since First Interim Projections If Yes, complete questions 3 and 4. ON Are any salary and benefit negotiations still unsettled? If No, complete questions 3 and 4. B/U If Yes, complete question 2. Senoissismy and benefit negotiations been settled since first interim projections? Data must be entered for all years. Number of management, supervisor, and confidential FTE positions (5013-14) (2012-13) (21-1105) (2010-11) 2nd Subsequent Year 1st Subsequent Year Current Year Prior Year (2nd Interim) Management/Supervisor/Confidential Salary and Benefit Negotiations If No, continue with section S&C. If Yes or n/a, skip to S9. Kes Vere all managerial/confidential labor negotiations settled as of first interim projections? boined gnitroges auoivery entito as amemeerga rodal latinabilinoStroelviequStroemegansM to autais DATA ENTRY: Click the appropriate Yes or No buffer for "Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period." If Yes or Na, nothing further is needed for section. SBC. Cost Analysis of District's Labor Agreements - Management/Supervisor/Confidential Employees

Center Joint Unified Sacramento County

2011-12 Second Interim General Fund School District Criteria and Standards Review

34 73973 000000X Form 01CS

S9. Status of Other Funds

COA	interim report and multiyear projection for that fund. Explain plans for how and when the negative fund balance will be addressed.
39A.	dentification of Other Funds with Negative Ending Fund Balances
DATA	ENTRY: Click the appropriate button in Item 1. If Yes, enter data in Item 2 and provide the reports referenced in Item 1.
1.	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year? Yes
	If Yes, prepare and submit to the reviewing agency a report of revenues, expenditures, and changes in fund balance (e.g., an interim fund report) and a multiyear projection report for each fund.
2.	If Yes, identify each fund, by name and number, that is projected to have a negative ending fund balance for the current fiscal year. Provide reasons for the negative balance(s) and explain the plan for how and when the problem(s) will be corrected.
	Fund 25 - Developer Fee Fund will be negative due to past expenditures related to a COP. The COP has sence been paid in full and the negative balance will be covered by future revenues from new planned developments within the District.

ADDITIONAL FISCAL INDICATORS

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may alent the fevrewing agency to the need for adoutonal review. DATA ENTRY: Click the appropriate Yes or No button for items A2 through A9; Item A1 is automatically completed based on data from Criterion 9.

OV.	Yes	Yes	No	No	No	Yes	ON	ON N
A1. Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund? (Data from Criterion 9B-1, Cash Balance, are used to determine Yes or No)	Is the system of personnel position control independent from the payroll system?	 Is enrollment decreasing in both the prior and current fiscal years? 	 Are new charter schools operating in district boundaries that impact the district's enrollment, either in the prior or current fiscal year? 	 Has the district entered into a bargaining agreement where any of the current 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? 	 Does the district provide uncapped (100% employer paid) health benefits for current or retired employees? 	. Is the district's financial system independent of the county office system?	. Does the district have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (if Yes, provide copies to the counly office of education.)	. Have there been personnel changes in the superintendent or chief businass official positions within the last 12 months?
₹	A2.	¥3	Ą	A5.	A6.	A7.	A8.	A9.

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

(optional)		-	

End of School District Second Interim Criteria and Standards Review

Second Interim DISTRICT CERTIFICATION OF INTERIM REPORT For the Fiscal Year 2011-12

34 73973 0000000 Form CI

NOTICE OF CRITERIA AND STANDARDS REVIEW. This intestate-adopted Criteria and Standards. (Pursuant to Education	erim report was based upon and reviewed using the Code (EC) sections 33129 and 42130)
Signed:	Date:
District Superintendent or Designee	
NOTICE OF INTERIM REVIEW. All action shall be taken on the meeting of the governing board.	nis report during a regular or authorized special
To the County Superintendent of Schools: This interim report and certification of financial condition a of the school district. (Pursuant to EC Section 42131)	are hereby filed by the governing board
Meeting Date: March 21, 2012	Signed:
CERTIFICATION OF FINANCIAL CONDITION	President of the Governing Board
POSITIVE CERTIFICATION As President of the Governing Board of this school district will meet its financial obligations for the current f	rict, I certify that based upon current projections this fiscal year and subsequent two fiscal years.
X QUALIFIED CERTIFICATION As President of the Governing Board of this school district may not meet its financial obligations for the current.	rict, I certify that based upon current projections this rent fiscal year or two subsequent fiscal years.
NEGATIVE CERTIFICATION As President of the Governing Board of this school district will be unable to meet its financial obligations for subsequent fiscal year.	rict, I certify that based upon current projections this r the remainder of the current fiscal year or for the
Contact person for additional information on the interim rep	port:
Name: <u>Jeanne Bess</u>	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 (Form 01CSI). Criteria and standards that are "Not Met," and supplemental information and additional fiscal indicators that are "Yes," may indicate areas of potential concern, which could affect the interim report certification, and should be carefully reviewed.

CRITE	RIA AND STANDARDS	_	Met	Not Met
1 1	Average Daily Attendance	Funded ADA for any of the gurrent or two subsequents	INIGE	MAL
	The state of the s	Funded ADA for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.	x	

RITE	RIA AND STANDARDS (con	ntinued)	Met	Not Met
2	Enrollment	Projected enrollment for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.	X	IAIG
3	ADA to Enrollment	Projected second period (P-2) ADA to enrollment ratio for the current and two subsequent fiscal years is consistent with historical ratios.	x	
4	Revenue Limit	Projected revenue limit for any of the current or two subsequent fiscal years has not changed by more than two percent since first interim.		x
5	Salaries and Benefits	Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.	x	
6a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.		x
6b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.		х
7a	Deferred Maintenance	SBX3 4 (Chapter 12, Statutes of 2009), as amended by SB 70 (Chapter 7, Statutes of 2011), eliminates the local match requirement for Deferred Maintenance from 2008-09 through 2014-15. Therefore, this item has been inactivated for that period.		
7b	Ongoing and Major Maintenance Account	If applicable, changes occurring since first interim meet the required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account).	x	
8	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.		×
9a	Fund Balance	Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.		×
9b	Cash Balance	Projected general fund cash balance will be positive at the end of the current fiscal year.	x	
10	Reserves	Available reserves (e.g., reserve for economic uncertainties, unassigned/unappropriated amounts) meet minimum requirements for the current and two subsequent fiscal years.		x

S1	LEMENTAL INFORMATION Contingent Liabilities	Law control	No	Yes
	Commigent Liabilities	Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since first interim that may impact the budget?	x	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures funded with one-time revenues that have changed since first interim by more than five percent?	x	
S3	Temporary Interfund Borrowings	Are there projected temporary borrowings between funds?	x	
S4	Contingent Revenues	Are any projected revenues for any of the current 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 since first interim by more than \$20,000 and more than 5% for any of the current or two subsequent fiscal years?		x

S6	LEMENTAL INFORMATION (co Long-term Commitments	Does the district have long term (multiples)	No_	Yes
		Does the district have long-term (multiyear) commitments or debt agreements?		x
		 If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2010-11) annual payment? 		x
		 If yes, 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? 	х	
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?	-	x
		 If yes, have there been changes since first interim in OPEB liabilities? 	х	
S7b	Other Self-insurance Benefits	Does the district operate any self-insurance programs (e.g., workers' compensation)?	х	
		 If yes, have there been changes since first interim in self- insurance liabilities? 	n/a	
S8	Status of Labor Agreements	As of second interim projections, are salary and benefit negotiations still unsettled for:		
İ		Certificated? (Section S8A, Line 1b)	x	
		Classified? (Section S8B, Line 1b) Management/superior/feet 15 (2)	Х	
S8	Labor Agreement Budget	Management/supervisor/confidential? (Section S8C, Line 1b)	X	
	Revisions	For negotiations settled since first interim, per Government Code Section 3547.5(c), are budget revisions still needed to meet the costs of the collective bargaining agreement(s) for:		
		Certificated? (Section S8A, Line 3)	n/a	
S9	Challes of City	Classified? (Section S8B, Line 3)	n/a	
39	Status of Other Funds	Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?		х

A1	IONAL FISCAL INDICATORS		No	Yes
	Negative Cash Flow	Do cash flow projections show that the district will end the current fiscal year with a negative cash balance in the general fund?	х	
A2	Independent Position Control	Is personnel position control independent from the payroll system?		x
A3	Declining Enrollment	Is enrollment decreasing in both the prior and current fiscal years?		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 or current fiscal year?	x	
A5	Salary Increases Exceed COLA	Has the district entered into a bargaining agreement where any of the current 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?	х	
A7	Independent Financial System	Is the district's financial system independent from the county office system?		х
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).	х	
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?	х	

AGENDA ITEM # X/V - B

Center Joint Unified School District

AGENDA	REQUEST	FOR:

Dept./Site: Business Department

Date: 03/21/12 Action Item X

To: Board of Trustees Information Item _____

From: Jeanne Bess # Attached Page_

Director of Fiscal Services

SUBJECT: Resolution # 12/2011-12:

Tax & Revenue Anticipation Notes (TRANs)

Request for Issuance For Fiscal Year 2012/13

TRANs are short-term debt instruments issued by school districts to create an additional cash reserve to the general fund. For our District, this reserve will act as a cushion to the general fund as a result of temporary cash flow shortfalls. These shortfalls result when the timing of revenues from the State are slower than the expenditure of general fund moneys.

Through our participation in the Program, our District will issue a tax-exempt note. The proceeds from the sale of this note, while not needed for cash flow, are invested in a taxable investment. This may result in a positive spread between the borrowing rate and the investment return on the TRAN proceeds.

By adoption of the attached resolution, the Board delegates to the administration the right to decide on participation. The District is not obligated to participate until it acknowledges issuance prior to the sale of notes.

Recommendation: To adopt the resolution. This will allow administration to proceed to the next step in the process and take part in this program.

THIS RESOLUTION MUST BE DISCUSSED, CONSIDERED AND DELIBERATED BY THE GOVERNING BOARD AS A SEPARATE ITEM OF BUSINESS ON THE GOVERNING BOARD'S AGENDA IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 53635.7.

DISTRICT RESOLUTION Resolution No. 12/2011-12

NAME OF DISTRICT: CENTER JOINT UNIFIED SCHOOL DISTRICT

LOCATED IN: COUNTY OF SACRAMENTO

MAXIMUM AMOUNT OF BORROWING: \$7,000,000

RESOLUTION OF THE GOVERNING BOARD AUTHORIZING THE BORROWING OF FUNDS FOR FISCAL YEAR 2012-2013 AND THE ISSUANCE AND SALE OF ONE OR MORE SERIES OF 2012-2013 TAX AND REVENUE ANTICIPATION NOTES THEREFOR AND PARTICIPATION IN THE CALIFORNIA SCHOOL CASH RESERVE PROGRAM AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY TO ISSUE AND SELL SAID SERIES OF NOTES

WHEREAS, school districts, community college districts and county boards of education are authorized by Sections 53850 to 53858, both inclusive, of the California Government Code (the "Act") (being Article 7.6, Chapter 4, Part 1, Division 2, Title 5 of the Government Code) to borrow money by the issuance of temporary notes; and

WHEREAS, the governing board (the "Board") has determined that, in order to satisfy certain obligations and requirements of the school district, community college district or county board of education specified above (the "District"), a public body corporate and politic located in the County designated above (the "County"), it is desirable that a sum (the "Principal Amount"), not to exceed the Maximum Amount of Borrowing designated above, be borrowed for such purpose during its fiscal year ending June 30, 2013 ("Fiscal Year 2012-2013") by the issuance of its 2012-2013 Tax and Revenue Anticipation Notes (the first series of which shall be referred to herein as the "Series A Notes" and any subsequent series of which shall be referred to herein as "Additional Notes," and collectively with the Series A Notes, the "Notes"), in one or more series (each a "Series"), therefor in anticipation of the receipt by or accrual to the District during Fiscal Year 2012-2013 of taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys provided for such fiscal year for the

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If the Name of the District indicated on the face hereof is not the correct legal name of the District which adopted this Resolution, it shall nevertheless be deemed to refer to the District which adopted this Resolution, and the Name of the District indicated on the face hereof shall be treated as the correct legal name of said District for all purposes in connection with the Program (as hereinafter defined).

general fund and, if so indicated in a Pricing Confirmation (as defined in Section 4 hereof), capital fund and/or special revenue fund (or similarly named fund or funds as indicated in such Pricing Confirmation) of the District; and

WHEREAS, the Principal Amount may, as determined by the Authorized Officer (as hereinafter defined), be divided into two or more portions evidenced by two or more Series of Notes, which Principal Amount is to be confirmed and set forth in the Pricing Confirmation if one Series of Notes is issued, or if more than one Series of Notes are issued, such Principal Amount will be equal to the sum of the Series Principal Amounts (as defined in Section 2 hereof) as confirmed and set forth in the Pricing Confirmation applicable to each Series of Notes; and

WHEREAS, the District hereby determines to borrow, for the purposes set forth above, the Principal Amount by the issuance, in one or more Series, of the Notes; and

WHEREAS, because the District does not have fiscal accountability status pursuant to Section 42650 or Section 85266 of the California Education Code, it requests the Board of Supervisors of the County to borrow, on the District's behalf, the Principal Amount by the issuance of the Notes in one or more Series; and

WHEREAS, pursuant to Section 53853 of the Act, if the Board of Supervisors of the County fails or refuses to authorize the issuance of the Notes within the time period specified in said Section 53853, following receipt of this Resolution, and the Notes, in one or more series, are issued in conjunction with tax and revenue anticipation notes, in one or more series, of other Issuers (as hereinafter defined), the District may issue the Notes, in one or more series, in its name pursuant to the terms stated herein; and

WHEREAS, it appears, and this Board hereby finds and determines, that the Principal Amount, when added to the interest payable thereon, does not exceed eighty-five percent (85%) of the estimated amount of the uncollected taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys provided for Fiscal Year 2012-2013 which will be received by or which will accrue to the District during such fiscal year for the general fund and, if so indicated in a Pricing Confirmation, capital fund and/or special revenue fund (or similarly named fund or funds as indicated in such Pricing Confirmation) of the District and which will be available for the payment of the principal of each Series of Notes and the interest thereon; and

WHEREAS, no money has heretofore been borrowed by or on behalf of the District through the issuance of tax anticipation notes or temporary notes in anticipation of the receipt of, or payable from or secured by, taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys provided for Fiscal Year 2012-2013 which will be received by or will accrue to the District during such fiscal year for the general fund and, if so indicated in a Pricing Confirmation, capital fund and/or special

2

[&]quot;Unless the context specifically requires otherwise, all references to "Series of Notes" herein shall be deemed to refer, to (i) the Note, if issued in one series by the County (or the District, as applicable) hereunder, or (ii) each individual Series of Notes severally, if issued in two or more series by the County (or the District, as applicable) hereunder.

revenue fund (or similarly named fund or funds as indicated in such Pricing Confirmation) of the District; and

WHEREAS, pursuant to Section 53856 of the Act, certain taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys which will be received by or accrue to the District during Fiscal Year 2012-2013 are authorized to be pledged for the payment of the principal of each Series of Notes (as applicable) and the interest thereon (as hereinafter provided); and

WHEREAS, the District has determined that it is in the best interests of the District to participate in the California School Cash Reserve Program (the "Program"), whereby participating school districts, community college districts and county boards of education (collectively, the "Issuers") will simultaneously issue tax and revenue anticipation notes; and

WHEREAS, due to uncertainties existing in the financial markets, the Program has been designed with alternative structures, each of which the District desires to approve; and

WHEREAS, under the first structure (the "Certificate Structure"), the District would issue one or more Series of Notes, each Series of Notes to be marketed with some or all of the notes issued simultaneously by other Issuers participating in the Program, and Piper Jaffray & Co., as underwriter for the Program (the "Underwriter"), would form one or more pools of notes or series of certificates (the "Certificates") of participation (the "Series of Certificates") distinguished by (i) whether and what type(s) of Credit Instrument (as hereinafter defined) secures notes comprising each Series of Certificates, and (ii) possibly other features, all of which the District hereby authorizes the Underwriter to determine; and

WHEREAS, the Certificate Structure requires the Issuers participating in any particular Series of Certificates to deposit their applicable series of tax and revenue anticipation notes with U.S. Bank National Association, as trustee (the "Trustee"), pursuant to a trust agreement between such Issuers and the Trustee (the trust agreement applicable to each Series of Certificates, in the form presented to this meeting, with such changes, insertions and omissions as are made pursuant to this Resolution, being referred to herein collectively as, the "Trust Agreement"), and requires the Trustee, pursuant to the Trust Agreement, to execute and deliver the Certificates evidencing and representing proportionate undivided interests in the payments of principal of and interest on the tax and revenue anticipation notes issued by the Issuers comprising such Series of Certificates; and

WHEREAS, if the Certificate Structure is implemented, the District desires to have the Trustee execute and deliver a Series of Certificates which evidences and represents interests of the owners thereof in each Series of Notes issued by the District and the notes issued simultaneously by other Issuers participating in such Series of Certificates; and

WHEREAS, as additional security for the owners of each Series of Certificates, all or a portion of the payments by all of the Issuers of their respective series of notes comprising such Series of Certificates may or may not be secured by an irrevocable letter (or letters) of credit or policy (or policies) of insurance or other credit instrument (or instruments) (collectively, the "Credit Instrument") issued by the credit provider (or credit providers) (collectively, the "Credit

Provider") designated in the applicable Trust Agreement, as finally executed, pursuant to a credit agreement (or agreements) or commitment letter (or letters) (such credit agreement (or agreements) or commitment letter (or letters), if any, in the forms presented to this meeting, with such changes, insertions and omissions as are made pursuant to this Resolution, being referred to herein collectively as, the "Credit Agreement") identified in the applicable Trust Agreement, as finally executed, between, in the case of an irrevocable letter (or letters) of credit or policy (or policies) of insurance or other credit instrument (or instruments), the Issuers and the corresponding Credit Provider; and

WHEREAS, pursuant to the Certificate Structure, the Underwriter will submit an offer to purchase each Series of Notes issued by the District and the notes issued by other Issuers participating in the same Series of Certificates all as evidenced and represented by such Series of Certificates (which offer will specify, as designated in the Pricing Confirmation applicable to the sale of such Series of Notes to be sold by the District, the principal amount, interest rate and Credit Instrument (if any)), and has submitted a form of certificate purchase agreement (such certificate purchase agreement, in the form presented to this meeting, with such changes, insertions and omissions as are made pursuant to this Resolution, being referred to herein as, the "Certificate Purchase Agreement") to the Board; and

WHEREAS, pursuant to the Certificate Structure each participating Issuer will be responsible for its share of (i) the fees of the Trustee and the costs of issuing the applicable Series of Certificates, (ii) if applicable, the fees of the Credit Provider(s), and (iii) if applicable, the Issuer's allocable share of all Predefault Obligations and the Issuer's Reimbursement Obligations, if any (each as defined in the Trust Agreement); and

WHEREAS, the Certificate Structure requires that each participating Issuer approve the Trust Agreement, the alternative Credit Instruments and Credit Agreements, if any, and the Certificate Purchase Agreement in substantially the forms presented to the Board, with the final type of Credit Instrument and corresponding Credit Agreement determined in the Pricing Confirmation applicable to the sale of each Series of Notes to be sold by the District; and

WHEREAS, under the second structure (the "Bond Pool Structure"), participating Issuers would be required to sell each series of their tax and revenue anticipation notes to the California School Cash Reserve Program Authority (the "Authority") pursuant to note purchase agreements (such note purchase agreements, in the form presented to this meeting, with such changes, insertions and omissions as are made pursuant to this Resolution, being referred to herein as, the "Note Purchase Agreements"), each between such individual Issuer and the Authority, and dated as of the date of the Pricing Confirmation applicable to the sale of the individual Issuer's series of notes to be sold, a form of which has been submitted to the Board; and

WHEREAS, the Authority, pursuant to advice of the Underwriter, will form one or more pools of notes of each participating Issuer (the "Pooled Notes") and assign each respective series of notes to a particular pool (the "Pool") and sell a series of senior bonds (each a "Series of Senior Bonds") and, if desirable, a corresponding series of subordinate bonds (each a "Series of Subordinate Bonds" and collectively with a Series of Senior Bonds, a "Series of Pool Bonds") secured by each Pool pursuant to an indenture and/or a supplement thereto (the original indenture

and each supplement thereto applicable to a Series of Pool Bonds to which the Note shall be assigned is hereinafter collectively referred to as the "Indenture") between the Authority and the Trustee, each Series of Pool Bonds distinguished by (i) whether or what type(s) of Credit Instrument(s) secure(s) such Series of Pool Bonds, (ii) the principal amounts or portions of principal amounts of the notes of such respective series assigned to the Pool, or (iii) other factors, and the District hereby acknowledges and approves the discretion of the Authority, acting upon the advice of the Underwriter, to assign the District's Notes of such respective Series to such Pool and such Indenture as the Authority may determine; and

WHEREAS, at the time of execution of the Pricing Confirmation applicable to the sale of each Series of Notes to be sold by the District, the District will (in such Pricing Confirmation) request the Authority to issue a Series of Pool Bonds pursuant to an Indenture to which such Series of Notes identified in such Pricing Confirmation will be assigned by the Authority in its discretion, acting upon the advice of the Underwriter, which Series of Pool Bonds will be payable from payments of all or a portion of principal of and interest on such Series of Notes and the other respective series of notes of other participating Issuers assigned to the same Pool and assigned to the same Indenture to which the District's Series of Notes is assigned; and

WHEREAS, as additional security for the owners of each Series of Pool Bonds, all or a portion of the payments by all of the Issuers of the respective series of notes assigned to such Series of Pool Bonds may or may not be secured (by virtue or in form of the Series of Pool Bonds, as indicated in the Pricing Confirmation applicable to such Series of Pool Bonds, being secured in whole or in part) by one or more Credit Instruments issued by one or more Credit Providers designated in the applicable Indenture, as finally executed, pursuant to a Credit Agreement, if any, identified in the applicable Indenture, as finally executed, between, in the case of an irrevocable letter (or letters) of credit or policy (or policies) of insurance or other credit instrument (or instruments), the Issuers and the corresponding Credit Provider; and

WHEREAS, pursuant to the Bond Pool Structure each Issuer, whose series of notes is assigned to a Pool as security for a Series of Pool Bonds, will be responsible for its share of (i) the fees of the Trustee and the costs of issuing the applicable Series of Pool Bonds, (ii), if applicable, the fees of the Credit Provider(s), and (iii) if applicable, the Issuer's allocable share of all Predefault Obligations and the Issuer's Reimbursement Obligations, if any (each as defined in the Indenture) applicable to such Series of Pool Bonds; and

WHEREAS, the Bond Pool Structure requires that each participating Issuer approve the Indenture, the alternative Credit Instruments and Credit Agreements, if any, and the Note Purchase Agreement in substantially the forms presented to the Board, with the final type of Credit Instrument and corresponding Credit Agreement, if any, to be determined in the Pricing Confirmation applicable to the sale of each Series of Notes to be sold by the District; and

WHEREAS, pursuant to the Bond Pool Structure, the Underwriter will submit an offer to the Authority to purchase, in the case of each Pool of notes, the Series of Pool Bonds which will be secured by the Indenture to which such Pool will be assigned; and

WHEREAS, all or portions of the net proceeds of each Series of Notes issued by the District, may be invested in one or more Permitted Investments (as defined in the Trust

Agreement or the Indenture, as applicable), including under one or more investment agreements with one or more investment providers (if any), the initial investment of which is to be determined in the Pricing Confirmation related to such Series of Notes; and

WHEREAS, it is necessary to engage the services of certain professionals to assist the District in its participation in the Program;

NOW, THEREFORE, the Board hereby finds, determines, declares and resolves as follows:

Section 1. Recitals. All the above recitals are true and correct and this Board so finds and determines.

Section 2. Issuance of Notes.

- (A) <u>Initial Issuance of Notes</u>. This Board hereby determines to borrow, and hereby requests the Board of Supervisors of the County to borrow for the District, in anticipation of the receipt by or accrual to the District during Fiscal Year 2012-2013 of taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys provided for such fiscal year for the general fund and, if so indicated in the applicable Pricing Confirmation, the capital fund and/or special revenue fund (or similarly named fund or funds as indicated in such Pricing Confirmation) of the District, and not pursuant to any common plan of financing of the District, by the issuance by the Board of Supervisors of the County, in the name of the District, of Notes under Sections 53850 et seq. of the Act, designated generally as the District's "2012-2013 [Subordinate] Tax and Revenue Anticipation Notes, Series __" in one or more of the following Series, in order of priority of payment as described herein:
 - (1) the Series A Notes, being the initial Series of Notes issued under this Resolution, together with one or more Series of Additional Notes issued in accordance with the provisions of Section 2(B) hereof and payable on a parity with the Series A Notes (collectively, the "Senior Notes"); and
 - (2) one or more Series of Additional Notes issued in accordance with the provisions of Section 2(B) hereof and payable on a subordinate basis to (i) any Senior Notes, and (ii) any previously issued Subordinate Notes if so specified in the related Pricing Confirmation (collectively, the "Subordinate Notes"), which Subordinate Notes shall be identified as such.

Each such Series of Notes shall be issued in the form of one registered note at the principal amount thereof (the "Series Principal Amount") as set forth in the applicable Pricing Confirmation and all such Series Principal Amounts aggregating to the Principal Amount set forth in such Pricing Confirmations, in each case, to bear a series designation, to be dated the date of its respective delivery to the respective initial purchaser thereof, to mature (without option of prior redemption) not more than thirteen (13) months thereafter on a date indicated on

A Series of Notes shall bear the "Subordinate" designation if it is a Series of Subordinate Notes.

6

For purposes of this Resolution, such funds shall be referred to as the "capital fund" and "special revenue fund."

the face thereof and determined in the Pricing Confirmation applicable to such Series of Notes (collectively, the "Maturity Date"), and to bear interest, payable at the applicable maturity (and, if the maturity is longer than twelve (12) months, an additional interest payment shall be payable within twelve (12) months of the issue date, as determined in the applicable Pricing Confirmation) and computed upon the basis of a 360-day year consisting of twelve 30-day months, at a rate not to exceed twelve percent (12%) per annum as determined in the Pricing Confirmation applicable to such Series of Notes and indicated on the face of such Series of Notes (collectively, the "Note Rate").

With respect to the Certificate Structure, if a Series of Notes as evidenced and represented by the corresponding Series of Certificates is secured in whole or in part by a Credit Instrument and is not paid at maturity or is paid (in whole or in part) by a draw under, payment by or claim upon a Credit Instrument which draw, payment or claim is not fully reimbursed on such date, such Series of Notes shall become a Defaulted Note (as defined in the Trust Agreement), and the unpaid portion thereof with respect to which a Credit Instrument applies for which reimbursement on a draw, payment or claim has not been fully made shall be deemed outstanding and shall continue to bear interest thereafter until paid at the Default Rate (as defined in the Trust Agreement). If a Series of Notes as evidenced and represented by the corresponding Series of Certificates is unsecured in whole or in part and is not fully paid at the Maturity Date, the unpaid portion thereof (or the portion thereof to which no Credit Instrument applies which is unpaid) shall be deemed outstanding and shall continue to bear interest thereafter until paid at the Default Rate.

With respect to the Bond Pool Structure, if a Series of Pool Bonds issued in connection with a Series of Notes is secured in whole or in part by a Credit Instrument or such Credit Instrument secures the Series of Notes in whole or in part and all principal of and interest on such Series of Notes is not paid in full at maturity or payment of principal of and interest on such Series of Notes is paid (in whole or in part) by a draw under, payment by or claim upon a Credit Instrument which draw, payment or claim is not fully reimbursed on such date, such Series of Notes shall become a Defaulted Note (as defined in the Indenture), and the unpaid portion thereof with respect to which a Credit Instrument applies for which reimbursement on a draw, payment or claim has not been fully made shall be deemed outstanding and shall continue to bear interest thereafter until paid at the Default Rate (as defined in the Indenture). If a Series of Notes or the Series of Pool Bonds issued in connection therewith is not so secured in whole or in part and such Series of Notes is not fully paid at the Maturity Date, the unpaid portion thereof (or the portion thereof to which no Credit Instrument applies which is unpaid) shall be deemed outstanding and shall continue to bear interest thereafter until paid at the Default Rate.

In each case set forth in the preceding two paragraphs, the obligation of the District with respect to such Defaulted Note or unpaid Series of Notes shall not be a debt or liability of the District prohibited by Article XVI, Section 18 of the California Constitution and the District shall not be liable thereon except to the extent of the income and revenue provided for Fiscal Year 2012-2013 within the meaning of Article XVI, Section 18 of the California Constitution, as provided in Section 8 hereof.

Both the principal of and interest on each Series of Notes shall be payable in lawful money of the United States of America, but only upon surrender thereof, at the corporate trust

office of U.S. Bank National Association in Los Angeles, California, or as otherwise indicated in the Trust Agreement or the Indenture, as applicable. The Principal Amount may, prior to the issuance of any Series of Notes, be reduced from the Maximum Amount of Borrowing specified above, in the discretion of the Underwriter upon consultation with the Authorized Officer. The Principal Amount shall, prior to the issuance of the last Series of Notes, be reduced from the Maximum Amount of Borrowing specified above if and to the extent necessary to obtain an approving legal opinion of Orrick, Herrington & Sutcliffe LLP ("Bond Counsel") as to the legality thereof or, if applicable, the exclusion from gross income for federal tax purposes of interest thereon (or on any Series of Pool Bonds related thereto). The Principal Amount shall, prior to the issuance of the last Series of Notes, also be reduced from the Maximum Amount of Borrowing specified above, and other conditions shall be met by the District prior to the issuance of each Series of Notes, if and to the extent necessary to obtain from the Credit Provider that issues the Credit Instrument securing the corresponding Series of Certificates evidencing and representing such Series of Notes or the related Series of Pool Bonds to which such Series of Notes is assigned its agreement to issue the Credit Instrument securing such Series of Certificates or Series of Pool Bonds, as the case may be. Notwithstanding anything to the contrary contained herein, if applicable, the approval of the corresponding Credit Provider of the issuance of such Series of Notes and the decision of the Credit Provider to deliver the Credit Instrument shall be in the sole discretion of the Credit Provider, and nothing herein shall be construed to require the Credit Provider to issue a Credit Instrument or to approve the issuance of such Series of Notes.

In the event the Board of Supervisors of the County fails or refuses to authorize the issuance of the Notes within the time period specified in Section 53853 of the Act, following receipt of this Resolution, this Board hereby authorizes issuance of such Notes, in the District's name, in one or more series, pursuant to the terms stated in this Section 2 and the terms stated hereafter. The Notes, in one or more series, shall be issued in conjunction with the note or notes (in each case, in one or more series) of one or more other Issuers as part of the Program and within the meaning of Section 53853 of the Act.

- (B) <u>Issuance of Additional Notes</u>. The District (or the County on its behalf, as applicable) may at any time issue pursuant to this Resolution, one or more Series of Additional Notes consisting of Senior Notes or Subordinate Notes (including Subordinate Notes that are further subordinated to previously issued Subordinate Notes, as provided in the applicable Pricing Confirmation), subject in each case to the following specific conditions, which are hereby made conditions precedent to the issuance of any such Series of Additional Notes:
 - (1) The District shall not have issued any tax and revenue anticipation notes relating to the 2012-2013 fiscal year except (a) in connection with the Program under this Resolution, or (b) notes secured by a pledge of its Unrestricted Revenues (as defined in Section 8) that is subordinate in all respects to the pledge of its Unrestricted Revenues hereunder; the District shall be in compliance with all agreements and covenants contained herein; and no Event of Default shall have occurred and be continuing with respect to any such outstanding previously issued notes or Series of Notes.
 - (2) The aggregate Principal Amount of Notes issued and at any time outstanding hereunder shall not exceed any limit imposed by law, by this Resolution or

by any resolution of the Board amending or supplementing this Resolution (each a "Supplemental Resolution").

- (3) Whenever the District shall determine to issue, execute and deliver any Additional Notes pursuant to this Section 2(B), the Series Principal Amount of which, when added to the Series Principal Amounts of all Series of Notes previously issued by the District, would exceed the Maximum Amount of Borrowing authorized by this Resolution, the District shall adopt a Supplemental Resolution amending this Resolution to increase the Maximum Amount of Borrowing as appropriate and shall submit such Supplemental Resolution to the Board of Supervisors of the County as provided in Section 53850 et seq. of the Act with a request that the County issue such Series of Additional Notes in the name of the District as provided in Sections 2(A) and 9 hereof. The Supplemental Resolution may contain any other provision authorized or not prohibited by this Resolution relating to such Series of Additional Notes.
- The District may issue a Series of Additional Notes that are Senior Notes (4) payable on a parity with all other Series of Senior Notes of the District or that are Subordinate Notes payable on a parity with one or more Series of outstanding Subordinate Notes, only if it obtains (a) the consent of each Credit Provider relating to each previously issued Series of Notes that will be on a parity with such Series of Additional Notes, and (b) evidence that no rating then in effect with respect to any outstanding Series of Certificates or Series of Bonds, as applicable, from a Rating Agency will be withdrawn, reduced, or suspended solely as a result of the issuance of such Series of Additional Notes (a "Rating Confirmation"). Except as provided in Section 8, the District may issue one or more Series of Additional Notes that are subordinate to all previously issued Series of Notes of the District without Credit Provider consent or a Rating Confirmation. The District may issue tax and revenue anticipation notes other than in connection with the Program under this Resolution only if such notes are secured by a pledge of its Unrestricted Revenues that is subordinate in all respects to the pledge of its Unrestricted Revenues hereunder.
- (5) Before such Additional Notes shall be issued, the District shall file or cause to be filed the following documents with the Trustee:
 - (a) An Opinion of Counsel to the District to the effect that (A) such Additional Notes constitute the valid and binding obligations of the District, (B) such Additional Notes are special obligations of the District and are payable from the moneys pledged to the payment thereof in this Resolution, and (C) the applicable Supplemental Resolution, if any, has been duly adopted by the District.
 - (b) A certificate of the District certifying as to the incumbency of its officers and stating that the requirements of this Section 2(B) have been met.
 - (c) A certified copy of this Resolution and any applicable Supplemental Resolution.

- (d) If this Resolution was amended by a Supplemental Resolution to increase the Maximum Amount of Borrowing, the resolution of the County Board of Supervisors approving such increase in the Maximum Amount of Borrowing and the issuance of such Additional Notes, or evidence that the County Board of Supervisors has elected to not issue such Additional Notes.
- (e) An executed counterpart or duly authenticated copy of the applicable Certificate Purchase Agreement or Note Purchase Agreement.
- (f) A Pricing Confirmation relating to the Series of Additional Notes duly executed by an Authorized Officer (as defined in Section 4).
- (g) The Series of Additional Notes duly executed by the applicable County representatives as provided in Section 9 hereof, or executed by the applicable Authorized Officers of the District if the County shall have declined to issue the Series of Additional Notes in the name of the District, either in connection with the initial issuance of the Series A Notes or in connection with any Supplemental Resolution increasing the Maximum Amount of Borrowing.
- (h) If the Additional Notes are to be parity Senior Notes or parity Subordinate Notes, the Credit Provider consent(s) and Rating Confirmation(s) required pursuant to paragraph (4) above.

Upon the delivery to the Trustee of the foregoing instruments and, if the Bond Pool Structure is implemented, satisfaction of the provisions of Section 2.12 of the Indenture with regard to the issuance of a corresponding Series of Additional Bonds (as defined therein), the Trustee shall authenticate and deliver said Additional Notes to, or upon the written request of, the District. Upon execution and delivery by the District and authentication by the Trustee, said Additional Notes shall be valid and binding obligations of the District notwithstanding any defects in satisfying any of the foregoing requirements.

Section 3. Form of Notes. Each Series of the Notes shall be issued in fully registered form without coupons and shall be substantially in the form and substance set forth in Exhibit A, attached hereto and by reference incorporated herein, the blanks in said form to be filled in with appropriate words and figures.

Section 4. Sale of Notes; Delegation. Any one of the President or Chairperson of the Board, the Superintendent, the Assistant Superintendent for Business, the Assistant Superintendent for Administrative Services, the business manager, director of business or fiscal services or chief financial/business officer of the District, as the case may be, or, in the absence of said officer, his or her duly appointed assistant (each an "Authorized Officer"), is hereby authorized and directed to negotiate, with the Underwriter (if the Certificate Structure is implemented) or the Authority (if the Bond Pool Structure is implemented), an interest rate or rates on each Series of the Notes to the stated maturity or maturities thereof, which shall not, in any individual case, exceed twelve percent (12%) per annum (per Series of Notes), and the purchase price to be paid by the Underwriter or the Authority, as applicable, for the respective Series of the Notes, which purchase price shall be at a discount which when added to the

District's share of the costs of issuance shall not be more than the greater of (a) one percent (1%) of (i) the Principal Amount of the Note, if only one Series of Notes is issued or (ii) the Series Principal Amount of each individual Series of Notes, if more than one series is issued, or (b) two thousand five hundred dollars (\$2,500). If such interest rate and price and other terms of the sale of the Series of Notes set out in the Pricing Confirmation applicable to such Series of Notes are acceptable to said Authorized Officer, said Authorized Officer is hereby further authorized and directed to execute and deliver the pricing confirmation supplement applicable to such Series of Notes to be delivered by the Underwriter (on behalf of itself, if the Certificate Structure is implemented and on behalf of the Authority, if the Bond Pool Structure is implemented) to the District on a date within five (5) days, or such longer period of time as agreed by the Underwriter or the Authority, as applicable, of said negotiation of interest rates and purchase price during the period from May 1, 2012 (or the date of adoption of this Resolution if after May 1, 2012) through June 15, 2013 (the "Pricing Confirmation"), substantially in the form presented to this meeting as Schedule I to the Certificate Purchase Agreement or the Note Purchase Agreement, as applicable, with such changes therein as said Authorized Officer shall require or approve, and such other documents or certificates required to be executed and delivered thereunder or to consummate the transactions contemplated hereby or thereby, for and in the name and on behalf of the District, such approval by this Board and such officer to be conclusively evidenced by such execution and delivery. In the event more than one Series of Notes are issued, a separate Pricing Confirmation shall be executed and delivered corresponding to each Series of Notes. Any Authorized Officer is hereby further authorized to execute and deliver, prior to the execution and delivery of the Pricing Confirmation applicable to a Series of Notes, the Certificate Purchase Agreement or the Note Purchase Agreement applicable to such Series of Notes, substantially in the forms presented to this meeting, which forms are hereby approved. with such changes therein as said officer shall require or approve, such approval to be conclusively evidenced by such execution and delivery; provided, however, that any such Certificate Purchase Agreement or Note Purchase Agreement shall not be effective and binding on the District until the execution and delivery of the corresponding Pricing Confirmation. Delivery of a Pricing Confirmation by fax or telecopy of an executed copy shall be deemed effective execution and delivery for all purposes. If requested by said Authorized Officer at his or her option, any duly authorized deputy or assistant of such Authorized Officer may approve said interest rate or rates and price by execution of the Certificate Purchase Agreement or the Note Purchase Agreement(s), as applicable, and/or the corresponding Pricing Confirmation(s).

- Section 5. Program Approval. The District hereby delegates to the Authority the authority to select which structure (i.e., the Certificate Structure or the Bond Pool Structure) shall be implemented, with the Authorized Officer of the District accepting and approving such selection by execution of the applicable Pricing Confirmation.
- (A) <u>Certificate Structure</u>. If the Certificate Structure is implemented, each Series of Notes of the District shall be combined with notes of other Issuers into a Series of Certificates as set forth in general terms in the Pricing Confirmation (which need not include specific information about such other notes or Issuers) applicable to such Series of Notes, and shall be marketed and sold simultaneously with such other notes of that Series with such credit support (if any) referred to in the Pricing Confirmation, and shall be evidenced and represented by the Certificates which shall evidence and represent proportionate, undivided interests in such Series of Notes in the proportion that the face amount of such Series of Notes bears to the total

aggregate face amount of such Series of Notes and the notes issued by other Issuers which the Series of Certificates represent. Such Certificates may be delivered in book-entry form.

The District hereby delegates to the Authority the authority to select the Credit Instrument(s), Credit Provider(s) and Credit Agreement(s), if any, for each Series of Certificates which evidences and represents interests of the owners thereof in the related Series of Notes of the District and the notes issued by other Issuers evidenced and represented by such Series of Certificates, all of which shall be identified in, and approved by the Authorized Officer of the District executing, the Pricing Confirmation for such Series of Notes, the Trust Agreement and the Credit Agreement(s) (if any), for and in the name and on behalf of the District, such approval of such officer to be conclusively evidenced by the execution of the Pricing Confirmation, the Trust Agreement and the Credit Agreement(s) (if any).

The form of Trust Agreement, alternative general types of Credit Instruments and forms of Credit Agreements, if any, presented to this meeting are hereby approved, and each Authorized Officer is hereby authorized and directed to execute and deliver the Trust Agreement and the Credit Agreement(s), if applicable, which shall be identified in the Pricing Confirmation for the related Series of Notes, in substantially one or more of said forms (a substantially final form of Credit Agreement to be delivered to such Authorized Officer concurrent with the Pricing Confirmation), with such changes therein as said officer shall require or approve, such approval of this Board and such officer to be conclusively evidenced by the execution of the Trust Agreement, Credit Agreement(s) and Pricing Confirmation, respectively.

The form of the Preliminary Official Statement presented to this meeting is hereby approved, and the Underwriter is hereby authorized to distribute the Preliminary Official Statement in connection with the offering and sale of each Series of Certificates. Authorized Officer is hereby authorized and directed to provide the Underwriter with such information relating to the District as the Underwriter shall reasonably request for inclusion in the Preliminary Official Statement for each Series of Certificates. Upon inclusion of the information relating to the District therein, the Preliminary Official Statement for the applicable Series of Certificates shall be, except for certain omissions permitted by Rule 15c2-12 of the Securities Exchange Act of 1934, as amended (the "Rule"), deemed final within the meaning of the Rule; provided that no representation is made as to the information contained in a Preliminary Official Statement relating to the other Issuers or any Credit Provider, and the Authority is hereby authorized to certify on behalf of the District that each Preliminary Official Statement is, as of its date, deemed final within the meaning of the Rule. If, at any time prior to the execution of a Pricing Confirmation, any event occurs as a result of which the information contained in the related Preliminary Official Statement relating to the District might include an untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading, the District shall promptly notify the Underwriter. The Authority is hereby authorized and directed, at or after the time of the sale of any Series of Certificates, for and in the name and on behalf of the District, to execute a final Official Statement in substantially the form of the Preliminary Official Statement presented to this meeting, with such additions thereto or changes therein as the Authority may approve, such approval to be conclusively evidenced by the execution and delivery thereof.

The Trustee is authorized and directed to execute each Series of Certificates on behalf of the District pursuant to the terms and conditions set forth in the related Trust Agreement, in the aggregate principal amount specified in the Trust Agreement, and substantially in the form and otherwise containing the provisions set forth in the form of the Certificate contained in the Trust Agreement. When so executed, each Series of Certificates shall be delivered by the Trustee to the Underwriter upon payment of the purchase price thereof, pursuant to the terms of the Trust Agreement and the applicable Certificate Purchase Agreement.

Subject to Section 8 hereof, the District hereby agrees that if a Series of Notes as evidenced and represented by a Series of Certificates shall become a Defaulted Note, the unpaid portion thereof or the portion to which a Credit Instrument applies for which full reimbursement on a draw, payment or claim has not been made by the Maturity Date shall be deemed outstanding and shall not be deemed to be paid until (i) the Credit Provider providing a Credit Instrument with respect to such Series of Certificates, and therefore, if applicable, all or a portion of such Series of Notes, if any, has been reimbursed for any drawings, payments or claims made under the Credit Instrument with respect to such Series of Notes, including interest accrued thereon, as provided therein and in the applicable Credit Agreement, and (ii) the holders of the Series of Certificates which evidence and represent such Series of Notes are paid the full principal amount represented by the unsecured portion of such Series of Notes plus interest accrued thereon (calculated at the Default Rate) to the date of deposit of such aggregate required amount with the Trustee. For purposes of clause (ii) of the preceding sentence, holders of the applicable Series of Certificates will be deemed to have received such principal amount and such accrued interest upon deposit of such moneys with the Trustee.

The District agrees to pay or cause to be paid, in addition to the amounts payable under each Series of Notes, any fees or expenses of the Trustee and, to the extent permitted by law, if such Series of Notes as evidenced and represented by the related Series of Certificates is secured in whole or in part by a Credit Instrument, any Predefault Obligations and Reimbursement Obligations (to the extent not payable under such Series of Notes), (i) arising out of an "Event of Default" hereunder or (ii) arising out of any other event (other than an event arising solely as a result of or otherwise attributable to a default by any other Issuer). In the case described in (ii) above with respect to Predefault Obligations, the District shall owe only the percentage of such fees, expenses and Predefault Obligations equal to the ratio of the Principal Amount (or Series Principal Amount as applicable) of its Series of Notes over the aggregate Principal Amounts (or Series Principal Amounts, as applicable) of all series of notes, including such Series of Notes, of the Series of Certificates of which such Series of Notes is a part, at the time of original issuance of such Series of Certificates. Such additional amounts will be paid by the District within twenty-five (25) days of receipt by the District of a bill therefor from the Trustee.

If the Certificate Structure is implemented, any Authorized Officer is hereby authorized to execute and deliver any Information Return for Tax-Exempt Governmental Obligations, Form 8038-G of the Internal Revenue Service ("Form 8038-G"), in connection with the issuance of a Tax-Exempt (as defined in Section 7) Series of Notes and the related Series of Certificates. To the extent permitted by law, the Authority, the Trustee, the Underwriter and Bond Counsel are each hereby authorized to execute and deliver any Form 8038-G for and on behalf of the District in connection with the issuance of a Tax-Exempt Series of Notes and the related Series of Certificates, as directed by an Authorized Officer of the District.

(B) <u>Bond Pool Structure</u>. If the Bond Pool Structure is implemented, the Pricing Confirmation for a Series of Notes may, but shall not be required to, specify the Series of Pool Bonds to which such Series of Notes will be assigned (but need not include information about other series of notes assigned to the same pool or their Issuers).

The District hereby delegates to the Authority the authority to select the Credit Instrument(s), Credit Provider(s) and Credit Agreement(s), if any, for each Series of Senior Bonds and corresponding Series of Subordinate Bonds, if any, to which each Series of Notes issued by the District will be assigned, all of which shall be identified in, and approved by the Authorized Officer of the District executing, the Pricing Confirmation for such Series of Notes and the Credit Agreement(s) (if any), for and in the name and on behalf of the District, such approval of such officer to be conclusively evidenced by the execution of the Pricing Confirmation and the Credit Agreement(s) (if any).

The alternative general types of Credit Instruments and the forms of Credit Agreements, if any, presented to this meeting are hereby approved, and each Authorized Officer is hereby authorized and directed to execute and deliver a Credit Agreement(s), if any, which shall be identified in the Pricing Confirmation for the related Series of Notes, in substantially one or more of said forms (a substantially final form of Credit Agreement to be delivered to such Authorized Officer concurrent with the Pricing Confirmation), with such changes therein as said officer shall require or approve, such approval of this Board and such officer to be conclusively evidenced by the execution of the Credit Agreement and Pricing Confirmation, respectively.

The form of Indenture presented to this meeting is hereby acknowledged and approved, and it is acknowledged that the Authority will execute and deliver the Indenture and one or more Supplemental Indentures, which shall be identified in the Pricing Confirmation applicable to the Series of Notes to be issued, in substantially one or more of said forms with such changes therein as the Authorized Officer who executes such Pricing Confirmation shall require or approve (substantially final forms of the Indenture and the Supplemental Indenture (if applicable) to be delivered to the Authorized Officer concurrently with the Pricing Confirmation applicable to the Series of Notes to be issued), such approval of such Authorized Officer and this Board to be conclusively evidenced by the execution of the Pricing Confirmation applicable to such Series of Notes. It is acknowledged that the Authority is authorized and requested to issue one or more Series of Pool Bonds (consisting of a Series of Senior Bonds and, if desirable, a corresponding Series of Subordinate Bonds) pursuant to and as provided in the Indenture as finally executed and, if applicable, each Supplemental Indenture as finally executed.

Each Authorized Officer is hereby authorized and directed to provide the Underwriter with such information relating to the District as the Underwriter shall reasonably request for inclusion in the Preliminary Official Statement(s) and Official Statement(s) of the Authority relating to a Series of Pool Bonds. If, at any time prior to the execution of a Pricing Confirmation, any event occurs as a result of which the information contained in the corresponding Preliminary Official Statement or other offering document relating to the District might include an untrue statement of a material fact or omit to state any material fact necessary to make the statements therein, in light of the circumstances under which they were made, not misleading, the District shall promptly notify the Underwriter.

Subject to Section 8 hereof, the District hereby agrees that if a Series of Notes shall become a Defaulted Note, the unpaid portion thereof or the portion to which a Credit Instrument applies for which full reimbursement on a draw, payment or claim has not been made by the Maturity Date shall be deemed outstanding and shall not be deemed to be paid until (i) any Credit Provider providing a Credit Instrument with respect to such Series of Notes or the Series of Pool Bonds issued in connection with such Series of Notes, has been reimbursed for any drawings, payments or claims made under the Credit Instrument with respect to such Series of Notes, including interest accrued thereon, as provided therein and in the applicable Credit Agreement, and (ii) the holders of such Series of Notes or the Series of the Pool Bonds issued in connection with such Series of Notes are paid the full principal amount represented by the unsecured portion of such Series of Notes plus interest accrued thereon (calculated at the Default Rate) to the date of deposit of such aggregate required amount with the Trustee. For purposes of clause (ii) of the preceding sentence, holders of such Series of Pool Bonds will be deemed to have received such principal amount and such accrued interest upon deposit of such moneys with the Trustee.

The District agrees to pay or cause to be paid, in addition to the amounts payable under each Series of Notes, any fees or expenses of the Trustee and, to the extent permitted by law, if such Series of Notes is secured in whole or in part by a Credit Instrument (by virtue of the fact that the corresponding Series of Pool Bonds is secured by a Credit Instrument), any Predefault Obligations and Reimbursement Obligations (to the extent not payable under such Series of Notes), (i) arising out of an "Event of Default" hereunder or (ii) arising out of any other event (other than an event arising solely as a result of or otherwise attributable to a default by any other Issuer). In the case described in (ii) above with respect to Predefault Obligations, the District shall owe only the percentage of such fees, expenses and Predefault Obligations equal to the ratio of the Principal Amount (or Series Principal Amount as applicable) of its Series of Notes over the aggregate Principal Amounts (or Series Principal Amounts, as applicable) of all series of notes, including such Series of Notes, assigned to the Series of Pool Bonds issued in connection with such Series of Notes, at the time of original issuance of such Series of Pool Bonds. Such additional amounts will be paid by the District within twenty-five (25) days of receipt by the District of a bill therefor from the Trustee.

(C) Appointment of Professionals. Piper Jaffray & Co. (and/or such other firm or firms as shall be selected by the Authority as designated in the applicable Pricing Confirmation and approved and accepted by an Authorized Officer by the execution of such Pricing Confirmation) is hereby appointed and/or approved as underwriter for the Program, the law firm of Orrick, Herrington & Sutcliffe LLP (and/or such other firm or firms as shall be selected by the Authority as designated in the applicable Pricing Confirmation and approved and accepted by an Authorized Officer by the execution of such Pricing Confirmation) is hereby appointed and/or approved as bond counsel for the Program, and the law firm of Kutak Rock LLP (and/or such other firm or firms as shall be selected by the Authority as designated in the applicable Pricing Confirmation and approved and accepted by an Authorized Officer by the execution of such Pricing Confirmation) is hereby appointed and/or approved as special counsel to the District in connection with the Program.

Section 6. No Joint Obligation.

- Certificate Structure. If the Certificate Structure is implemented, each Series of Notes of the District shall be marketed and sold simultaneously with the notes of other Issuers and shall be aggregated and combined with such notes of other Issuers participating in the Program into a Series of Certificates evidencing and representing an interest in several, and not joint, obligations of each Issuer. The obligation of the District to owners of a Series of Certificates is a several and not a joint obligation and is strictly limited to the District's repayment obligation under this Resolution, the resolution of the County providing for the issuance of the Note, if applicable, and the applicable Series of Notes as evidenced and represented by such Series of Certificates. Owners of Certificates, to the extent of their interest in a Series of Notes, shall be treated as owners of such Series of Notes and shall be entitled to all the rights and security thereof; including the right to enforce the obligations and covenants contained in this Resolution and such Series of Notes. The District hereby recognizes the right of the owners of a Series of Certificates acting directly or through the Trustee to enforce the obligations and covenants contained in the Series of Notes evidenced and represented thereby. this Resolution and the Trust Agreement. The District shall be directly obligated to each owner of a Series of Certificates for the principal and interest payments on the Series of Notes evidenced and represented by such Certificates without any right of counterclaim or offset arising out of any act or failure to act on the part of the Trustee.
- (B) <u>Bond Pool Structure</u>. If the Bond Pool Structure is implemented, each Series of Notes will be issued in conjunction with a series of notes of one or more other Issuers and will be assigned to a Pool in order to secure a corresponding Series of Pool Bonds. In all cases, the obligation of the District to make payments on or in respect to each Series of its Notes is a several and not a joint obligation and is strictly limited to the District's repayment obligation under this Resolution, the resolution of the County providing for the issuance of the Note, if applicable, and such Series of Notes.
- Disposition of Proceeds of Notes. The moneys received from the sale of each Series of Notes evidenced and represented by a Series of Certificates or each Series of Pool Bonds issued in connection with a Series of Notes, as the case may be, allocable to the District's share of the costs of issuance (which shall include any fees and expenses in connection with the related Credit Instrument(s) applicable to such Series of Notes or Series of Pool Bonds) shall be deposited in an account in the Costs of Issuance Fund established for such Series of Notes or such Series of Pool Bonds, as applicable, and held and invested by the Trustee under the Trust Agreement or the Indenture, as applicable, and expended as directed by the Underwriter (if the Certificate Structure is implemented) or the Authority (if the Bond Pool Structure is implemented) on Costs of Issuance as provided in the Trust Agreement or the Indenture, as applicable. The moneys allocable to each Series of Notes from the sale of the corresponding Series of Certificates or Pool Bonds, as applicable, net of the District's share of the costs of issuance, is hereby designated the "Deposit to Proceeds Subaccount" and shall be deposited in the District's Proceeds Subaccount attributed to such Series of Notes hereby authorized to be created pursuant to, and held and invested by the Trustee under, the Trust Agreement or the Indenture, as applicable, for the District and said moneys may be used and expended by the District for any purpose for which it is authorized to use and expend moneys, upon requisition from such Proceeds Subaccount as specified in the Trust Agreement or the Indenture, as

applicable. The Pricing Confirmation applicable to each Series of Notes shall set forth such amount of the Deposit to Proceeds Subaccount. Each Authorized Officer is hereby authorized to approve the amount of such Deposit to Proceeds Subaccount. Subject to Section 8 hereof, the District hereby covenants and agrees to replenish amounts on deposit in each Proceeds Subaccount attributed to a Series of its Note to the extent practicable from any source of available funds up to an amount equal to the unreplenished withdrawals from such Proceeds Subaccount.

The Trustee shall transfer to each Payment Account (hereinafter defined) relating to a Series of Notes from amounts on deposit in the related Proceeds Subaccount attributed to such Series of Notes on the first day of each Repayment Period (as defined hereinafter) (or such other day of each Repayment Period designated in the Pricing Confirmation applicable to a Series of Notes), amounts which, taking into consideration anticipated earnings thereon to be received by the Maturity Date, are equal to the percentages of the principal and interest due with respect to such Series of Notes at maturity for the corresponding Repayment Period set forth in such Pricing Confirmation; provided, however, that on the twentieth date of the next to last Repayment Period designated in such Pricing Confirmation (or such other day designated in the Pricing Confirmation applicable to a Series of Notes), or, if only one Repayment Period is applicable to a Series of Notes, on the twentieth day of the month preceding the Repayment Period designated in such Pricing Confirmation (or such other day designated in the Pricing Confirmation applicable to a Series of Notes), the Trustee shall transfer all remaining amounts in the Proceeds Subaccount attributed to the Series of Notes to the related Payment Account all as and to the extent provided in the Trust Agreement or the Indenture, as applicable; provided, however, that with respect to the transfer in or prior to any such Repayment Period, as applicable, if said amount in the Proceeds Subaccount attributed to a Series of Notes is less than the corresponding percentage set forth in the Pricing Confirmation applicable to the related Series of Notes of the principal and interest due with respect to such Series of Notes at maturity. the Trustee shall transfer to the related Payment Account attributed to such Series of Notes of the District all amounts on deposit in the Proceeds Subaccount attributed to such Series of Notes on the day designated for such Repayment Period.

For Notes issued in calendar 2012, in the event either (A) the Series Principal Amount of any Tax-Exempt Series of Notes, together with the aggregate amount of all tax-exempt obligations (including any tax-exempt leases, but excluding private activity bonds), issued and reasonably expected to be issued by the District (and all subordinate entities of the District) during calendar year 2012, will, at the time of the issuance of such Tax-Exempt Series of the Notes (as indicated in the certificate of the District executed as of the date of issuance of such Tax-Exempt Series of Notes (each "District Certificate")) exceed fifteen million dollars (\$15,000,000), or (B) the Series Principal Amount of any Tax-Exempt Series of Notes, together with the aggregate amount of all tax-exempt obligations not used to finance school construction (including any tax-exempt leases, but excluding private activity bonds), issued and reasonably expected to be issued by the District (and all subordinate entities of the District) during calendar year 2012, will, at the time of the issuance of such Tax-Exempt Series of Notes (as indicated in the related District Certificate), exceed five million dollars (\$5,000,000), the second following paragraph will apply. In such case, the District shall be deemed a "Safe Harbor Issuer" with respect to such Tax-Exempt Series of Notes.

For Notes issued in calendar year 2013, in the event either (A) the Series Principal Amount of any Tax-Exempt Series of Notes, together with the aggregate amount of all tax-exempt obligations (including any tax-exempt leases, but excluding private activity bonds), issued and reasonably expected to be issued by the District (and all subordinate entities of the District) during calendar year 2013, will, at the time of the issuance of such Tax-Exempt Series of the Notes (as indicated in the certificate of the District executed as of the date of issuance of such Tax-Exempt Series of Notes (each "District Certificate")) exceed fifteen million dollars (\$15,000,000), or (B) the Series Principal Amount of any Tax-Exempt Series of Notes, together with the aggregate amount of all tax-exempt obligations not used to finance school construction (including any tax-exempt leases, but excluding private activity bonds), issued and reasonably expected to be issued by the District (and all subordinate entities of the District) during calendar year 2013, will, at the time of the issuance of such Tax-Exempt Series of Notes (as indicated in the related District Certificate), exceed five million dollars (\$5,000,000), the following paragraph will apply. In such case, the District shall be deemed a "Safe Harbor Issuer" with respect to such Tax-Exempt Series of Notes.

Amounts in any Proceeds Subaccount relating to a Tax-Exempt Series of Notes of the District and attributable to cash flow borrowing shall be withdrawn and expended by the District for any purpose for which the District is authorized to expend funds from the general fund of the District, but, with respect to general fund expenditures, only to the extent that on the date of any withdrawal no other funds are available for such purposes without legislation or judicial action or without a legislative, judicial or contractual requirement that such funds be reimbursed. If on no date that is within six months from the date of issuance of each Tax-Exempt Series of Notes, the balance in the related Proceeds Subaccount attributable to cash flow borrowing and treated for federal tax purposes as proceeds of such Tax-Exempt Series of Notes is low enough so that the amounts in the Proceeds Subaccount attributable to such Tax-Exempt Series of Notes qualify for an exception from the rebate requirements (the "Rebate Requirements") of Section 148 of the Internal Revenue Code of 1986 (the "Code"), the District shall promptly notify the Trustee in writing and, to the extent of its power and authority, comply with instructions from Orrick, Herrington & Sutcliffe LLP, Bond Counsel, supplied to it by the Trustee as the means of satisfying the Rebate Requirements.

The term "Tax-Exempt" shall mean, with respect to interest on any obligations of a state or local government, that such interest is excluded from the gross income of the holders thereof for federal income tax purposes pursuant to Section 103 of the Code, whether or not such interest is includable as an item of tax preference or otherwise includable directly or indirectly for purposes of calculating other tax liabilities, including any alternative minimum tax or environmental tax under the Code. Each Series of Notes issued hereunder (or any Series of Pool Bonds related thereto) may be issued as a Tax-Exempt Series of Notes or such that the interest on such Series of Notes is not Tax-Exempt.

Section 8. Source of Payment.

(A) <u>Pledge</u>. The term "Unrestricted Revenues" shall mean the taxes, income, revenue (including, but not limited to, revenue from the state and federal governments), cash receipts and other moneys provided for Fiscal Year 2012-2013 which will be received by or will accrue to the District during such fiscal year for the general fund and, if so indicated in a Pricing

Confirmation, capital fund and/or special revenue fund (or similarly named fund or funds as indicated in such Pricing Confirmation) of the District and which are lawfully available for the payment of current expenses and other obligations of the District. As security for the payment of the principal of and interest on all Series of Notes issued hereunder, subject to the payment priority provisions of Section 17 hereof and this Section 8, the District hereby pledges the first Unrestricted Revenues to be received by the District in the periods specified in each Pricing Confirmation as Repayment Periods (each individual period a "Repayment Period" and collectively "Repayment Periods"), in an amount equal to the percentages of the principal and interest due with respect to each Series of Notes at maturity for the corresponding Repayment Period specified in such Pricing Confirmations (the "Pledged Revenues").

- (B) <u>Lien and Charge</u>. As provided in Section 53856 of the Act, all Series of Notes issued hereunder and the interest thereon, subject to the payment priority provisions of Section 17 hereof and this Section 8, shall be a first lien and charge against, and shall be payable from the first moneys received by the District from, the Pledged Revenues.
- General Obligation. As provided in Section 53857 of the Act, notwithstanding the provisions of Section 53856 of the Act and of subsection (B) of this Section, all Series of Notes issued hereunder shall be general obligations of the District and, in the event that on the tenth Business Day (as defined in the Trust Agreement or the Indenture, as applicable) of each such Repayment Period (or such other day of each Repayment Period designated in the Pricing Confirmation applicable to a Series of Notes) the District has not received sufficient Unrestricted Revenues to permit the deposit into each Payment Account of the full amount of Pledged Revenues to be deposited therein from said Unrestricted Revenues in such Repayment Period, then the amount of any deficiency shall be satisfied and made up from any other moneys of the District lawfully available for the payment of the principal of all Series of Notes and the interest thereon, as and when such other moneys are received or are otherwise legally available, in the following order of priority: first, to satisfy pro-rata any deficiencies attributable to any Series of Senior Notes; second, to satisfy pro-rata any deficiencies attributable to any Series of Subordinate Notes (except for any Series of Subordinate Notes described in the next clause); and thereafter, to satisfy any deficiencies attributable to any other Series of Subordinate Notes that shall have been further subordinated to previously issued Series of Subordinate Notes in the applicable Pricing Confirmation, in such order of priority.
- (D) Payment Accounts. In order to effect, in part, the pledge provided for in subsection (A) of this Section, the District agrees to the establishment and maintenance as a special fund of the District of a separate Payment Account for each Series of Notes issued hereunder (each a "Payment Account") by the Trustee under the Trust Agreement or the Indenture, as applicable, and the Trustee is hereby appointed as the responsible agent to maintain such fund until the payment of the principal of the corresponding Series of Notes and the interest thereon, and the District hereby covenants and agrees to cause to be deposited directly in each Payment Account (and shall request specific amounts from the District's funds on deposit with the County Treasurer for such purpose) a pro-rata share (as provided below) of the first Unrestricted Revenues received in each Repayment Period specified in the Pricing Confirmation(s) and any Unrestricted Revenues received thereafter until the amount on deposit in each Payment Account, taking into consideration anticipated investment earnings thereon to be received by the Maturity Date applicable to the respective Series of Notes (as set forth in a

certificate from the Underwriter to the Trustee), is equal in the respective Repayment Periods identified in the Pricing Confirmation applicable to such Series of Notes to the percentages of the principal of and interest due with respect to such Series of Notes at maturity specified in the Pricing Confirmation applicable to such Series of Notes; provided that such deposits shall be made in the following order of priority: first, pro-rata to the Payment Account(s) attributable to any applicable Series of Senior Notes; second, pro-rata to the Payment Account(s) attributable to any applicable Series of Subordinate Notes (except for any Series of Subordinate Notes described in the next clause); and thereafter, to the Payment Account(s) attributable to any other applicable Series of Subordinate Notes that shall have been further subordinated to previously issued Series of Subordinate Notes in the applicable Pricing Confirmation, in such order of priority.

Subject to the payment priority provisions of Section 17 hereof and this Section 8, any moneys placed in the Payment Account attributed to a Series of Notes shall be for the benefit of (i) the owners of the applicable Series of Certificates if the Certificate Structure is implemented and the holders of the Series of Pool Bonds issued in connection with the Pool of which such Series of Notes is a part if the Bond Pool Structure is implemented, and (ii) (to the extent provided in the Trust Agreement or the Indenture, as applicable) the Credit Provider(s), if any. Subject to the payment priority provisions of Section 17 hereof and this Section 8, the moneys in the Payment Account attributed to the Series of Notes shall be applied only for the purposes for which the Payment Account is created until the principal of such Series of Notes and all interest thereon are paid or until provision has been made for the payment of the principal of such Series of Notes at maturity of such Series of Notes with interest to maturity (in accordance with the requirements for defeasance of the related Series of Certificates or Series of Bonds, as applicable, as set forth in the Trust Agreement or the Indenture, as applicable) and, if applicable (to the extent provided in the Trust Agreement or the Indenture, as applicable, and, if applicable, the corresponding Credit Agreement), the payment of all Predefault Obligations and Reimbursement Obligations owing to the corresponding Credit Provider.

Determination of Repayment Periods. With respect to each Series of Notes, the length of any individual Repayment Period determined in the related Pricing Confirmation shall not exceed the greater of three (3) consecutive calendar months or ninety (90) days and the number of Repayment Periods determined in the related Pricing Confirmation shall not exceed six (6); provided, however, that (1) the first Repayment Period of any Series of Subordinate Notes shall not occur prior to the end of the last Repayment Period of any outstanding Series of Notes of a higher priority without the consent of each Credit Provider for such outstanding Notes; and (2) if the first Repayment Period of any Series of Subordinate Notes overlaps the last Repayment Period of any outstanding Series of Notes of a higher priority, no deposits shall be made in the Payment Account of such Subordinate Notes until all required amounts shall have been deposited into the Payment Account(s) of all outstanding Series of Notes of a higher priority without the consent of each Credit Provider for such outstanding Notes. Any Authorized Officer is hereby authorized to approve the determination of the Repayment Periods and percentages of the principal and interest due with respect to each Series of Notes at maturity required to be on deposit in the related Payment Account in each Repayment Period, all as specified in the Pricing Confirmation applicable to such Series of Notes, by executing and delivering the Pricing Confirmation applicable to such Series of Notes, such execution and delivery to be conclusive evidence of approval by this Board and such Authorized Officer.

- (F) Application of Moneys in Payment Accounts. On any interest payment date (if different from the Maturity Date) and on the Maturity Date of a Series of Notes, the moneys in the Payment Account attributed to such Series of Notes shall be transferred by the Trustee, to the extent necessary, to pay, in the case of an interest payment date, the interest, and in the case of the Maturity Date, the principal of and interest with respect to such Series of Notes or to reimburse the Credit Provider(s) for payments made under or pursuant to the Credit Instrument(s), subject to the payment priority provisions of Section 17 hereof and this Section 8. In the event that moneys in the Payment Account attributed to any Series of Notes are insufficient to pay the principal of and/or interest with respect to such Series of Notes in full on an interest payment date and/or the Maturity Date, moneys in such Payment Account together with moneys in the Payment Accounts of all other outstanding Series of Notes issued by the District shall be applied in the following priority:
 - (1) with respect to all Series of Senior Notes:
 - a. first, to pay interest with respect to all Series of Senior Notes pro-rata;
 - b. second, (if on the Maturity Date) to pay principal of all Series of Senior Notes pro-rata;
 - c. third, to reimburse each Credit Provider for payment, if any, of interest with respect to all Series of Senior Notes pro-rata (or on such other basis as set for in the Trust Agreement or the Indenture, as applicable);
 - d. fourth, to reimburse each Credit Provider for payment, if any, of principal with respect to all Series of Senior Notes pro-rata (or on such other basis as set for in the Trust Agreement or the Indenture, as applicable);
 - e. fifth, to pay pro-rata (or on such other basis as set for in the Trust Agreement or the Indenture, as applicable) any Reimbursement Obligations of the District and any of the District's pro rata share of Predefault Obligations owing to each Credit Provider relating to all Series of Senior Notes, as applicable;
 - (2) then, with respect to all Series of Subordinate Notes (except for any Series of Subordinate Notes described in paragraph (3) below), to make the pro-rata payments corresponding to each such Series of Subordinate Notes equivalent to the payments described above in paragraphs (1)(a) through (e), in such order;
 - (3) then, with respect to all other Series of Subordinate Notes that have been further subordinated to previously issued Series of Subordinate Notes in the applicable Pricing Confirmation, to make the pro-rata payments corresponding to each such Series of Subordinate Notes equivalent to the payments described above in paragraphs (1)(a) through (e), in such order; and
 - (4) lastly, to pay any other Costs of Issuance not previously disbursed.

Any moneys remaining in or accruing to the Payment Account attributed to each such Series of Notes after the principal of all the Series of Notes and the interest thereon and any Predefault Obligations and Reimbursement Obligations, if applicable, and obligation, if any, to pay any rebate amounts in accordance with the provisions of the Trust Agreement or the Indenture, as applicable, have been paid, or provision for such payment has been made, if any, shall be transferred by the Trustee to the District, subject to any other disposition required by the Trust Agreement, the Indenture or the related Credit Agreement(s), as applicable.

Nothing herein shall be deemed to relieve the District from its obligation to pay its Note of any Series in full on the applicable Maturity Date(s).

- Financial Reports and Deficiency Reports. If, as of the first Business Day (as defined in the Trust Agreement or the Indenture, as applicable) of each Repayment Period (or such other day of each Repayment Period designated in the Pricing Confirmation applicable to a Series of Notes), beginning in the Repayment Period designated in Section 3.03 of the Trust Agreement or the Indenture, as applicable, the total amount on deposit in the District's Payment Account applicable to any Series of Notes and the Proceeds Subaccount applicable to such Series of Notes, taking into consideration anticipated earnings thereon to the Maturity Date of such Series of Notes, is less than the amount required to be on deposit in the Payment Account attributed to such Series of Notes in such Repayment Period (as specified in the Pricing Confirmation applicable to the Series of Notes) and any outstanding Predefault Obligations and Reimbursement Obligations (if any), the District shall promptly file with the Trustee, the Underwriter and the corresponding Credit Provider, if any, a Financial Report, and on the tenth Business Day of such Repayment Period (or such other day of each Repayment Period designated in the Pricing Confirmation applicable to a Series of Notes), if applicable, a Deficiency Report, in substantially the forms set forth as Exhibits C and D to the Trust Agreement or the Indenture (or corresponding Exhibit of a Supplemental Indenture), as applicable, and shall provide such other information as the corresponding Credit Provider(s), if any, shall reasonably request. In the event of such deficiency, the District shall have no further right to requisition any moneys from any Proceeds Subaccount applicable to any Series of its Notes issued pursuant to this Resolution.
- (H) Investment of Moneys in Proceeds Subaccounts and Payment Accounts. Moneys in the Proceeds Subaccount attributed to each Series of Notes and the Payment Account attributed to such Series of Notes shall be invested by the Trustee pursuant to the Trust Agreement or the Indenture, as applicable, in an investment agreement or agreements and/or other Permitted Investments as described in and under the terms of the Trust Agreement or the Indenture, as applicable, and as designated in the Pricing Confirmation applicable to such Series of Notes. The type of initial investments to be applicable to the proceeds of the Series of Notes shall be determined by the District as designated in the Pricing Confirmation applicable to such Series of Notes. In the event the District designates an investment agreement or investment agreements as the investments, the District hereby appoints the bidding agent designated in the Pricing Confirmation (the "Bidding Agent") as its designee as a party authorized to solicit bids on or negotiate the terms of the investment agreement or investment agreements and hereby authorizes and directs the Trustee to invest such funds pursuant to such investment agreement or investment agreements (which (i) shall be with a provider or providers, or with a provider or providers whose obligations are guaranteed or insured by a financial entity, the senior debt or

investment contracts or obligations under its investment contracts of which are rated in one of the two highest long-term rating categories by the rating agency or agencies then rating the applicable Series of Certificates or Series of Pool Bonds (each, a "Rating Agency"), or whose commercial paper rating is in the highest rating category (with regard to any modifiers) of each such Rating Agencies, or (ii) shall be fully collateralized by investments listed in subsection (1) of the definition of Permitted Investments set forth in the Trust Agreement or the Indenture, as applicable, as required by such Rating Agencies to be rated in one of the two highest rating categories, and shall be acceptable to the corresponding Credit Provider, if any, and the particulars of which pertaining to interest rate or rates and investment provider or providers will be set forth in the Pricing Confirmation applicable to such Series of Notes) and authorizes the Trustee to enter into such investment agreement or agreements on behalf of the District. The Bidding Agent, on behalf of itself and any investment broker retained by it, is authorized to accept a fee from the investment provider in an amount not in excess of 0.2% of the amount reasonably expected, as of the date of acquisition of the investment contract, to be invested under the investment contract over its term. Each Authorized Officer is hereby authorized and directed to execute and deliver such side letter or letters as are reasonably required by an investment agreement provider, acknowledging such investment and making reasonable representations and covenants with respect thereto. The District's funds in the Proceeds Subaccount attributed to each Series of Notes and the Payment Account attributed to such Series of Notes shall be accounted for separately. Any such investment by the Trustee shall be for the account and risk of the District, and the District shall not be deemed to be relieved of any of its obligations with respect to any Series of Notes, the Predefault Obligations or Reimbursement Obligations, if any, by reason of such investment of the moneys in its Proceeds Subaccount applicable to such Series of Notes or the Payment Account applicable to such Series of Notes.

Notwithstanding any other investment policy of the District heretofore or hereafter adopted, the investment policy of the District pertaining to each Series of Notes and all funds and accounts established in connection therewith shall be consistent with, and the Board hereby authorizes investment in, the Permitted Investments. Any investment policy adopted by the Board hereafter in contravention of the foregoing shall be deemed to modify the authorization contained herein only if it shall specifically reference this Resolution and Section.

Section 9. Execution of Note. Any one of the Treasurer of the County, or, in the absence of said officer, his or her duly appointed assistant, the Chairperson of the Board of Supervisors of the County or the Auditor (or comparable financial officer) of the County shall be authorized to execute each Note of any Series issued hereunder by manual or facsimile signature and the Clerk of the Board of Supervisors of the County or any Deputy Clerk shall be authorized to countersign each such Note by manual or facsimile signature and to affix the seal of the County to each such Note either manually or by facsimile impression thereof. In the event the Board of Supervisors of the County fails or refuses to authorize issuance of the Series of Notes as referenced in Section 2 hereof, any one of the President or Chairperson of the governing board of the District or any other member of such board shall be authorized to execute the Note by manual or facsimile signature and the Secretary or Clerk of the governing board of the District, the Superintendent of the District, the Assistant Superintendent for Business, the Assistant Superintendent for Administrative Services, the business manager, director of business or fiscal services or chief financial/business officer of the District, as the case may be, or any duly appointed assistant thereto, shall be authorized to countersign each such Note by manual or

facsimile signature. Said officers of the County or the District, as applicable, are hereby authorized to cause the blank spaces of each such Note to be filled in as may be appropriate pursuant to the applicable Pricing Confirmation. Said officers are hereby authorized and directed to cause the Trustee, as registrar and authenticating agent, to authenticate and accept delivery of each such Note pursuant to the terms and conditions of the corresponding Certificate Purchase Agreement or Note Purchase Agreement, as applicable, this Resolution and the Trust Agreement or Indenture, as applicable. In case any officer whose signature shall appear on any Series of Notes shall cease to be such officer before the delivery of such Series of Notes, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. Each Series of the Notes shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Trustee and showing the date of authentication. Each Series of the Notes shall not be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless and until such certificate of authentication shall have been duly executed by the Trustee by manual signature. and such certificate of authentication upon any such Series of Notes shall be conclusive evidence that such has been authenticated and delivered under this Resolution. The certificate of authentication on a Series of Notes shall be deemed to have been executed by the Trustee if signed by an authorized officer of the Trustee. The Notes need not bear the seal of the District, if any.

- Section 10. Note Registration and Transfer. (A) As long as any Series of the Notes remains outstanding, the District shall maintain and keep, at the principal corporate trust office of the Trustee, books for the registration and transfer of each Series of the Notes. Each Series of the Notes shall initially be registered in the name of the Trustee under the Trust Agreement or Indenture, as applicable, to which such Series of the Notes is assigned. Upon surrender of a Note of a Series for transfer at the office of the Trustee with a written instrument of transfer satisfactory to the Trustee, duly executed by the registered owner or its duly authorized attorney, and upon payment of any tax, fee or other governmental charge required to be paid with respect to such transfer, the County or the District, as applicable, shall execute and the Trustee shall authenticate and deliver, in the name of the designated transferee, a fully registered Note of the same Series. For every transfer of a Note of a Series, the District, the County or the Trustee may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to the transfer, which sum or sums shall be paid by the person requesting such transfer as a condition precedent to the exercise of the privilege of making such transfer.
- (B) Subject to Section 6 hereof, the County, the District and the Trustee and their respective successors may deem and treat the person in whose name a Note of a Series is registered as the absolute owner thereof for all purposes, and the County, the District and the Trustee and their respective successors shall not be affected by any notice to the contrary, and payment of or on account of the principal of such Note shall be made only to or upon the order of the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.
- (C) Any Note of a Series may, in accordance with its terms, be transferred upon the books required to be kept by the Trustee, pursuant to the provisions hereof by the person in whose name it is registered, in person or by his duly authorized attorney, upon surrender of such

Note for cancellation, accompanied by delivery of a written instrument of transfer, duly executed in form approved by the Trustee.

- (D) The Trustee or the Authorized Officer of the District, acting separately or together, are authorized to sign any letter or letters of representations which may be required in connection with the delivery of any Series of Certificates or Series of Pool Bonds (in each case, to which such Series of Notes is assigned), if such Series of Certificates and Series of Pool Bonds are delivered in book-entry form.
- (E) The Trustee will keep or cause to be kept, at its principal corporate trust office, sufficient books for the registration and transfer of each Note of a Series issued, which shall be open to inspection by the County and the District during regular business hours. Upon presentation for such purpose, the Trustee shall, under such reasonable regulations as it may prescribe, register or transfer or cause to be registered or transferred, on such books, the Notes of a Series presented as hereinbefore provided.
- If any Note of a Series shall become mutilated, the County or the District, as applicable, at the expense of the registered owner of such Note of a Series, shall execute, and the Trustee shall thereupon authenticate and deliver a new Note of like tenor, series and number in exchange and substitution for the Note so mutilated, but only upon surrender to the Trustee of the Note so mutilated. Every mutilated Note so surrendered to the Trustee shall be cancelled by it and delivered to, or upon the order of, the County or the District, as applicable. If any Note of a Series shall be lost, destroyed or stolen, evidence of such loss, destruction or theft may be submitted to the County, the District and the Trustee and, if such evidence be satisfactory to them and indemnity satisfactory to them shall be given, the County or the District, as applicable, at the expense of the registered owner, shall execute, and the Trustee shall thereupon authenticate and deliver a new Note of like tenor, series and number in lieu of and in substitution for the Note so lost, destroyed or stolen (or if any such Note of a Series shall have matured (as of the latest maturity date indicated on the face thereof) or shall be about to mature (as of the latest maturity date indicated on the face thereof), instead of issuing a substitute Note, the Trustee may pay the same without surrender thereof). The Trustee may require payment of a sum not exceeding the actual cost of preparing each new Note issued pursuant to this paragraph and of the expenses which may be incurred by the County or the District, as applicable, and the Trustee in such preparation. Any Note of a Series issued under these provisions in lieu of any Note of a Series alleged to be lost, destroyed or stolen shall constitute an original additional contractual obligation on the part of the County (on behalf of the District) or on the part of the District, as applicable. whether or not the Note of a Series so alleged to be lost, destroyed or stolen be at any time enforceable by anyone, and shall be entitled to the benefits of this Resolution with all other Notes of the same Series secured by this Resolution.

Section 11. Covenants Regarding Transfer of Funds. It is hereby covenanted and warranted by the District that it will not request the County Treasurer to make temporary transfers of funds in the custody of the County Treasurer to meet any obligations of the District during Fiscal Year 2012-2013 pursuant to Article XVI, Section 6 of the Constitution of the State of California; provided, however, that the District may request the County Treasurer to make such temporary transfers of funds if all amounts required to be deposited into the Payment

Account(s) of all outstanding Series of Notes (regardless of when due and payable) shall have been deposited into such Payment Account(s).

Section 12. Representations and Covenants.

- (A) The District is a political subdivision duly organized and existing under and by virtue of the laws of the State of California and has all necessary power and authority to (i) adopt this Resolution and any supplement hereto, and enter into and perform its obligations under the Certificate Purchase Agreement(s) or the Note Purchase Agreement(s), as applicable, the Trust Agreement(s), if applicable, and the Credit Agreement(s), if applicable, and (ii) authorize the County to issue one or more Series of Notes on its behalf or, if applicable, issue one or more Series of Notes.
- (B) (i) Upon the issuance of each Series of Notes, the District will have taken all action required to be taken by it to authorize the issuance and delivery of such Series of Notes and the performance of its obligations thereunder, (ii) the District has full legal right, power and authority to request the County to issue and deliver such Series of Notes on behalf of the District and to perform its obligations as provided herein and therein, and (iii) if applicable, the District has full legal right, power and authority to issue and deliver each Series of Notes.
- (C) The issuance of each Series of Notes, the adoption of this Resolution and the execution and delivery of the Certificate Purchase Agreement(s) or the Note Purchase Agreement(s), as applicable, the Trust Agreement(s), if applicable, and the Credit Agreement(s), if applicable, and compliance with the provisions hereof and thereof will not conflict with, breach or violate any law, administrative regulation, court decree, resolution, charter, by-laws or other agreement to which the District is subject or by which it is bound.
- (D) Except as may be required under blue sky or other securities law of any state or Section 3(a)(2) of the Securities Act of 1933, there is no consent, approval, authorization or other order of, or filing with, or certification by, any regulatory authority having jurisdiction over the District required for the issuance and sale of each Series of Notes or the consummation by the District of the other transactions contemplated by this Resolution except those the District shall obtain or perform prior to or upon the issuance of each Series of Notes.
- (E) The District has (or will have prior to the issuance of the first Series of Notes) duly, regularly and properly adopted a budget for Fiscal Year 2012-2013 setting forth expected revenues and expenditures and has (or will have prior to the issuance of the first Series of Notes) complied with all statutory and regulatory requirements with respect to the adoption of such budget. The District hereby covenants that it will (i) duly, regularly and properly prepare and adopt its revised or final budget for Fiscal Year 2012-2013, (ii) provide to the Trustee, the Credit Provider(s), if any, and the Underwriter, promptly upon adoption, copies of such revised or final budget and of any subsequent revisions, modifications or amendments thereto and (iii) comply with all applicable law pertaining to its budget.
- (F) The County has experienced an *ad valorem* property tax collection rate of not less than eighty-five percent (85%) of the average aggregate amount of *ad valorem* property taxes levied within the District in each of the five fiscal years from Fiscal Year 2006-2007 through

Fiscal Year 2010-2011, and the District, as of the date of adoption of this Resolution and on the date of issuance of each Series of Notes, reasonably expects the County to have collected and to collect at least eighty-five percent (85%) of such amount for Fiscal Years 2011-2012 and 2012-2013, respectively.

- (G) The District (i) is not currently in default on any debt obligation, (ii) to the best knowledge of the District, has never defaulted on any debt obligation, and (iii) has never filed a petition in bankruptcy.
- (H) The District's most recent audited financial statements present fairly the financial condition of the District as of the date thereof and the results of operation for the period covered thereby. Except as has been disclosed to the Underwriter and the Credit Provider(s), if any, there has been no change in the financial condition of the District since the date of such audited financial statements that will in the reasonable opinion of the District materially impair its ability to perform its obligations under this Resolution and each Series of Notes. The District agrees to furnish to the Underwriter, the Trustee and the Credit Provider(s), if any, promptly, from time to time, such information regarding the operations, financial condition and property of the District as such party may reasonably request, including the Financial Report and Deficiency Report, if appropriate, appearing as Exhibits C and D to the Trust Agreement or the Indenture, as applicable.
- (I) There is no action, suit, proceeding, inquiry or investigation, at law or in equity, before or by any court, arbitrator, governmental or other board, body or official, pending or, to the best knowledge of the District, threatened against or affecting the District questioning the validity of any proceeding taken or to be taken by the District in connection with each Series of Notes, the Certificate Purchase Agreement(s) or the Note Purchase Agreement(s), as applicable, the Trust Agreement or the Indenture, as applicable, the Credit Agreement(s), if any, or this Resolution, or seeking to prohibit, restrain or enjoin the execution, delivery or performance by the District of any of the foregoing, or wherein an unfavorable decision, ruling or finding would have a materially adverse effect on the District's financial condition or results of operations or on the ability of the District to conduct its activities as presently conducted or as proposed or contemplated to be conducted, or would materially adversely affect the validity or enforceability of, or the authority or ability of the District to perform its obligations under, each Series of Notes, the Certificate Purchase Agreement(s) or the Note Purchase Agreement(s), as applicable, the Trust Agreement or the Indenture, as applicable, the Credit Agreement(s), if any, or this Resolution.
- (J) The District will not directly or indirectly amend, supplement, repeal, or waive any portion of this Resolution (i) without the consents of the Credit Provider(s), if any, or (ii) in any way that would materially adversely affect the interests of any holder or owner of any Series of the Notes, Certificates or Pool Bonds, as applicable, issued in connection with any Series of the Notes; provided, however that, if the Program is implemented, the District may adopt one or more Supplemental Resolutions without any such consents in order to increase the Maximum Amount of Borrowing in connection with the issuance of one or more Series of Additional Notes as provided in Section 2(B)(4) hereof.

- (K) Upon issuance of a Series of Notes, such Series of Notes, this Resolution and the corresponding Credit Agreement will constitute legal, valid and binding agreements of the District, enforceable in accordance with their respective terms, except as such enforceability may be limited by bankruptcy or other laws affecting creditors' rights generally, the application of equitable principles if equitable remedies are sought, the exercise of judicial discretion in appropriate cases and the limitations on legal remedies against school districts, community college districts and county boards of education, as applicable, in the State of California.
- (L) It is hereby covenanted and warranted by the District that all representations and recitals contained in this Resolution are true and correct, and that the District and its appropriate officials have duly taken, or will take, all proceedings necessary to be taken by them, if any, for the levy, receipt, collection and enforcement of the Pledged Revenues in accordance with law for carrying out the provisions of this Resolution and each Series of Notes.
- (M) The District shall not incur any indebtedness that is not issued in connection with the Program under this Resolution and that is secured by a pledge of its Unrestricted Revenues unless such pledge is subordinate in all respects to the pledge of Unrestricted Revenues hereunder.
- (N) So long as any Credit Provider is not in default under the corresponding Credit Instrument, the District hereby agrees to pay its pro rata share of all Predefault Obligations and all Reimbursement Obligations attributable to the District in accordance with provisions of the applicable Credit Agreement, if any, and/or the Trust Agreement or Indenture, as applicable. Prior to the Maturity Date of a Series of Notes, moneys in the District's Payment Account attributed to such Series of Notes shall not be used to make such payments. The District shall pay such amounts promptly upon receipt of notice from the Credit Provider that such amounts are due to it by instructing the Trustee to pay such amounts to the Credit Provider on the District's behalf by remitting to the Credit Provider moneys held by the Trustee for the District and then available for such purpose under the Trust Agreement or the Indenture, as applicable. If such moneys held by the Trustee are insufficient to pay the District's pro rata share of such Predefault Obligations and all Reimbursement Obligations attributable to the District (if any), the District shall pay the amount of the deficiency to the Trustee for remittance to the Credit Provider.
- (O) So long as any Series of Certificates or Pool Bonds executed or issued in connection with a Series of Notes are Outstanding, or any Predefault Obligation or Reimbursement Obligation is outstanding, the District will not create or suffer to be created any pledge of or lien on such Series of Notes other than the pledge and lien of the Trust Agreement or the Indenture, as applicable.
- (P) As of the date of adoption of this Resolution, based on the most recent report prepared by the Superintendent of Public Instruction of the State of California, the District does not have a negative certification (or except as disclosed in writing to the Underwriter and the Credit Provider(s), if any, a qualified certification) applicable to the fiscal year ending June 30, 2012 (the "Fiscal Year 2011-2012") within the meaning of Section 42133 of the California Education Code. The District covenants that it will immediately deliver a written notice to the Authority, the Underwriter, the Credit Provider(s), if any, and Bond Counsel if it (or, in the case

of County Boards of Education, the County Superintendent of Schools) files with the County Superintendent of Schools, the County Board of Education or the State Superintendent of Public Instruction or receives from the County Superintendent of Schools or the State Superintendent of Public Instruction a qualified or negative certification applicable to Fiscal Year 2011-2012 or Fiscal Year 2012-2013 prior to the respective Closing Date referenced in each Pricing Confirmation or the Maturity Date of each Series of Notes.

- (Q) The District will maintain a positive general fund balance in Fiscal Year 2012-2013.
- (R) The District will maintain an investment policy consistent with the policy set forth in Section 8(H) hereof.
- (S) The District covenants that it will immediately deliver a written notice to the Authority, the Underwriter, the Credit Provider(s), if any, and Bond Counsel upon the occurrence of any event which constitutes an Event of Default hereunder or would constitute an Event of Default but for the requirement that notice be given, or time elapse, or both.
- Section 13. Tax Covenants. (A) The District will not take any action or fail to take any action if such action or failure to take such action would adversely affect the exclusion from gross income of the interest payable on each Tax-Exempt Series of Notes (or on any Tax-Exempt Series of Pool Bonds related thereto) under Section 103 of the Code. Without limiting the generality of the foregoing, the District will not make any use of the proceeds of any Tax-Exempt Series of the Notes or any other funds of the District which would cause any Tax-Exempt Series of the Notes (or on any Tax-Exempt Series of Pool Bonds related thereto) to be an "arbitrage bond" within the meaning of Section 148 of the Code, a "private activity bond" within the meaning of Section 141(a) of the Code, or an obligation the interest on which is subject to federal income taxation because it is "federally guaranteed" as provided in Section 149(b) of the Code. The District, with respect to the proceeds of each Tax-Exempt Series of the Notes, will comply with all requirements of such sections of the Code and all regulations of the United States Department of the Treasury issued or applicable thereunder to the extent that such requirements are, at the time, applicable and in effect.
- with respect to a Tax-Exempt Series of Notes (or any Tax-Exempt Series of Pool Bonds related thereto), this subsection (B) shall apply. The District covenants that it shall make all calculations in a reasonable and prudent fashion relating to any rebate of excess investment earnings on the proceeds of each such Tax-Exempt Series of Notes (or such Tax-Exempt Series of Pool Bonds related thereto) due to the United States Treasury, shall segregate and set aside from lawfully available sources the amount such calculations may indicate may be required to be paid to the United States Treasury, and shall otherwise at all times do and perform all acts and things necessary and within its power and authority, including complying with the instructions of Orrick, Herrington & Sutcliffe LLP, Bond Counsel referred to in Section 7 hereof to assure compliance with the Rebate Requirements. If the balance in the Proceeds Subaccount attributed to cash flow borrowing and treated for federal tax purposes as proceeds of the Tax-Exempt Series of Notes (or any Tax-Exempt Series of Pool Bonds related thereto) is not low enough to qualify amounts in the Proceeds Subaccount attributed to cash flow borrowing for an exception

to the Rebate Requirements on at least one date within the six-month period following the date of issuance of the Tax-Exempt Series of Notes (or Tax-Exempt Series of Pool Bonds related thereto) (calculated in accordance with Section 7), the District will reasonably and prudently calculate the amount, if any, of investment profits which must be rebated to the United States and will immediately set aside, from revenues attributable to the Fiscal Year 2012-2013 or, to the extent not available from such revenues, from any other moneys lawfully available, the amount of any such rebate in the Rebate Fund referred to in this Section 13(B). In addition, in such event, the District shall establish and maintain with the Trustee a fund (with separate subaccounts therein for each such Tax-Exempt Series of Notes (or such Tax-Exempt Series of Pool Bonds related thereto) if more than one series is issued) separate from any other fund established and maintained hereunder and under the Indenture or Trust Agreement, as applicable, designated as the "2012-2013 Tax and Revenue Anticipation Note Rebate Fund" or such other name as the Trust Agreement or the Indenture, as applicable, may designate. There shall be deposited in such Rebate Fund such amounts as are required to be deposited therein in accordance with the written instructions from Bond Counsel pursuant to Section 7 hereof.

- (C) Notwithstanding any other provision of this Resolution to the contrary, upon the District's failure to observe, or refusal to comply with, the covenants contained in this Section 13, no one other than the holders or former holders of each Tax-Exempt Series of Notes (or any Tax-Exempt Series of Pool Bonds related thereto), the Certificate or the Bond owners, as applicable, the Credit Provider(s), if any, or the Trustee on their behalf shall be entitled to exercise any right or remedy under this Resolution on the basis of the District's failure to observe, or refusal to comply with, such covenants.
- (D) The covenants contained in this Section 13 shall survive the payment of all Series of the Notes.

Section 14. Events of Default and Remedies.

If any of the following events occurs, it is hereby defined as and declared to be and to constitute an "Event of Default":

- (A) Failure by the District to make or cause to be made the deposits to any Payment Account required to be made hereunder on or before the fifteenth (15th) day after the date on which such deposit is due and payable, or failure by the District to make or cause to be made any other payment required to be paid hereunder on or before the date on which such payment is due and payable;
- (B) Failure by the District to observe and perform any covenant, condition or agreement on its part to be observed or performed under this Resolution, for a period of fifteen (15) days after written notice, specifying such failure and requesting that it be remedied, is given to the District by the Trustee or any Credit Provider, unless the Trustee and such Credit Provider shall all agree in writing to an extension of such time prior to its expiration;
- (C) Any warranty, representation or other statement by or on behalf of the District contained in this Resolution or the Certificate Purchase Agreement(s) or the Note

Purchase Agreement(s), as applicable (including the Pricing Confirmation(s)), or the Credit Agreement(s) or in any requisition or any Financial Report or Deficiency Report delivered by the District or in any instrument furnished in compliance with or in reference to this Resolution or the Certificate Purchase Agreement(s) or the Note Purchase Agreement(s), as applicable, or the Credit Agreement(s) or in connection with any Series of the Notes, is false or misleading in any material respect;

- (D) Any event of default constituting a payment default occurs in connection with any other bonds, notes or other outstanding debt of the District;
- (E) A petition is filed against the District under any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or liquidation law of any jurisdiction, whether now or hereafter in effect and is not dismissed within 30 days after such filing, but the Trustee shall have the right to intervene in the proceedings prior to the expiration of such 30 days to protect its and the Certificate or the Bond owners' (or Noteholders') interests;
- (F) The District files a petition in voluntary bankruptcy or seeking relief under any provision of any bankruptcy, reorganization, arrangement, insolvency, readjustment of debt, dissolution or liquidation law of any jurisdiction, whether now or hereafter in effect, or consents to the filing of any petition against it under such law;
- (G) The District admits insolvency or bankruptcy or is generally not paying its debts as such debts become due, or becomes insolvent or bankrupt or makes an assignment for the benefit of creditors, or a custodian (including without limitation a receiver, liquidator or trustee) of the District or any of its property is appointed by court order or appointed by the State Superintendent of Public Instruction or takes possession thereof and such order remains in effect or such possession continues for more than 30 days, but the Trustee shall have the right to intervene in the proceedings prior to the expiration of such 30 days to protect its and the Certificate or the Bond owners' or Noteholders' interests; and
- (H) An "Event of Default" under the terms of the resolution, if any, of the County providing for the issuance of the Notes (and any Series thereof).

Whenever any Event of Default referred to in this Section 14 shall have happened and be continuing, subject to the provisions of Section 17 hereof, the Trustee shall, in addition to any other remedies provided herein or by law or under the Trust Agreement or the Indenture, as applicable, have the right, at its option without any further demand or notice, to take one or any combination of the following remedial steps:

(1) Without declaring any Series of Notes to be immediately due and payable, require the District to pay to the Trustee, for deposit into the applicable Payment Account(s) of the District under the Trust Agreement or the Indenture, as applicable, an amount equal to all of the principal of all Series of Notes and interest thereon to the respective final maturity(ies) of such Series of Notes, plus all other amounts due

hereunder, and upon notice to the District the same shall become immediately due and payable by the District without further notice or demand; and

(2) Take whatever other action at law or in equity (except for acceleration of payment on any Series of Notes) which may appear necessary or desirable to collect the amounts then due and thereafter to become due hereunder or to enforce any other of its rights hereunder.

Notwithstanding the foregoing, and subject to the provisions of Section 17 hereof and to the terms of the Trust Agreement or the Indenture, as applicable, concerning exercise of remedies which shall control if inconsistent with the following, if any Series of Notes is secured in whole or in part by a Credit Instrument or if a Credit Provider is subrogated to rights under any Series of Notes, as long as each such Credit Provider has not failed to comply with its payment obligations under the corresponding Credit Instrument, each such Credit Provider shall have the right to direct the remedies upon any Event of Default hereunder, and as applicable, prior consent shall be required to any remedial action proposed to be taken by the Trustee hereunder, except that nothing contained herein shall affect or impair the right of action of any owner of a Certificate to institute suit directly against the District to enforce payment of the obligations evidenced and represented by such owner's Certificate.

If any Credit Provider is not reimbursed on any interest payment date applicable to the corresponding Series of Notes for the drawing, payment or claim, as applicable, used to pay principal of and interest on such Series of Notes due to a default in payment on such Series of Notes by the District, as provided in the Trust Agreement or in the Indenture, as applicable, or if any principal of or interest on such Series of Notes remains unpaid after the Maturity Date of such Series of Notes, such Series of Notes shall be a Defaulted Note, the unpaid portion thereof or the portion (including the interest component, if applicable) to which a Credit Instrument applies for which reimbursement on a draw, payment or claim has not been made shall be deemed outstanding and shall bear interest at the Default Rate until the District's obligation on the Defaulted Note is paid in full or payment is duly provided for, all subject to Section 8 hereof.

Section 15. Trustee. The Trustee is hereby appointed as paying agent, registrar and authenticating agent for any and all Series of Notes. The District hereby directs and authorizes the payment by the Trustee of the interest on and principal of any and all Series of Notes when such become due and payable from the corresponding Payment Account held by the Trustee in the name of the District in the manner set forth herein. The District hereby covenants to deposit funds in each such Payment Account at the times and in the amounts specified herein to provide sufficient moneys to pay the principal of and interest on any and all Series of Notes on the day or days on which each such Series matures. Payment of any and all Series of Notes shall be in accordance with the terms of the applicable Series of Notes and this Resolution and any applicable Supplemental Resolution.

The District hereby agrees to maintain the Trustee under the Trust Agreement or the Indenture, as applicable, as paying agent, registrar and authenticating agent of any and all Series of Notes.

The District further agrees to indemnify, to the extent permitted by law and without making any representation as to the enforceability of this covenant, and save the Trustee, its directors, officers, employees and agents harmless against any liabilities which it may incur in the exercise and performance of its powers and duties under the Trust Agreement or the Indenture, as applicable, including but not limited to costs and expenses incurred in defending against any claim or liability, which are not due to its negligence or default.

Section 16. Sale of Notes. If the Certificate Structure is implemented, each Series of Notes as evidenced and represented by the applicable Series of Certificates shall be sold to the Underwriter, in accordance with the terms of the Certificate Purchase Agreement applicable to such Series of Notes, in each case as hereinbefore approved. If the Bond Pool Structure is implemented, each Series of Notes shall be sold to the Authority in accordance with the terms of the Note Purchase Agreement applicable to such Series of Notes, in each case as hereinbefore approved.

Section 17. Subordination. (a) Anything in this Resolution to the contrary notwithstanding, the indebtedness evidenced by each Series of Subordinate Notes shall be subordinated and junior in right of payment, to the extent and in the manner hereinafter set forth, to all principal of, premium, if any, and interest on each Series of Senior Notes and any refinancings, refundings, deferrals, renewals, modifications or extensions thereof.

In the event of (1) any insolvency, bankruptcy, receivership, liquidation, reorganization, readjustment, composition or other similar proceeding relating to the District or its property, (2) any proceeding for the liquidation, dissolution or other winding-up of the District, voluntary or involuntary, and whether or not involving insolvency or bankruptcy proceedings, (3) any assignment for the benefit of creditors, or (4) any distribution, division, marshalling or application of any of the properties or assets of the District or the proceeds thereof to creditors, voluntary or involuntary, and whether or not involving legal proceedings, then and in any such event, payment shall be made to the parties and in the priority set forth in Section 8(F) hereof, and each party of a higher priority shall first be paid in full before any payment or distribution of any character, whether in cash, securities or other property shall be made in respect of any party of a lower priority.

The subordination provisions of this Section have been entered into for the benefit of the holders of the Series of Senior Notes and any Credit Provider(s) that issues a Credit Instrument with respect to such Series of Senior Notes and, notwithstanding any provision of this Resolution, may not be supplemented, amended or otherwise modified without the written consent of all such holders and Credit Provider(s).

Notwithstanding any other provision of this Resolution, the terms of this Section shall continue to be effective or be reinstated, as the case may be, if at any time any payment of any Series of Senior Notes is rescinded, annulled or must otherwise be returned by any holder of Series of Senior Notes or such holder's representative, upon the insolvency, bankruptcy or reorganization of the District or otherwise, all as though such payment has not been made.

In no event may any holder of all or any part of the Series of Subordinate Notes, or the corresponding Credit Provider(s), exercise any right or remedy available to it on account of any

Event of Default on the Series of Subordinate Notes, (1) at any time at which payments with respect thereto may not be made by the District on account of the terms of this Section, or (2) prior to the expiration of forty-five (45) days after the holders of the Series of Subordinate Notes, or the corresponding Credit Provider(s), shall have given notice to the District and to the holders of the Series of Senior Notes and the corresponding Credit Provider(s), of their intention to take such action.

The terms of this Section, the subordination effected hereby and the rights of the holders of the Series of Senior Notes shall not be affected by (a) any amendment of or addition or supplement to any Series of Senior Notes or any instrument or agreement relating thereto, including without limitation, this Resolution, (b) any exercise or non-exercise of any right, power or remedy under or in respect of any Series of Senior Notes or any instrument or agreement relating thereto, or (c) any waiver, consent, release, indulgence, extension, renewal, modification, delay or other action, inaction or omission, in respect of any Series of Senior Notes or any instrument or agreement relating thereto or any security therefor or guaranty thereof, whether or not any holder of any Series of Subordinate Notes shall have had notice or knowledge of any of the foregoing.

In the event that a Series of Additional Subordinate Notes is further subordinated in the applicable Pricing Confirmation, at the time of issuance thereof, to all previously issued Series of Subordinate Notes of the District, the provisions of this Section 17 relating to Series of Senior Notes shall be applicable to such previously issued Series of Subordinate Notes and the provisions of this Section 17 relating to Series of Subordinate Notes shall be applicable to such Series of Additional Subordinate Notes.

- <u>Section 18.</u> <u>Continuing Disclosure Undertaking.</u> The provisions of this Section 18 shall be applicable only if the Certificate Structure is implemented.
- (A) The District covenants, for the sole benefit of the owners of each Series of Certificates which evidence and represent the applicable Series of Notes (and, to the extent specified in this Section 18, the beneficial owners thereof), that the District shall:
 - (1) Provide in a timely manner not later than ten business days after the occurrence of the event, through the Trustee acting as dissemination agent (the "Dissemination Agent"), to the Municipal Securities Rulemaking Board, notice of any of the following events with respect to an outstanding Series of Notes of the District:
 - a. Principal and interest payment delinquencies on such Series of Notes and the related Series of Certificates;
 - b. Unscheduled draws on debt service reserves reflecting financial difficulties;
 - c. Unscheduled draws on credit enhancements reflecting financial difficulties;
 - d. Substitution of credit or liquidity providers, or their failure to perform;

- e. Issuance by the Internal Revenue Service of proposed or final determination of taxability or of a Notice of Proposed Issue (IRS Form 5701 TEB);
- f. Tender offers;
- g. Defeasances;
- h. Rating changes; or
- i. Bankruptcy, insolvency, receivership or similar event of the obligated person.

For the purposes of the event identified in subsection i., the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for the District in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the District, or if such jurisdiction has been assumed by leaving the existing governmental body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the District.

- (2) Provide in a timely manner not later than ten business days after the occurrence of the event, through the Dissemination Agent, to the Municipal Securities Rulemaking Board, notice of any of the following events with respect to an outstanding Series of Notes of the District, if material:
 - a. Unless described in subsection (A)(1)e., adverse tax opinions or other material notices or determinations by the Internal Revenue Service with respect to the tax status of such Series of Notes and the related Series of Certificates or other material events affecting the tax status of such Series of Notes and the related Series of Certificates;
 - b. Modifications to rights of owners and beneficial owners of the Series of Certificates which evidence and represent such Series of Notes:
 - c. Optional, contingent or unscheduled bond calls;
 - d. Release, substitution or sale of property securing repayment of such Series of Notes;
 - e. Non-payment related defaults:
 - f. The consummation of a merger, consolidation, or acquisition involving the District or the sale of all or substantially all of the assets of the District,

other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms; or

g. Appointment of a successor or additional Trustee or the change of name of a Trustee.

Whenever the District obtains knowledge of the occurrence of an event described in subsection (A)(2) of this Section, the District shall determine if such event would be material under applicable federal securities laws. The Authority and the Dissemination Agent shall have no responsibility for such determination and shall be entitled to conclusively rely upon the District's determination.

If the District learns of the occurrence of an event described in subsection (A)(1) of this Section, or determines that the occurrence of an event described in subsection (A)(2) of this Section would be material under applicable federal securities laws, the District shall within ten business days of occurrence, through the Dissemination Agent, file a notice of such occurrence with the Municipal Securities Rulemaking Board. The District shall promptly provide the Authority and the Dissemination Agent with a notice of such occurrence which the Dissemination Agent agrees to file with the Municipal Securities Rulemaking Board.

All documents provided to the Municipal Securities Rulemaking Board shall be provided in an electronic format, as prescribed by the Municipal Securities Rulemaking Board, and shall be accompanied by identifying information, as prescribed by the Municipal Securities Rulemaking Board.

- (B) In the event of a failure of the District to comply with any provision of this Section, any owner or beneficial owner of the related Series of Certificates may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the District to comply with its obligations under this Section. A default under this Section shall not be deemed an Event of Default under Section 14 hereof, and the sole remedy under this Section in the event of any failure of the District to comply with this Section shall be an action to compel performance.
- (C) For the purposes of this Section, a "beneficial owner" shall mean any person which has the power, directly or indirectly, to make investment decisions concerning ownership of any Certificates of the Series which evidences and represents such Series of Notes (including persons holding Certificates through nominees, depositories or other intermediaries and any Credit Provider as a subrogee).
- (D) The District's obligations under this Section shall terminate upon the legal defeasance, prior redemption or payment in full of its Note. If such termination occurs prior to the final maturity of the related Series of Certificates, the District shall give notice of such termination in the same manner as for a listed event under subsection (A)(1) of this Section.
- (E) The Dissemination Agent shall not be responsible in any manner for the content of any notice or report prepared by the District pursuant to this Section. In no event shall the Dissemination Agent be responsible for preparing any notice or report or for filing any notice or

report which it has not received in a timely manner and in a format suitable for reporting. Nothing in this Section shall be deemed to prevent the District from disseminating any other information, using the means of dissemination set forth in this Section or any other means of communication, or including any other notice of occurrence of a listed event under subsection (A)(1) or (A)(2) of this Section (each, a "Listed Event"), in addition to that which is required by this Section. If the District chooses to include any information in any notice of occurrence of a Listed Event in addition to that which is specifically required by this Section, the District shall have no obligation under this Section to update such information or include it in any future notice of occurrence of a Listed Event.

- (F) Notwithstanding any other provision of this Resolution, the District with the consent of the Dissemination Agent and notice to the Authority may amend this Section, and any provision of this Section may be waived, provided that the following conditions are satisfied:
 - (1) If the amendment or waiver relates to the provisions of subsection (A) of this Section, it may only be made in connection with a change in circumstances that arises from a change in legal requirements, change in law, or change in the identity, nature or status of an obligated person with respect to the applicable Series of Notes and the related Series of Certificates, or the type of business conducted;
 - (2) The undertaking, as amended or taking into account such waiver, would in the opinion of nationally recognized bond counsel, have complied with the requirements of the Rule at the time of the original issuance of the applicable Series of Notes and the related Series of Certificates, after taking into account any amendments or interpretations of the Rule, as well as any change in circumstances; and
 - (3) The amendment or waiver does not, in the opinion of nationally recognized bond counsel, materially impair the interests of the owners or beneficial owners of the related Certificates. In the event of any amendment or waiver of a provision of this Section, notice of such change shall be given in the same manner as for an event listed under subsection (A)(1) of this Section, and shall include, as applicable, a narrative explanation of the reason for the amendment or waiver; provided, however, the District shall be responsible for preparing such narrative explanation.
- (G) The Dissemination Agent shall have only such duties as are specifically set forth in this Section. The Dissemination Agent shall not be liable for the exercise of any of its rights hereunder or for the performance of any of its obligations hereunder or for anything whatsoever hereunder, except only for its own willful misconduct or gross negligence. Absent gross negligence or willful misconduct, the Dissemination Agent shall not be liable for an error of judgment. No provision hereof shall require the Dissemination Agent to expend or risk its own funds or otherwise incur any financial or other liability or risk in the performance of any of its obligations hereunder, or in the exercise of any of its rights hereunder, if such funds or adequate indemnity against such risk or liability is not reasonably assured to it. The District hereby agrees to compensate the Dissemination Agent for its reasonable fees in connection with its services hereunder, but only from the District's share of the costs of issuance deposited in the Costs of Issuance Fund held and invested by the Trustee under the Trust Agreement.

- (H) This section shall inure solely to the benefit of the District, the Dissemination Agent, the Underwriter, any Credit Provider and owners and beneficial owners from time to time of the Certificates, and shall create no rights in any other person or entity.
- Section 19. Approval of Actions. The aforementioned officers of the County or the District, as applicable, are hereby authorized and directed to execute each Series of Notes and to cause the Trustee to authenticate and accept delivery of each Series of Notes pursuant to the terms and conditions of the applicable Certificate Purchase Agreement and Trust Agreement or the applicable Note Purchase Agreement and the Indenture, as applicable. All actions heretofore taken by the officers and agents of the County, the District or this Board with respect to the sale and issuance of the Notes and participation in the Program are hereby approved, confirmed and ratified and the officers and agents of the County and the officers of the District are hereby authorized and directed, for and in the name and on behalf of the District, to do any and all things and take any and all actions and execute any and all certificates, requisitions, agreements, notices, consents, and other documents, including tax certificates, letters of representations to the securities depository, investment contracts (or side letters or agreements thereto), other or additional municipal insurance policies or credit enhancements or credit agreements or insurance commitment letters, if any, and closing certificates, which they, or any of them, may deem necessary or advisable in order to consummate the lawful issuance and delivery of each Series of Notes, execution or issuance and delivery of the corresponding Series of Certificates or Series of Pool Bonds, as applicable, and investment of the proceeds thereof, in accordance with, and related transactions contemplated by, this Resolution. The officers of the District referred to above in Section 4 hereof, and the officers of the County referred to above in Section 9 hereof, are hereby designated as "Authorized District Representatives" under the Trust Agreement or the Indenture, as applicable.

In the event that any Series of Notes or a portion thereof is secured by a Credit Instrument, the Authorized Officer is hereby authorized and directed to provide the applicable Credit Provider with any and all information relating to the District as such Credit Provider may reasonably request.

- Section 20. Proceedings Constitute Contract. The provisions of each Series of Notes and of this Resolution shall constitute a contract between the District and the registered owner of such Series of Notes, the registered owners of the Series of Certificates or Bonds to which such Series of Notes is assigned, and the corresponding Credit Provider(s), if any, and such provisions shall be enforceable by mandamus or any other appropriate suit, action or proceeding at law or in equity in any court of competent jurisdiction, and shall be irrepealable.
- Section 21. Limited Liability. Notwithstanding anything to the contrary contained herein or in any Series of Notes or in any other document mentioned herein or related to any Series of Notes or to any Series of Certificates or Series of Pool Bonds to which such Series of Notes may be assigned, the District shall not have any liability hereunder or by reason hereof or in connection with the transactions contemplated hereby except to the extent payable from moneys available therefor as set forth in Section 8 hereof, and the County is not liable for payment of any Note or any other obligation of the District hereunder.

- Section 22. Severability. In the event any provision of this Resolution shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.
- Section 23. Submittal of Resolution to County. The Secretary or Clerk of the Board of the District is hereby directed to submit one certified copy each of this Resolution to the Clerk of the Board of Supervisors of the County, to the Treasurer of the County and to the County Superintendent of Schools.

EXHIBIT A FORM OF NOTE

R-1				\$			
	DIST	RICT/BO	ARD OF EDUCATION	1			
	COUNTY	OF, CA	LIFORNIA				
2012-2013	[SUBORDINATE] TA	AX AND REVENUE A	NTICIPATION NOTE,	SERIES			
		Date of Original Issue					
REGISTERED OWN	ER: U.S. BANK NATIO	ONAL ASSOCIATION	, AS TRUSTEE				
SERIES PRINCIPAL	AMOUNT:	DOLLARS					
	Interest Rate		Maturity Da	te			
	%		, 20				
First Repayment Period	Second Repayment Period	Third Repayment Period	Fourth Repayment Period	Fifth Repayment Period			
% of the total of [principal] [interest] [principal and interest] due at maturity	% of the total of [principal] [interest] [principal and interest] due at maturity	% of the total of [principal] [interest] [principal and interest] due at maturity	% of the total of [principal] [interest] [principal and interest] due at maturity	100% of the total of principal and interest due at maturity.			
"District"), located to and promises to above, or registered from the date here 20 and] on the state at the rate of interest payable in such compayment of private	LUE RECEIVED, d in the County design o pay on the maturited assigns, the prince of until the principal maturity date specific est specified above (oin or currency of the e and public debts, s corporate trust office	gnated above (the "o ty date specified ab ipal amount specifical al amount shall have ed above in lawful of the "Note Rate"). P the United States as an uch principal and in	County"), acknowle cove to the registered above, together we been paid, payable money of the United rincipal of and interest to be paid up	dges itself indebted ed owner identified with interest thereon e [on			

California, or its successor in trust (the "Trustee"). Interest shall be calculated on the basis of a 360-day year, consisting of twelve 30-day months, in like lawful money from the date hereof until the maturity date specified above and, if funds are not provided for payment at the maturity, thereafter on the basis of a 360-day year for actual days elapsed until payment in full of said principal sum. Both the principal of and interest on this Note shall be payable only to the registered owner hereof upon surrender of this Note as the same shall fall due; provided, however, no interest shall be payable for any period after maturity during which the holder hereof fails to properly present this Note for payment. If the District fails to pay interest on this Note on any interest payment date or to pay the principal of or interest on this Note on the

OHS WEST:261396267.2

^{*} To bear this designation if this Note is a Series of Subordinate Notes.

Length and number of Repayment Periods and percentages and amount of principal of Note shall be determined in Pricing Confirmation (as defined in the Resolution).

maturity date or the [Credit Provider(s)] (as defined in the Resolution hereinafter described), if any, is not reimbursed in full for the amount drawn on or paid pursuant to the [Credit Instrument(s)] (as defined in the Resolution) to pay all or a portion of the principal of and interest on this Note on the date of such payment, this Note shall become a Defaulted Note (as defined and with the consequences set forth in the Resolution).

[It is hereby certified, recited and declared that this Note (the "Note") represents an authorized issue of the Note in the aggregate principal amount authorized, executed and delivered pursuant to and by authority of a resolution of the governing board of the District duly passed and adopted heretofore, under and by authority of Article 7.6 (commencing with Section 53850) of Chapter 4, Part 1, Division 2, Title 5 of the California Government Code (the "Resolution"), to all of the provisions and limitations of which the owner of this Note, by acceptance hereof, assents and agrees. Pursuant to and as more particularly provided in the Resolution, additional notes may be issued by the District secured by a lien on a parity with the lien securing this Note.]*

[It is hereby certified, recited and declared that this Note (the "Note") represents an authorized issue of the Note in the aggregate principal amount authorized, executed and delivered pursuant to and by authority of certain resolutions of the governing boards of the District and the County duly passed and adopted heretofore, under and by authority of Article 7.6 (commencing with Section 53850) of Chapter 4, Part 1, Division 2, Title 5 of the California Government Code (collectively, the "Resolution"), to all of the provisions and limitations of which the owner of this Note, by acceptance hereof, assents and agrees. Pursuant to and as more particularly provided in the Resolution, additional notes may be issued by the District secured by a lien on a parity with the lien securing this Note.]

The term "Unrestricted Revenues" means the taxes, income, revenue, cash receipts and other moneys provided for Fiscal Year 2012-2013 which will be received by or will accrue to the District during such fiscal year for the general fund [and capital fund and/or special revenue fundl of the District and which are lawfully available for the payment of current expenses and other obligations of the District. As security for the payment of the principal of and interest on the Note, subject to the payment priority provisions contained in the Resolution, the District has pledged the first Unrestricted Revenues of the District received in the Repayment Periods set forth on the face hereof in an amount equal to the corresponding percentages of principal of, and [in the final Repayment Period,] interest due on, the Note at maturity set forth on the face hereof (such pledged amounts being hereinafter called the "Pledged Revenues"). As provided in Section 53856 of the California Government Code, subject to the payment priority provisions contained in the Resolution, the Note and the interest thereon shall be a first lien and charge against, and shall be payable from the first moneys received by the District from, the Pledged Revenues. As provided in Section 53857 of the California Government Code, notwithstanding the provisions of Section 53856 of the California Government Code and the foregoing, the Note shall be a general obligation of the District and, in the event that on [the tenth business day of each such Repayment Period], the District has not received sufficient Unrestricted Revenues to permit the deposit into the payment account established for the Note of the full amount of Pledged

^{*} This paragraph is applicable only if the Note is issued by the District.

Revenues to be deposited therein from said Unrestricted Revenues in such Repayment Period as provided in the Resolution, then the amount of any deficiency shall be satisfied and made up from any other moneys of the District lawfully available for the payment of the principal of the Note and the interest thereon, as and when such other moneys are received or are otherwise legally available, as set forth in the Resolution and subject to the payment priority provisions contained therein. The full faith and credit of the District is not pledged to the payment of the principal of or interest on this Note. The County is not liable for payment of this Note.

This Note is transferable, as provided by the Resolution, only upon the books of the District kept at the office of the Trustee, by the registered owner hereof in person or by its duly authorized attorney, upon surrender of this Note for transfer at the office of the Trustee, duly endorsed or accompanied by a written instrument of transfer in form satisfactory to the Trustee duly executed by the registered owner hereof or its duly authorized attorney, and upon payment of any tax, fee or other governmental charge required to be paid with respect to such transfer, a fully registered Note will be issued to the designated transferee or transferees.

The [County, the]* District and the Trustee may deem and treat the registered owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes, and [the County,]* the District and the Trustee shall not be affected by any notice to the contrary.

This Note shall not be valid or become obligatory for any purpose until the Certificate of Authentication and Registration hereon shall have been signed by the Trustee.

It is hereby certified that all of the conditions, things and acts required to exist, to have happened and to have been performed precedent to and in the issuance of this Note do exist, have happened and have been performed in due time, form and manner as required by the Constitution and statutes of the State of California and that the amount of this Note, together with all other indebtedness of the District, does not exceed any limit prescribed by the Constitution or statutes of the State of California.

[IN WITNESS WHEREOF, the Board of Supervisors of the County has caused this Note to be executed by the manual or facsimile signature of a duly authorized officer of the County and countersigned by the manual or facsimile signature of its duly authorized officer and caused its official seal to be affixed hereto either manually or by facsimile impression hereon as of the date of authentication set forth below.]*

^{*} Applicable only if the Note is issued by the County.

be executed by the manual or facsimi	he governing board of the District has caused this Note to le signature of a duly authorized officer of the District and nile signature of its duly authorized officer as of the date of
	[COUNTY OF
	IDISTRICT/
	BOARD OF EDUCATION]**
[(SEAL)]	By Title:
Countersigned	
Ву	
Title	

[&]quot;This paragraph is applicable only if the Note is issued by the District.

CERTIFICATE OF AUTHENTICATION AND REGISTRATION

This Note is the Note mentioned in the within-mentioned Resolution authenticated on the following date:

U.S. BANK NATIONAL ASSOCIATION, as Trustee

BY_	
	AUTHORIZED OFFICER

ASSIGNMENT

For Value Received, the undersigned	,, hereby
sells, assigns and transfers unto	(Tax Identification or) the within Note and all rights thereunder, and
Social Security No.) the within Note and all rights thereunder, and
hereby irrevocably constitutes and appoints	attorney to transfer the
within Note on the books kept for registration	attorney to transfer the n thereof, with full power of substitution in the
premises.	
Dated	
Dated:	
NOTICE: The signature to this assignment	
correspond with the name as it a	ppears upon
the face of the within Note in eve	ery particular,
without alteration or enlargemen	it or any
change whatever.	
Signature Guaranteed:	
	
NOTICE: Signature(s) must be guaranteed	by an
eligible guarantor institution.	•

Center Unified School District

Dept./Site:	A Personnel Department	GENDA REQUEST FOR:				
Date:	March 21, 2012	Action Item X				
То:	Board of Trustees	Information Item				
From:	George Tigner Chief Administrative Officer	# Attached Pages2				
SUBJECT:	Resolution #11/2011-12 Layoff For La Funds	ack Of Work Or Lack Of				
Resolution #11/2011-12 is a result of lack of funds/lack of work. Per Article XVII of the CSEA/CUSD Agreement, affected employees will be sent notice of layoff no less than forty five (45) calendar days prior to the effective layoff date.						
RECOMMEN	NDATION: Approve Resolution #11/20	11-12 as submitted.				

AGENDA ITEM # XIV-C

BEFORE THE GOVERNING BOARD OF THE CENTER JOINT UNIFIED SCHOOL DISTRICT SACRAMENTO COUNTY, CALIFORNIA

RESOLUTION NO. 11/2011-12

ELIMINATION AND/OR REDUCTION OF CLASSIFIED EMPLOYEE SERVICES

WHEREAS, Education Code sections 45114 and 45308 provide that classified employees shall be subject to layoff for lack of work or lack of funds; and

WHEREAS, Education Code section 45117 provides that classified employees subject to layoff shall be given notice of layoff not less than forty-five (45) days prior to the effective date of layoff and be informed of their displacement rights, if any, and reemployment rights; and

WHEREAS, the Governing Board of the Center Joint Unified School District hereby finds that budgetary considerations for the 2012-2013 school year require classified employee services be eliminated and/or reduced due to lack of work or lack of funds; and

WHEREAS, the District is mindful of its statutory duty to meet and negotiate with California School Employees Association, Chapter 610 ["CSEA"], regarding the effects and impacts of a decision to eliminate classified services.

NOW, THEREFORE, BE IT RESOLVED that the Governing Board of the Center Joint Unified School District hereby determines that positions in the classified service shall be eliminated for lack of work and/or lack of funds, as follows:

Instructional Specialist/PH/Autism	3.75 FTE
Office Assistant	2.0 FTE
Attendance Secretary (JHS)	1.0 FTE
Campus Monitor	1.0 FTE
Bilingual Asst/Primary Language	.75 FTE

BE IT FURTHER RESOLVED by the Governing Board of the Center Joint Unified School District, as follows:

- 1. The Superintendent is directed and authorized to meet and negotiate with CSEA regarding the effects and impacts of the foregoing decisions to eliminate classified services; and
- 2. The Superintendent is directed and authorized to give notice of layoff to the affected classified employees in accordance with the requirements of law; and
 - 3. Said layoff shall be effective no later than June 30, 2012; and
- 4. That classified employees laid off pursuant to this Resolution shall be eligible for reemployment and/or reinstatement in accordance with Education Code section 45298 and any subsequent agreements between the District and CSEA.

APPROVED, PASSED AND ADOPTED & Unified School District of Sacramento County, Stat by the following vote:	by the Governing Board of the Center Joint e of California, this 21st day of March 2012,
AYES: NOES: ABSENT OR NOT VOTING:	
	nt of the Governing Board Center Joint Unified School District
CERTIFICATE OF	THE CLERK
I,	lar meeting of the Governing Board of the ting place thereof on the 21st day of March ch Governing Board had due notice and at
AYES: NOES: ABSENT OR NOT VOTING:	
I further certify that I have carefully compare meeting on file and of record in my office; the for copy of the original Resolution adopted at such me such Resolution has not been amended, modified or the same is now in full force and effect.	eeting and entered in such minutes; and that
Dated: March 21, 2012	
	f the Governing Board of ster Joint Unified School District

Center Joint Unified School District

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Dept./Site: Superintendent's Office Action Item X

To: Board of Trustees Information Item

Date: March 21, 2012 # Attached Pages _____

From: Scott A. Loehr, Superintendent

Principal/Administrator Initials:

SUBJEC Replace Replace	T: First	Reading: Board	d Policies/Regulations/Exhibits
Replace	AR	1340	Access to District Records
	BP	2121	Superintendent's Contract
Replace	BP	3110	Transfer of Funds
Replace Replace Delete Replace Replace Replace Replace	AR	3314	Payment for Goods and Services
Delete	BP	3513.1	Cellular Phone Reimbursement
Replace	AR	3513.1	Cellular Phone Reimbursement
Replace	AR	3541.1	Transportation for School-Related Trips
Replace	BP	3553	Free and Reduced Price Meals
Replace	AR	4117.11/4317.11	Preretirement Part-Time Employment
Replace	BP	4140/4240/4340	Bargaining Units
Replace	AR	4217.3	Layoff/Rehire
Replace	BP/AR	5111	Admission
Replace	AR	5111.1	District Residency
Replace	AR	5111.12	Residency Based on Parent/Guardian Employment
Delete	AR	5111.13	Residency for Homeless Children
Replace	AR	5125	Student Records
Replace	AR/E	5125.1	Release of Directory Information
Replace	BP/AR	5131.7	Weapons and Dangerous Instruments
Replace	BP/AR	5141.21	Administering Medication and Monitoring Health Conditions
Replace	BP/AR	6143	Courses of Study
Replace	BP/AR	6145.2	Athletic Competition
Replace	BP/AR	6146.1	High School Graduation Requirements
Replace	BP/AR/E	6161.1	Selection and Evaluation of Instructional Materials
Replace	AR	6162.51	Standardized Testing and Reporting Program
Add	BP	6170.1	Transitional Kindergarten
Replace	AR	6173.1	Education for Foster Youth
Replace	BB	9223	Filling Vacancies
Add Replace Replace Replace	BB	9320	Meetings and Notices

RECOMMENDATION: CUSD Board of Trustees approve the first reading of presented policies/regulations/exhibits.

ACCESS TO DISTRICT RECORDS

Note: Article I, Section 3 of the California Constitution grants any person the right to access information concerning meetings and writings of state and local government bodies, officials, and agencies as long as the constitutional rights of privacy and due process are protected. Courts broadly interpret rules or laws granting access and narrowly interpret those denying access; thus, the burden is on the district to demonstrate the need for restricting access to public records.

The following optional administrative regulation lists those records defined as public and as confidential and is not intended to provide an all-inclusive list of all of the records which may be public and/or confidential.

Definitions

Note: Pursuant to Government Code 6252, "public record" includes any writing that relates to district business as defined below.

Emails discussing district business are considered public records. However, the law is unclear whether emails discussing district business sent from an employee's or Governing Board member's home computer or personal digital assistant would be considered a public record that is "retained in the normal course of business" and thus subject to disclosure. If a district receives a request for such records, legal counsel should be consulted, as appropriate. See BB 9012 - Board Member Electronic Communications.

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics. (Government Code 6252)

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(cf. 3580 - District Records)
(cf. 9012 - Board Member Electronic Communications)
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Writing means any handwriting, typewriting, printing, photostating, photographing, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 6252)

Member of the public means any person, except a member, agent, officer, or employee of the district or a federal, state, or other local agency acting within the scope of his/her membership, agency, office, or employment.

Public Records

Note: While not specifically enumerated in Government Code 6252, items #1-14 below are items which fall within the definition of "public records."

Public records to which members of the public shall have access include, but are not limited to:

1. Proposed and approved district budgets and annual audits (Education Code 41020, 42103)

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(cf. 3100 - Budget)
(cf. 3460 - Financial Reports and Accountability)
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- 2. Statistical compilations
- 3. Reports and memoranda
- Notices and bulletins.
- 5. Minutes of public meetings (Education Code 35145)

(cf. 9324 - Minutes and Recordings)

6. Meeting agendas (Government Code 54957.5)

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(cf. 9322 - Agenda/Meeting Materials)
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- 7. Official communications between the district and other government agencies
- 8. School-based program plans (Education Code 52850)

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(cf. 0420 - School Plans/Site Councils)
(cf. 0420.1 - School-Based Program Coordination)
```

9. Information and data relevant to the evaluation and modification of district plans

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(cf. 0440 - District Technology Plan)
(cf. 0520.2 - Title I Program Improvement Schools)
(cf. 0520.3 - Title I Program Improvement Districts)
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10. Initial proposals of exclusive employee representatives and of the district (Government Code 3547)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

Note: Although Government Code 6254 exempts from disclosure those records pertaining to pending litigation, the Attorney General opined in 71 Ops.Cal.Atty.Gen. 235 (1988) that records predating the filing of the documents initiating the lawsuit are not exempt from disclosure. In Fairley v. Superior Court, the court concurred and further held that documents were exempted only if prepared for use in litigation. The following item reflects the opinion of the court and the Attorney General. The Board should consult legal counsel if it believes that a tort claim or other document related to litigation should not be disclosed.

11. Claims filed against the district and records pertaining to pending litigation (Government Code 6254.25; <u>Fairley v. Superior Court</u>; 71 <u>Ops.Cal.Atty.Gen.</u> 235 (1988))

(cf. 3320 - Claims and Actions Against the District)

12. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)

(cf. 9270 - Conflict of Interest)

13. Employment contracts and settlement agreements (Government Code 53262)

(cf. 2121 - Superintendent's Contract) (cf. 4117.5/4217.5/4317.5 - Termination Agreements) (cf. 4141/4241 - Collective Bargaining Agreement)

Note: The following item reflects an Attorney General Opinion (64 Ops.Cal.Atty.Gen. 186 (1981)) which opined that, a person must, upon request, be provided a copy of a textbook or other written instructional material unless the provision would result in a copyright infringement or unreasonable burden to the district. In addition, pursuant to Education Code 49091.10, parents/guardians must be allowed to inspect all instructional materials. See BP/AR 5020 - Parent Rights and Responsibilities.

14. Instructional materials including, but not limited to, textbooks (64 Ops.Cal.Atty.Gen. 186 (1981))

(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

Note: In accordance with Government Code 6252.5, Board members have the same access to public records of the district as do members of the public. When Board members are authorized to access public records, Government Code 6252.7 prohibits the district from discriminating between Board members as to when and which record, or portion of the record, will be made available. See BB 9322 - Agenda/Meeting Materials.

Governing Board members shall have the ability to access public records permitted by law in the administration of their duties or open to inspection by members of the public. (Government Code 6252.5)

Note: Generally, the names and salaries of public employees are subject to disclosure. In International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, the California Supreme Court held that the salaries of public employees, linked to individual employee names (including peace officers), must be disclosed. The court recognized that, in some circumstances, the salaries of certain employees might be exempt from disclosure, depending on the facts and circumstances of the particular individual (e.g., anonymity of an undercover police officer); however, the presumption is that salary records are open and the burden is on the district maintaining the record to demonstrate why the particular record would be exempt from disclosure.

Government Code 6254.29 specifies that the Public Records Act does not require a district to disclose a social security number and states the Legislature's intent that districts redact social security numbers from any records being disclosed to the public.

The Superintendent or designee shall ensure that any public record containing personal information is redacted to ensure that such information, including, but not limited to, an employee's home address or social security number, is not disclosed to the public.

Confidential Records

Records to which the members of the public shall <u>not</u> have access include, but are not limited to:

1. Preliminary drafts, notes, interagency or intradistrict memoranda which are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 6254)

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(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information) (cf. 9011 - Disclosure of Confidential/Privileged Information)
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- 2. Records specifically prepared for litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act, until the litigation or claim has been finally adjudicated or otherwise settled, or beyond, if the records are protected by some other provision of law (Government Code 6254, 6254.25; Fairley v. Superior Court; 71 Ops.Cal.Atty.Gen. 235 (1988))
- 3. Personnel records, medical records, student records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 6254)

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(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
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The home addresses and home telephone numbers of employees may only be disclosed as follows: (Government Code 6254.3)

- a. To an agent or a family member of the employee
- b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties

c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, unless the employee performs law enforcement-related functions or requests in writing that the information not be disclosed

(cf. 4140/4240/4340 - Bargaining Units)

d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents

(cf. 4154/4254/4354 - Health and Welfare Benefits)

4. Test questions, scoring keys, and other examination data except as provided by law (Government Code 6254)

(cf. 6162.51 - Standardized Testing and Reporting Program) (cf. 6162.52 - High School Exit Examination)

- 5. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 6254)
- 6. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information (Government Code 6254)

Note: SB 445 (Ch. 80, Statutes of 2011) added Government Code 6267 to make the written and electronic records of library patrons confidential, except with regards to any person who is acting within the scope of his/her duties in the administration of the library, authorized in writing by the patron, or responding to an order of a court.

7. Library circulation and patron use records of a borrower or patron including, but not limited to, his/her name, address, telephone number, email address, borrowing information, or use of library information resources (Government Code 6254, 6267)

(cf. 6163.1 - Library Media Centers)

Note: The following exemption protects attorney-client privileged communications and attorney work product, as well as other work product prepared for use in pending litigation or claims. Pursuant to the Rules of Professional Conduct of the State Bar of California, when an attorney has been hired to represent the district as a whole, this privilege may only be waived by the Board.

8. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 6254)

(cf. 9124 - Attorney)

9. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 6254)

(cf. 0450 - Comprehensive Safety Plan)

10. Recall petitions, petitions for special elections to fill Board vacancies, or petitions for the reorganization of the school district (Government Code 6253.5)

(cf. 9223 - Filling Vacancies)

11. Minutes of Board meetings held in closed session (Government Code 54957.2)

(cf. 9321 - Closed Session Purposes and Agendas)

12. Computer software developed by the district (Government Code 6254.9)

Note: The following exemption protects the integrity of districts' electronic information systems against attacks such as "hacking."

- 13. Information security records, the disclosure of which would reveal vulnerabilities to, or increase potential for an attack on, the district's information technology system (Government Code 6254.19)
- 14. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 6254, 6255)

(cf. 5141.6 - School Health Services)

15. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes

Note: Item #16 below reflects an exemption often referred to as the "catch-all" or "public interest" exemption pursuant to Government Code 6255. This exemption allows a district to withhold a record based on analysis of the specific facts of the situation and in light of the competing public interests. This exemption also includes the "deliberative process privilege" which is designed to protect a district's decision-making process in order to encourage candid discussions within the district. Legal counsel should be consulted to determine whether a request for a record falls under this exemption.

16. Records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not disclosing the record clearly outweighs the public interest served by disclosure of the record (Government Code 6255)

Inspection of Records and Requests for Copies

Note: Court decisions have held that a public record request may be made orally, by phone, or in writing, including by email, fax, or hand delivery. The district may ask, but not require, that the person put an oral request in writing.

Any person may request a copy or inspection of any district record that is open to the public and not exempt from disclosure. (Government Code 6253)

Within 10 days of receiving any request to inspect or copy a district record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the district's possession. The Superintendent or designee shall promptly inform the person making the request of his/her determination and the reasons for the decision. (Government Code 6253)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 6253)

- 1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
- 2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
- 3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the district (e.g., two different school sites) with substantial interest in the request

4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 6253)

Public records shall be open to inspection at all times during district office hours. Any reasonably segregable portion of a record shall be made available for inspection by any person requesting the record after deletion of the portions that are exempted by law. (Government Code 6253)

Note: Government Code 6253 states that copies of records must be provided "promptly." The term "promptly" is not defined in law, but Government Code 6253 also states that a district may not delay or obstruct the copying of records. Thus, if the records are held in a manner that allows for prompt disclosure, the records generally should not be withheld because of the 10-day response period or the 14-day extension detailed above.

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 6253)

Note: The following optional paragraph is for use by districts that charge for copies. See the accompanying Board policy.

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the Superintendent or designee.

If any person requests that a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code 6253.9)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 6253.9)

1. The electronic record is one that is produced only at otherwise regularly scheduled intervals.

2. The request would require data compilation, extraction, or programming to produce the record.

Assistance in Identifying Requested Records

Note: Government Code 6253.1 requires the district to assist a person requesting to inspect or obtain a copy of a public record as specified below. This assistance is <u>not</u> required if the district grants the request and the records are made available or if the request is denied on the grounds that the records are confidential.

If the Superintendent or designee denies a request for disclosable records, he/she shall assist the requester in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 6253.1)

- 1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified
 - If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.
- 2. Describe the information technology and physical location in which the records exist
- 3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the Public Records Act shall not be construed so as to delay access for purposes of inspecting records open to the public. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253)

Administrative Regulation

Access To District Records

AR 1340 Community Relations

Definitions

Public records include any writing containing information relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics. (Government Code 6252)

Writing means any handwriting, typewriting, printing, photostating, photographing, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored. (Government Code 6252)

A member of the public includes any citizen, except a member, agent, officer, or employee of the district acting within the scope of his/her office or employment. Governing Board members shall have the ability to access public records permitted by law in the administration of their duties. Notwithstanding, members of the Board are entitled to access to district public records on the same basis as any other citizen. (Government Code 6252, 6252.5)

Public Records

Records to which the public shall have access include, but are not limited to:

1. Proposed and approved budgets and annual audit of the district (Government Code 6252; Education Code 41020, 42103)

(cf. 3100 - Budget) (cf. 3460 - Financial Reports and Accountability)

- 2. Statistical compilations (Government Code 6252)
- 3. Reports and memoranda (Government Code 6252)
- 4. Notices and bulletins (Government Code 6252)
- 5. Minutes of public meetings (Government Code 6252)

(cf. 9324 - Minutes and Recordings)

6. Meeting agendas (Government Code 6252, 54957.5)

(cf. 9322 - Agenda/Meeting Materials)

- 7. Official communications between governmental branches (Government Code 6252)
- 8. School-based program plans (Education Code 52850)

(cf. 0420.1 - School-Based Program Coordination)

9. Information and data relevant to the evaluation and modification of district plans

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(cf. 0420 - School Plans/Site Councils)
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(cf. 0440 - District Technology Plan)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 0520.2 - Title I Program Improvement Schools)

(cf. 0520.3 - Title I Program Improvement Districts)

10. Initial proposals of exclusive employee representatives and of the district (Government Code 3547)

(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)

11. Tort claims filed against the district and records pertaining to pending litigation which predate the filing of the litigation, unless protected by some other provision of law (Government Code 6254.25; Fairley v. Superior Court; 71 Ops.Cal.Atty.Gen. 235 (1988))

(cf. 3320 - Claims and Actions Against the District)

12. Statements of economic interests required by the Conflict of Interest Code (Government Code 81008)

(cf. 9270 - Conflict of Interest)

13. Contracts of employment and settlement agreements (Government Code 53262)

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(cf. 2121 - Superintendent's Contract)
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(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

(cf. 4141/4241 - Collective Bargaining Agreement)

The Superintendent or designee shall ensure that any record containing personal information is redacted to ensure that such information, including, but not limited to, an employee's home address or social security number, is not disclosed to the public.

Confidential Records

Records to which the general public shall not have access include, but are not limited to:

1. Preliminary drafts, notes, interdistrict or intradistrict memoranda which are not retained by the district in the ordinary course of business, provided that the public interest in withholding these records clearly outweighs the public interest in disclosure (Government Code 6254)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

- 2. Records specifically prepared for litigation to which the district is a party or to respond to claims made against the district pursuant to the Tort Claims Act are confidential, until the pending litigation or claim has been finally adjudicated or otherwise settled, unless the records are protected by some other provision of law (Government Code 6254, 6254.25; Fairley v. Superior Court; 71 Ops.Cal.Atty.Gen. 235 (1988))
- 3. Personnel records, medical records, student records, or similar materials, the disclosure of which would constitute an unwarranted invasion of personal privacy (Government Code 6254)

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(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)
(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)
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The home addresses and home telephone numbers of employees may be disclosed only as follows: (Government Code 6254.3)

- a. To an agent or a family member of the individual to whom the information pertains
- b. To an officer or employee of a state agency or another school district or county office of education when necessary for the performance of official duties
- c. To an employee organization pursuant to regulations and decisions of the Public Employment Relations Board, unless the employee performs law enforcement-related functions or requests in writing that the information not be disclosed
- d. To an agent or employee of a health benefit plan providing health services or administering claims for health services to district employees and their enrolled dependents, for the purpose of providing the health services or administering claims for employees and their enrolled dependents

- 4. Test questions, scoring keys, and other examination data except as provided by law (Government Code 6254)
- (cf. 6162.51 Standardized Testing and Reporting Program) (cf. 6162.52 High School Exit Examination)
- 5. Without affecting the law of eminent domain, the contents of real estate appraisals or engineering or feasibility estimates and evaluations made for or by the district relative to the acquisition of property, or to prospective public supply and construction contracts, until all of the property has been acquired or all of the contract agreement obtained (Government Code 6254)
- 6. Information required from any taxpayer in connection with the collection of local taxes that is received in confidence and the disclosure of the information to other persons would result in unfair competitive disadvantage to the person supplying the information (Government Code 6254)
- 7. Library circulation records kept for the purpose of identifying the borrower of items available in the library (Government Code 6254)

(cf. 6163.1 - Library Media Centers)

8. Records for which the disclosure is exempted or prohibited pursuant to state or federal law, including, but not limited to, provisions of the Evidence Code relating to privilege (Government Code 6254)

(cf. 9124 - Attorney)

9. Documents prepared by or for the district to assess its vulnerability to terrorist attack or other criminal acts intended to disrupt district operations and that are for distribution or consideration in closed session (Government Code 6254)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

- 10. Recall petitions or petitions for the reorganization of school districts (Government Code 6253.5)
- 11. Minutes of Board meetings held in closed session (Government Code 54957.2)

(cf. 9321 - Closed Session Purposes and Agendas)

- 12. Computer software developed by the district (Government Code 6254.9)
- 13. Written instructional textbooks or other materials which, when providing a copy, would infringe a copyright or would constitute an unreasonable burden on the operation

of the district (65 Ops.Cal.Atty.Gen. 186 (1981))

(cf. 5020 - Parent Rights and Responsibilities)

14. Records that contain individually identifiable health information, including records that may be exempt pursuant to physician-patient privilege, the Confidentiality of Medical Information Act, and the Health Insurance Portability and Accountability Act (Government Code 6254, 6255)

(cf. 5141.6 - School Health Services)

- 15. Any other records listed as exempt from public disclosure in the California Public Records Act or other statutes
- 16. Records for which the district can demonstrate that, based on the particular facts of the case, the public interest served by not making the record public clearly outweighs the public interest served by disclosure of the record (Government Code 6255)

Inspection of Records and Requests for Copies

Every person may request a copy or inspection of any district record that is open to the public and not exempt from disclosure. (Government Code 6253)

Within 10 days of receiving any request to inspect or copy a district record, the Superintendent or designee shall determine whether the request seeks release of a disclosable public record in the district's possession. The Superintendent or designee shall promptly inform the person making the request of his/her determination and the reasons for the decision. (Government Code 6253)

In unusual circumstances, the Superintendent or designee may extend the 10-day limit for up to 14 days by providing written notice to the requester and setting forth the reasons for the extension and the date on which a determination is expected to be made. Unusual circumstances include the following, but only to the extent reasonably necessary to properly process the request: (Government Code 6253)

- 1. The need to search for and collect the requested records from field facilities or other establishments that are separate from the office processing the request
- 2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request
- 3. The need for consultation, which shall be conducted with all practicable speed, with another agency (e.g., a state agency or city) having a substantial interest in the determination of the request or among two or more components of the district (e.g., two different school sites) with substantial interest in the request

4. In the case of electronic records, the need to compile data, write programming language or a computer program, or construct a computer report to extract data

If the Superintendent or designee determines that the request seeks disclosable public records, the determination shall state the estimated date and time when the records will be made available. (Government Code 6253)

Public records are open to inspection at all times during district office hours. Any reasonably segregable portion of a record shall be made available for inspection by every person requesting the record after deletion of the portions that are exempted by law. (Government Code 6253)

Upon request for a copy that reasonably describes an identifiable record, an exact copy shall be promptly provided unless it is impracticable to do so. (Government Code 6253)

The Superintendent or designee shall charge an amount for copies that reflects the direct costs of duplication. Written requests to waive the fee shall be submitted to the Superintendent or designee.

If any person requests a public record be provided in an electronic format, the district shall make that record available in any electronic format in which it holds the information. The district shall provide a copy of the electronic record in the format requested as long as the requested format is one that has been used by the district to create copies for its own use or for use by other agencies. (Government Code 6253.9)

The cost of duplicating an electronic record shall be limited to the direct cost of producing a copy of the record in electronic format. However, the requester shall bear the cost of producing the copy of the electronic record, including the cost to construct the record and the cost of programming and computer services necessary to produce the copy, under the following circumstances: (Government Code 6253.9)

- 1. The electronic record is one that is produced only at otherwise regularly scheduled intervals
- 2. The request would require data compilation, extraction, or programming to produce the record

Assistance in Identifying Requested Records

If the Superintendent or designee denies a request for disclosable records, he/she shall assist the requester in making a focused and effective request that reasonably describes an identifiable record. To the extent reasonable under the circumstances, the Superintendent or designee shall do all of the following: (Government Code 6253.1)

1. Assist in identifying records and information responsive to the request or the purpose of the request, if specified

If, after making a reasonable effort to elicit additional clarifying information from the requester to help identify the record, the Superintendent or designee is still unable to identify the information, this requirement shall be deemed satisfied.

- 2. Describe the information technology and physical location in which the records exist
- 3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought

Provisions of the Public Records Act shall not be construed so as to delay access for purposes of inspecting records open to the public. Any notification denying a request for public records shall state the name and title of each person responsible for the denial. (Government Code 6253)

Regulation CENTER UNIFIED SCHOOL DISTRICT approved: April 1, 2009 Antelope, California

Administration BP 2121(a)

SUPERINTENDENT'S CONTRACT

Note: The following optional policy should be modified to reflect district practice.

The Governing Board believes that the Superintendent's employment contract should outline the framework through which the Board and Superintendent are to work together to achieve district goals and objectives. When approving the Superintendent's employment contract, the Board shall consider the need for stability in district administration and shall ensure the best use of district resources.

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(cf. 2120 - Superintendent Recruitment and Selection)
(cf. 4312.1 - Contracts)
(cf. 9000 - Role of the Board)
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The contract shall be reviewed by the district's legal counsel and shall, at a minimum, include the following:

1. The general duties and responsibilities of the position

(cf. 2110 - Superintendent Responsibilities and Duties)

- 2. The duration of the contract, which shall be for no more than four years pursuant to Education Code 35031
- 3. The salary, benefits, and other compensation for the position

(cf. 4154/4254/4354 - Health and Welfare Benefits)

4. The criteria, process, and procedure for evaluation and the conditions for reemployment

(cf. 2140 - Evaluation of the Superintendent)

5. The conditions for termination of the contract including the maximum cash settlement that the Superintendent may receive upon termination of the contract

Note: Pursuant to Government Code 54957, personnel matters related to the appointment or employment of an employee may appropriately be discussed in closed session. However, pursuant to Government Code 54956, as amended by AB 1344 (Ch. 692, Statutes of 2011), the Governing Board is prohibited from deliberating on the salary or other compensation of the Superintendent at a special meeting. See BB 9320 - Meetings and Notices and BB 9321 - Closed Session Purposes and Agendas.

The Board shall deliberate in the closed session of a regular meeting about the terms of the contract. (Government Code 54956, 54957)

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(cf. 9320 - Meetings and Notices)
(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)
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SUPERINTENDENT'S CONTRACT (continued)

Terms of the contract shall remain confidential until the ratification process commences.

(cf. 9011 - Disclosure of Confidential/Privileged Information)

The Board shall ratify the Superintendent's contract in an open meeting, which shall be reflected in the Board's minutes. Copies of the contract shall be available to the public upon request. (Government Code 53262)

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(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)
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Note: The following optional paragraph provides that any extension of the contract be based on Board action rather than automatic "rollover" or "evergreen" provisions. Government Code 3511.2, as added by AB 1344 (Ch. 692, Statutes of 2011), prohibits the automatic renewal of a contract with a provision for automatic increase that exceeds the cost of living adjustment.

During an existing contract, the Board may reemploy the Superintendent on mutually agreed upon terms and conditions. However, the Superintendent's contract shall be extended only by Board action subsequent to a satisfactory evaluation of the Superintendent's performance and in accordance with Government Code 3511.2.

Decision not to Reemploy

Note: Pursuant to Education Code 35031, the Board must notify the Superintendent, as specified in the following optional paragraph, if it decides to not reemploy him/her. If the Board fails to provide the required prior written notice, the Superintendent shall be deemed reemployed for a term of the same length as the one completed, under the same terms and conditions, and with the same compensation.

If the Board determines to not reemploy the Superintendent at the expiration of his/her contract, the Board shall provide written notice to him/her at least 45 days in advance of the expiration of the term of the contract. (Education Code 35031)

Termination of Contract

Note: Pursuant to Government Code 53260, every employee contract must include a provision limiting the maximum cash settlement the employee may receive upon termination of the contract to an amount equal to his/her monthly salary multiplied by the number of months left on the contract. If the unexpired term is greater than 18 months, this maximum is equal to the monthly salary multiplied by 18. Cash settlements may be less than these maximums. The district must make termination agreements available to the public upon request. See AR 4117.5/4217.5/4317.5 - Termination Agreements.

SUPERINTENDENT'S CONTRACT (continued)

The Board may terminate the Superintendent's contract of employment in accordance with law and applicable contract provisions. If the unexpired term of the contract is more than 18 months, the maximum cash settlement shall be no greater than the Superintendent's monthly salary multiplied by 18. The cash settlement shall not include any noncash items other than health benefits, which may be continued for the unexpired term of the contract up to 18 months or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

However, when the termination of the Superintendent's contract is based upon the Board's belief and subsequent confirmation through an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal fiscal practices, the maximum settlement shall be as determined by an administrative law judge but no greater than the Superintendent's monthly salary multiplied by six. (Government Code 53260)

Note: Pursuant to Government Code 53243-53243.4, as added by AB 1344 (Ch. 692, Statutes of 2011), effective January 1, 2012, any Superintendent contract to be executed or renewed by the Board must contain a provision requiring the Superintendent to reimburse the district in circumstances specified below.

In addition, if the Superintendent is convicted of a crime involving an abuse of his/her office or position, he/she shall reimburse the district for payments he/she receives as paid leave salary pending investigation or as cash settlement upon his/her termination, and for any funds expended by the district in his/her defense against a crime involving his/her office or position. (Government Code 53243-53243.4, 53260)

Legal Reference: (see next page)

SUPERINTENDENT'S CONTRACT (continued)

Legal Reference:

EDUCATION CODE

35031 Term of employment

41325-41329.3 Conditions of emergency apportionment

GOVERNMENT CODE

3511.1-3511.2 Local agency executives

53243-53243.4 Abuse of office

53260-53264 Employment contracts

54954 Time and place of regular meetings

54957 Closed session personnel matters

54957.1 Closed session, public report of action taken

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Superintendent Evaluation, 2006

Maximizing School Board Governance: Superintendent Selection and Employment, 2004

WEB SITES

CSBA, Governance Consulting Services: http://www.csba.org

Association of California School Administrators: http://www.acsa.org

Board Policy

Superintendent's Contract

BP 2121
Administration

In approving employment contracts with the Superintendent, the Governing Board wishes to encourage the Superintendent's long-term commitment to the district and community while carefully considering the financial and legal implications of the contract in order to protect the district from any potentially adverse obligations.

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(cf. 2120 - Superintendent Recruitment and Selection)
(cf. 4312.1 - Contracts)
(cf. 9000 - Role of the Board)
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The Board shall designate a representative to negotiate with the Superintendent on its behalf and shall consult legal counsel to draft the contract document.

The Board shall deliberate in closed session about the terms of the contract. (Government Code 54957)

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(cf. 9321 - Closed Session Purposes and Agendas) (cf. 9321.1 - Closed Session Actions and Reports)
```

Terms of the contract shall remain confidential until the ratification process commences.

```
(cf. 9011 - Disclosure of Confidential/Privileged Information)
```

The Board shall ratify the Superintendent's contract in an open meeting, which shall be reflected in the Board's minutes. Copies of the contract shall be available to the public upon request. (Government Code 53262)

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(cf. 3580 - District Records)
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The contract shall include, but not be limited to, provisions for salary and benefits, annual evaluations, term of the contract, and conditions for termination of the contract. The contract should also include general responsibilities and duties of the Superintendent.

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(cf. 2110 - Superintendent Responsibilities and Duties)
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The term of the contract shall be for no more than four years. (Education Code 35031)

During the term of the contract, the Board may reemploy the Superintendent on those terms and conditions mutually agreed upon by the Board and Superintendent. (Education

Code 35031)

The Superintendent's contract shall be extended only by Board action and subsequent to a satisfactory evaluation of the Superintendent's performance.

(cf. 2140 - Evaluation of the Superintendent)

In the event that the Board determines not to reemploy the Superintendent, the Board shall provide written notice to the Superintendent at least 45 days in advance of the expiration of the term of the contract. (Education Code 35031)

The Superintendent's contract shall include a provision specifying the maximum cash settlement that the Superintendent may receive upon termination of the contract. However, if the unexpired term of the contract is greater than 18 months, the maximum cash settlement shall be no more than the Superintendent's monthly salary multiplied by 18. The cash settlement shall not include any noncash items other than health benefits, which may be continued for the unexpired term of the contract up to 18 months or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

If the Board terminates the Superintendent's contract upon its belief and subsequent confirmation pursuant to an independent audit that the Superintendent has engaged in fraud, misappropriation of funds, or other illegal practices, the maximum settlement shall be within the limits prescribed by law, as determined by an administrative law judge. (Government Code 53260)

Legal Reference:
EDUCATION CODE
35031 Term of employment
41325-41329.3 Conditions of emergency apportionment
GOVERNMENT CODE
53260-53264 Employment contracts
54954 Time and place of regular meetings
54957 Closed session personnel matters
54957.1 Closed session, public report of action taken

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Superintendent Selection and Employment, 2004 WEB SITES

CSBA, Single District Governance Services: http://www.csba.org/sds Association of California School Administrators: http://www.acsa.org Policy CENTER UNIFIED SCHOOL DISTRICT adopted: March 2, 2005 Antelope, California

TRANSFER OF FUNDS

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), 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 2014-15 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.

The Governing Board recognizes its responsibility to monitor the district's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.

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(cf. 3100 - Budget)
(cf. 3400 - Management of District Assets/Accounts)
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The Board may transfer funds during or at the end of the fiscal year in accordance with law as necessary to meet district needs or to permit the payment of district obligations. (Education Code 16095, 17582-17592, 42600-42603, 42605, 42841-42843, 52616.4)

Tier 3 Categorical Flexibility

From the 2008-09 through 2014-15 fiscal years, the Board has determined that it is in the best interest of the district to utilize the categorical program flexibility authorized by Education Code 42605. Funds received for programs identified by law as Tier 3 categoricals may be expended for any educational purpose.

The Board shall hold a public hearing to take testimony from the public, discuss, and approve or disapprove the proposed use of the funding, and shall make explicit for each of the categorical budget items the purposes for which the funds will be used. (Education Code 42605)

Any such public hearing shall be held prior to and independent of the Board's regular budget-adoption meeting. Whenever the proposed use of the funding will result in the elimination of a program, the notice of the public hearing shall identify the program to be eliminated. (Education Code 42605)

During the hearing, the Board shall consider the district's goals for student learning and determine funding priorities and program focus. The Board may also discuss statutory constraints, available resources, and whether program modifications might improve educational outcomes.

The Superintendent or designee shall regularly report to the Board regarding how the district is exercising the flexibility and whether the desired results are being achieved. He/she shall

also complete any necessary reports required by the California Department of Education.

(cf. 0420 - School Plans/Site Councils) (cf. 0420.1 - School-Based Program Coordination) (cf. 0440 - District Technology Plan) (cf. 0520.1 - High Priority Schools Grant Program) (cf. 1312.4 - Williams Uniform Complaint Procedures) (cf. 3111 - Deferred Maintenance Funds) (cf. 3530 - Risk Management/Insurance) (cf. 4111 - Recruitment and Selection) (cf. 4112.2 - Certification) (cf. 4112.21 - Interns) (cf. 4113 - Assignment) (cf. 4131 - Staff Development) (cf. 4131.1 - Beginning Teacher Support/Induction) (cf. 4138 - Mentor Teachers) (cf. 4139 - Peer Assistance and Review) (cf. 4231 - Staff Development) (cf. 4331 - Staff Development) (cf. 5123 - Promotion/Acceleration/Retention) (cf. 5136 - Gangs) (cf. 5141.32 - Health Screening for School Entry) (cf. 5144.1 - Suspension and Expulsion/Due Process) (cf. 5145.6 - Parental Notifications) (cf. 5146 - Married/Pregnant/Parenting Students) (cf. 5147 - Dropout Prevention) (cf. 5148.1 - Childcare Services for Parenting Students) (cf. 5149 - At-Risk Students) (cf. 6111 - School Calendar) (cf. 6141.5 - Advanced Placement) (cf. 6142.6 - Visual and Performing Arts Education) (cf. 6142.91 - Reading/Language Arts Instruction) (cf. 6146.1 - High School Graduation Requirements) (cf. 6151 - Class Size) (cf. 6161.1 - Selection and Evaluation of Instructional Materials) (cf. 6162.52 - High School Exit Examination) (cf. 6163.1 - Library Media Centers) (cf. 6164.2 - Guidance/Counseling Services) (cf. 6172 - Gifted and Talented Student Program) (cf. 6176 - Weekend/Saturday Classes) (cf. 6177 - Summer School) (cf. 6178 - Career Technical Education) (cf. 6178.2 - Regional Occupational Center/Program) (cf. 6179 - Supplemental Instruction) (cf. 6184 - Continuation Education) (cf. 6185 - Community Day School) (cf. 6200 - Adult Education) (cf. 9323.2 - Actions by the Board)

Legal Reference:

EDUCATION CODE

- 78 Definition governing board
- 5200 Districts governed by boards of education
- 16095 Transfer of district funds to district state school building fund
- 17582 Deferred maintenance fund; establishment; purpose
- 17583 Deferred maintenance fund; transfer

17584 Budgeting certification deferred maintenance fund; apportionment

17585 Applications for deferred maintenance funding

41301 Section A state school fund allocation schedule

42125 Designated and unappropriated fund balances

42600 District budget limitation on expenditure

42601 Transfers between funds to permit payment of obligations at close of year

42603 Transfer of monies held in any fund or account to another fund; repayment

42605 Tier 3 categorical flexibility

42840-42843 Special reserve fund

52616.4 Expenditures from adult education fund

Management Resources:

CSBA PUBLICATIONS

Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE

Fiscal Issues Relating to Budget Reductions and Flexibility Provisions, April 2009

WEB SITES

CSBA: http://www.csba.org

California Department of Education: http://www.cde.ca.gov

Fiscal Crisis and Management Assistance Team: http://www.fcmat.org

Policy adopted:

Board Policy

Transfer Of Funds

BP 3110

Business and Noninstructional Operations

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 its responsibility to monitor the district's fiscal practices to ensure accountability regarding the expenditure of public funds and compliance with legal requirements.

(cf. 3100 - Budget) (cf. 3400 - Management of District Assets/Accounts)

The Board may transfer funds during or at the end of the fiscal year in accordance with law as necessary to meet district needs or to permit the payment of district obligations. (Education Code 16095, 17582-17592, 42600-42603, 42605, 42841-42843, 52616.4)

Tier 3 Categorical Flexibility

From the 2008-09 through 2012-13 fiscal years, the Board has determined that it is in the best interest of the district to utilize the categorical program flexibility authorized by Education Code 42605. Funds received for programs identified by law as Tier 3 categoricals may be expended for any educational purpose.

The Board shall hold a public hearing to take testimony from the public, discuss, and approve or disapprove the proposed use of the funding, and shall make explicit for each of the categorical budget items the purposes for which the funds will be used. (Education Code 42605)

During the hearing, the Board shall consider the district's goals for student learning and determine funding priorities and program focus. The Board may also discuss statutory constraints, available resources, and whether program modifications might improve educational outcomes.

The Superintendent or designee shall regularly report to the Board regarding how the district is exercising the flexibility and whether the desired results are being achieved. He/she shall also complete any necessary reports required by the California Department of Education.

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(cf. 0420 - School Plans/Site Councils)
(cf. 0420.1 - School-Based Program Coordination)
(cf. 0440 - District Technology Plan)
(cf. 0520.1 - High Priority Schools Grant Program)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3111 - Deferred Maintenance Funds)
(cf. 3530 - Risk Management/Insurance)
(cf. 4111 - Recruitment and Selection)
(cf. 4112.2 - Certification)
(cf. 4112.21 - Interns)
(cf. 4113 - Assignment)
(cf. 4131 - Staff Development)
(cf. 4131.1 - Beginning Teacher Support/Induction)
(cf. 4138 - Mentor Teachers)
(cf. 4139 - Peer Assistance and Review)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 5136 - Gangs)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5145.6 - Parental Notifications)
(cf. 5146 - Married/Pregnant/Parenting Students)
(cf. 5147 - Dropout Prevention)
(cf. 5148.1 - Childcare Services for Parenting Students)
(cf. 5149 - At-Risk Students)
(cf. 6111 - School Calendar)
(cf. 6141.5 - Advanced Placement)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6142.91 - Reading/Language Arts Instruction)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6151 - Class Size)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
(cf. 6162.52 - High School Exit Examination)
(cf. 6163.1 - Library Media Centers)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer School)
(cf. 6178 - Career Technical Education)
(cf. 6178.2 - Regional Occupational Center/Program)
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- (cf. 6179 Supplemental Instruction)
- (cf. 6184 Continuation Education)
- (cf. 6185 Community Day School)
- (cf. 6200 Adult Education)
- (cf. 9323.2 Actions by the Board)

Legal Reference:

EDUCATION CODE

- 78 Definition governing board
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- 17582 Deferred maintenance fund; establishment; purpose
- 17583 Deferred maintenance fund; transfer
- 17584 Budgeting certification deferred maintenance fund; apportionment
- 17585 Applications for deferred maintenance funding
- 41301 Section A state school fund allocation schedule
- 42125 Designated and unappropriated fund balances
- 42600 District budget limitation on expenditure
- 42601 Transfers between funds to permit payment of obligations at close of year
- 42603 Transfer of monies held in any fund or account to another fund; repayment
- 42605 Tier 3 categorical flexibility
- 42840-42843 Special reserve fund
- 52616.4 Expenditures from adult education fund

Management Resources:

CSBA PUBLICATIONS

Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance Teams, Budget Advisory, March 2009

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE

Fiscal Issues Relating to Budget Reductions and Flexibility Provisions, April 2009 WEB SITES

CSBA: http://www.csba.org

California Department of Education: http://www.cde.ca.gov

Fiscal Crisis and Management Assistance Team: http://www.fcmat.org

Policy CENTER UNIFIED SCHOOL DISTRICT adopted: November 4, 2009 Antelope, California

PAYMENT FOR GOODS AND SERVICES

Note: The following administrative regulation is optional and may be revised to reflect district practice.

Payment for Construction Contracts

Note: Various provisions of the Public Contract Code govern how payments are made when public entities, including school districts, receive goods and services provided by contractors. Specifically, Public Contract Code 9203 requires the Governing Board to approve the process to be used when the district is to pay for any contract involving the creation, construction, alteration, repair, or improvement of any public structure, building, or facility which costs over \$5,000. In addition, Public Contract Code 7107 and, as added by SB 293 (Ch. 700, Statutes of 2011), Public Contract Code 7201 prescribe the rules that a district must follow to withhold contract payments.

Payment on any contract for the creation, construction, alteration, repair, or improvement of any district property or facility or other public works project shall be made in accordance with the estimates, process, and/or schedule approved by the Governing Board.

Note: Public Contract Code 9203 allows districts to make progress payments to contractors for actual work completed or value of materials delivered and to withhold a portion of the contract price until final completion of the project or delivery of the materials. Public Contract Code 9203 requires progress payments to not exceed 95 percent of the actual work completed or value of materials delivered or stored and the amount withheld to be **not less than five percent** of the contract price. However, as added by SB 293 (Ch. 700, Statutes of 2011), Public Contract Code 7201 provides that, for contracts entered into on or after January 1, 2012, the proceeds that can be lawfully withheld by districts for completed work **cannot** exceed five percent of the contract price, except when there has been a finding by the Board, at a regularly scheduled public hearing prior to accepting bids on the project, that the project is "substantially complex." Because the applicability of these provisions to specific situations is unclear, districts should consult with legal counsel as necessary.

Pursuant to Public Contract Code 20104.50, a district must pay any undisputed, properly submitted progress payment request within 30 days of receiving it, to avoid having to pay interest as specified in Code of Civil Procedure 685.010.

As necessary, the Superintendent or designee may make progress payments as actual work is completed or materials are delivered. When a payment request is properly submitted by a contractor, any undisputed portion of the payment request shall be paid within 30 days. If the Superintendent or designee determines any payment request to be improper, he/she shall return the payment request to the contractor with a written statement of reasons why the request is not proper. (Public Contract Code 9203, 20104.50)

(cf. 3312 - Contracts)

The district may withhold up to five percent of the proceeds due to the contractor until completion and acceptance of the project. (Public Contract Code 7201)

Note: Public Contract Code 7201, as added by SB 293 (Ch. 700, Statutes of 2011), which allows districts to withhold more than five percent of contract proceeds for projects that are "substantially complex," does not define the term. Thus, to determine whether a project is substantially complex, districts may need to consult with legal counsel and, if necessary, regulatory agencies such as the Division of State Architect.

PAYMENT FOR GOODS AND SERVICES (continued)

The proceeds to be withheld by the district may exceed five percent when the Board has made a finding, prior to the bid and during a properly noticed and regularly scheduled meeting, that the project is substantially complex and requires a higher retention amount than five percent. In such cases, the Board's finding and the actual amount to be withheld shall be included in the bid documents. (Public Contract Code 7201)

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(cf. 3311 - Bids)
(cf. 9320 - Meetings and Notices)
(cf. 9324 - Minutes and Recordings)
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At any time after 50 percent of the work has been completed, the Board may release the withheld proceeds if it finds that satisfactory progress is being made. (Public Contract Code 9203)

Note: Public Contract Code 7107 authorizes districts to retain a percentage of final payment in the event of a dispute with a contractor, as specified below. However, because the determination as to whether a contract has been completed is complex, districts should consult legal counsel as appropriate.

Proceeds withheld by the district from payments to contractors for public works contracts shall be released within 60 days after the construction or improvement is completed. In the event of a dispute between the district and the contractor, the district may withhold from the final payment an amount not to exceed 150 percent of the disputed amount. (Public Contract Code 7107)

Administrative Regulation

Payment For Goods And Services

AR 3314 **Business and Noninstructional Operations**

Payments to Contractors

The district shall make payment on any contract for the creation, construction, alteration, repair, or improvement of any public structure, building, or other improvement of any kind which costs over \$5,000 based on estimates of actual work completed that have been approved by the Governing Board. The district shall not make progress payments in excess of 95 percent of the actual work completed and may include 95 percent of the value of material delivered or stored but as yet unused. The district shall withhold at least five percent of the contract price until the final completion and acceptance of the project. However, any time after 50 percent of the work has been completed, the Board may make any of the remaining progress payments in full for actual work completed if the Board finds that satisfactory progress is being made. (Public Contract Code 9203)

The Superintendent or designee shall ensure that requests for progress payments related to contracts for public works are processed and paid within 30 days. Any improper request shall be returned to the contractor within seven days, together with a written statement of why the request is not proper. (Public Contract Code 20104.50)

(cf. 3312 - Contracts)

Retention proceeds withheld by the district from payments to contractors for public works contracts shall be released within 60 days after the construction or improvement is completed. In the event of a dispute between the district and the contractor, the district may withhold from the final payment an amount not to exceed 150 percent of the disputed amount. (Public Contract Code 7107)

Regulation CENTER UNIFIED SCHOOL DISTRICT approved: October 17, 2007 Antelope, California



Board Policy

Cellular Phone Reimbursement

BP 3513.1

Business and Noninstructional Operations

The Governing Board understands that cellular phones and other mobile communications devices are an efficient and important method of conducting district business and can help to ensure the safety and security of staff, students, and others, as well as helping to protect district property.

(cf. 0450 - Comprehensive Safety Plan)

(cf. 3515 - Campus Security)

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

(cf. 4040 - Employee Use of Technology)

(cf. 5131 - Conduct)

The Superintendent or designee shall determine, in accordance with administrative regulation, whether an employee needs a cell phone and/or other mobile communications device in order to perform his/her job responsibilities.

(cf. 3542 - School Bus Drivers) (cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

Legal Reference:

EDUCATION CODE

35213 Reimbursement for loss or damage of personal property

44032 Travel expense payment

48901.5 Electronic signaling devices

VEHICLE CODE

23123 Wireless telephones in vehicles

23125 Wireless telephones in school buses

CODE OF FEDERAL REGULATIONS, TITLE 26

1.132-5 Working conditions fringe benefit

Management Resources:

WEB SITES

Internal Revenue Service: http://www.irs.gov

Policy CENTER UNIFIED SCHOOL DISTRICT

adopted: October 17, 2007 Antelope, California

CELLULAR PHONE REIMBURSEMENT

Note: The following optional administrative regulation is applicable to any district that provides cell phones or other mobile communications devices to its employees and may be revised to reflect district practice. Pursuant to 26 USC 280F, as amended by the Small Business Jobs Act of 2010 (P.L.111-240) cell phones have been removed from U.S. Internal Revenue Service's definition of listed property, thereby eliminating the extensive documentation and substantiation requirements placed on employers that provide cell phones for their employees' business use. For language relative to the appropriate use of cell phones by employees or students, see BP/AR 4040 - Employee Use of Technology and BP 5131 - Conduct.

Items #1-3 below list criteria for determining whether an employee should be provided with an allowance or a district-owned cell phone or mobile communications device and may be modified to reflect district practice.

When a district employee's position requires frequent use of a cell phone, the Superintendent or designee shall provide either a cell phone for the employee's use or an allowance to the employee for the business use of his/her personally owned cell phone, whichever is the most cost-effective. In determining whether an employee's position requires frequent use of a cell phone, the factors to be considered shall include, but not be limited to, whether the job responsibilities require:

- 1. An ability to communicate frequently but access to a district landline is not readily available
- 2. An ability to communicate immediately to ensure the safety of district staff and students or the security of district property
- 3. A level of accessibility which is impossible because of the employee's frequent jobrelated absence from the worksite

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(cf. 3542 - School Bus Drivers)
(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)
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When an employee is paid an allowance for the use of his/her personally owned cell phone for district business, the Superintendent or designee shall, from time to time, verify that the employee's cell phone contract is active.

The Superintendent or designee shall develop a system for reviewing employees' use of district-owned cell phones and the reimbursement of costs for employees' business-related use of their personal cell phones. Employees shall be responsible for fees and charges associated with any misuse or overuse not attributable to district business.

If the Superintendent or designee determines that an employee no longer needs a cell phone or other mobile communications device to perform his/her job responsibilities, any fees or charges associated with cancellation of the service contract shall be the responsibility of the district.

CELLULAR PHONE REIMBURSEMENT (continued)

Note: The following paragraph provides a method for reimbursing employees for one-time or occasional use of personally owned cell phones.

Any employee who is not provided an allowance or a district-owned cell phone may be reimbursed for the actual expenses of business-related calls made on his/her personally owned cell phone, in accordance with the district's expense reimbursement procedures.

Legal Reference:

EDUCATION CODE

35213 Reimbursement for loss or damage of personal property

44032 Travel expense payment

48901.5 Electronic signaling devices

VEHICLE CODE

23123 Wireless telephones in vehicles

23125 Wireless telephones in school buses

UNITED STATES CODE, TITLE 26

280F Limitation on depreciation for luxury automobiles, etc.

CODE OF FEDERAL REGULATIONS, TITLE 26

1.132-5 Working conditions fringe benefit

Management Resources:

WEB SITES

Internal Revenue Service: http://www.irs.gov

Administrative Regulation

Cellular Phone Reimbursement

AR 3513.1

Business and Noninstructional Operations

The district may provide an allowance to an employee for the use of his/her personally owned cell phone or mobile communications device for district-related business. The allowance shall be based on the business requirements of the employee. The allowance shall be given to the employee, who shall be responsible for payments to the service provider.

The district may purchase cell phones or other mobile communications devices for use by employees for district-related business.

Employees who are not provided an allowance or district-owned mobile communications devices may be reimbursed for the actual expenses of business-related calls made on their personally owned equipment, in accordance with the district's expense reimbursement procedures.

The Superintendent or designee shall determine if an employee requires a cell phone or other mobile communications device for the efficient performance of his/her job responsibilities. Factors that will be considered include, but are not limited to, whether the employee's job responsibilities require:

- 1. An ability to communicate frequently and access to a district telephone is not readily available
- 2. An ability to communicate immediately to ensure the safety of district staff and students, or the security of district property
- 3. An ability to be accessible due to frequent travel or work outside of the office

The Superintendent or designee shall develop a uniform system for identifying employee cell phone or mobile communications device needs and the most cost effective method of providing necessary equipment to employees. He/she shall also develop a system for monitoring employee use and reimbursement of costs.

If an employee misuses the cell phone or other mobile communications device or leaves district employment, he/she shall be responsible fees or charges associated with cancellation of the service contract.

If the Superintendent or designee determines that an employee no longer needs a cell phone or other mobile communications device to perform his/her job responsibilities, any

fees or charges associated with cancellation of the service contract shall be the responsibility of the district.

(cf. 4156.3/4256.3/4356.3 - Employee Property Reimbursement)

Documentation of Records for Tax Purposes

Documentation of personal use and district auditing of records

When an employee receives a monthly allowance for the use of his/her personally owned cell phone or mobile communications device or has been provided the use of a district-owned device, he/she shall identify the personal calls on the monthly bill and shall reimburse the district for the cost of the personal calls. (26 CFR 1.132-5)

In order to satisfy Internal Revenue Service documentation and substantiation requirements regarding taxable income, the Superintendent or designee shall establish a system which requires the employee to maintain documentation distinguishing personal and business charges as well as a system for the district to audit the employee's bills to confirm proper business usage.

Regulation CENTER UNIFIED SCHOOL DISTRICT approved: October 17, 2007 Antelope, California

TRANSPORTATION FOR SCHOOL-RELATED TRIPS

Note: The following optional administrative regulation should be revised to reflect district practice.

Education Code 35330 authorizes the district to provide transportation to and from places in the state, any other state, the District of Columbia, or a foreign country; however, districts will not receive state transportation allowances for field trips or excursions to out-of-state destinations. Requirements for trip approval and/or any Governing Board limitations on travel destinations are addressed at BP/AR 6153 - School-Sponsored Trips.

The district may provide transportation for students, employees, and other individuals for field trips and other school-related trips approved according to Board policy and administrative regulation.

(cf. 3312.2 - Educational Travel Program Contracts)

(cf. 3540 - Transportation)

(cf. 3541 - Transportation Routes and Services)

(cf. 6153 - School-Sponsored Trips)

Note: Pursuant to Education Code 35330, the district may provide or contract for transportation for school-related trips. Public Utilities Code 5384.2 clarifies that school districts and schools are not liable for transportation services provided by a charter-party carrier, as defined in Vehicle Code 545, for which the district has not contracted, arranged, or otherwise provided. Examples of charter-party carriers include stretch Hummers or sport utility vehicles transporting up to 25 students to prom.

The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip. He/she may authorize the use of district vehicles, contract to provide transportation, or arrange transportation by the use of other vehicles.

Note: Pursuant to Education Code 35330, the district must secure sufficient liability insurance when field trips or excursions involve transportation by district vehicles. If travel is to and from a foreign country, liability insurance shall be secured from a carrier licensed to transact insurance business in the foreign country.

The Superintendent or designee shall ensure that the district or contractor has sufficient liability insurance for transportation on school-related trips.

(cf. 3530 - Risk Management/Insurance)

When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parents/guardians.

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Governing Board.

(cf. 1230 - School-Connected Organizations)

TRANSPORTATION FOR SCHOOL-RELATED TRIPS (continued)

Transportation by Private Vehicle

Note: Options 1 and 2 below relate to the use of private vehicles for field trip transportation. Districts are advised to consult legal counsel regarding potential liability when private vehicles are used.

OPTION 1: (No private vehicles)

Private vehicles shall not be used to provide transportation for school-related trips.

Note: The remainder of this section is for use by districts that allow private vehicles to be used to provide transportation for school-related trips and may be revised to reflect district practice, including changing the age requirement for drivers, allowing only school employees and parents/guardians to serve as drivers, and/or increasing the amount of liability insurance required beyond the legal minimum.

According to the California Department of Motor Vehicles (DMV), nonresidents on active military duty in California must have either a California driver's license or a valid driver's license from their state of residence. Vehicle Code 12814.6 provides that any person under age 18, during the first 12 months of issuance of a provisional license, cannot transport individuals under age 20. Districts may contact the DMV to determine if a driver has a record of reckless driving. Sample driver registration and instruction forms are provided in the accompanying exhibits.

OPTION 2: (Private vehicles allowed)

The Superintendent or designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 21 or older who possesses a valid California driver's license or, if he/she is a nonresident on active military duty in California, possesses a valid license from his/her state of residence. To be approved, a driver shall have a good driving record and possess at least the minimum insurance required by law. Any person providing transportation to district students in a private vehicle shall register with the district for such purposes.

(cf. 1240 - Volunteer Assistance)

Drivers shall receive safety and emergency instructions which shall be kept in their vehicle.

All student passengers shall submit permission slips signed by their parents/guardians. Teachers shall ensure that each driver has a copy of the permission slip for each student riding in his/her vehicle.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed. Trucks may not transport more persons than can safely sit in the passenger compartment. The driver shall ensure that the manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags.

TRANSPORTATION FOR SCHOOL-RELATED TRIPS (continued)

The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest. (Health and Safety Code 118948)

Passenger Restraint Systems

Note: The following section is for use only by districts that selected Option 2 above, thereby allowing the use of private vehicles as transportation for school-related trips.

All drivers shall wear safety belts and shall ensure that all passengers are properly secured in seat belts or child passenger restraint systems in accordance with law. (Vehicle Code 27315, 27360, 27360.5, 27363)

Note: SB 929 (Ch. 474, Statutes of 2011) amended Vehicle Code 27360 and 27363 to revise the age and height requirements for children to be secured in a rear seat in an appropriate child passenger restraint system.

A child who is under age 8 years shall be properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards, except under any of the following circumstances: (Vehicle Code 27360, 27363)

- 1. The child is four feet nine inches or taller, in which case a safety belt may be used.
- Use of a child passenger restraint system would be impractical by reason of physical unfitness, medical condition, or size and an appropriate special needs child passenger restraint system is not available.
- 3. There is no rear seat, the rear seats are side-facing jump seats or rear-facing seats, the child passenger restraint system cannot be installed properly in the rear seat, all rear seats are already occupied by children under age 8 years, or medical reasons necessitate that the child not ride in the rear seat
- 4. The child is otherwise exempted by law.

Legal Reference: (see next page)

TRANSPORTATION FOR SCHOOL-RELATED TRIPS (continued)

Legal Reference:

EDUCATION CODE

35330 Excursions and field trips

35332 Transportation by air

39830 School bus

39830.1 School pupil activity bus

39860 Transportation to special activities by district

44808 Liability when students not on school property

HEALTH AND SAFETY CODE

118947-118949 Prohibition against smoking in motor vehicle with minor

PUBLIC UTILITIES CODE

5384.2 District not liable for charter-party carrier

VEHICLE CODE

545 School bus, definition

12814.6 Limitations of provisional driver's license

27315 Mandatory use of seat belts in private passenger vehicles

27360-27360.5 Child passenger restraint systems

27363 Child passenger restraint systems, exemptions

Management Resources:

WEB SITES

California Department of Motor Vehicles: http://www.dmv.ca.gov

California Highway Patrol: http://www.chp.ca.gov California Office of Traffic Safety: http://www.ots.ca.gov

National Highway Traffic Safety Administration: http://www.nhtsa.dot.gov

Administrative Regulation

Transportation For School-Related Trips

AR 3541.1

Business and Noninstructional Operations

The district may provide transportation for students, employees, and other individuals for field trips and other school-related trips approved according to Board policy and administrative regulation.

(cf. 3312.2 - Educational Travel Program Contracts)

(cf. 3540 - Transportation)

(cf. 3541 - Transportation Routes and Services)

(cf. 6153 - School-Sponsored Trips)

The Superintendent or designee shall determine the most appropriate and cost-effective mode of transportation for each approved trip.

When district transportation is provided, students may be released from using district transportation only with the advance written permission of their parents/guardians.

School-related organizations requesting transportation shall be fully responsible for the costs of their trips unless funding has been approved by the Governing Board.

(cf. 1230 - School-Connected Organizations)

The Superintendent or designee shall ensure that the district has sufficient liability insurance when field trips or excursions involve either transportation by district vehicles or travel to and from a foreign country. When a trip to a foreign country is authorized, liability insurance shall be secured from a carrier licensed to transact insurance business in that country. (Education Code 35330)

(cf. 3530 - Risk Management/Insurance)

Transportation by Private Vehicle

The Superintendent or designee may authorize the transportation of students by private vehicle when the vehicle is driven by an adult age 21 or older who possesses a valid California driver's license or, if he/she is a nonresident on active military duty in California, possesses a valid license from his/her state of residence. To be approved, a driver shall have a good driving record and possess at least the minimum insurance required by law. Any person providing transportation to district students in a private vehicle shall register with the district for such purposes.

(cf. 1240 - Volunteer Assistance)

Drivers shall receive safety and emergency instructions which shall be kept in their vehicle.

All student passengers shall submit permission slips signed by their parents/guardians. Teachers shall ensure that each driver has a copy of the permission slip for each student riding in his/her vehicle.

The number of passengers, including the driver, shall not exceed the capacity for which the vehicle was designed. Motor trucks may not transport more persons than can safely sit in the passenger compartment. The driver shall ensure that the manufacturer's recommendations for his/her vehicle are followed regarding the seating of children in seats equipped with airbags.

The driver or any other person shall not smoke or have in his/her immediate possession a lighted pipe, cigar, or cigarette containing tobacco or any other plant when there is a minor in the motor vehicle, whether the motor vehicle is in motion or at rest. (Health and Safety Code 118948)

Passenger Restraint Systems

All drivers shall wear safety belts in accordance with law. In addition, drivers shall ensure that: (Vehicle Code 27315, 27360, 27360.5, 27363)

- 1. A child who is under age 6 or under 60 pounds, unless exempted in accordance with Vehicle Code 27360 or 27363, is properly secured in a rear seat in an appropriate child passenger restraint system meeting federal safety standards.
- 2. All other children are properly secured in either a child passenger restraint system or safety belt.
- 3. All other passengers wear seat belts.

Legal Reference:
EDUCATION CODE
35330 Excursions and field trips
35332 Transportation by air
39830 School bus
39830.1 School pupil activity bus
39860 Transportation to special activities by district
44808 Liability when students not on school property
HEALTH AND SAFETY CODE
118947-118949 Prohibition against smoking in motor vehicle with minor
VEHICLE CODE

12814.6 Limitations of provisional driver's license 27315 Mandatory use of seat belts in private passenger vehicles 27360-27360.5 Child passenger restraint systems 27363 Child passenger restraint systems, exemptions

Management Resources:

WEB SITES

California Department of Motor Vehicles: http://www.dmv.ca.gov

California Highway Patrol: http://www.chp.ca.gov

California Office of Traffic Safety: http://www.ots.ca.gov

National Highway Traffic Safety Administration: http://www.nhtsa.dot.gov

Regulation CENTER UNIFIED SCHOOL DISTRICT approved: February 20, 2008 Antelope, California

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 Seamless Summer Feeding Option and/or 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.

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(cf. 3551 - Food Service Operations/Cafeteria Fund)
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(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.

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.

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

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(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)
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Note: Pursuant to Education Code 49558, a district 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)

Note: The following paragraph is **optional**. Pursuant to Education Code 49558, as amended by AB 402 (Ch. 504, Statutes of 2011), a district may release information on the National School Lunch Program application of any student who has been approved for participation in the free or reduced-price meals program to the local agency that determines eligibility for participation in the CalFresh program (formerly Food Stamp) or other nutrition assistance program authorized under 7 CFR 210.1. To do so, the district must comply with the conditions described below and may enter into a memorandum of understanding with the local agency in accordance with Education Code 49557.3, as added by AB 402.

In addition, information on the school lunch program application may be released to the local agency that determines eligibility for participation in the CalFresh program or other nutrition assistance program, provided the student whose information is to be released is approved for free or reduced-price meals and his/her parent/guardian consents to the sharing of the information. Prior to releasing information to any such local agency, the Superintendent or designee and the local agency shall enter into a memorandum of understanding that, at a minimum, shall include the roles and responsibilities of the district and the local agency, the process for sharing the information, and a statement that the local agency may use the information only for purposes directly related to the enrollment of families in the CalFresh or other nutrition assistance program. (Education Code 49557.3, 49558)

Legal Reference: (see next page)

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

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: (see next page)

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

<u>Provision 2 Guidance: National School Lunch and School Breakfast Programs, Summer 2002 WEB SITES</u>

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.

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(cf. 3551 - Food Service Operations/Cafeteria Fund)
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(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)

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.

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(cf. 3550 - Food Service/Child Nutrition Program)
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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.

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)

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(cf. 0410 - Nondiscrimination in District Programs and Activities)
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(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)

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.

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

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(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)
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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)

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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
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
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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

Policy CENTER UNIFIED SCHOOL DISTRICT adopted: June 15, 2011 Antelope, California

PRERETIREMENT PART-TIME EMPLOYMENT

Note: Education Code 22713 and 44922 authorize the Governing Board to adopt regulations that allow certificated employees who are members of the defined benefit program of the California State Teachers' Retirement System to reduce their workload from full time to part time while continuing to receive the service credit and other benefits they would have received as full-time employees and having their retirement allowance calculated based on their final compensation as if employed on a full-time basis. For any district that chooses to allow employees to reduce their workload in this manner, Education Code 22713 and 44922 mandate that its regulation include at least the conditions specified in items #1-10 below.

When the Governing Board has adopted the reduced workload program, any certificated employee may reduce his/her workload from full time to part time in accordance with applicable law, district regulations, and collective bargaining agreement.

Any such certificated employee who is a member of the defined benefit program of the California State Teachers' Retirement System (STRS) may continue to receive the service credits and maintain the retirement and health and welfare benefits that he/she would have received if employed on a full-time basis, provided the following conditions exist: (Education Code 22713, 44922)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

- 1. The option to reduce the employee's workload shall be exercised at the request of the employee and the agreement to reduce the workload shall be in effect at the beginning of the school year.
- 2. Prior to the reduction in workload, the employee shall have a minimum of 10 years of credited service, of which the immediately preceding five years shall be full-time employment.
- 3. The employee shall not have had a break in service during the five years immediately preceding the reduction in workload. Sabbaticals, other approved leaves of absence, and unpaid absences from full-time employment for personal reasons shall not constitute a break in service. However, any period of time during which an employee is retired shall constitute a break in service and the employee shall be required to be employed to perform creditable service on a full-time basis for at least five school years preceding the workload reduction if he/she reinstates from retirement.

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

- 4. The employee shall have reached the age of 55 years prior to the workload reduction.
- 5. The employee shall not hold a position with a salary above that of a school principal.
- 6. The reduced workload shall be equal to at least one-half of the time the district requires for full-time employment, in accordance with Education Code 22138.5, pursuant to the employee's contract of employment during his/her last year of full-time employment preceding the reduction in workload.

PRERETIREMENT PART-TIME EMPLOYMENT (continued)

7. The employee shall be paid compensation that is the pro rata share of the creditable compensation he/she would have earned had he/she not reduced his/her workload.

Note: Education Code 22713 requires the employee and the district to contribute into the employee's retirement fund at the same rate that would be required if the employee were employed full time. In addition, Education Code 44922 requires the district to provide health insurance benefits to an employee who reduces his/her workload in the same manner as it provides for full-time employees. Thus, if full-time employees are required to make payments towards their health insurance, then an employee who wishes to reduce his/her workload must make the payment to receive the health insurance benefit. In Praiser v. Biggs Unified School District, the court held that a certificated employee who reduced his workload was entitled to receive the district-provided health insurance benefit for free since he would not have had to pay if he was a full-time employee.

- 8. For each school year that the employee's workload is reduced, the district and/or employee shall make any payment or contribution necessary for the employee's retention of a benefit to which he/she is entitled if employed full time, in the same manner as if the employee were employed full time.
- 9. The agreement may be revoked only by mutual consent of the employee and the district.

However, an employee who has entered into a formalized agreement with the district to have his/her contribution into the defined benefit program paid (picked up) by the district may not terminate the agreement to reduce his/her workload except by one of the following:

- a. Terminating his/her service
- b. Retiring from service under the defined benefit program
- c. Continuing to perform creditable service under a new reduced workload arrangement for at least one-half of the time the district requires for full-time employment in accordance with Education Code 22138.5
- d. Returning to full-time employment

Note: Pursuant to Education Code 22713 and 44922, the district's regulation must specify a limit, not to exceed 10 years, as to how long an employee may reduce his/her workload. The district may modify item #10 below to reflect its specific time limit.

10. The period of the reduced workload shall not exceed 10 years.

PRERETIREMENT PART-TIME EMPLOYMENT (continued)

Prior to the reduction of an employee's workload, the Superintendent or designee shall verify the employee's eligibility in conjunction with the administrative staff of STRS and/or the Public Employees' Retirement System. (Education Code 22713)

The Superintendent or designee shall maintain the necessary records to separately identify each employee who participates in the reduced workload program. (Education Code 22713)

Note: The following optional paragraph allows the Board to enter into an agreement for reducing the workload of certificated employees who do not satisfy the provisions of Education Code 22713 or 44922. Districts that do not wish to allow reduction in workload other than as specified under Education Code 22713 and 44922 should delete this paragraph.

After determining that it is in the best interest of the district, the Board may allow any certificated employee who is not eligible to reduce his/her workload pursuant to Education Code 22713 or 44922 to reduce his/her workload from full time to part time. In any such case, the Board shall specify the terms and conditions under which the reduction in workload shall take place.

Legal Reference:

EDUCATION CODE

22119.5 Creditable service, definition

22138.5 Full-time, definition

22713 Part-time employment; reduction of workload from full-time; credit

22903 Payment of contributions by employer for tax deferred purposes

44922 Regulations; reduction to part-time employment

44924 Regulations; prohibition against waiver of benefits

GOVERNMENT CODE

21110-21120 Reduced workload, partial service retirement under PERS

53201 Health and welfare benefits: election by officers and employees

COURT DECISIONS

Praiser v. Biggs Unified School District (2001) 87 Cal. App. 4th 398

United Teachers-Los Angeles v. Los Angeles Unified School District (1994) 24 Cal. App. 4th 1510

Management Resources:

WEB SITES

California Public Employees' Retirement System: http://www.calpers.ca.gov California State Teachers' Retirement System: http://www.calstrs.com

Administrative Regulation

Preretirement Part-Time Employment

AR 4117.11 Personnel

On a case-by-case basis, the Superintendent or designee may allow a certificated employee who is a member of the defined benefit program of the California State Teachers' Retirement System (STRS) to reduce his/her workload from full time to part time when doing so does not disrupt the educational program and is in the best interests of the district.

Any such certificated employee who reduces his/her workload to part time may maintain the retirement and health and welfare benefits that he/she would have received if employed on a full-time basis under the following conditions: (Education Code 22713, 44922)

(cf. 4154/4254/4354 - Health and Welfare Benefits)

- 1. The option to reduce the employee's workload shall be exercised at the request of the employee and the agreement to reduce the workload shall be in effect at the beginning of the school year.
- 2. Prior to the reduction in workload, the employee shall have a minimum of 10 years of credited service, of which the immediately preceding five years were full-time employment.
- 3. The employee shall not have had a break in service during the five years immediately preceding the reduction in workload. Sabbaticals, other approved leaves of absence, and unpaid absences for personal reasons from full-time employment shall not constitute a break in service. However, the period of time during which an employee is retired shall constitute a break in service and an employee who reinstates from retirement shall be required to be employed to perform creditable service on a full-time basis for at least five school years preceding the workload reduction.

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

- 4. The employee shall have reached the age of 55 years prior to the workload reduction.
- 5. The employee shall not hold a position with a salary above that of a school principal.
- 6. The reduced workload shall be equal to at least one-half of the time the district

requires for full-time employment, in accordance with Education Code 22138.5, pursuant to the employee's contract of employment during his/her last year of full-time employment.

- 7. The employee shall be paid compensation that is the pro rata share of the creditable compensation he/she would have earned had he/she not reduced his/her workload.
- 8. The agreement may be revoked only by mutual consent of the employee and the Superintendent or designee.

However, an employee who has entered into a formalized agreement with the district to have his/her contribution into the defined benefit program picked up by the district may not terminate the agreement to reduce his/her workload except by one of the following:

- a. Terminating his/her service
- b. Retiring from service under the defined benefit program
- c. Continuing to perform creditable service under a new reduced workload arrangement for at least one-half of the time the district requires for full-time employment in accordance with Education Code 22138.5
- d. Returning to full-time employment
- 9. The period of the reduced workload shall not exceed 10 years.

Prior to the reduction of an employee's workload, the Superintendent or designee shall verify the employee's eligibility in conjunction with the administrative staff of STRS and/or the Public Employees' Retirement System. (Education Code 22713)

The Superintendent or designee shall maintain the necessary records to separately identify each employee who participates in the reduced workload program. (Education Code 22713)

Legal Reference:

EDUCATION CODE

22119.5 Creditable service, definition

22138.5 Full-time, definition

22713 Part-time employment; reduction of workload from full-time; credit

22903 Payment of contributions by employer for tax deferred purposes

44922 Regulations; reduction to part-time employment

GOVERNMENT CODE

21110-21120 Reduced workload, partial service retirement under PERS

53201 Health and welfare benefits: election by officers and employees

Management Resources:

WEB SITES

California Public Employees' Retirement System: http://www.calpers.ca.gov California State Teachers' Retirement System: http://www.calstrs.com

Regulation CENTER UNIFIED SCHOOL DISTRICT

approved: February 16, 2011 Antelope, California

Note: Pursuant to Government Code 3544, an employee organization may become the employees' exclusive representative for negotiations by filing a request with the district providing proof that a majority of the employees in an appropriate unit wish to be represented by that organization. Notice of such request must be immediately posted conspicuously on all employee bulletin boards in each district facility in which members of the unit are employed. Government Code 3544.1 requires the district to grant the request for recognition unless (1) the district doubts the appropriateness of the unit, (2) another employee organization files a challenge to the appropriateness of the unit or submits a competing claim of representation within 15 work days of the posting of notice of the written request, or (3) the district currently has a lawful written agreement with another employee organization representing the same employees.

AB 501 (Ch. 674, Statutes of 2011) amended Government Code 3540.1 to expand the definition of "exclusive representative" to include representation of "all public school employees" other than management and confidential employees, as defined. Thus, employees who are neither certificated nor classified employees (e.g., noon-time duty aides) now have the right to be represented.

In addition, AB 501 amended Government Code 3540.1 to expand the definition of "public school employer" to include a joint powers agency (JPA) provided that the JPA is a separate entity with its own employees and meets one of the following criteria: (1) it provides educational services primarily performed by school districts, county boards of education, or county superintendents of schools; (2) a school district, county board of education, or county superintendent of schools is designated as a party to the joint powers agreement pursuant to Government Code 6503.5; or (3) the JPA is comprised solely of educational agencies.

Education Code 3543 provides that public school employees have the right to represent themselves individually in their employment relations with the district except that, once an exclusive representative has been recognized, an employee in that unit is prohibited from meeting and negotiating with the district.

The Governing Board recognizes the right of district employees to form bargaining units, select an employee organization as their exclusive representative, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with recognized employee organizations and respecting the rights of employees and employee organizations.

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(cf. 4141/4241 - Collective Bargaining Agreement)
(cf. 4143/4243 - Negotiations/Consultation)
(cf. 9000 - Role of the Board)
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The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

Neither the district nor the employee organization shall impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3543.6)

BARGAINING UNITS (continued)

Formation of Bargaining Units

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

The district may recognize a bargaining unit of supervisory employees if: (Government Code 3545)

- 1. The bargaining unit includes all supervisory employees.
- 2. The supervisors are not represented by the same organization that represents employees whom the supervisory employees supervise.

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(cf. 4300 - Administrative and Supervisory Personnel)
(cf. 4301 - Administrative Staff Organization)
(cf. 4312.1 - Contracts)
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For this purpose, *supervisory employee* means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, discipline, assign work, direct, adjust grievance of other employees, or effectively recommend that action. The exercise of this authority shall not be merely routine or clerical in nature, but shall require the use of independent judgment. (Government Code 3540.1)

Note: Pursuant to Government Code 3540.1, management and confidential employees, as defined, are excluded from the right to be represented in negotiations by an employee organization. The Public Employment Relations Board ultimately determines, based upon the duties of the position, which positions qualify as "management" or "confidential" and thus are excluded from bargaining, as detailed below.

Employees serving in management, senior management, or confidential positions shall not be represented by an exclusive representative. Such employees may represent themselves individually or may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions, but that organization shall not meet and negotiate with the district. For this purpose: (Government Code 3540.1, 3543.4)

- 1. Management employee means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.
- 2. Confidential employee means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

BARGAINING UNITS (continued)

Payment of Dues or Service Fee

Upon the written request of a recognized employee organization, the Superintendent or designee shall deduct the amount of organization dues or the fair share service fee, determined in accordance with Government Code 3546, from the wages and salary of each employee represented by that employee organization and shall pay that amount to the employee organization. (Education Code 45060, 45168; Government Code 3546)

Any employee who is a member of a religious body whose traditional tenets or teachings include objections to joining or financially supporting employee organizations shall not be required to join, maintain membership in, or financially support any employee organization as a condition of employment. However, such an employee may be required to pay an amount equal to the service fee to a designated charitable fund. (Government Code 3546.3)

Each employee organization shall, within 60 days after the end of its fiscal year, provide the Board and the employees who are members of the organization with a detailed financial report consisting of a balance sheet and an operating statement. If the employee organization fails to provide the financial report, the Board may issue an order compelling the organization to provide the financial report or any employee within the organization may petition the Board for such an order. (Government Code 3546.5)

(cf. 3460 - Financial Reports and Accountability)

Note: Government Code 6254.3 authorizes disclosure of an employee's home address and home telephone number to an employee organization unless the district receives a written request by the employee to not disclose the information. The appeals court in <u>County of Los Angeles v. Service Employees International Union, Local 721</u> clarified that nonmembers or agency fee payers have a reasonable expectation of privacy and thus are entitled to notice and an opportunity to object before the disclosure of their personal information. This case has been appealed to the California Supreme Court.

The Superintendent or designee may provide an employee organization with the home address and home telephone number of employees, except any employees performing law enforcement-related functions and any employees who provide written request that the information not be disclosed for this purpose. (Government Code 6254.3)

(cf. 1340 - Access to District Records)

Legal Reference: (see next page)

BARGAINING UNITS (continued)

Legal Reference:

EDUCATION CODE

45060-45061.5 Deduction of fees from salary or wage payment, certificated employees

45100.5 Senior management positions

45104.5 Abolishment of senior classified management positions

45108.5 Definitions of senior classified management employees

45108.7 Waiver of provisions of 45108.5

45168 Deduction of fees from salary or wage payment, classified employees

45220-45320 Merit system, classified employees

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act, especially:

3540.1 Definitions

3543.4 Management position; representation

3545 Appropriateness of unit; basis

6254.3 Disclosure of employee contact information to employee organization

6503.5 Joint powers agencies

53260-53264 Employment contracts

CODE OF REGULATIONS, TITLE 8

33015-33490 Recognition of exclusive representative; proceedings

33700-33710 Severance of established unit

34020 Petition to rescind organizational security arrangement

34055 Reinstatement of organizational security arrangement

COURT DECISIONS

County of Los Angeles v. Service Employees International Union, Local 721, (2011), 192 Cal. App. 4th 1409

Management Resources:

CSBA PUBLICATIONS

Collective Bargaining DVD-ROM

Before the Strike: Planning Ahead in Difficult Negotiations, 1996

WEB SITES

CSBA: http://www.csba.org

Association of California School Administrators: http://www.acsa.org

California Federation of Teachers: http://www.cft.org

California School Employees Association: http://www.csea.com

California Teachers Association: http://www.cta.org

Public Employment Relations Board: http://www.perb.ca.gov

Board Policy

Bargaining Units

BP 4140 4240 Personnel

The Governing Board recognizes the right of public school employees to form bargaining units, select an employee organization as the exclusive representative of their unit, and be represented by that organization in their employment relationship with the district. The Board is committed to negotiating in good faith with the employee organizations and respecting the rights of employees and employee organizations.

(cf. 4141/4241 - Collective Bargaining Agreement) (cf. 4143/4243 - Negotiations/Consultation)

The Board shall negotiate only with the exclusive representative of each bargaining unit. (Government Code 3543.3)

Certificated and classified employees shall not be included in the same bargaining unit. (Government Code 3545)

The district shall not dominate or interfere with the formation or administration of any employee organization or contribute financial or other support to it. (Government Code 3543.5)

Neither the district nor the employee organization shall impose or threaten to impose reprisals on employees, discriminate or threaten to discriminate against employees, or otherwise interfere with, restrain, or coerce employees because of their membership or nonmembership in an employee organization. (Government Code 3543.5, 3543.6)

(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)

Management and Supervisory Employees

Employees serving in a management, senior management, or confidential position shall not be represented by an exclusive representative. Such employees may represent themselves individually or may be represented by an employee organization whose membership is composed entirely of employees designated as holding those positions, but that organization shall not meet and negotiate with the district. (Government Code 3543.4)

However, the district may recognize a bargaining unit of supervisors if that unit includes all supervisory employees and if the unit does not represent the employee whom the supervisors supervise. (Government Code 3545)

Management, supervisory, and confidential positions shall be classified as follows: (Government Code 3540.1)

- 1. Management employee means any employee who has significant responsibilities for formulating district policies or administering district programs, and whose position is designated as a management position by the Board.
- 2. Supervisory employee means any employee, regardless of job description, having the authority, in the interest of the district, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, discipline, assign work, direct, adjust grievance of other employees, or effectively recommend that action. The exercise of this authority shall not be merely routine or clerical in nature, but shall require the use of independent judgment.

(cf. 2220 - Administrative Staff Organization)

3. Confidential employee means any employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions.

Legal Reference:

EDUCATION CODE

45060-45061.5 Deduction of fees from salary or wage payment, certificated employees

45168 Deduction of fees from salary or wage payment, classified employees

45220-45320 Merit system, classified employees

GOVERNMENT CODE

3540-3549.3 Educational Employment Relations Act

CODE OF REGULATIONS, TITLE 8

33015-33490 Recognition of exclusive representative; proceedings

33700-33710 Severance of established unit

34020 Petition to rescind organizational security arrangement

34055 Reinstatement of organizational security arrangement

Management Resources:

CSBA PUBLICATIONS

Collective Bargaining DVD-ROM

Maximizing School Board Governance: Collective Bargaining Before the Strike: Planning Ahead in Difficult Negotiations, 1996

WEB SITES

CSBA: http://www.csba.org

California Federation of Teachers: http://www.cft.org

California School Employees Association: http://www.csea.com

California Teachers Association: http://www.cta.org

Public Employment Relations Board: http://www.perb.ca.gov

Policy CENTER UNIFIED SCHOOL DISTRICT adopted: June 20, 2007 Antelope, California

Classified Personnel AR 4217.3(a)

LAYOFF/REHIRE

Note: The following optional regulation is subject to collective bargaining and may be deleted by those districts whose agreements fully cover the provisions specified below.

Classified employees shall be subject to layoff for lack of work or lack of funds. (Education Code 45114, 45308)

A classified employee shall not be laid off if a short-term employee who is employed for more than 45 days is retained to render a service that the classified employee is qualified to render. (Education Code 45117)

(cf. 4121 - Temporary/Substitute Personnel)

Order of Layoff Within a Classification/Determination of Seniority

Within each class, the order of layoff shall be determined by length of service. (Education Code 45114, 45308)

Note: For any district whose average daily attendance (ADA) is under 400,000, Education Code 45308 defines "length of service" as employees' hours in paid status as described in Option 1 below. However, such a district may instead choose to enter into an agreement with the exclusive representative of classified employees to determine "length of service" based on an employee's date of hire. Districts that have entered into such an agreement and districts with 400,000 ADA or more should select Option 2 below.

OPTION 1: "Length of service" means all hours in paid status, whether during the school year, a holiday, recess, or during any period that school is in session or closed. However, length of service shall not include hours compensated solely on an overtime basis, as provided in Education Code 45128, and shall not include hours for any service performed prior to entering into probationary or permanent status, except for service in a restricted position pursuant to Education Code 45105. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. (Education Code 45308)

OPTION 2: Length of service shall be determined by the date of hire. The employee who has been employed the shortest time by the district shall be laid off first.

Note: The remainder of this section applies to both options 1 and 2. Pursuant to Education Code 45105 and 45259, persons employed in "restricted positions" are classified employees. However, they do not acquire permanent status or seniority credits unless they satisfy the conditions specified below.

For an employee in a "restricted position" under Education Code 45105 or 45259, the original date of employment in the restricted position shall be used to determine his/her length of service, provided he/she has completed six months of satisfactory service and has successfully passed the qualifying examination required for service in the class.

Length of service credit shall be granted for military leave of absence, including voluntary and involuntary active duty during a period of national emergency or war, as a member of the Military Reserve or the National Guard. (Education Code 45297, 45308)

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(cf. 4161.5/4261.5/4361.5 - Military Leave)
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Length of service credit may be granted for time spent on unpaid illness or maternity leave, unpaid family care leave, or unpaid industrial accident leave. Length of service credit shall not be granted for other types of unpaid leaves. (Education Code 45308)

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(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)
(cf. 4261.1 - Personal Illness/Injury Leave)
(cf. 4261.11 - Industrial Accident/Illness Leave)
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Notice of Layoff

Whenever a classified employee is to be laid off for lack of work or lack of funds, notice shall be given to the employee, informing him/her of his/her displacement rights, if any, and reemployment right. The notice shall be given: (Education Code 45117)

- 1. At least 45 days prior to the effective date of the layoff, if the layoff is for lack of work resulting from a bona fide reduction or elimination of service being performed.
- 2. In writing, no later than April 29, if the layoff is for lack of funds due to the expiration of a specially funded program at the end of any school year. However, if the termination date of the specially funded program is other than June 30, the employee shall be given notice at least 45 days from the effective date of the layoff.

The district is not bound to provide 45-day notice in the event of an actual and existing financial inability to pay the salaries of classified employees or if the layoff is due to a lack of work resulting from conditions not foreseeable or preventable by the district. (Education Code 45117)

The district also is not bound to provide 45-day notice to any person hired as a short-term employee for a period not exceeding 45 days. (Education Code 45117)

Reemployment

Note: The following optional section specifies the rights of employees who are laid off or who take voluntary demotion or reduction in assigned time in lieu of layoff. Pursuant to Education Code 45308, as amended by AB 1269 (Ch. 116, Statutes of 2011), laid-off classified employees have reemployment rights which are enforced in order of seniority rather than reverse order of layoff. In addition, recent court decisions have further clarified the rights of laid-off classified employees. In California School Employees Association v. The Governing Board of East Side Union High School District, the court held that the

permanent status of a laid-off classified employee is not retained when the employee is reemployed in a different class. In <u>Tucker v. Grossmont Union High School District</u>, a California appellate court ruled that a laid-off employee's reemployment right entitled him to preference over any new applicant to available positions for which he is qualified.

Classified employees laid off because of lack of work or lack of funds shall be eligible for reemployment for a period of 39 months and shall be reemployed in preference to new applicants. Reemployment shall be in order of seniority. Persons so laid off also have the right to apply and establish their qualification for vacant promotional positions within the district during the 39-month period. When an employee is reemployed in a class that is different from the one in which he/she had permanent status, the employee shall be required to serve the probationary period for the new position. (Education Code 45114, 45298, 45308)

Note: Pursuant to <u>San Mateo City School District v. Public Employment Relations</u>, school districts may adopt procedures which implement Education Code 45113 and 45114 as long as such procedures do not replace or set aside mandatory Education Code provisions. These procedures may be adopted pursuant to Board policy and/or collective bargaining agreement.

The following optional paragraph should be deleted by districts with a collective bargaining agreement that contains reemployment procedures.

When a vacancy occurs, the district shall give the employee with the most seniority an opportunity to accept or reject the position, by notifying him/her of the vacancy at his/her last known address by the fastest means available. The employee shall advise the district of his/her decision no later than 10 calendar days following notification. If the employee accepts, he/she shall report to work no later than two calendar weeks from the vacancy notification date or on a later date specified by the district.

Note: The following paragraph is optional and may be modified to reflect district practice.

In order to be reemployed, an employee must be capable of performing the essential duties of the job. When an otherwise eligible employee is unable to perform the essential duties of the job, he/she shall be kept on the reemployment list until another opportunity becomes available or the period of reemployment eligibility expires, whichever occurs first.

(cf. 4032 - Reasonable Accommodation)

Note: An argument can be made that, absent a collective bargaining provision to the contrary, once a district has offered a laid-off classified employee a position pursuant to the employee's reemployment rights under Education Code 45298 and that employee has refused the position, the district has discharged its duty to that employee. Whether or not such action conflicts with an employee's statutory right to reemployment is unclear. The following two optional paragraphs should be used only with the approval of the district's legal counsel; the number of refusals that will trigger the removal of the employee's name from the district's list should be modified accordingly.

Upon rejecting two offers of reemployment, the employee's name shall be removed from the reemployment list and he/she will forfeit all reemployment rights to which he/she would otherwise be entitled.

When an employee is notified of a vacancy and fails to respond or report to work within time limits specified by district procedures, his/her name shall be removed from the reemployment list and all reemployment rights to which he/she would otherwise be entitled shall be forfeited.

Reinstatement of Benefits

Note: The following optional section should be deleted by districts that do not reinstate laid-off employee benefits upon reemployment and those whose collective bargaining agreements address the issue.

When a laid-off employee is reemployed, all accumulated sick leave credit shall be restored.

A laid-off permanent employee shall be reemployed with all rights and benefits accorded to him/her at the time of layoff. A laid-off probationary employee shall be reemployed as a probationary employee, and the time served toward the completion of the required probationary period shall be counted. He/she shall also be reemployed with all rights and benefits accorded to him/her at the time of layoff.

A laid-off employee, when reemployed, shall be placed on the salary step held at the time of layoff. An employee who was bumped into a lower class shall, when reinstated to the previous class, be placed on the salary step to which he/she would have progressed had he/she remained there. An adjusted anniversary date shall be established for step increment purposes so as to reflect the actual amount of time served in the district.

Voluntary Demotion or Reduction of Hours

Classified employees who take voluntary demotion or voluntary reduction in assigned time in lieu of layoff, or in order to remain in their present position rather than be reclassified or reassigned, shall be granted the same rights as employees who are laid off. In addition, such employees shall retain eligibility to be considered for reemployment in their previously held class or position with increased assigned time, for an additional period of time up to 24 months as determined by the Governing Board on a class-by-class basis, provided that the same test of fitness under which they qualified for appointment to that class shall still apply. (Education Code 45114, 45298)

Employees who take voluntary demotion or voluntary reduction in assigned time in lieu of layoff shall have the option of returning to a position in their former class or to positions with increased assigned time as vacancies become available and without limitation of time. If there is a valid reemployment list, they shall be ranked on that list in accordance with their proper seniority. (Education Code 45114, 45298)

Legal Reference:

EDUCATION CODE

45101 Definitions

45103 Classified service in districts not incorporating the merit system

45105 Positions under various acts not requiring certification qualifications; classification

45113 Rules and regulations for classified service in districts not incorporating the merit system

45114 Layoff and reemployment procedures; definitions

45115 Layoff: Reinstatement from service retirement

45117 Notice of layoff

45286 Limited term employees

45297 Right to take equivalent examination while employee in military service

45298 Reemployment and promotional examination preference of persons laid off; voluntary demotions or reductions in time

45308 Order of layoff and reemployment; length of service

45309 Reinstatement of permanent noncertified employees after resignation

UNITED STATES CODE, TITLE 38

4301-4307 Veterans' Reemployment Rights

COURT DECISIONS

<u>California School Employees Association v. The Governing Board of East Side Union High School District</u> (2011) 193 Cal.App.4th 540

Tucker v. Grossmont Union High School District (2008) 168 Cal. App. 4th 640

San Mateo City School District v. Public Employment Relations Board (1983) 33 Cal.3d 850, 866

Management Resources:

WEB SITES

California School Employees Association: http://www.csea.com

Administrative Regulation

Layoff/Rehire

AR 4217.3 Personnel

Classified employees shall be subject to layoff for lack of work or lack of funds. (Education Code 45114, 45308)

Order of Layoff/Determination of Seniority

The order of layoff within the class shall be determined by length of service. (Education Code 45114, 45308)

Length of service shall be determined by the date of hire. The employee who has been employed the shortest time by the district shall be laid off first.

Length of service credit shall be granted for military leave of absence, including voluntary or involuntary active duty during a period of national emergency or war as a member of the Military Reserve or the National Guard. (Education Code 45297, 45308)

(cf. 4161.5/4261.5/4361.5 - Military Leave)

Length of service credit may be granted for time spent on unpaid illness or maternity leave, unpaid family care leave, or unpaid industrial accident leave. Length of service credit shall not be granted for other types of unpaid leaves. (Education Code 45308, 45114)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

Persons employed under Education Code Section 45105(b) or 45259 in "restricted" positions do not acquire permanent status under Education Code 45113 or 45301 and do not acquire seniority credits for the purpose of layoff for lack of work or lack of funds. However, after completing six months of satisfactory service, persons hired into these positions shall be given the opportunity to take qualifying examinations that are required for all other persons serving in the same class in the classified service. If they successfully complete the examination, they shall be entitled to the full rights, benefits and burdens of regular classified employees, and his/her service for layoff purposes shall be counted from the original date of employment in the "restricted" position. (Education Code 45105)

A classified employee shall not be laid off if a short-term employee is retained to render a service that the classified employee is qualified to render. (Education Code 45117)

(cf. 4121 - Temporary/Substitute Personnel)

Notice of Layoff

Classified employees subject to layoff because of lack of work in the event of a bona fide reduction or elimination of service being performed shall receive notice of the layoff 45 days before the effective date. They shall be informed of their displacement rights, if any, and their reemployment rights. (Education Code 45117)

In cases where positions in specially funded programs expire at the end of any school year, classified employees subject to layoff for lack of funds shall receive written notice on or before April 29. The notice shall inform them of the layoff effective at the end of the school year, their displacement rights, if any, and reemployment rights. If the termination date of the specially funded program is other than June 30, the notice shall be given at least 45 days before the effective date of the layoff. (Education Code 45117)

The district is not bound to provide 45 days' notice in the event of an actual and existing financial inability to pay the salaries of classified employees or if the layoff is due to a lack of work resulting from conditions not foreseeable or preventable by the district. (Education Code 45117)

The district also is not bound to provide 45 days' notice to any person hired as a short-term employee for a period not exceeding 45 days. (Education Code 45117)

Voluntary Demotion or Voluntary Reduction of Hours

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff, or in order to remain in their present position rather than be reclassified or reassigned, shall be granted the same rights as persons laid off. (Education Code 45114, 45298)

Reemployment Eligibility

Classified employees laid off because of lack of work or lack of funds are eligible for reemployment within a period of 39 months and shall be reemployed in preference to new applicants. Persons so laid off also have the right to apply and establish their qualification for vacant promotional positions within the district during the 39-month period. (Education Code 45114, 45298)

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff, reclassification or reassignment shall retain eligibility to be considered for reemployment in a position of the previously held class or positions with increased assigned time, provided that the same tests of fitness under which they qualified for appointment to the class are still applicable. The length of this additional period of time shall be determined by the Governing Board on a class-by-class basis and shall not exceed 24 months. (Education Code 45114, 45298)

Employees who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall have the option of returning to a position in their former class or to positions with increased assigned time as vacancies become available, and without limitation of time. If there is a valid reemployment list they shall be ranked on that list in accordance with their proper seniority. (Education Code 45114, 45298)

Upon rejecting two offers of reemployment, the employee's name will be removed from the reemployment list and he/she will forfeit all reemployment rights to which he/she would otherwise be entitled.

When an employee is notified of a vacancy and fails to respond or report to work within time limits specified by district procedures, his/her name will be removed from the reemployment list and he/she will forfeit all reemployment rights to which he/she would otherwise be entitled.

Reemployment Procedures

Reemployment shall be in reverse order of layoff. (Education Code 45114, 45298, 45308)

In order to be reinstated, an employee must be fully capable of performing the normal and customary duties of the job. Employees whose physical condition is such that they cannot be reinstated at the time called for reemployment will be kept on the reemployment list until physically capable of returning to work or for a period not to exceed 39 calendar months.

(cf. 4032 - Reasonable Accommodation)

When a vacancy occurs, the senior employee who has held prior permanency in the position shall be so notified by certified U.S. mail at his/her last known address and given the opportunity to accept or reject appointment into the vacant position. The employee shall advise the district of his/her decision no later than 10 calendar days following notification. If the employee accepts, he/she shall report to work no later than two calendar weeks from the vacancy notification date or on a later date specified by the district.

When a laid-off employee is reemployed, all accumulated sick leave credit shall be restored.

A laid-off permanent employee shall be reemployed with all rights and benefits accorded to him/her at the time of layoff. A laid-off probationary employee shall be reemployed as a probationary employee, and the time served toward the completion of the required probationary period shall be counted. He/she shall also be reemployed with all rights and benefits accorded to him/her at the time of layoff.

A laid-off employee, when reemployed, shall be placed on the salary step held at the time of layoff. An employee who bumped into a lower class shall, when reinstated to the previous class, be placed on the salary step to which he/she would have progressed had he/she remained there. An adjusted anniversary date shall be established for step increment purposes so as to reflect the actual amount of time served in the district.

Legal Reference:

EDUCATION CODE

45101 Definitions

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UNITED STATES CODE, TITLE 38

4301-4307 Veterans' Reemployment Rights

COURT DECISIONS

San Mateo City School District v. Public Employment Relations Board (1983) 33 Cal.3d 850, 866

Management Resources:

WEB SITES

California School Employees Association: http://www.csea.com

Regulation CENTER UNIFIED SCHOOL DISTRICT

approved: March 3, 2004 Antelope, California

Students BP 5111(a)

ADMISSION

The Governing Board encourages the enrollment and appropriate placement of all school-aged children in school. The Superintendent or designee shall inform parents/guardians of students entering a district school at any grade level about admission requirements and shall assist them with enrollment procedures.

Note: Admission requirements include age criteria for grades K-1; see accompanying administrative regulation. Other admission requirements are addressed in AR 5111.1 - District Residency, BP/AR 5141.31 - Immunizations, and AR 5141.32 - Health Screening for School Entry.

Federal and state law require the immediate enrollment of homeless youth (42 USC 11432) and foster youth (Education Code 48853.5) regardless of their ability to provide the school with records normally required for enrollment; see BP/AR 6173 - Education for Homeless Children and AR 6173.1 - Education for Foster Youth. In addition, Education Code 49701 requires the district to facilitate the enrollment of children of military families and to ensure that they are not placed at a disadvantage due to difficulty in the transfer of their records from previous school districts and/or variations in entrance or age requirements; see BP/AR 6173.2 - Education of Children of Military Families.

The Office for Civil Rights, U.S. Department of Education, has issued a "Dear Colleague" letter to clarify that districts may not adopt enrollment procedures that discourage the participation of students based on the actual or perceived citizenship or immigration status of the student or parent/guardian, as such practices would violate federal laws granting all students equal access to education. Thus, the district may not inquire into a student's citizenship or immigration status as a condition of enrollment.

The Superintendent or designee shall verify the student's age, residency, and any other admission criteria specified in law and in Board policies and administrative regulations.

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(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5111.1 - District Residency)
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)
(cf. 5119 - Students Expelled from Other Districts)
(cf. 5125 - Student Records)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education of Children of Military Families)
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Note: The following optional paragraph may be revised to reflect district practice. Education Code 48354 requires the district to give priority for enrollment to students residing in the district, including students applying for intradistrict open enrollment, before admitting students transferring from a school identified under the Open Enrollment Act (Education Code 48350-48361). Thus, the district needs to align the application windows for various attendance options in a manner that will allow the district to meet legal requirements pertaining to admissions priorities. See BP/AR 5116.1 - Intradistrict Open Enrollment and BP/AR 5118 - Open Enrollment Act Transfers for application windows applicable to those options.

ADMISSION (continued)

All resident students who are enrolling either in the school in their attendance area or in another district school shall be subject to the timelines established by the Board in BP/AR 5116.1 - Intradistrict Open Enrollment. Nonresident students may apply for interdistrict attendance in accordance with the timelines specified in applicable Board policies and administrative regulations.

(cf. 5116.1 - Intradistrict Open Enrollment) (cf. 5117 - Interdistrict Attendance) (cf. 5118 - Open Enrollment Act Transfers)

Note: The following optional paragraph is use by high school districts.

The Superintendent or designee may admit to the ninth grade only those students who have graduated from eighth grade or who are recommended in writing by their eighth-grade principal as capable of profiting from high school instruction.

(cf. 5123 - Promotion/Acceleration/Retention)

Legal Reference: (see next page)

ADMISSION (continued)

Legal Reference:

EDUCATION CODE

46300 Computation of average daily attendance, inclusion of kindergarten and transitional

kindergarten

46600 Agreements for admission of students desiring interdistrict attendance

48000 Minimum age of admission (kindergarten)

48002 Evidence of minimum age required to enter kindergarten or first grade

48010 Minimum age of admission (first grade)

48011 Admission from kindergarten or other school; minimum age

48050-48053 Nonresidents

48200 Children between ages of 6 and 18 years (compulsory full-time education)

48350-48361 Open Enrollment Act

48850-48859 Educational placement of foster youth

49076 Access to records by persons without written consent or under judicial order

49408 Information of use in emergencies

49700-49704 Education of children of military families

HEALTH AND SAFETY CODE

120325-120380 Education and child care facility immunization requirements

121475-121520 Tuberculosis tests for students

CODE OF REGULATIONS, TITLE 5

200 Promotion from kindergarten to first grade

201 Admission to high school

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 42

11431-11435 McKinney Homeless Assistance Act

Management Resources:

CSBA PUBLICATIONS

Transitional Kindergarten, Issue Brief, July 2011

OFFICE FOR CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Dear Colleague Letter, May 6, 2011

WEB SITES

CSBA: http://www.csba.org

California Department of Education: http://www.cde.ca.gov

Office for Civil Rights, U.S. Department of Education: http://www2.ed.gov/about/offices/list/ocr

Board Policy

Admission

BP 5111 Students

The Governing Board believes that all children should have the opportunity to receive educational services. All children residing within the district shall have access to district schools. Immigrant children shall not be denied admission on the basis of citizenship or legal resident status. Children of the homeless shall be admitted with or without a permanent address, preferably to a school which offers a food program. Staff shall encourage parents/guardians to enroll all school-aged children in school.

The Superintendent or designee shall maintain procedures which provide for the verification of all entrance requirements specified in law and Board policy.

(cf. 5111.1 - District Residency) (cf. 5141.22 - Infectious Diseases) (cf. 5141.3 - Health Examinations)

No child shall be unconditionally admitted to any district school without presentation of a fully documented immunization record as required by law, unless otherwise exempted. (Health and Safety Code 3381)

(cf. 5141.31 - Immunizations)

A child may be admitted to school without proof of full immunization on presentation of (1) a written statement by the child's legal parent/guardian to the effect that such immunization is contrary to the personal beliefs of the child, parent/guardian, or (2) a written statement by a licensed physician stating that immunization is not considered safe for the child.

(cf. 5141.3 - Health Examination and Immunization)

Students Expelled from Other Districts

The Board may admit students who have been expelled from other districts without a hearing or an interdistrict attendance agreement, unless the hearing is required by law. If the hearing is required and the student subsequently admitted, an interdistrict attendance agreement shall be required unless the student has established legal residency in the district.

(cf. 5117 - Interdistrict Attendance)

Legal Reference:

EDUCATION CODE

46600 Agreements for admission of pupils desiring interdistrict attendance

48000 Minimum age of admission (kindergarten)

48002 Evidence of minimum age required to enter kindergarten or first grade

48010 Minimum age of admission (first grade)

48011 Admission from kindergarten or other school; minimum age

48200 Children between ages of 6 and 16 years (compulsory full-time education)

48915.1 Expulsions: enrollment in another school district

49408 Information of use in emergencies

49076 Access to records by persons without written consent or under judicial order HEALTH AND SAFETY CODE

120325-120389 Immunization against communicable diseases

121475-121520 et seq. Tuberculosis tests for pupils

CODE OF REGULATIONS, TITLE 5

200 Promotion from kindergarten to first grade

CODE OF REGULATIONS, TITLE 17

6000-6075 School attendance immunization requirements

UNITED STATES CODE, TITLE 42

11431-11435 McKinney Homeless Assistance Act

Policy CENTER UNIFIED SCHOOL DISTRICT adopted: December 6, 1989 Antelope, California

Students AR 5111(a)

ADMISSION

Age of Admittance to Grades K-1

Note: The following section is for use by districts that offer grades K-1. SB 1381 (Ch. 705, Statutes of 2010) amended Education Code 48000 and 48010 to revise the age criterion for admission into kindergarten or first grade, as provided below. Pursuant to Education Code 48200, parents/guardians are not required to enroll their children in kindergarten but, if they choose to do so, are subject to minimum age requirements.

A child shall be eligible for enrollment in kindergarten or first grade, at the beginning of the school year or at a later time in the same year, if the child has his/her fifth or sixth birthday, respectively, on or before one of the following dates: (Education Code 48000, 48010)

- 1. December 2 of the 2011-12 school year
- 2. November 1 of the 2012-13 school year
- 3. October 1 of the 2013-14 school year
- 4. September 1 of the 2014-15 school year and each school year thereafter

Note: SB 1381 (Ch. 705, Statutes of 2010) amended Education Code 48000 to require districts to establish a transitional kindergarten program to offer to children whose admission is delayed due to the new minimum age requirements listed above; see BP 6170.1 - Transitional Kindergarten. SB 1381 also eliminated provisions in Education Code 48000 related to student eligibility for pre-kindergarten summer programs.

Any child who will have his/her fifth birthday between the date listed above for the applicable school year and December 2 shall be offered a transitional kindergarten program in accordance with law and Board policy. (Education Code 48000)

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(cf. 5123 - Promotion/Acceleration/Retention)
(cf. 6170.1 - Transitional Kindergarten)
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Note: The following paragraph is **optional**. Education Code 48000 authorizes the district, at its discretion, to allow early entry to kindergarten on a case-by-case basis under the conditions described below. California Department of Education (CDE) information on "Kindergarten in California," available on its web site, cautions that a district utilizing this option must ensure that the child has turned age five or else may jeopardize its apportionments as auditors may impose fiscal sanctions. The CDE also cautions that the district may risk being challenged by parents/guardians if it bases early admission on test results, maturity of the child, or preschool records. The district might consider establishing a process for parents/guardians to challenge denial of early entry.

On a case-by-case basis, a child who reaches age five after the date listed above for the applicable school year may be admitted to kindergarten at any time during the school year with the approval of the child's parent/guardian, provided that: (Education Code 48000)

1. The Superintendent or designee determines that the admittance is in the best interests of the child.

ADMISSION (continued)

2. The parent/guardian is given information regarding the advantages and disadvantages and any other explanatory information about the effect of this early admittance.

(cf. 5145.6 - Parental Notifications)

Note: The following optional paragraph may be revised to reflect district practice.

In determining whether a child may be granted early entry to kindergarten, the Superintendent or designee may also consider the availability of classroom space and any negotiated maximum class size.

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(cf. 6151 - Class Size)
(cf. 7111 - Evaluating Existing Buildings)
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Documentation of Age/Grade

Note: The following two paragraphs are for use by districts that offer grades K-1.

Prior to the admission of a child to kindergarten or first grade, the parent/guardian shall present proof of the child's age. (Education Code 48002)

Note: Education Code 48002 specifies that the method of proof of age, when admitting children to grades K-1, may include any appropriate means prescribed by the Governing Board. The following items reflect examples in Education Code 48002 and may be revised to reflect district practice.

Evidence of the child's age may include: (Education Code 48002)

- 1. A certified copy of a birth certificate or a statement by the local registrar or county recorder certifying the date of birth
- 2. A duly attested baptism certificate
- 3. Passport

When none of the foregoing is obtainable, the parent/guardian may provide any other appropriate means of proving the age of the child. (Education Code 48002)

Note: The following optional paragraph may be used by districts offering any grade levels.

A student enrolling in a district school at any other grade level shall present records from his/her previous school district documenting his/her age and current grade level.

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(cf. 5125 - Student Records)
(cf. 6146.3 - Reciprocity of Academic Credit)
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Regulation approved:

Administrative Regulation

Admission

AR 5111 Students

Age of Admission

Proof of age shall be required of all enrolling students. The legal evidences of age, in order of desirability, are a birth certificate, baptismal certificate, passport, immigration certificate, Bible recorder affidavit from the parent/guardian.

A child who will reach the age of five on or before December 2 of the current school year shall be eligible for enrollment in kindergarten at the beginning of that school year or at any later time in the same year. (Education Code 48000)

First Grade - Age of Admission

A child who will have reached the age of six years on or before December 2 of the current school year shall be eligible for enrollment in the first grade. (Education Code 48010)

A child enrolled in kindergarten may be admitted to the first grade at the discretion of the principal and upon determination that the child is ready for first grade work. Admission shall be subject to the following minimum criteria:

- 1. The child is at least five years of age.
- 2. The child has attended a public school kindergarten for a long enough time to enable school personnel to evaluate his/her ability.
- 3. The child is in the upper five percent of his/her age group in terms of general mental ability.
- 4. The physical development and social maturity of the child are consistent with his/her advanced mental ability.
- 5. The parent/guardian of the child has filed a written statement with the school district approving the placement in first grade.

(cf. 5123 - Promotion, Acceleration, Retention) (cf. 5118 - Transfers/Withdrawals)

Regulation approved: February 3, 1993

CENTER UNIFIED SCHOOL DISTRICT Antelope, California

Students AR 5111.1(a)

DISTRICT RESIDENCY

Criteria for Residency

A student shall be deemed to have complied with district residency requirements for enrollment in a district school if he/she meets any of the following criteria:

- 1. The student's parent/guardian resides within district boundaries. (Education Code 48200)
- 2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)
- 3. The student has been admitted through an interdistrict attendance option. (Education Code 48204, 48356)

(cf. 5117 - Interdistrict Attendance) (cf. 5118 - Open Enrollment Act Transfers)

- 4. The student is an emancipated minor residing within district boundaries. (Education Code 48204)
- 5. The student lives with a caregiving adult within district boundaries. (Education Code 48204)
- 6. The student resides in a state hospital located within district boundaries. (Education Code 48204)
- 7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48207)

(cf. 6183 - Home and Hospital Instruction)

Note: The following paragraph is **optional**. Education Code 48204 permits, but does not require, districts to admit a student whose parent/guardian is employed within district boundaries. SB 381 (Ch. 447, Statutes of 2011) amended Education Code 48204 to reauthorize the option until June 30, 2017, and to specify that the employment must be for a minimum of 10 hours during the school week. See AR 5111.12 - Residency Based on Parent/Guardian Employment.

In addition, district residency status may be granted to a student if at least one parent/guardian is physically employed within district boundaries. (Education Code 48204)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

DISTRICT RESIDENCY (continued)

District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)

(cf. 6178.2 - Regional Occupational Center/Program)

Note: The following optional paragraph is for use by any district adjacent to another state or foreign country from which students may commute to the district and should be revised to reflect district circumstances. Pursuant to Education Code 48050 and 48052, any district that admits such students (1) must be reimbursed by the parents/guardians of the students or by the district of residence for the total cost of educating the student and (2) may not include such students in computing average daily attendance for purpose of obtaining apportionment of state funds.

The district may admit a nonresident student living in an adjoining state or foreign country in accordance with Education Code 48050-48052.

(cf. 5111.2 - Nonresident Foreign Students)

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

Proof of Residency

The Superintendent or designee shall annually verify each student's district residency status and retain a copy of the document or written statement offered as verification in the student's mandatory permanent record. (5 CCR 432)

(cf. 5111 - Admission) (cf. 5125 - Student Records)

Note: Education Code 48204.1, as added by AB 207 (Ch. 435, Statutes of 2011), requires districts to accept a wide range of documents as reasonable evidence of residency. AB 207 also repealed specific residency documentation requirements for districts adjacent to an international border.

The Office for Civil Rights, U.S. Department of Education, has issued a "Dear Colleague" letter to clarify that districts may not adopt enrollment procedures that discourage the participation of students based on the students' or their parents/guardians' actual or perceived citizenship or immigration status, as such practices would violate federal laws granting all students equal access to education. Thus, the district may not inquire into a student's citizenship or immigration status as a condition of enrollment.

Evidence of residency may be established by documentation showing the name and address of the parent/guardian within the district, including, but not limited to, any of the following: (Education Code 48204.1)

DISTRICT RESIDENCY (continued)

- 1. Property tax payment receipt
- 2. Rental property contract, lease, or payment receipt
- 3. Utility service contract, statement, or payment receipt
- 4. Pay stub
- 5. Voter registration
- 6. Correspondence from a government agency
- 7. Declaration of residency executed by the student's parent/guardian
- 8. If the student is an unaccompanied youth as defined in 42 USC 11434a, a declaration of residency executed by the student

Note: Pursuant to Education Code 48204, a student shall be deemed a resident of the district if he/she lives with a caregiving adult within district boundaries; see item #5 under "Criteria for Residency" above. Family Code 6552 provides an affidavit which authorizes a caregiver 18 years of age or older to enroll a minor in school and requires the caregiver's attestation that the student lives with the caregiver. If the student stops living with the caregiver, Family Code 6550 requires the caregiver to so notify the school.

9. If the student is residing in the home of a caregiving adult within district boundaries, an affidavit executed by the caregiving adult in accordance with Family Code 6552

(cf. 5141 - Health Care and Emergencies)

Note: Federal and state law require the immediate enrollment of homeless youth (42 USC 11432) and foster youth (Education Code 48853.5) regardless of their ability to provide the school with records normally required for enrollment, including proof of residency. If a dispute arises over the enrollment of a homeless or foster youth, the student must be allowed to attend school while the district liaison conducts a dispute resolution process. See BP/AR/E 6173 - Education for Homeless Children and AR 6173.1 - Education for Foster Youth.

The California Department of Education's web site provides sample forms to obtain a declaration and affidavit from the parent/guardian or other qualified adult relative of a homeless child attesting that the family does not have a fixed, regular, adequate nighttime residence and indicating the current location where the family lives.

The Superintendent or designee shall make a reasonable effort to secure evidence that a homeless or foster youth resides within the district, including, but not limited to, a utility bill, letter from a homeless shelter, hotel/motel receipt, or affidavit from the student's parent/guardian or other qualified adult relative.

DISTRICT RESIDENCY (continued)

However, a homeless or foster youth shall not be required to provide proof of residency as a condition of enrollment in district schools. (Education Code 48853.5; 42 USC 11432)

(cf. 6173 - Education for Homeless Children) (cf. 6173.1 - Education for Foster Youth)

Failure to Verify Residency

Note: The following optional section may be revised to reflect district practice. Education Code 48204.1, as added by AB 207 (Ch. 435, Statutes of 2011), authorizes the district to make "reasonable efforts" to verify a student's residence when the district "reasonably believes" that a parent/guardian has provided false or unreliable evidence of residency. Since the term "reasonable efforts" is not defined in the law, the district should consult legal counsel if questions arise regarding the appropriateness of efforts to verify residency.

When the Superintendent or designee reasonably believes that a student's parent/guardian has provided false or unreliable evidence of residency, he/she may make reasonable efforts to determine that the student meets district residency requirements. (Education Code 48204.1)

If the Superintendent or designee, upon investigation, determines that a student's enrollment or attempted enrollment is based on false or unreliable evidence of residency, he/she shall deny or revoke the student's enrollment. Before any such denial or revocation is final, the parent/guardian shall be sent written notice of the facts leading to the decision. This notice also shall inform the parent/guardian that he/she may provide new material evidence of residency, in writing, to the Superintendent or designee within 10 school days. The Superintendent or designee shall review any new evidence and make a final decision within 10 school days.

Safe at Home/Confidential Address Program

Note: Government Code 6205-6210 authorize the Secretary of State to provide victims of domestic violence, stalking, or sexual assault with a substitute address to use in place of their residence, work, or school address in all public records. Under this program, the Secretary of State receives any mail sent to the substitute address and forwards it to the program participant's confidential address. Pursuant to Government Code 6207, the district must accept and use the substitute address designated by the Secretary of State as a participant's substitute address for all communication and correspondence with program participants. The participant will present a laminated identification card containing his/her substitute address and a four-digit authorization number. The district may verify the enrollment of a student in the program by contacting the Safe At Home program.

Program participants have been advised by the Secretary of State to provide administrators with their actual residence location only for school emergency purposes and to establish residency within the district.

DISTRICT RESIDENCY (continued)

When a student or parent/guardian participating in the Safe at Home program requests that the district use the substitute address designated by the Secretary of State, the Superintendent or designee shall use the substitute address for all future communications and correspondence and shall not include the actual address in the student's file or any other public record. The Superintendent or designee may request the actual residence address for the purpose of establishing residency within district boundaries. (Government Code 6206, 6207)

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

35351 Assignment of students to particular schools

46600-46611 Interdistrict attendance permits

48050-48054 Nonresidents

48200-48208 Compulsory education law

48356 Open Enrollment Act transfer, fulfillment of residency requirement

48853.5 Education of foster youth; immediate enrollment

48980 Notifications at beginning of term

52317 Regional occupational program, admission of persons including nonresidents

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6210 Confidentiality of residence for victims of domestic violence

CODE OF REGULATIONS, TITLE 5

432 Varieties of student records

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal. App. 4th 47

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

0303.95 Verification of residency, LO: 1-95

OFFICE FOR CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Dear Colleague Letter, May 6, 2011

WEB SITES

California Department of Education: http://www.cde.ca.gov

California Secretary of State, Safe at Home Program: http://www.sos.ca.gov/safeathome
Office for Civil Rights, U.S. Department of Education: http://www2.ed.gov/about/offices/list/ocr

Regulation approved:

Administrative Regulation

District Residency

AR 5111.1 Students

Criteria for Residency

A student shall be deemed to have complied with district residency requirements if he/she meets any of the following criteria:

1. The student's parent/guardian resides within district boundaries. (Education Code 48200)

(cf. 5111.13 - Residency for Homeless Children) (cf. 6173 - Education for Homeless Children)

2. The student is placed within district boundaries in a regularly established licensed children's institution, a licensed foster home, or a family home pursuant to a court-ordered commitment or placement. (Education Code 48204)

(cf. 6173.1 - Education for Foster Youth)

3. The student has been admitted through the district's interdistrict attendance program. (Education Code 48204)

(cf. 5117 - Interdistrict Attendance)

- 4. The student is an emancipated minor residing within district boundaries. (Education Code 48204)
- 5. The student lives with a caregiving adult within district boundaries. (Education Code 48204)
- 6. The student resides in a state hospital located within district boundaries. (Education Code 48204)
- 7. The student is confined to a hospital or other residential health facility within district boundaries for treatment of a temporary disability. (Education Code 48207)

(cf. 6183 - Home and Hospital Instruction)

In addition, district residency status may be granted to a student if at least one parent/guardian is physically employed within district boundaries. (Education Code

48204)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

District residency is not required for enrollment in a regional occupational center or program if there are openings in the program or class. (Education Code 52317)

The Superintendent or designee shall annually notify parents/guardians of all existing attendance options available in the district, including, but not limited to, all options for meeting residency requirements for school attendance. (Education Code 48980)

(cf. 5145.6 - Parental Notifications)

Proof of Residency

Prior to admission in district schools, students shall provide proof of residency.

(cf. 5111 - Admission)

The Superintendent or designee shall annually verify the student's residency and retain a copy of the document or written statement offered as verification in the student's mandatory permanent record. (5 CCR 432)

Upon enrollment of a student residing in the home of a caregiving adult within district boundaries, the caregiving adult shall execute, under penalty of perjury, the affidavit specified in Family Code 6552.

(cf. 5141 - Health Care and Emergencies)

Reasonable evidence of residency may be established by documentation including, but not limited to, any of the following:

- 1. Property tax payment receipts
- 2. Rent payment receipts
- 3. Utility service payment receipts
- 4. Declaration of residency executed by the student's parent/guardian

If any district employee reasonably believes that the parent/guardian of a student has provided false or unreliable evidence of residency, the Superintendent or designee shall make reasonable efforts to determine that the student meets residency requirements.

Safe at Home Program

When a student or parent/guardian participating in the Safe at Home program requests that the district use the substitute address designated by the Secretary of State, the Superintendent or designee may request the actual residence address for the purpose of establishing residency within district boundaries. The Superintendent or designee shall not include the actual address in the student's file or any other public record and shall instead use the substitute address for all future communications and correspondence. (Government Code 6206, 6207)

(cf. 3580 - District Records) (cf. 5125 - Student Records)

Admission of Residents of Other States or Countries

The Superintendent or designee may, with the approval of the County Superintendent of Schools, admit a student living in an adjoining state contiguous with the district, as long as an agreement has been reached with the governing authority of the district in which the student resides and payment is made in accordance with law. (Education Code 48050)

A student whose actual and legal residence is in a foreign country adjacent to California, regardless of whether or not his/her parents/guardians are citizens of the United States, may be admitted to a district school provided that the student is otherwise eligible for admission to a California district and the student regularly returns within a 24-hour period to the foreign country. As a condition to admittance of such a student, the student's parent/guardian shall agree to pay the district reimbursement of costs in accordance with law. (Education Code 48051, 48052)

(cf. 5111.2 - Nonresident Foreign Students)

Denial or Revocation of Enrollment

If the Superintendent or designee, upon investigation, determines that a student's enrollment or attempted enrollment is based on false evidence of residency, he/she shall revoke the student's enrollment. Before any such revocation, the parent/guardian shall be sent written notice of the facts leading to the decision. This notice shall state the parent/guardian's right, within 10 school days, to schedule a meeting with a hearing officer to inspect supporting documents, rebut district evidence, question any district witnesses, and present oral and/or documentary evidence, including witnesses, on the student's behalf. For good cause, the hearing officer may extend the meeting date for an additional 10 days to permit the parent/guardian to obtain required documentation.

If the parent/guardian fails to schedule the above meeting, the student's enrollment shall be revoked 11 school days after the date of the notice.

If the above meeting is held, the hearing officer shall prepare a written decision describing his/her findings. If the hearing officer's decision is upheld, the parent/guardian shall be informed of his/her right to appeal to the Governing Board within 10 days.

A parent/guardian who appeals to the Board shall have the right to have a representative present and to rebut district evidence, question any district witnesses, and present oral and/or documentary evidence, including witnesses, on the student's behalf. Except in cases where good cause is shown, the Board shall not reopen the record to consider evidence or argument which was not presented to the hearing officer. The student may continue to attend school during the period of the appeal.

The Board's decision shall be final.

Legal Reference:

EDUCATION CODE

35351 Assignment of students to particular schools

48050-48054 Nonresidents

48200-48208 Persons included (compulsory education law)

48980 Notifications at beginning of term

52317 ROP, admission of persons including nonresidents to attendance area

FAMILY CODE

6550-6552 Caregivers

GOVERNMENT CODE

6205-6210 Confidentiality of addresses for victims of domestic violence, sexual assault or stalking

CODE OF REGULATIONS. TITLE 5

432 Varieties of student records

UNCODIFIED STATUTES

AB 687, Ch. 309, Statutes of 1995

COURT DECISIONS

Katz v. Los Gatos-Saratoga Joint Union High School District, (2004) 117 Cal.App.4th 47

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

0303.95 Verification of residency, LO: 1-95

WEB SITES

California Department of Education: http://www.cde.ca.gov

California Secretary of State, Safe at Home Program: http://www.ss.ca.gov/safeathome

Regulation CENTER UNIFIED SCHOOL DISTRICT

approved: February 20, 2008 Antelope, California

Students AR 5111.12(a)

RESIDENCY BASED ON PARENT/GUARDIAN EMPLOYMENT

Applications for Admission into District Schools

Note: The following section is **optional**. Pursuant to Education Code 48204, for purposes of admitting students into district schools, the district may authorize residency to be established based on a parent/guardian's "physical employment" within district boundaries (so-called "Allen Bill transfers"); also see AR 5111.1 - District Residency. Education Code 48204 does not define "physically employed" for purposes of establishing residency.

SB 381 (Ch. 447, Statutes of 2011) amended Education Code 48204 to reauthorize the option until June 30, 2017, and to require that the parent/guardian's employment within district boundaries be for a minimum of 10 hours during the school week to qualify for residency. Districts wishing to place limitations on types of employment (e.g., making the option available only to persons employed by the district) should consult legal counsel as appropriate.

For purposes of determining eligibility for enrollment in a district school, district residency status may be granted to a student if at least one of his/her parents/guardians is physically employed within district boundaries for a minimum of 10 hours during the school week. (Education Code 48204)

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(cf. 5111 - Admission)
(cf. 5111.1 - District Residency)
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When applying for admission, the parent/guardian shall submit proof of the employment to the Superintendent or designee. This evidence may include, but not be limited to, a paycheck stub or letter from his/her employer listing an actual address within district boundaries. Documentation listing only a post office box as an address shall not be accepted.

Such evidence shall also indicate the number of hours per school week that the parent/guardian is employed at that location.

The Superintendent or designee may deny enrollment based on parent/guardian employment if any of the following circumstances exists:

- 1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer. (Education Code 48204)
- 2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan. (Education Code 48204)

Note: Education Code 48204 prohibits the district from denying admission on the basis of race, ethnicity, sex, parental income, scholastic achievement, or any other arbitrary consideration. In 84 Ops.Cal.Atty.Gen. 198 (2001), the Attorney General opined that overcrowding is not an "arbitrary consideration" within the meaning of Education Code 48204. Therefore, a district may deny an application when the district's school facilities are overcrowded at the relevant grade level. The Attorney General also clarified that, once a student is admitted, he/she must be allowed to continue to attend school in the district through the highest grade level offered by the district, even if the school subsequently becomes overcrowded at the relevant grade level. Although Attorney General opinions are not binding on the courts, they are generally afforded deference when there is no specific statutory or case law to the contrary. Item #3 below is based on this Attorney General opinion.

RESIDENCY BASED ON PARENT/GUARDIAN EMPLOYMENT (continued)

3. The school facilities are overcrowded at the relevant grade level.

Note: Districts wishing to deny admission for any other reason should consult legal counsel to ensure that the circumstance is not "arbitrary" pursuant to Education Code 48204.

4. Other circumstances exist that are not arbitrary. (Education Code 48204)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Students enrolled in the district on the basis of parent/guardian employment shall not be required to reapply for enrollment in subsequent school years. Such students may continue to attend school in the district through the highest grade offered by the district, if the parent/guardian so chooses and if at least one of the student's parents/guardians continues to be physically employed within district boundaries, subject to the restrictions specified in items #1-4 above. (Education Code 48204)

The Superintendent or designee shall annually request the student's parent/guardian to provide evidence of the employment in order to determine the student's continuing eligibility for enrollment.

Requests for Transfers out of District Schools

Note: The following section is for use by all districts. Even if the district has not authorized enrollment into district schools based on parent/guardian employment, Education Code 48204 specifies circumstances under which the district may disallow transfers out of the district by students whose parent/guardian is employed within the boundaries of another district.

Education Code 48204 prescribes limits on the number of net transfers (the difference between the number of students entering and exiting the district) that a district may allow each fiscal year based on parent/guardian employment. The limits are based on the average daily attendance (ADA) of the district, as follows: 5 percent of ADA for districts with 500 or less ADA; 3 percent of ADA or 25 students, whichever is greater, for districts with an ADA of 501-2,500; and 1 percent of ADA or 75 students, whichever is greater, for districts with an ADA of 2,501 or more. However, these limits may be waived by the district.

Item #1 below may be modified to specify the percentage that applies to the district's ADA. Item #2 below should be deleted by districts that do not have a court-ordered or voluntary desegregation plan.

When a student requests a transfer out of the district on the grounds that his/her parent/guardian is employed within the boundaries of another district, the Superintendent or designee may disallow the transfer for either of the following reasons: (Education Code 48204)

1. The difference between the number of students entering and exiting the district on the basis of parent/guardian employment exceeds the limits prescribed in Education Code 48204.

RESIDENCY BASED ON PARENT/GUARDIAN EMPLOYMENT (continued)

2. The transfer would negatively impact the district's court-ordered or voluntary desegregation plan.

Notifications

Note: The following section is **optional**. Education Code 48204 encourages districts to notify parents/guardians in writing whenever a request for admission into the district or transfer out of the district is denied for the reasons specified in the above sections. If the denial of the parent/guardian's request is brought to the Governing Board for approval, the decision should be recorded in the minutes of the Board meeting.

Whenever a student's application for a transfer into or out of the district is denied, the Superintendent or designee shall notify the parent/guardian in writing, including specific reasons for the denial.

(cf. 9324 - Minutes and Recordings)

Legal Reference:

EDUCATION CODE

46601 Failure to approve interdistrict attendance 46607 ADA calculation for residency based on parent employment 48200-48284 Compulsory education law, especially: 48204 Residency based on parent/guardian employment ATTORNEY GENERAL OPINIONS 84 Ops.Cal.Atty.Gen. 198 (2001)

Management Resources:

WEB SITES

CSBA: http://www.csba.org

California Department of Education: http://www.cde.ca.gov

Administrative Regulation

Residency Based On Parent/Guardian Employment

AR 5111.12 Students

District residency status may be granted to a student if at least one parent/guardian is physically employed within district boundaries. (Education Code 48204)

(cf. 5111.1 - District Residency) (cf. 5117 - Interdistrict Attendance)

Applications for Admission

When applying for his/her child's admission to a district school based on employment, the parent/guardian shall provide proof of physical employment within district boundaries. This evidence may include a paycheck stub or letter from his/her employer listing an actual address within district boundaries. Stubs or letters listing only a post office box as an address shall not be accepted.

The Governing Board may deny enrollment based on parent/guardian employment if any of the following circumstances exists:

- 1. The additional cost of educating the student would exceed the amount of additional state aid received as a result of the transfer. (Education Code 48204)
- 2. Enrollment of the student would adversely affect the district's court-ordered or voluntary desegregation plan. (Education Code 48204)
- 3. The school facilities are overcrowded at the relevant grade level.
- 4. Other circumstances exist that are not arbitrary. (Education Code 48204)

If the Board denies the student admission for any of the above reasons, the Superintendent or designee shall notify the parent/guardian in writing of the Board's decision, including specific reasons for the denial.

Students enrolled in the district on the basis of parent/guardian employment shall not be required to reapply for enrollment in subsequent school years. Such students may continue to attend school in the district through the highest grade provided by the district, if the parent/guardian so chooses and if at least one of the student's parents/guardians continues to be physically employed within district boundaries, subject to the restrictions specified in law related to excess costs and negative impact on desegregation plans. (Education Code 48204)

District Students Transferring to Other Districts Based on Parent/Guardian Employment

When a student's parent/guardian requests that the student be transferred to another district based on the parent/guardian's physical employment within that other district, the Board may deny the request if the percentage of district students admitted to other districts on the basis of parent/guardian employment exceeds the limits prescribed in Education Code 48204. A transfer may also be denied if the Board determines that the transfer would negatively impact a court-ordered or voluntary desegregation plan. (Education Code 48204)

The student's parent/guardian shall be notified in writing of the Board's decision to deny the transfer to the school district in which the parent/guardian's employer is situated. The notice shall include specific reasons for the denial.

Legal Reference:
EDUCATION CODE
46601 Failure to approve interdistrict attendance
48200-48204 Compulsory education law; especially:
48204 Residency based on parent/guardian employment
ATTORNEY GENERAL OPINIONS
84 Ops.Cal.Atty.Gen. 198 (2001)

Management Resources: WEB SITES

CSBA: http://www.csba.org

California Department of Education: http://www.cde.ca.gov

Regulation CENTER UNIFIED SCHOOL DISTRICT

approved: February 20, 2008 Antelope, California



Administrative Regulation

Residency For Homeless Children

AR 5111.13 Students

Homeless students living in the district shall be admitted to district schools upon presentation of any of the following:

- 1. Hotel or motel receipts
- 2. A letter from a social service agency or homeless shelter verifying that the student lives within the district
- 3. An affidavit from the parent/guardian stating that the family lives within the district

A reasonable effort shall be made to secure an address, phone number and medical release from the parent/guardian when a student is placed in a classroom.

(cf. 5125 - Student Records) (cf. 5141.31 - Immunizations) (cf. 6173 - Education for Homeless Children)

Legal Reference:

EDUCATION CODE

1980-1986 County community schools

2558.2 Use of revenue limits to determine average daily attendance of homeless children 39807.5 Payment of transportation costs by parents

UNITED STATES CODE, TITLE 42

11431-11435 McKinney-Vento Homeless Assistance Act

Management Resources:

CDE PUBLICATIONS

Enrolling Students in Homeless Situations, 1999

FEDERAL REGISTER

U.S. Department of Education: Notice of school enrollment guidelines, 67 Fed. Reg. 10698

WEB SITES

CDE: http://www.cde.ca.gov

U.S. Department of Education:http://www.ed.gov

National Law Center on Homelessness and Poverty: http://www.nlchp.org



Regulation CENTER UNIFIED SCHOOL DISTRICT approved: November 6, 2002Antelope, California

Students AR 5125(a)

STUDENT RECORDS

Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Note: Guidance issued by the U.S. Department of Education (USDOE) and U.S. Department of Health and Human Services clarifies that a student's immunization and health record maintained by the district, such as health and medical records maintained by a school nurse who is employed by or under contract with a district, is a "student record" subject to the Family Educational Rights and Privacy Act (FERPA). Also see BP/AR 5141.6 - School Health Services.

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

Student records do not include: (Education Code 49061, 49062; 5 CCR 430; 34 CFR 99.3)

1. Directory information

(cf. 5125.1 - Release of Directory Information)

2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute employee

Note: USDOE guidance (<u>Balancing Student Privacy and School Safety</u>) clarifies that records created by the district's law enforcement unit, as specified in item #3 below, are not considered student records under FERPA as long as the records are created for a law enforcement purpose. Thus, according to the guidance, student images appearing on security videotapes maintained by the district's law enforcement unit are not subject to FERPA.

3. Records of the law enforcement unit of the district, subject to the provisions of 34 CFR 99.8

(cf. 3515 - Campus Security)
(cf. 3515.3 - District Police/Security Department)

- 4. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a student
- 5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in student records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Access means a personal inspection and review of a record, an accurate copy of a record or receipt of an accurate copy of a record, an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

- 1. The student's name
- 2. The name of the student's parent/guardian or other family members
- 3. The address of the student or student's family
- 4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
- 5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name

- 6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
- 7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

Note: Pursuant to Education Code 49063 and 34 CFR 99.31, the district may allow "school officials and employees" with "legitimate educational interest" in information in student records to have access to those records without parent/guardian consent.

34 CFR 99.31 defines "school officials and employees" as including teachers and other district employees whom the district has determined to have legitimate educational interests. Pursuant to 34 CFR 99.31, "school officials" also may include contractors, consultants, or volunteers used by the district to perform district services provided that these parties are under the "direct control" of the district and are subject to the conditions on use, maintenance, and redisclosure of records applicable to district employees (i.e., only individuals with a legitimate educational interest have access). In the Analysis of Comments and Changes (73 Fed. Reg. 237, page 74814), the USDOE clarifies that this exception, consistent with longstanding USDOE interpretation, applies only when these outside parties are "acting for" the district, such as an attorney or parent volunteer in the district office, and not to contractors selling products or services, such as an insurance provider offering students discounted insurance.

The criteria in the following two paragraphs should be revised to reflect any definitions developed by the district. In addition, Education Code 49063 requires districts to list in their annual student record notice the criteria for defining "school officials and employees" and "legitimate educational interest"; see section below entitled "Notification of Parents/Guardians."

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. School officials and employees also include contractors, consultants, volunteers, or other parties to whom the district has outsourced district functions and who perform services for which the district would otherwise use employees.

Legitimate educational interest is an interest held by school officials and employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require them to have access to student records.

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Access

The following persons or agencies shall have absolute access to any and all student records in accordance with law:

- 1. Parents/guardians of students younger than age 18 years, including the parent who is not the student's custodial parent (Education Code 49069; Family Code 3025)
- 2. An adult student age 18 years or older, or a student under the age of 18 years who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)

In addition, the following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest or other legally authorized purpose:

Note: Pursuant to Education Code 49075 and 34 CFR 99.31, parents/guardians of a dependent child, as defined in 26 USC 152, must be provided access to student records that are relevant to their legitimate educational interest. 26 USC 152 defines a "dependent child" as one who lives with his/her parent/guardian for more than half the taxable year, has not provided over half of his/her own support during that year, and has not filed a joint tax return with a spouse.

- 1. Parents/guardians of a dependent child age 18 or older (Education Code 49076; 34 CFR 99.31)
- 2. Students who are age 16 or older or who have completed the 10th grade (Education Code 49076; 34 CFR 99.31)
- 3. School officials and employees, consistent with definition provided in the section "Definitions" above (Education Code 49076; 34 CFR 99.31)
- 4. Members of a school attendance review board (SARB) and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student (Education Code 49076)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer (Education Code 49076; 34 CFR 99.31)

Note: 34 CFR 99.34 requires the district to make a reasonable attempt to notify the parent/guardian or adult student when the district discloses certain information as described in the following paragraph. However, if the district includes a statement in its annual parental notification that the district may forward education records under these circumstances, it is not obligated to individually notify parents/guardians or adult students. The following **optional** paragraph may be deleted by districts that include such a statement in their annual parental notifications. See section below entitled "Notification of Parents/Guardians."

When the district discloses personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

Note: As amended by 76 Fed. Reg. 75604, CFR 99.3, 99.31, and 99.35 clarify the limited circumstances under which the district may disclose student records to federal, state, or local officials to assess the effectiveness of state and federally funded education programs. Pursuant to 34 CFR 99.35, as amended, the district must have a written agreement with the entity or individual which contains specified components and must use reasonable methods to ensure that the entity or individual complies with FERPA.

6. Federal, state, and local officials, as needed for an audit, evaluation, or compliance activity related to a state or federally funded education program and in accordance with a written agreement developed pursuant to 34 CFR 99.35 (Education Code 49076; 34 CFR 99.3, 99.31, 99.35)

Note: Pursuant to 5 CCR 435, prior to releasing records in compliance with a court order or subpoena, the district is generally required to give the parent/guardian three days' notice as specified in item #7 below. However, 34 CFR 99.31 specifies that the notice is <u>not</u> required when the disclosure is in response to a court order issued under the USA Patriot Act regarding investigations of domestic or international terrorism.

7. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial order. (Education Code 49077; 5 CCR 435; 34 CFR 99.31)

- 8. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition (Education Code 49076)
- 9. A prosecuting agency for consideration against a parent/guardian for failure to comply with compulsory education laws (Education Code 49076)

Note: AB 143 (Ch. 434, Statutes of 2011) amended Education Code 49076 to add a minor's legal counsel to the list of persons who may access student records for specified purposes. AB 143 also amended Education Code 49076 to require a recipient of student records for these purposes to provide written certification that the records will not be disclosed to another party without parental consent.

10. Any probation officer, district attorney, or counsel of record for a minor student for the purposes of conducting a criminal investigation or an investigation in regards to declaring the minor student a ward of the court or involving a violation of a condition of probation, subject to specified evidentiary rules (Education Code 49076)

When disclosing records for these purposes, the Superintendent or designee shall obtain written certification from the recipient of the record(s) that the information will not be disclosed to another party without prior written consent of the student's parent/guardian or the holder of the student's educational rights, unless specifically authorized by state or federal law. (Education Code 49076)

11. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681 (Education Code 49076)

In such cases, the judge or probation officer shall certify in writing to the Superintendent or designee that the information will be used only for truancy purposes. Upon releasing student information to a judge or probation officer, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

Note: Pursuant to Education Code 49076, districts, county offices of education, and county placing agencies may develop cooperative agreements to facilitate confidential access to and exchange of student information by electronic mail, facsimile, electronic format, or other secure means.

12. Any county placing agency for the purpose of preparing a health and education summary pursuant to Welfare and Institutions Code 16010 for a child placed in foster care, fulfilling educational case management responsibilities required by the juvenile court or by law, or assisting with the school transfer or enrollment of a student (Education Code 49076)

13. Any foster family agency with jurisdiction over currently enrolled or former students for purposes of accessing those students' records of grades and transcripts and any individualized education program developed and maintained by the district (Education Code 49069.3)

(cf. 6159 - Individualized Education Program)

14. Appropriate law enforcement authorities, in circumstances where Education Code 48902 requires that the district provide special education and disciplinary records of a student with disabilities who is suspended or expelled for committing an act violating Penal Code 245 (Education Code 48902, 49076)

Note: As amended by AB 143 (Ch. 434, Statutes of 2011), Education Code 49076 requires that a recipient of the records described above provide written certification that the records will not be disclosed to another party without consent.

When disclosing such records, the Superintendent or designee shall obtain written certification by the recipient of the record(s) as described in item #10 above. (Education Code 49076)

15. Designated peace officers, federal criminal investigators, and federal law enforcement officers whose names have been submitted in writing by their law enforcement agency in accordance with Education Code 49076.5, in cases where the district is authorized to assist law enforcement in investigations of suspected kidnapping (Education Code 49076.5)

In such cases, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. (Education Code 49076.5)

At his/her discretion, the Superintendent or designee may release information from a student's records to the following:

Note: 34 CFR 99.36 authorizes a district to disclose personally identifiable information in connection with an emergency to any person whose knowledge of the information is necessary to protect the health or safety of students or others (see item #1 below). The Analysis of Comments and Changes (73 Fed. Reg. 237, page 74839) clarifies that this exception permits disclosure to persons necessary to assist in the emergency, such as mental health professionals, law enforcement, potential victims and their parents/guardians, officials at schools the student previously attended, or current or former peers of the student who can provide the district with appropriate information.

- 1. Appropriate persons, including parents/guardians of a student, in an emergency if the health and safety of the student or other persons are at stake (Education Code 49076; 34 CFR 99.31, 99.36)
- 2. Accrediting associations (Education Code 49076; 34 CFR 99.31)
- 3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that: (Education Code 49076; 34 CFR 99.31)
 - a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
 - b. The information is destroyed when no longer needed for the purposes for which the study is conducted.
 - c. The district enters into a written agreement with the organization that includes the information specified in 34 CFR 99.31.
- 4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll (Education Code 49076; 34 CFR 99.31, 99.36)
- 5. Local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health, in which case the Superintendent or designee shall notify the student's parent/guardian of his/her rights in accordance with law prior to releasing the information (Health and Safety Code 120440)

Note: Items #6 and 7 below are for use by districts that maintain high schools.

6. Agencies or organizations in connection with the student's application for or receipt of financial aid, provided that information permitting the personal identification of a student or his/her parents/guardians for these purposes is disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid (Education Code 49076; 34 CFR 99.31, 99.36)

7. County elections officials for the purpose of identifying students eligible to register to vote and offering such students an opportunity to register (Education Code 49076; 34 CFR 99.31, 99.36)

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

Persons, agencies, or organizations not afforded access rights by law may be granted access only through written consent of the parent/guardian or adult student, or by judicial order. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made. (Education Code 49061)

(cf. 5021 - Noncustodial Parents)

Any person, agency, or organization granted access is prohibited from releasing information to another person, agency, or organization without written permission from the parent/guardian or adult student unless specifically allowed by state law or the federal Family Educational Rights and Privacy Act. (Education Code 49076)

De-Identification of Records

Note: 20 USC 1232(g)) and Education Code 49076 authorize the district to release student records for specified purposes (e.g., to federal and state officials conducting program audits or to organizations conducting studies) without parent/guardian consent after the removal of all "personally identifiable information" as defined in the section entitled "Definitions" above and provided that the district has made a reasonable determination that a student's identity will not be personally identifiable through single or multiple releases. Education Code 49074 further authorizes the district to provide de-identified statistical data to public or private agencies, postsecondary institutions, or research organizations when such actions would be "in the best educational interests of students."

34 CFR 99.31 lists objective standards under which districts may release information from de-identified records. These standards are applicable to both requests for individual, redacted records and requests for statistical information from multiple records.

When authorized by law for any program audit, educational research, or other purposes, the Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information. Prior to releasing such information, the Superintendent or designee shall make a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases and taking into account other reasonably available information. (Education Code 49074, 49076; 34 CFR 99.31)

Process for Providing Access to Records

Note: Education Code 49069 mandates procedures for notifying parents/guardians of the location of all official student records if not centrally located. The following paragraph may be expanded to include specific notification procedures.

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall ensure that access is limited to authorized persons. (5 CCR 433)

Note: 5 CCR 431 mandates districts to establish written procedures to ensure the security of student records. The following three paragraphs reflect this mandate and should be modified to reflect any specific physical, technological, or administrative controls developed by the district.

34 CFR 99.31 requires districts to use "reasonable methods" to (1) ensure that school officials, employees, and outside contractors obtain access to only those records, both paper and electronic, in which they have a legitimate educational interest and (2) identify and authenticate the identity of parents/guardians, students, school officials, and any other party to whom the district discloses personally identifiable information from education records. In addition, 34 CFR 99.31 specifies that a district that does not use physical or technological access controls (e.g., a locked file cabinet or computer security limiting access) must ensure that its administrative policy for controlling access is effective and remains in compliance with the "legitimate educational interest" requirement.

The Analysis to Comments and Changes (73 Fed. Reg. 237, page 74817) suggests a balance of physical, technological, and administrative controls to prevent unauthorized access and to ensure that school officials do not have unrestricted access to the records of all students. The Analysis also clarifies that the "reasonableness" of the method depends, in part, on the potential harm involved. For example, high-risk records, such as social security numbers or other information that could be used for identity theft, should receive greater and more immediate protection.

In addition, as a condition of participation in an interagency data information system (e.g., California Longitudinal Pupil Achievement Data System), Education Code 49076 requires that the district develop security procedures or devices by which unauthorized personnel cannot access data in the system and procedures or devices to secure privileged or confidential data from unauthorized disclosure.

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. Prior to granting the request, the custodian of records shall authenticate the individual's identity. For any individual granted access based on a legitimate educational interest, the request shall specify the interest involved.

When prior written consent is required by law, the parent/guardian shall provide a written, signed, and dated consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

Note: Education Code 49069 and 5 CCR 431 mandate that the district adopt procedures for granting parent/guardian requests to inspect, review, and obtain copies of records.

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Note: Education Code 49069 mandates procedures for the availability of qualified certificated personnel to interpret records when requested. The following paragraph may be expanded to include specific procedures for persons to request and receive the assistance of certificated personnel.

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

Note: Although Education Code 49064 does not require the district to record access by individuals specified in items #1-5 below, the district may consider recording access by all individuals as part of the reasonable administrative controls required by 34 CFR 99.31; see section above entitled "Process for Providing Access to Records." The following paragraph is optional.

The log does not need to include record of access by: (Education Code 49064)

- 1. Parents/guardians or adult students
- 2. Students who are 16 years of age or older or who have completed the 10th grade
- 3. Parties obtaining district-approved directory information

(cf. 5125.1 - Release of Directory Information)

- 4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
- 5. School officials and employees who have a legitimate educational interest

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student who is age 16 years or older or who has completed the 10th grade, custodian of records, and certain state or federal officials. (Education Code 49064; 5 CCR 432)

Duplication of Student Records

Note: Education Code 49069 mandates that the district adopt procedures for granting parent/guardian requests for copies of student records pursuant to Education Code 49065.

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

Changes to Student Records

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

Only a parent/guardian having legal custody of the student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

Retention and Destruction of Student Records

Note: 5 CCR 431 mandates a district to establish written policies and procedures regarding the signing and dating of anecdotal information, as specified below.

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

- 1. Legal name of student
- 2. Date and place of birth and method of verifying birth date

(cf. 5111 - Admission)

- 3. Sex of student
- 4. Name and address of parent/guardian of minor student
 - a. Address of minor student if different from the above
 - b. Annual verification of parent/guardian's name and address and student's residence

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(cf. 5111.1 - District Residency)
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)
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- 5. Entrance and departure dates of each school year and for any summer session or other extra session
- 6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given

(cf. 5121 - Grades/Evaluation of Student Achievement)

7. Verification of or exemption from required immunizations

(cf. 5141.31 - Immunizations)

8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

1. Expulsion orders and the causes therefor

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(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))
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- 2. A log identifying persons or agencies who request or receive information from the student record
- 3. Health information, including verification or waiver of the health screening for school entry

(cf. 5141.32 - Health Screening for School Entry)

4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge

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(cf. 6159 - Individualized Education Program)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)
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5. Language training records

(cf. 6174 - Education for English Language Learners)

- 6. Progress slips/notices required by Education Code 49066 and 49067
- 7. Parental restrictions/stipulations regarding access to directory information
- 8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
- 9. Parent/guardian authorization or denial of student participation in specific programs
- 10. Results of standardized tests administered within the past three years

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(cf. 6162.51 - Standardized Testing and Reporting Program)
(cf. 6162.52 - High School Exit Examination)
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11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

(cf. 6158 - Independent Study)

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)

- 1. Objective counselor and/or teacher ratings
- 2. Standardized test results older than three years
- 3. Routine disciplinary data

(cf. 5144 - Discipline)

- 4. Verified reports of relevant behavioral patterns
- 5. All disciplinary notices
- 6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

If a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the student's parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

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. Once the record is received, the Superintendent or designee must inform the student's teachers of the acts; see AR 4158/4258/4358 - Employee Security.

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

When a student transfers from this district to another school district or to a private school, the Superintendent or designee shall forward a copy of the student's mandatory permanent record as requested by the other district or private school. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. Insofar as practicable, the district shall provide these notices in the student's home language and shall effectively notify parents/guardians or eligible students with disabilities. (Education Code 49063; 34 CFR 99.7)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (Education Code 49063; 34 CFR 99.7, 99.34)

- 1. The types of student records kept by the district and the information contained therein
- 2. The title(s) of the official(s) responsible for maintaining each type of record
- 3. The location of the log identifying those who request information from the records
- 4. District criteria for defining school officials and employees and for determining legitimate educational interest

- 5. District policies for reviewing and expunging student records
- 6. The right to inspect and review student records and the procedures for doing so
- 7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights

(cf. 5125.3 - Challenging Student Records)

- 8. The cost, if any, charged for duplicating copies of records
- 9. The categories of information defined as directory information pursuant to Education Code 49073
- 10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
- 11. Availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

(cf. 5020 - Parent Rights and Responsibilities)

12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the U.S. Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g

Note: Pursuant to 34 CFR 99.34, if the district's annual parental notification contains the information described in **optional** item #13 below, the district does not need to attempt to individually notify a parent/guardian or adult student when the district discloses an education record to officials of another school, school system, or postsecondary institution (see item #5 in the list of persons/agencies with legitimate educational interests in the section entitled "Persons Granted Access" above).

13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

Administrative Regulation

Student Records

AR 5125 Students

Definitions

Student means any individual who is or has been in attendance at the district and regarding whom the district maintains student records. (34 CFR 99.3)

Attendance includes, but is not limited to, attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunication technologies for students who are not physically present in the classroom, and the period during which a person is working under a work-study program. (34 CFR 99.3)

Student records are any items of information (in handwriting, print, tape, film, computer, or other medium) gathered within or outside the district that are directly related to an identifiable student and maintained by the district, required to be maintained by an employee in the performance of his/her duties, or maintained by a party acting for the district. Any information maintained for the purpose of second-party review is considered a student record. Student records include the student's health record. (34 CFR 99.3; Education Code 49061, 49062; 5 CCR 430)

Student records do not include: (34 CFR 99.3; Education Code 49061, 49062; 5 CCR 430)

1. Directory information

(cf. 5125.1 - Release of Directory Information)

- 2. Informal notes compiled by a school officer or employee which remain in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a substitute
- 3. Records of the law enforcement unit of the district, subject to the provisions of 34 CFR 99.8

(cf. 3515 - Campus Security) (cf. 3515.3 - District Police/Security Department)

4. Records created or received by the district after an individual is no longer a student in attendance and that are not directly related to the individual's attendance as a

student

5. Grades on peer-graded papers before they are collected and recorded by a teacher

Mandatory permanent student records are those records which are maintained in perpetuity and which schools have been directed to compile by state law, regulation, or administrative directive. (5 CCR 430)

Mandatory interim student records are those records which the schools are directed to compile and maintain for stipulated periods of time and are then destroyed in accordance with state law, regulation, or administrative directive. (5 CCR 430)

Permitted student records are those records having clear importance only to the current educational process of the student. (5 CCR 430)

Access means a personal inspection and review of a record, an accurate copy of a record or receipt of an accurate copy of a record, an oral description or communication of a record, and a request to release a copy of any record. (Education Code 49061)

Disclosure means to permit access to, or the release, transfer, or other communication of, personally identifiable information contained in education records to any party, except the party that provided or created the record, by any means including oral, written, or electronic. (34 CFR 99.3)

Personally identifiable information includes, but is not limited to: (34 CFR 99.3)

- 1. The student's name
- 2. The name of the student's parent/guardian or other family members
- 3. The address of the student or student's family
- 4. A personal identifier, such as the student's social security number, student number, or biometric record (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting)
- 5. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name
- 6. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty
- 7. Information requested by a person who the district reasonably believes knows the identity of the student to whom the student record relates

Adult student is a person who is or was enrolled in school and who is at least 18 years of age. (5 CCR 430)

Parent/guardian means a natural parent, an adopted parent, legal guardian, surrogate parent, or foster parent. (Education Code 49061, 56050, 56055)

School officials and employees are officials or employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records. School officials and employees include contractors, consultants, volunteers, or other parties to whom the district has outsourced district functions and who perform services for which the district would otherwise use employees.

A legitimate educational interest is one held by school officials and employees whose duties and responsibilities to the district, whether routine or as a result of special circumstances, require that they have access to student records.

Custodian of records is the employee responsible for the security of student records maintained by the district and for devising procedures for assuring that access to such records is limited to authorized persons. (5 CCR 433)

County placing agency means the county social service department or county probation department. (Education Code 49061)

Persons Granted Access Without Prior Written Consent

The following persons or agencies shall have absolute access to any and all student records in accordance with law:

1. Parents/guardians of students younger than age 18 (Education Code 49069)

Access to student records and information shall not be denied to a parent because he/she is not the child's custodial parent. (Family Code 3025)

- 2. An adult student age 18 or older or a student under the age of 18 who attends a postsecondary institution, in which case the student alone shall exercise rights related to his/her student records and grant consent for the release of records (34 CFR 99.3, 99.5)
- 3. Any person, agency, or organization authorized in compliance with a court order or lawfully issued subpoena (Education Code 49077)

Unless otherwise instructed by the court, the Superintendent or designee shall, prior to disclosing a record pursuant to a court order or subpoena, give the parent/guardian or adult student at least three days' notice of the name of the requesting agency and the specific record requested, if lawfully possible within the requirements of the judicial

order. (34 CFR 99.31; 5 CCR 435)

In addition, the following persons or agencies shall have access to those particular records that are relevant to their legitimate educational interest: (34 CFR 99.31; Education Code 49076)

- 1. Parents/guardians of a dependent student age 18 or older
- 2. Students who are age 16 or older or who have completed the 10th grade
- 3. School officials and employees (consistent with criteria defined by the district)
- 4. Members of a school attendance review board (SARB) and any volunteer aide age 18 or older who has been investigated, selected, and trained by the SARB to provide follow-up services to a referred student

(cf. 5113.1 - Truancy)

5. Officials and employees of other public schools, school systems, or postsecondary institutions where the student intends or is directed to enroll, including local, county, or state correctional facilities where educational programs leading to high school graduation are provided, or where the student is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer

When the district discloses personally identifiable information to officials of another school, school system, or postsecondary institution where the student seeks or intends to enroll, the Superintendent or designee shall make a reasonable attempt to notify the parent/guardian or adult student at his/her last known address, provide a copy of the record that is disclosed, and give the parent/guardian or adult student an opportunity for a hearing to challenge the record. (34 CFR 99.34)

- 6. Federal, state, and local officials, as needed for program audits or compliance with law
- 7. Any district attorney who is participating in or conducting a truancy mediation program or participating in the presentation of evidence in a truancy petition or a prosecuting agency for consideration against a parent/guardian for failure to comply with compulsory education laws
- 8. Any probation officer or district attorney for the purposes of conducting a criminal investigation or an investigation in regards to declaring a person a ward of the court or involving a violation of a condition of probation
- 9. Any judge or probation officer for the purpose of conducting a truancy mediation program for a student or for the purpose of presenting evidence in a truancy petition pursuant to Welfare and Institutions Code 681

Upon releasing student information to a judge or probation officer in such cases, the Superintendent or designee shall inform, or provide written notification to, the student's parent/guardian within 24 hours. (Education Code 49076)

10. Any county placing agency for the purpose of fulfilling educational case management responsibilities required by the juvenile court or by law pursuant to Welfare and Institutions Code 16010 and to assist with the school transfer or enrollment of a student

(cf. 6173.1 - Education for Foster Youth)

Foster family agencies with jurisdiction over currently enrolled or former students may access those students' records of grades and transcripts and any individualized education program (IEP) developed and maintained by the district with respect to such students. (Education Code 49069.3)

(cf. 6159 - Individualized Education Program)

When authorized by law to assist law enforcement in investigations of suspected kidnapping, the Superintendent or designee shall provide information about the identity and location of the student as it relates to the transfer of that student's records to another public school district or California private school. The information shall be released only to designated peace officers, federal criminal investigators, and federal law enforcement officers whose names have been submitted in writing by their law enforcement agency in accordance with the procedures specified in Education Code 49076.5. (Education Code 49076.5)

The Superintendent or designee may release information from a student's records to the following: (34 CFR 99.31, 99.36; Education Code 49076)

- 1. Appropriate persons, including parents/guardians of a student, in an emergency, if the health and safety of the student or other persons are at stake
- 2. Accrediting associations
- 3. Under the conditions specified in Education Code 49076 and 34 CFR 99.31, organizations conducting studies on behalf of educational institutions or agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction, provided that:
- a. The study is conducted in a manner that does not permit personal identification of parents/guardians and students by individuals other than representatives of the organization who have legitimate interests in the information.
 - b. The information is destroyed when no longer needed for the purposes for

which the study is conducted.

- c. The district enters into a written agreement with the organization that includes the information in 34 CFR 99.31.
- 4. Officials and employees of private schools or school systems where the student is enrolled or intends to enroll
- 5. Agencies or organizations in connection with the student's application for or receipt of financial aid

However, information permitting the personal identification of a student or his/her parents/guardians for these purposes may be disclosed only as may be necessary to determine the eligibility of the student for financial aid, determine the amount of financial aid, determine the conditions which will be imposed regarding the financial aid, or enforce the terms or conditions of the financial aid.

6. County elections officials for the purpose of identifying students eligible to register to vote and offering such students an opportunity to register

(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)

The Superintendent or designee may release information specified in law regarding a student's immunization record to local health departments operating countywide or regional immunization information and reminder systems and the California Department of Public Health. Prior to releasing such information, the Superintendent or designee shall notify the parent/guardian of his/her rights in accordance with law. (Health and Safety Code 120440)

Persons Granted Access With Prior Written Consent

Persons, agencies, or organizations not afforded access rights by law may be granted access only through written permission of the parent/guardian or adult student, or by judicial order. (Education Code 49075)

Only a parent/guardian having legal custody of the student may consent to the release of records to others. Either parent may grant consent if both parents notify the district, in writing, that such an agreement has been made. (Education Code 49061)

(cf. 5021 - Noncustodial Parents)

Any person or agency granted access is prohibited from releasing information to another person or agency without written permission from the parent/guardian or adult student. (Education Code 49076)

Access to Records by Authorized Persons

Student records shall be maintained in a central file at the school attended by the student or, when records are maintained in different locations, a notation shall be placed in the central file indicating where other records may be found. Parents/guardians shall be notified of the location of student records if not centrally located. (Education Code 49069; 5 CCR 433)

The custodian of records shall be responsible for the security of student records and shall assure that access is limited to authorized persons. (5 CCR 433)

The custodian of records shall develop reasonable methods, including physical, technological, and administrative controls, to ensure that school officials and employees obtain access to only those student records in which they have legitimate educational interests. (34 CFR 99.31)

To inspect, review, or obtain copies of student records, authorized persons shall submit a request to the custodian of records. For those individuals for whom the law requires that access be granted based on a legitimate educational interest, the request shall specify such interest involved. Prior to granting the request, the custodian of records shall authenticate the individual's identity.

When prior written consent is required by law, the parent/guardian shall provide a signed and dated written consent before the district discloses the student record. Such consent may be given through electronic means in those cases where it can be authenticated. The district's consent form shall specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.

Upon request by the parent/guardian, the district shall provide him/her a copy of the records disclosed. (34 CFR 99.30)

Within five business days following the date of request, a parent/guardian or other authorized person shall be granted access to inspect, review, and obtain copies of student records during regular school hours. (Education Code 49069)

Qualified certificated personnel shall be available to interpret records when requested. (Education Code 49069)

The custodian of records or the Superintendent or designee shall prevent the alteration, damage, or loss of records during inspection. (5 CCR 435)

Access Log

A log shall be maintained for each student's record which lists all persons, agencies, or organizations requesting or receiving information from the records and the legitimate educational interest of the requester. (Education Code 49064)

In every instance of inspection by persons who do not have assigned educational responsibility, the custodian of records shall make an entry in the log indicating the record inspected, the name of the person granted access, the reason access was granted, and the time and circumstances of inspection. (5 CCR 435)

The log does not need to include record of access by: (Education Code 49064)

- 1. Parents/guardians or adult students
- 2. Students who are 16 years of age or older or who have completed the 10th grade
- 3. Parties obtaining district-approved directory information

(cf. 5125.1 - Release of Directory Information)

- 4. Parties who provide written parental consent, in which case the consent notice shall be filed with the record pursuant to Education Code 49075
- 5. School officials and employees who have a legitimate educational interest

The log shall be accessible only to the parent/guardian, adult student, dependent adult student, student age who is 16 years or older or who has completed the 10th grade, custodian of records, and certain state/federal officials. (Education Code 49064; 5 CCR 432)

De-Identification of Records

The Superintendent or designee may release information from a student record without prior consent of the parent/guardian or adult student after the removal of all personally identifiable information, provided that he/she has made a reasonable determination that the student's identity is not personally identifiable, whether through single or multiple releases, and taking into account other reasonably available information. (34 CFR 99.31)

The Superintendent or designee may release de-identified student data from education records for the purpose of educational research in accordance with the conditions specified in 34 CFR 99.31.

Duplication of Student Records

To provide copies of any student record, the district shall charge a reasonable fee not to exceed the actual cost of providing the copies. No charge shall be made for providing up to two transcripts or up to two verifications of various records for any former student. No charge shall be made to locate or retrieve any student record. (Education Code 49065)

Changes to Student Records

No additions except routine updating shall be made to a student's record after high school graduation or permanent departure without prior consent of the parent/guardian or adult student. (5 CCR 437)

Only a parent/guardian having legal custody of the student or an adult student may challenge the content of a record or offer a written response to a record. (Education Code 49061)

(cf. 5125.3 - Challenging Student Records)

Retention and Destruction of Student Records

All anecdotal information and assessment reports maintained as student records shall be dated and signed by the individual who originated the data. (5 CCR 431)

The following mandatory permanent student records shall be kept indefinitely: (5 CCR 432, 437)

- 1. Legal name of student
- 2. Date and place of birth and method of verifying birth date

(cf. 5111 - Admission)

- 3. Sex of student
- 4. Name and address of parent/guardian of minor student
- a. Address of minor student if different from the above
- b. Annual verification of parent/guardian's name and address and student's residence

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(cf. 5111.1 - District Residency)
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(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5111.13 - Residency for Homeless Children)

- 5. Entrance and departure dates of each school year and for any summer session or other extra session
- 6. Subjects taken during each year, half-year, summer session, or quarter, and marks or credits given

(cf. 5121 - Grades/Evaluation of Student Achievement)

7. Verification of or exemption from required immunizations

(cf. 5141.31 - Immunizations)

8. Date of high school graduation or equivalent

Mandatory interim student records, unless forwarded to another district, shall be maintained subject to destruction during the third school year following a determination that their usefulness has ceased or the student has left the district. These records include: (Education Code 48918, 51747; 5 CCR 432, 437, 16027)

- 1. Expulsion orders and the causes therefor
- (cf. 5144.1 Suspension and Expulsion/Due Process)
 (cf. 5144.2 Suspension and Expulsion/Due Process (Students with Disabilities))
- 2. A log identifying persons or agencies who request or receive information from the student record
- 3. Health information, including verification or waiver of the health screening for school entry

(cf. 5141.32 - Health Screening for School Entry)

4. Information on participation in special education programs, including required tests, case studies, authorizations, and evidence of eligibility for admission or discharge

(cf. 6159 - Individualized Education Program)
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

5. Language training records

(cf. 6174 - Education for English Language Learners)

- 6. Progress slips/notices required by Education Code 49066 and 49067
- 7. Parental restrictions/stipulations regarding access to directory information
- 8. Parent/guardian or adult student rejoinders to challenged records and to disciplinary action
- 9. Parent/guardian authorization or denial of student participation in specific programs
- 10. Results of standardized tests administered within the past three years

(cf. 6162.51 - Standardized Testing and Reporting Program) (cf. 6162.52 - High School Exit Examination)

11. Written findings resulting from an evaluation conducted after a specified number of missed assignments to determine whether it is in a student's best interest to remain in independent study

(cf. 6158 - Independent Study)

Permitted student records may be destroyed six months after the student completes or withdraws from the educational program, including: (5 CCR 432, 437)

- 1. Objective counselor and/or teacher ratings
- 2. Standardized test results older than three years
- 3. Routine disciplinary data

(cf. 5144 - Discipline)

- 4. Verified reports of relevant behavioral patterns
- 5. All disciplinary notices
- 6. Supplementary attendance records

Records shall be destroyed in a way that assures they will not be available to possible public inspection in the process of destruction. (5 CCR 437)

Transfer of Student Records

If a student transfers into this district from any other school district or a private school, the Superintendent or designee shall inform the parent/guardian of his/her rights regarding student records, including the right to review, challenge, and receive a copy of student records. (Education Code 49068; 5 CCR 438)

When a student transfers into this district from another district, the Superintendent or designee shall request that the student's previous district provide any records, either maintained by that district in the ordinary course of business or received from a law enforcement agency, regarding acts committed by the transferring student that resulted in his/her suspension or expulsion. (Education Code 48201)

(cf. 4158/4258/4358 - Employee Security) (cf. 5119 - Students Expelled From Other Districts)

When a student transfers from this district to another school district or to a private school,

the Superintendent or designee shall forward a copy of the student's mandatory permanent record as requested by the other district or private school. The original record or a copy shall be retained permanently by this district. If the transfer is to another California public school, the student's entire mandatory interim record shall also be forwarded. If the transfer is out of state or to a private school, the mandatory interim record may be forwarded. Permitted student records may be forwarded to any other district or private school. (Education Code 48918; 5 CCR 438)

Upon receiving a request from a county placing agency to transfer a student in foster care out of a district school, the Superintendent or designee shall transfer the student's records to the next educational placement within two business days. (Education Code 49069.5)

(cf. 6173.1 - Education for Foster Youth)

All student records shall be updated before they are transferred. (5 CCR 438)

Student records shall not be withheld from the requesting district because of any charges or fees owed by the student or parent/guardian. (5 CCR 438)

If the district is withholding grades, diploma, or transcripts from the student because of his/her damage or loss of school property, this information shall be sent to the requesting district along with the student's records.

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

Notification of Parents/Guardians

Upon any student's initial enrollment, and at the beginning of each school year thereafter, the Superintendent or designee shall notify parents/guardians and eligible students, in writing, of their rights related to student records. Insofar as practicable, the district shall provide these notices in the student's home language and shall effectively notify parents/guardians or eligible students who are disabled. (34 CFR 99.7; Education Code 49063)

(cf. 5145.6 - Parental Notifications)

The notice shall include: (34 CFR 99.7, 99.34; Education Code 49063)

- 1. The types of student records kept by the district and the information contained therein
- 2. The title(s) of the official(s) responsible for maintaining each type of record
- 3. The location of the log identifying those who request information from the records

- 4. District criteria for defining school officials and employees and for determining legitimate educational interest
- 5. District policies for reviewing and expunging student records
- 6. The right to inspect and review student records and the procedures for doing so
- 7. The right to challenge and the procedures for challenging the content of a student record that the parent/guardian or student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights

(cf. 5125.3 - Challenging Student Records)

- 8. The cost, if any, charged for duplicating copies of records
- 9. The categories of information defined as directory information pursuant to Education Code 49073
- 10. The right to consent to disclosures of personally identifiable information contained in the student's records except when disclosure without consent is authorized by law
- 11. The availability of the curriculum prospectus developed pursuant to Education Code 49091.14 containing the titles, descriptions, and instructional aims of every course offered by the school

(cf. 5020 - Parent Rights and Responsibilities)

- 12. Any other rights and requirements set forth in Education Code 49060-49078, and the right of parents/guardians to file a complaint with the United States Department of Education concerning an alleged failure by the district to comply with 20 USC 1232g
- 13. A statement that the district forwards education records to other agencies or institutions that request the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment

Regulation CENTER UNIFIED SCHOOL DISTRICT approved: June 3, 2009 Antelope, California

Students AR 5125.1(a)

RELEASE OF DIRECTORY INFORMATION

Definition

Note: Education Code 49073 and 20 USC 1232g, the Family Educational Rights and Privacy Act (FERPA), mandate that school districts adopt a policy identifying those categories of student records considered to be "directory information," which may generally be released unless the parent/guardian notifies the district of his/her refusal. "Directory information" is defined in Education Code 49061 and 34 CFR 99.3. However, the following section should be modified to reflect those categories of information defined by the district as "directory information"; those items the district does not intend to release as directory information should be deleted. Also see AR 5125 - Student Records.

AB 143 (Ch. 434, Statutes of 2011) amended Education Code 49061 to redefine directory information to include the student's email address (see item #4 below), thereby aligning state law with 34 CFR 99.3. However, Education Code 49061, as amended, does not include three types of information defined as directory information in 34 CFR 99.3: the student's place of birth, grade level, and photograph. Thus, these types of information are not reflected in the following list. Districts that receive any request for such information about student(s) based on federal law should consult legal counsel prior to releasing the information.

Directory information means information contained in a student record that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (Education Code 49061; 20 USC 1232g; 34 CFR 99.3)

- 1. Name
- 2. Address
- 3. Telephone number
- 4. Email address
- 5. Date of birth
- 6. Major field of study
- 7. Participation record in officially recognized activities and sports
- 8. Weight and height of athletic team members
- 9. Dates of attendance
- 10. Degrees and awards received
- 11. Most recent previous school attended

(cf. 1113 - District and School Web Sites) (cf. 1114 - District-Sponsored Social Media)

RELEASE OF DIRECTORY INFORMATION (continued)

Directory information does not include a student's social security number or student identification number. However, directory information may include a student identification number, user identification, or other personal identifier used by the student for purposes of accessing or communicating in electronic systems provided that the identifier cannot be used to gain access to education records except when used in conjunction with a personal identification number, password, or other factor known or possessed only by the authorized user. (34 CFR 99.3)

Notification to Parents/Guardians

Note: Pursuant to Education Code 49063, the district must annually notify parents/guardians and eligible students, in writing, of their rights related to student records, including the categories of records considered to be "directory information." See the accompanying Exhibit for a sample parent/guardian notification.

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the district plans to release and the recipients of the information. The notification shall also inform parents/guardians of their right to refuse to let the district designate any or all types of information as directory information and the period of time within which a parent/guardian must notify the district in writing that he/she does not want a certain category of information designated as directory information. (Education Code 49063, 49073; 20 USC 1232g; 34 CFR 99.37)

(cf. 5125 - Student Records) (cf. 5145.6 - Parental Notifications)

Note: The following paragraph applies to districts that maintain secondary schools and receive funds under the federal Elementary and Secondary Education Act (ESEA). 20 USC 7908 requires those districts to notify parents/guardians that they may request that the district not release their child's name, address, and telephone number to military recruiters, employers, or colleges without their prior written consent. According to Guidance issued by the U.S. Department of Education (USDOE) (Access to High School Students and Information on Students by Military Recruiters), a single notice provided through a mailing, student handbook, or other method that is reasonably calculated to inform parents/guardians of the above information is sufficient. The law does not specify whether parents/guardians may request that the district not release their child's information to certain third parties, such as military recruiters, but authorize the release to others parties, such as private employers. Districts should consult legal counsel as appropriate.

The Superintendent or designee shall notify parents/guardians that they may request that the district not release the name, address, and telephone number of their child to military recruiters, employers, or institutions of higher education without prior written consent. (20 USC 7908)

RELEASE OF DIRECTORY INFORMATION (continued)

Parent/Guardian Consent

Note: Education Code 49073 specifies that parents/guardians may request that their child's directory information not be released (an "opt-out" process). According to a letter from the USDOE to California's Superintendent of Public Instruction, it is a "misapplication" of 20 USC 7908 for a district to establish an "opt-in" procedure specifically for military recruiters whereby a district would not provide information to military recruiters unless a parent/guardian has provided affirmative consent. According to the letter, a district that establishes an "opt-in" procedure for military recruiters would risk having its federal ESEA funds withheld.

Directory information shall not be released regarding any student whose parent/guardian notifies the district in writing that such information not be disclosed without the parent/guardian's prior consent. (Education Code 49073; 20 USC 1232g, 7908)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information) (cf. 9011 - Disclosure of Confidential/Privileged Information)

For a former student, the district shall continue to honor any valid request to opt out of the disclosure of directory information made while the student was in attendance at the district, unless the opt-out request has been rescinded. (34 CFR 99.37)

Administrative Regulation

Release Of Directory Information

AR 5125.1 Students

Definition

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes: (34 CFR 99.3; Education Code 49061)

- 1. Name
- 2. Address
- 3. Telephone number
- 4. Email address
- 5. Date and place of birth
- 6. Major field of study
- 7. Participation record in officially recognized activities and sports
- 8. Weight and height of athletic team members
- 9. Dates of attendance
- 10. Degrees and awards received
- 11. Most recent previous school attended

Notification to Parents/Guardians

At the beginning of each school year, all parents/guardians shall be notified as to the categories of directory information the school or district plans to release and the recipients of the information. The notification shall also inform parents/guardians of their right to refuse to let the district designate any or all types of information as directory information and the period of time within which a parent/guardian must notify the district in writing that he/she does not want a certain category of information designated as directory information. (34 CFR 99.37; Education Code 49063, 49073)

(cf. 5125 - Student Records) (cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall notify parents/guardians that they may request that the district not release the name, address, and telephone number of their child to military recruiters, employers, or institutions of higher education without prior written consent. (20 USC 7908)

Parent/Guardian Consent

Directory information shall not be released regarding any student whose parent/guardian notifies the district in writing that such information not be disclosed without the parent/guardian's prior consent. (20 USC 1232g, 7908; Education Code 49073)

For a former student, the district shall continue to honor any valid request to opt out of the disclosure of directory information made while the student was in attendance at the district, unless the opt-out request has been rescinded. (34 CFR 99.37)

Regulation CENTER UNIFIED SCHOOL DISTRICT approved: June 3, 2009 Antelope, California

Students E 5125.1(a)

RELEASE OF DIRECTORY INFORMATION

Note: The following exhibit is based on a model notice prepared by the U.S. Department of Education and should be modified to reflect district practice.

PARENT/GUARDIAN NOTICE RELEASE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Center Joint Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school and/or district publications. Examples include:

- a playbill, showing your child's role in a drama production
- the annual yearbook
- honor roll or other recognition lists
- graduation programs
- sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with students' names, addresses, and telephone listings, unless parents/guardians have advised the district that they do not want their child's information disclosed without their prior written consent.

If you do not want the	district to disclose dire	ectory information from	n your child's education
records without your	prior written consent,	you must notify the	district in writing by
(insert date)	The district	t has designated the fo	ollowing information as
directory information:			

Note: The district should modify the following list to specify those categories of information defined by the district as "directory information" in the accompanying administrative regulation. Those items the district does not intend to release as directory information should be deleted.

AB 143 (Ch. 434, Statutes of 2011) amended Education Code 49061 to redefine directory information to include the student's email address (see item #4 below) and delete student's place of birth.

RELEASE OF DIRECTORY INFORMATION (continued)

- 1. Name
- 2. Address
- 3. Telephone number
- 4. Email address
- 5. Date of birth
- 6. Major field of study
- 7. Participation in officially recognized activities and sports
- 8. Weight and height of athletic team members
- 9. Dates of attendance
- 10. Degrees and awards received
- 11. Most recent previous school attended

The district also may disclose your child's student identification number, user identification, or other unique personal identifier used to communicate in electronic systems, provided it cannot be used to access education records without a personal identification number (PIN), password, or other factor that only the authorized user knows. Your child's social security number will not be used for this purpose.

Exhibit

Release Of Directory Information

E 5125.1 **Students**

PARENT/GUARDIAN NOTICE RELEASE OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Center Unified School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the district may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the district to include this type of information from your child's education records in certain school and/or district publications. Examples include:

- * a playbill, showing your child's role in a drama production;
- * the annual yearbook;
- * honor roll or other recognition lists;
- * graduation programs; and
- * sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require districts receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents/guardians have advised the district that they do not want their child's information disclosed without their prior written consent.

If you do not want the district to disclose directory	information from your child's			
education records without your prior written consent, you must notify the district in				
writing by(insert date) The di	strict has designated the following			
information as directory information:				

- 1. Name
- 2. Address

- 3. Telephone number
- 4. Electronic mail address
- 5. Photograph
- 6. Date and place of birth
- 7. Major field of study
- 8. Participation in officially recognized activities and sports
- 9. Weight and height of athletic team members
- 10. Dates of attendance
- 11. Degrees and awards received
- 12. Most recent previous school attended

ExhibitCENTER UNIFIED SCHOOL DISTRICT Version: September 21, 2005Antelope, California

Students BP 5131.7(a)

WEAPONS AND DANGEROUS INSTRUMENTS

The Governing Board recognizes that students and staff have the right to a safe and secure campus free from physical and psychological harm and desires to protect them from the dangers presented by firearms and other weapons.

(cf. 0450 - Comprehensive Safety Plan) (cf. 3515.3 - District Police/Security Department) (cf. 5116.1 - Intradistrict Open Enrollment) (cf. 5131 - Conduct) (cf. 5138 - Conflict Resolution/Peer Mediation)

Possession of Weapons

The Board prohibits any student from possessing weapons, imitation firearms, or other dangerous instruments, as defined in law and administrative regulation, in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.

Under the power granted to the Board to protect the safety of students, staff, and others on district property and to maintain order and discipline in the schools, any school employee is authorized to confiscate any prohibited weapon, imitation firearm, or dangerous instrument from any student on school grounds.

(cf. 4158/4258/4358 - Employee Security)

Note: Education Code 48915 and 20 USC 7151 require the mandatory expulsion of a student who has possessed a firearm, brandished a knife, or committed any other acts listed in Education Code 48915(c). See AR 5144.1 - Suspension and Expulsion/Due Process for grounds for suspension and expulsion and expulsion procedures.

Unless he/she has obtained prior written permission as specified below, a student possessing or threatening others with any weapon, dangerous instrument, or imitation firearm shall be subject to suspension and/or expulsion in accordance with law, Board policy, and administrative regulations.

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(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))
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Note: Pursuant to 20 USC 7151, any district receiving federal funds under the No Child Left Behind Act is mandated to have a policy requiring that any student who brings a firearm to school be referred to the criminal justice or juvenile delinquency system. This mandate reinforces Education Code 48902, which requires the principal or designee to notify law enforcement authorities of violations of Penal Code 245, 626.9, and 626.10 and Education Code 48900(c) and (d). In addition, Education Code 48902 requires the principal or designee to notify law enforcement authorities when a student possesses a firearm or explosive or sells or furnishes a firearm at school. See AR 5144.1 - Suspension and Expulsion/Due Process for comparable compliance statements.

The principal or designee shall notify law enforcement authorities when any student possesses a firearm, explosive, or other prohibited weapon or dangerous instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. (Education Code 48902; Penal Code 245, 626.9, 626.10; 20 USC 7151)

(cf. 3515.2 - Disruptions)

Advance Permission for Possession of a Weapon for Educational Purposes

Note: 20 USC 7151 allows possession of a firearm on school grounds for educational purposes when (1) the firearm is lawfully stored in a locked vehicle and (2) the principal authorizes possession for approved activities and the district has adopted appropriate safeguards to ensure student safety. Federal law is consistent with Penal Code 626.10 which authorizes students to possess certain weapons with written permission of the principal when necessary for a school-sponsored activity or class.

The following optional section is for use by districts that wish to allow such possession of firearms and other weapons and should be modified to reflect specific safeguards and timelines adopted by the district.

The parent/guardian of a student who desires to possess a firearm, imitation firearm, or other prohibited weapon on school grounds for an educational purpose shall, at least five school days in advance of the planned possession, submit a written request to the principal which explains the planned use of the weapon and the duration. The student shall also submit a written explanation from the staff person responsible for the school-sponsored activity or class.

The principal may grant permission for such possession when he/she determines that it is necessary for a school-sponsored activity or class or as part of the educational program. Factors that shall be considered include, but are not limited to, the planned use of the weapon, the duration and location of the planned use, whether an audience is expected, and any perceived adverse effects to the safety and well-being of students or staff. If the principal grants such permission, he/she shall provide the student and staff person with a written explanation regarding any limitations and the permissible duration of the student's possession.

When the principal or designee grants permission, he/she shall take all necessary precautions to ensure the safety of all persons on school grounds, including, but not limited to, inspecting a firearm to verify that no live ammunition is present. Any weapon allowed shall be stored in a locked vehicle or in an appropriate, locked container before and after its authorized use.

A student granted permission to possess a weapon may be suspended and/or expelled if he/she possesses or uses the weapon inappropriately.

Possession of Pepper Spray

Note: Penal Code 22815, as renumbered by SB 1080 (Ch. 711, Statutes of 2010), allows minors age 16 or older to purchase and possess tear gas or tear gas weapons for purposes of self-defense if they are accompanied by a parent/guardian or have the written consent of their parent/guardian. Option 1 below, for use by districts that allow students to bring such defensive items to school, reflects the fact that a student can be disciplined under Education Code 48900 or 48915 if such an item is used for a purpose other than self-defense. Option 2 is for use by districts that prohibit students from bringing such items to school.

OPTION 1: Students age 16 or older may legally possess tear gas or tear gas weapons such as pepper spray for the purpose of self-defense. However, such students shall be subject to suspension and/or expulsion if they use such items inappropriately or for any purpose other than self-defense.

OPTION 2: To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

Reporting of Dangerous Objects

Note: Education Code 49335 requires the California Department of Education (CDE) to develop a system, for use by districts, to shield the identity of and provide protection to students who report the presence of "injurious objects" on school grounds. Pursuant to Education Code 49330, an "injurious object" is an object capable of inflicting substantial bodily damage and those objects listed in specified sections of the Penal Code, as renumbered by SB 1080 (Ch. 711, Statutes of 2010); see the accompanying administrative regulation. These weapons include, but are not limited to, firearms, knives, metal knuckles, and explosives.

The system developed by the CDE pursuant to Education Code 49335 was a directive for districts to ensure that district policy has been adopted which implements the student reporting protections. The following section should be modified to reflect district practice.

The Board encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

(cf. 5125 - Student Records)

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The Superintendent or designee also shall inform staff, students, and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

35291 Governing board to prescribe rules for discipline of the schools

48900 Grounds for suspension/expulsion

48902 Notification of law enforcement authorities

48915 Required recommendation for expulsions

48916 Readmission

49330-49335 Injurious objects

PENAL CODE

245 Assault with deadly weapon

417.4 Imitation firearm; drawing or exhibiting

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razor or stun gun; bringing or possessing in school

653k Switchblade knife

16100-17350 Definitions

22810-23025 Tear gas weapon (pepper spray)

25200-25225 Firearms, access to children

30310 Prohibition against ammunition on school grounds

UNITED STATES CODE, TITLE 20

6301-7941 No Child Left Behind Act, especially:

7151 Gun-Free Schools Act

Management Resources:

CSBA PUBLICATIONS

<u>Safe Schools: Strategies for Governing Boards to Ensure Student Success</u>, Third Edition, October 2011

CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS

0401.01 Protecting Student Identification in Reporting Injurious Objects

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

<u>Guidance Concerning State and Local Responsibilities Under the Gun-Free Schools Act</u>, January 2004

WEB SITES

CSBA: http://www.csba.org

California Department of Education, Safe Schools: http://www.cde.ca.gov/ls/ss

National Alliance for Safe Schools: http://www.safeschools.org

National School Safety Center: http://www.schoolsafety.us

U.S. Department of Education, Office of Safe and Drug Free Schools:

http://www.ed.gov/about/offices/list/osdfs

Board Policy

Weapons And Dangerous Instruments

BP 5131.7 Students

The Governing Board recognizes that students and staff have the right to a safe and secure campus free from psychological and physical harm and desires to protect them from the dangers presented by firearms and other weapons.

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(cf. 0450 - Comprehensive Safety Plan)
(cf. 5116.1 - Intradistrict Open Enrollment)
(cf. 5131 - Conduct)
(cf. 5144 - Discipline)
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Possession of Weapons

The Board prohibits any student from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or buses, at school-related or school-sponsored activities away from school, or while going to or coming from school.

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(cf. 3515.3 - District Police/Security Department)
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Unless he/she has obtained prior written permission as specified below, any student who is determined to have brought a firearm to school or possessed a firearm at school, as verified by a school employee, shall be expelled for not less than one year, except that the Board may set an earlier date for readmission on a case-by-case basis, in accordance with Board policy and administrative regulation. (20 USC 7151; Education Code 48915)

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(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))
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Students possessing or threatening others with any weapon, dangerous instrument, or imitation firearm shall be subject to suspension and/or expulsion in accordance with law, Board policy, and administrative regulations. (Penal Code 417.4)

Under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff, and the public, any school employee is authorized to confiscate a weapon, dangerous instrument, or imitation firearm from any student on school grounds.

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(cf. 4158/4258/4358 - Employee Security)
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The principal or designee shall notify law enforcement authorities when any student possesses a firearm, explosive, or other dangerous weapon or instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. (20 USC 7151; Education Code 48902; Penal Code 245, 626.9, 626.10)

(cf. 3515.2 - Disruptions)

Advance Permission for Possession of a Weapon for Educational Use

A student who desires to possess a firearm, imitation firearm, or other prohibited weapon on school grounds for an educational purpose shall request prior permission from the principal at least five school days in advance of the planned possession. The student's parent/guardian shall provide written permission explaining the planned use of the weapon and the duration. The student shall also submit a written explanation from the staff person responsible for the school-sponsored activity or class.

On a case-by-case basis, the principal shall determine whether to grant permission for such possession when necessary for a school-sponsored activity or class or as part of the educational program. Factors that shall be considered include, but are not limited to, the planned use of the weapon, the duration and location of the planned use, whether an audience is expected, and any perceived adverse effects to the safety and well-being of students or staff. If the principal grants such permission, he/she shall provide the student and staff person with a written explanation regarding any limitations and the permissible duration of the student's possession.

When the principal or designee grants permission, he/she shall take all necessary precautions to ensure the safety of all persons on school grounds, including, but not limited to, inspecting a firearm to verify that no live ammunition is present. Any weapon allowed shall be stored in a locked vehicle or in an appropriate, locked container before and after its authorized use.

A student granted permission to possess a weapon may be suspended and/or expelled if he/she possesses or uses the weapon inappropriately.

Possession of Pepper Spray

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

Reporting of Dangerous Objects

The Board encourages students to promptly report the presence of weapons, injurious objects, or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

(cf. 5125 - Student Records)

The Superintendent or designee shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The Superintendent or designee also shall inform staff, students, and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

(cf. 5138 - Conflict Resolution/Peer Mediation)

Legal Reference:

EDUCATION CODE

35291 Governing board to prescribe rules for discipline of the schools

48900 Grounds for suspension/expulsion

48902 Notification of law enforcement authorities

48915 Required recommendation for expulsions

48916 Readmission

49330-49335 Injurious objects

PENAL CODE

245 Assault with deadly weapon

417.4 Imitation firearm; drawing or exhibiting

626.9 Gun-Free School Zone Act of 1995

626.10 Dirks, daggers, knives, razor or stun gun; bringing or possessing in school

653k Soliciting a minor to commit certain felonies

12001 Control of deadly weapons

12020-12036 Unlawful carrying and possession of concealed weapons

12220 Unauthorized possession of a machine gun

12401-12404 Tear gas

12550-12556 BB devices and imitation firearms

UNITED STATES CODE, TITLE 20

6301-7941 No Child Left Behind Act, especially:

7151 Gun-Free Schools Act

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION COMMUNICATIONS

0401.01 Protecting Student Identification in Reporting Injurious Objects

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

Guidance Concerning State and Local Responsibilities Under the Gun-Free Schools Act, January 2004

WEB SITES

CSBA: http://www.csba.org

California Department of Education, Safe Schools: http://www.cde.ca.gov/ls/ss

National Alliance for Safe Schools: http://www.safeschools.org National School Safety Center: http://www.schoolsafety.us U.S. Department of Education, Office of Safe and Drug Free Schools: http://www.ed.gov/about/offices/list/osdfs

Policy CENTER UNIFIED SCHOOL DISTRICT adopted: June 16, 2010 Antelope, California

Students AR 5131.7(a)

WEAPONS AND DANGEROUS INSTRUMENTS

Note: SB 1080 (Ch. 711, Statutes of 2010) renumbered sections of the Penal Code pertaining to deadly weapons.

Prohibited weapons and dangerous instruments include, but are not limited to: (Education Code 48915, 49330; Penal Code 626.10, 16100-17350, 30310)

- 1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion
- 2. Ammunition or reloaded ammunition
- 3. Knives, razor blades, and box cutters: any dirks, daggers, ice picks, or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than 2-1/2 inches, folding knives with a blade that locks into place, and razors with an unguarded blade
- 4. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices
- 5. Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure, or spring action, or any spot marker gun
- 6. Any other dangerous device, instrument, or weapon, including those defined in Penal Code 12020, including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon
- 7. Any imitation firearm, defined as a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm

Note: The remainder of this administrative regulation is **optional** and provides a process for an employee to use when taking possession of a weapon or dangerous instrument from a student. Pursuant to Education Code 49334, a school employee who initially contacts a law enforcement agency about any person possessing an unauthorized weapon or dangerous instrument on campus cannot be subject to any civil or administrative proceeding, including any disciplinary action, for doing so, notwithstanding any district policy or regulation to the contrary. The employee must follow any other requirements of district policy or regulation upon notifying the law enforcement agency. See BP 4158/4258/4358 - Employee Security for language regarding employee reports of adults possessing injurious objects.

Any employee may take any weapon or dangerous instrument from the personal possession of a student while the student is on school premises or under the authority of the district. (Education Code 49331, 49332)

(cf. 5145.12 - Search and Seizure)

In determining whether to take possession of the weapon or dangerous instrument, the employee shall use his/her own judgment as to the dangerousness of the situation and, based upon this analysis, shall take one of the following actions:

- 1. Confiscate the object and deliver it to the principal immediately
- 2. Immediately notify the principal, who shall take appropriate action
- 3. Immediately notify the local law enforcement agency and the principal

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(cf. 0450 - Comprehensive Safety Plan)
(cf. 3515.3 - District/Police Security Department)
(cf. 4158/4258/4358 - Employee Security)
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When informing the principal about the possession of a weapon or dangerous instrument, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of the possession.

The principal shall report any possession of a weapon or dangerous instrument to the student's parents/guardians by telephone or in person, and shall follow this notification with a letter.

The employee shall retain possession of the instrument until the risk of its use as a weapon has dissipated or, upon the request of the student's parent/guardian, until the parent/guardian appears and personally takes possession. (Education Code 49331, 49332)

Administrative Regulation

Weapons And Dangerous Instruments

AR 5131.7 Students

Prohibited weapons and dangerous instruments include, but are not limited to:

- 1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," tasers, and any other device capable of propelling a projectile by the force of an explosion or other form of combustion
- 2. Knives, razor blades, and box cutters: any dirks, daggers, ice picks, or other weapons with a fixed, sharpened blade fitted primarily for stabbing, weapons with a blade fitted primarily for stabbing, weapons with a blade longer than 2-1/2 inches, folding knives with a blade that locks into place, and razors with an unguarded blade (Education Code 48915; Penal Code 626.10)
- 3. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers of inflammable fluids, and other hazardous devices
- 4. Any instrument that expels a metallic projectile, such as a BB or a pellet, through the force of air pressure, carbon dioxide pressure, or spring action, or any spot marker gun (Penal Code 626.10)
- 5. Any other dangerous device, instrument, or weapon, including those defined in Penal Code 12020, including a blackjack, slingshot, billy, nunchaku, sandclub, sandbag, metal knuckles, or any metal plate with three or more radiating points with one or more sharp edges designed for use as a weapon
- 6. Any imitation firearm, defined as a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm (Education Code 48900; Penal Code 12550)

Any employee may take any weapon or dangerous instrument from the personal possession of a student while the student is on school premises or under the authority of the district. (Education Code 49331, 49332)

(cf. 5145.12 - Search and Seizure)

In determining whether to take possession of the weapon or dangerous instrument, the employee shall use his/her own judgment as to the dangerousness of the situation 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. Immediately notify the local law enforcement agency and the principal

(cf. 0450 - Comprehensive Safety Plan) (cf. 3515.3 - District/Police Security Department) (cf. 4158/4258/4358 - Employee Security)

When informing the principal about the possession of a weapon or dangerous instrument, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of the possession.

The principal shall report any possession of a weapon or dangerous instrument to the student's parents/guardians by telephone or in person, and shall follow this notification with a letter.

The employee shall retain possession of the instrument until the risk of its use as a weapon has dissipated or, upon the request of the student's parent/guardian, until the parent/guardian appears and personally takes possession. (Education Code 49331, 49332)

Regulation CENTER UNIFIED SCHOOL DISTRICT approved: June 16, 2010 Antelope, California

Students BP 5141.21(a)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

Note: The following optional policy and accompanying administrative regulation apply to the administration of medication to students pursuant to Education Code 49414.5, 49423, and 49423.1, Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), and the permissive guidelines established in 5 CCR 600-611. Pursuant to Education Code 49423, a student may be assisted by a school nurse or other designated school personnel to take, during the school day, medication prescribed or ordered for him/her by a physician or physician assistant as defined in Business and Professions Code 3501.

This policy and regulation do not address situations in which a district might be engaged in a collaborative arrangement with another entity for the provision of school health services to students; see BP/AR 5141.6 - School Health Services. For students identified as qualified for services under the Individuals with Disabilities Education Act (20 USC 1400-1482) or Section 504 of the federal Rehabilitation Act of 1973 (29 USC 794), necessary medication must be administered in accordance with the student's individualized education program (IEP) or Section 504 services plan. See also BP/AR 5141.24 - Specialized Health Care Services, BP/AR 6159 - Individualized Education Program, and BP/AR 6164.6 - Identification and Education Under Section 504.

In August 2007, the California Department of Education (CDE) issued a nonbinding legal advisory as required by the settlement agreement of a lawsuit concerning rights of students with diabetes to receive insulin. According to the CDE's legal advisory, when a district does not have licensed individuals available (e.g., school nurses and contracted registered nurses), it may authorize trained, unlicensed school employees to administer medications, including insulin injections, to students. This section of the advisory, as it affects the administration of insulin injections to students with diabetes, has been the subject of ongoing litigation. The decision of the California Court of Appeal in American Nurses Association v. O'Connell which invalidated that section of the legal advisory has been further appealed to the California Supreme Court. Thus, the Court of Appeal's decision is stayed (i.e., not in effect) pending the decision by the California Supreme Court, which will likely be issued in the spring or summer of 2012. In view of the ongoing litigation over this issue, it is strongly recommended that districts that wish to authorize the use of trained, unlicensed school employees to administer insulin should consult with legal counsel prior to doing so.

The Governing Board recognizes that during the school day, some students may need to take medication prescribed or ordered by an authorized health care provider to be able to fully participate in the educational program. The Superintendent or designee shall develop processes for the administration of medication to these students. For any student with a disability, as defined under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, necessary medication shall be administered in accordance with the student's individualized education program or Section 504 services plan.

(cf. 6159 - Individualized Education Program) (cf. 6164.6 - Identification and Education Under Section 504)

Note: 5 CCR 604 authorizes a parent/guardian to designate an individual to administer the medication, as specified below. See the accompanying administrative regulation. The CDE's legal advisory clarifies that a district may not require a parent/guardian or other relative to come onto school grounds to administer insulin and must provide the services needed by the child during the course of the regular school day. The CDE also states that a district may not require a parent/guardian to waive any rights or agree to any particular placement or related service as a condition of administering medication or assisting a student in the administration of medication.

If a parent/guardian chooses, he/she may administer the medication to his/her child at school or designate another individual who is not a school employee to do so on his/her behalf.

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(cf. 1250 - Visitors/Outsiders)
(cf. 6116 - Classroom Interruptions)
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Note: Education Code 49414.5, 49423, and 49423.1 authorize students to carry and self-administer medication needed for diabetes, auto-injectable epinephrine for use by students suffering an anaphylactic reaction, and asthma medication. In order for students to self-administer any such medication, the district must receive appropriate written statements, as specified in the accompanying administrative regulation. Districts may choose to allow students to carry and self-administer other types of medication beyond those authorized by the Education Code.

In addition, upon written request by the parent/guardian and with the approval of the student's authorized health care provider, a student with a medical condition that requires frequent treatment, monitoring, or testing may be allowed to self-administer, self-monitor, and/or self-test. The student shall observe universal precautions in the handling of blood and other bodily fluids.

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(cf. 5141 - Health Care and Emergencies)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.23 - Asthma Management)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)
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Administration of Medication by School Personnel

Note: Various provisions of state law allow districts to train unlicensed district employees to provide medical assistance to students at school when a credentialed school nurse or other licensed individual is unavailable. For example, Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), authorizes the use of a trained, unlicensed school employee to administer emergency antiseizure medication to a student suffering from an epileptic seizure. In addition, Education Code 49414.5 authorizes the provision of medical assistance to students with diabetes suffering from severe hypoglycemia, while Education Code 49414 authorizes districts to voluntarily determine whether to make emergency epinephrine auto-injectors available at schools to persons suffering from severe allergic reactions.

Though adequate training and supervision are critical in order to ensure that students are kept safe and liability risks to districts and their employees are minimized, those standards are not always available. For the administration of emergency antiseizure medications pursuant to Education Code 49414.7, CDE, in consultation with the California Department of Public Health, is required to develop the guidelines for training and supervision of employees by July 1, 2012. For this reason, it is strongly recommended that districts consult with their legal counsel, appropriate medical personnel, and risk managers in order to ensure that appropriate protections are in place. The following section should be modified to reflect district practice.

Any medication prescribed by an authorized health care provider, including an emergency antiseizure medication for a student with epilepsy, may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received written statements from both the student's parent/guardian and authorized health care provider. (Education Code 49414.7, 49423; 5 CCR 600)

School nurses and other designated school personnel shall administer medications in accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability protection.

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(cf. 3530 - Risk Management/Insurance)
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
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Note: The following paragraph is optional. In view of the ongoing litigation regarding the administration of insulin injection by unlicensed personnel, it is strongly recommended that districts consult with legal counsel prior to adopting a policy authorizing such a practice.

Only a school nurse or other school employee with an appropriate medical license may administer an insulin injection to a student. In the event that no such licensed school personnel is available, the district may contract with a licensed nurse from a public or private agency to administer insulin to the student.

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(cf. 5141.24 - Specialized Health Care Services)
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When unlicensed personnel are authorized by law to administer a medication, such as emergency antiseizure medication, epinephrine auto-injector, or glucagon, the Superintendent or designee shall ensure that school personnel designated to administer it to students receive appropriate training from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by and provided with emergency communication access to a school nurse, physician, or other appropriate individual.

The Superintendent or designee shall maintain documentation of the training, ongoing supervision, as well as annual written verification of competency of such other designated school personnel.

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(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
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Note: Business and Professions Code 2727 authorizes unlicensed personnel to administer medication to students in emergency situations, such as during an epidemic or public disaster.

In an emergency situation such as a public disaster or epidemic, a trained, unlicensed district employee may administer medication to a student.

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

48980 Notification at beginning of term

49407 Liability for treatment

49408 Emergency information

49414 Emergency epinephrine auto-injectors

49414.5 Providing school personnel with voluntary emergency training

49414.7 Emergency medical assistance: administration of epilepsy medication

49422-49427 Employment of medical personnel, especially:

49423 Administration of prescribed medication for student

49423.1 Inhaled asthma medication

49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:

2726 Authority not conferred

2727 Exceptions in general

3501 Definitions

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

COURT DECISIONS

American Nurses Association v. O'Connell, (2010) 185 Cal.App.4th 393

Management Resources:

AMERICAN DIABETES ASSOCIATION PUBLICATIONS

<u>Glucagon Training Standards for School Personnel: Providing Emergency Medical Assistance to Pupils with Diabetes, May 2006</u>

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

<u>Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools</u>, August 2007 <u>CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS</u>

Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

<u>Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003 WEB SITES</u>

CSBA: http://www.csba.org

American Diabetes Association: http://www.diabetes.org

California Department of Education, Health Services and School Nursing:

http://www.cde.ca.gov/ls/he/hn

National Diabetes Education Program: http://www.ndep.nih.gov

U.S. Department of Health and Human Services, National Institutes of Health, Blood Institute, asthma information: http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma

Policy adopted:

CSBA MANUAL MAINTENANCE SERVICE November 2011

Board Policy

Administering Medication And Monitoring Health Conditions

BP 5141.21 Students

The Governing Board recognizes that during the school day, some students may need to take medication prescribed or ordered by an authorized health care provider, to be functional at school and participate in the educational program. The Superintendent or designee shall develop processes for the administration of medication to these students. For any student with a disability, as defined under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973, necessary medication shall be administered in accordance with the student's individualized education program or Section 504 services plan.

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(cf. 6159 - Individualized Education Program)
(cf. 6164.6 - Identification and Education Under Section 504)
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If a parent/guardian chooses, he/she may administer the medication to his/her child at school or designate another individual who is not a school employee to do so on his/her behalf.

```
(cf. 1250 - Visitors/Outsiders)
(cf. 6116 - Classroom Interruptions)
```

In addition, upon written request by the parent/guardian and with the approval of the student's authorized health care provider, a student with a medical condition that requires frequent treatment, monitoring, or testing may be allowed to self-administer, self-monitor, and/or self-test. The student shall observe universal precautions in the handling of blood and other bodily fluids.

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(cf. 5141 - Health Care and Emergencies)(cf. 5141.22 - Infectious Diseases)(cf. 5141.23 - Asthma Management)(cf. 5141.27 - Food Allergies/Special Dietary Needs)
```

Administration of Medication by School Personnel

Any medication prescribed by an authorized health care provider may be administered by the school nurse or other designated school personnel only when the Superintendent or designee has received written statements from both the student's parent/guardian and authorized health care provider. (Education Code 49423; 5 CCR 600)

School nurses and other designated school personnel shall administer medications in

accordance with law, Board policy, and administrative regulation and shall be afforded appropriate liability protection.

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(cf. 3530 - Risk Management/Insurance)
(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)
(cf. 4119.43/4219.43/4319.43 - Universal Precautions)
```

Only a school nurse or other school employee with an appropriate medical license may administer an insulin injection to a student. In the event such licensed school personnel are unavailable, the district may contract with a licensed nurse from a public or private agency to administer insulin to the student. However, in an emergency situation such as a public disaster or epidemic, a trained, unlicensed district employee may administer an insulin injection to a student.

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(cf. 5141.24 - Specialized Health Care Services)
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To the extent that the administration of a medication, such as epinephrine auto-injector or glucagon, is authorized by law, the Superintendent or designee shall ensure that unlicensed personnel designated to administer it to students receive appropriate training from qualified medical personnel before any medication is administered. At a minimum, the training shall cover how and when such medication should be administered, the recognition of symptoms and treatment, emergency follow-up procedures, and the proper documentation and storage of medication. Such trained, unlicensed designated school personnel shall be supervised by and provided with emergency communication access to a school nurse, physician, or other appropriate individual.

The Superintendent or designee shall maintain documentation of the training, ongoing supervision, as well as annual written verification of competency of such other designated school personnel.

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(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
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Legal Reference:
EDUCATION CODE
48980 Notification at beginning of term
49407 Liability for treatment
49408 Emergency information
49414 Emergency epinephrine auto-injectors
49414.5 Providing school personnel with voluntary emergency training
49422-49427 Employment of medical personnel, especially:
49423 Administration of prescribed medication for student
49423.1 Inhaled asthma medication
```

49480 Continuing medication regimen; notice

BUSINESS AND PROFESSIONS CODE

2700-2837 Nursing, especially:

2726 Authority not conferred

2727 Exceptions in general

3501 Definitions

CODE OF REGULATIONS, TITLE 5

600-611 Administering medication to students

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act of 1974

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

COURT DECISIONS

American Nurses Association v. O'Connell, (2010) 185 Cal.App.4th 393

Management Resources:

AMERICAN DIABETES ASSOCIATION PUBLICATIONS

Glucagon Training Standards for School Personnel: Providing Emergency Medical

Assistance to Pupils with Diabetes, May 2006

CALIFORNIA DEPARTMENT OF EDUCATION LEGAL ADVISORIES

Legal Advisory on Rights of Students with Diabetes in California's K-12 Public Schools, August 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Training Standards for the Administration of Epinephrine Auto-Injectors, December 2004

NATIONAL DIABETES EDUCATION PROGRAM PUBLICATIONS

Helping the Student with Diabetes Succeed: A Guide for School Personnel, June 2003 WEB SITES

CSBA: http://www.csba.org

American Diabetes Association: http://www.diabetes.org

California Department of Education, Health Services and School Nursing:

http://www.cde.ca.gov/ls/he/hn

National Diabetes Education Program: http://www.ndep.nih.gov

U.S. Department of Health and Human Services, National Institutes of Health, Blood

Institute, asthma information:

http://www.nhlbi.nih.gov/health/public/lung/index.htm#asthma

Policy CENTER UNIFIED SCHOOL DISTRICT adopted: February 16, 2011 Antelope, California

Students AR 5141.21(a)

ADMINISTERING MEDICATION AND MONITORING HEALTH CONDITIONS

Note: The following administrative regulation is optional. Generally, 5 CCR 600-611 provide permissive guidelines for districts to follow in administering prescribed medication to students. In addition, with respect to certain diseases or conditions, various provisions of state law require specific standards of training and supervision for employees who will provide medical assistance, in order to ensure that students are kept safe and liability risks to districts are minimized. However, these standards are not always available. For example, Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), which requires guidelines for training and supervision of employees who may administer emergency antiseizure medication to students suffering from epileptic seizures, allows the California Department of Education, in consultation with the California Department of Public Health, to develop the guidelines by July 1, 2012. For this reason, it is strongly recommended that districts consult with their legal counsel, appropriate medical personnel, and risk managers in order to ensure that appropriate protections are in place.

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe or order medication, including, but not limited to, a physician or physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel may include any individual employed by the district who has consented to administer the medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Emergency medical assistance for a student suffering an epileptic seizure means the administration of an emergency antiseizure medication such as diazepam rectal gel and other emergency medications approved by the federal Food and Drug Administration for patients suffering from epileptic seizures. (Education Code 49414.7)

Notifications to Parents/Guardians

Note: Pursuant to Education Code 48980, districts must notify parents/guardians, at the beginning of each school year, of their rights and responsibilities under Education Code 49423 pertaining to the administration of medication to students by school employees and to self-administration of epinephrine by students. Though such notification is not required for self-administration of asthma and diabetes medication by students, it is recommended that the annual notification include them to minimize inconsistencies in how students are treated. Parent/guardian responsibilities pursuant to Education Code 49423 are included in the section entitled "Parent/Guardian Responsibilities" below.

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

- 1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
- With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Parent/Guardian Responsibilities

The responsibilities of the parent/guardian of any student who may need medication during the school day shall include, but are not limited to:

Note: Education Code 49423 and 5 CCR 600 authorize districts to administer prescribed medication only upon receipt of written statements from the student's authorized health care provider and parent/guardian. Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), requires similar statements before district personnel may administer emergency antiseizure medications to students. In addition, appropriate statements must be received before students are allowed to carry and self-administer diabetes medication pursuant to Education Code 49414.5, auto-injectable epinephrine pursuant to Education Code 49423, or asthma medication pursuant to Education Code 49423.1. Districts may choose to allow students to carry and self-administer other types of medication beyond those authorized by the Education Code. If so, the district should modify the following section accordingly. See the accompanying Board policy.

- 1. Each year, providing required parent/guardian and authorized health care provider written statements as described in the sections "Parent/Guardian Statement" and "Health Care Provider Statement" below. In addition, the parent/guardian shall provide a new authorized health care provider's statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49414.5, 49414.7, 49423, 49423.1; 5 CCR 600)
- 2. If the student is on a continuing medication regimen for a nonepisodic condition, informing the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician. (Education Code 49480)

Note: Pursuant to Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), if the district chooses to participate in a program to train nonmedical district employees who volunteer to provide emergency medical assistance to students suffering from epileptic seizures when licensed health care professionals are not available onsite, it must establish a district plan that includes item #3 below.

- 3. If the student suffers from epilepsy, notifying the principal or designee whenever the student has had an emergency antiseizure medication administered to him/her within four hours before a school day. (Education Code 49414.7)
- 4. Providing medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's identification, and the name and phone number of the authorized health care provider.

Parent/Guardian Statement

Note: 5 CCR 603 authorizes the district to establish specific requirements regarding the parent/guardian's written statement. The following list should be modified to reflect the district's requirements.

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

- 1. Identify the student
- 2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the authorized health care provider's written statement or any other questions that may arise with regard to the medication
- 3. Contain an acknowledgment that the parent/guardian understands how district employees will administer or otherwise assist the student in the administration of medication
- 4. Contain an acknowledgment that the parent/guardian understands his/her responsibilities to enable district employees to administer or otherwise assist the student in the administration of medication including, but not limited to, the parent/guardian's responsibility to provide a written statement from the authorized health care provider, to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment

5. Contain an acknowledgment that the parent/guardian may terminate consent for such administration at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that his/her child be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

- 1. Consent to the self-administration
- 2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to his/her child, the parent/guardian's written statement shall clearly identify the individual and shall state:

- 1. The individual's willingness to accept the designation
- 2. That the individual is permitted to be on the school site
- 3. Any limitations on the individual's authority

Health Care Provider Statement

Note: Education Code 49423 and 49423.1 and 5 CCR 602 list items that the authorized health care provider's written statement must contain, as specified in items #1-4 below. Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), has similar requirements for the administration of emergency antiseizure medication to students suffering from epileptic seizures. Districts that request additional information in the statement should modify the following list accordingly.

When district employees are to administer medication to a student or when a student is to be allowed to carry and self-administer prescription diabetes medication, auto-injectable epinephrine, or prescription inhaled asthma medication during school hours, the authorized health care provider's written statement shall include:

- 1. Clear identification of the student (Education Code 49414.7, 49423, 49423.1; 5 CCR 602)
- 2. The name of the medication (Education Code 49414.7, 49423, 49423.1; 5 CCR 602)
- 3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49414.7, 49423, 49423.1; 5 CCR 602)

4. If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49423, 49423.1; 5 CCR 602)

(cf. 5141.23 - Asthma Management) (cf. 5141.27 - Food Allergies/Special Dietary Needs)

Note: Items #5-7 below are optional and may be revised to reflect district practice.

- 5. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
- 6. Possible side effects of the medication
- 7. Name, address, telephone number, and signature of the student's authorized health care provider

Note: Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), adds the following requirements for the health care provider's written statement when an emergency antiseizure medication is involved.

When authorizing a district employee to administer emergency antiseizure medication to a student, the authorized health care provider's written statement shall also include the following: (Education Code 49414.7)

- 1. Detailed seizure symptoms, including frequency, type, or length of seizures that identify when the administration of the medication becomes necessary
- 2. A protocol for observing the student after a seizure, including, but not limited to, whether he/she should rest in the school office or return to his/her class, the length of time for direct observation, and a requirement to contact the school nurse and the student's parent/guardian to continue the observation plan

District Responsibilities

Note: The following section should be modified to reflect district practice.

The school nurse or other designated school personnel shall:

1. Administer or assist in administering medications in accordance with the authorized health care provider's written statement

- 2. Accept delivery of medications from parents/guardians and count and record them upon receipt
- 3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medications, and note on the list the type of medication and the times and dosage to be administered

Note: 5 CCR 601 specifies items that districts may, but are not required to, include in the medication log, as provided in item #4 below.

- 4. Maintain a medication log which may:
 - a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
 - b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication

Note: 5 CCR 601 specifies items that may be included in the medication record, as detailed below. In addition, 5 CCR 607 authorizes the district to establish policies regarding documentation of medication, including the maintenance of the medication record.

- 5. Maintain a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student
- 6. Ensure that student confidentiality is appropriately maintained

(cf. 5125 - Student Records)

7. Coordinate the administration of medication during field trips and after-school activities

(cf. 5148.2 - Before/After School Programs) (cf. 6145.2 - Athletic Competition) (cf. 6153 - School-Sponsored Trips)

8. Report to the parent/guardian and the site administrator any refusal by the student to take his/her medication

- 9. Keep all medication to be administered by the district in a locked drawer or cabinet
- 10. As needed, communicate with the authorized health care provider and pharmacist regarding the medication and its effects
- 11. Counsel other designated school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose

Note: 5 CCR 609 authorizes the district to establish policies regarding unused, discontinued, or outdated medication.

- 12. Ensure that unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances
- 13. Provide immediate medical assistance, if needed, and report to the site administrator and parent/guardian instances when the medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement

Upon receiving such notification, the site administrator may notify the student's authorized health care provider and shall document the error in the medication log.

Additional Requirements for Management of Epileptic Seizures

Note: Pursuant to Education Code 49414.7, as added by SB 161 (Ch. 560, Statutes of 2011), any district that chooses to participate in a program to train nonmedical district employees who volunteer to provide emergency medical assistance to students suffering from epileptic seizures when licensed health care professionals are not available onsite is required to satisfy specific requirements, including developing a district plan with certain components. The requirements of Education Code 49414.7 that are similar to the requirements for administration of other types of medication are addressed in previous sections. Other requirements that are unique to this program are reflected in the following optional section.

In addition to other applicable provisions in preceding sections, the Superintendent or designee shall make arrangements for assisting students with epilepsy who may suffer a seizure at school. Such arrangements shall include the following: (Education Code 49414.7)

1. The notification of any parent/guardian who requests that a nonmedical district employee be trained to provide emergency medical assistance to his/her child that the child may qualify for services or accommodations under a Section 504 plan or an individualized education program (IEP).

The Superintendent or designee shall assist the parent/guardian to explore that option and shall encourage him/her to adopt the option if the student is determined to be eligible for such service or accommodation.

(cf. 6159 - Individualized Education Program) (cf. 6164.6 - Identification and Education Under Section 504)

- 2. The creation of an individualized health plan, seizure action plan, or other appropriate health plan designed to acknowledge and prepare for the child's health care needs in school, if a parent/guardian refuses to have his/her child assessed for services or accommodations under the Section 504 plan or an IEP.
- 3. The distribution of an electronic notice to school staff, no more than twice per school year, for each student whose parent/guardian has requested provision of emergency medical assistance pursuant to Education Code 49414.7. The notice shall be in bold print and, in accordance with Education Code 49414.7, shall contain a description of the volunteer request, the training that the volunteer will receive, the voluntary nature of the program, and the timelines for the volunteer to rescind his/her offer.

If no employee volunteers to administer emergency antiseizure medication to a student, the Superintendent or designee shall renotify the student's parent/guardian of the option to be assessed for services and accommodations under Section 504 and the federal Individuals with Disabilities Education Act.

- 4. An assurance that any employee who volunteers to administer an emergency antiseizure medication receives training from a licensed health care professional before administering such medication. When a trained employee has not administered an emergency antiseizure medication to a student within two years after completing the training, he/she shall attend a new training program to retain the ability to administer an emergency antiseizure medication.
- 5. An assurance that any training provided for district employees who volunteer to administer emergency antiseizure medications to students includes, but is not limited to:
 - a. Recognition and treatment of different types of seizures
 - b. Administration of an emergency antiseizure medication

- c. Basic emergency follow-up procedures, including, but not limited to, a requirement for the principal or designee to call the emergency 911 telephone number and to contact the student's parent/guardian, but not necessarily to transport the student to an emergency room
- d. Techniques and procedures to ensure student privacy

(cf. 5022 - Student and Family Privacy Rights)

6. A process for notifying the credentialed school nurse, or the Superintendent or designee as applicable, whenever an employee administers an emergency antiseizure medication to a student at a school site.

Administrative Regulation

Administering Medication And Monitoring Health Conditions

AR 5141.21 Students

Definitions

Authorized health care provider means an individual who is licensed by the State of California to prescribe medication, including, but not limited to, a physician assistant. (Education Code 49423; 5 CCR 601)

Other designated school personnel may include any individual employed by the district who has consented to administer the medication or otherwise assist the student and who may legally administer the medication to the student or assist the student in the administration of the medication. (5 CCR 601)

Medication may include not only a substance dispensed in the United States by prescription, but also a substance that does not require a prescription, such as over-the-counter remedies, nutritional supplements, and herbal remedies. (5 CCR 601)

Notifications to Parents/Guardians

At the beginning of each school year, the Superintendent or designee shall notify parents/guardians of the options available to students who need to take prescribed medication during the school day and the rights and responsibilities of parents/guardians regarding those options. (Education Code 49480)

(cf. 5145.6 - Parental Notifications)

In addition, the Superintendent or designee shall inform the parents/guardians of any student on a continuing medication regimen for a nonepisodic condition of the following requirements: (Education Code 49480)

- 1. The parent/guardian is required to inform the school nurse or other designated employee of the medication being taken, the current dosage, and the name of the supervising physician.
- 2. With the parent/guardian's consent, the school nurse or other designated employee may communicate with the student's physician regarding the medication and its effects and may counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.

Parent/Guardian Responsibilities

In accordance with law, the district shall obtain written statements from the student's parent/guardian and authorized health care provider before a district employee administers, or assists in the administration of, a prescribed medication to any student and before a student is allowed to carry and self-administer prescription diabetes medication, auto-injectable epinephrine, or prescription inhaled asthma medication during school hours. (Education Code 49414.5, 49423, 49423.1; 5 CCR 600)

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(cf. 5141.23 - Asthma Management)
(cf. 5141.27 - Food Allergies/Special Dietary Needs)
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The authorized health care provider's written statement shall include:

- 1. Clear identification of the student (Education Code 49423, 49423.1; 5 CCR 602)
- 2. The name of the medication (Education Code 49423, 49423.1; 5 CCR 602)
- 3. The method, amount, and time schedules by which the medication is to be taken (Education Code 49423, 49423.1; 5 CCR 602)
- 4. If a parent/guardian has requested that his/her child be allowed to self-administer medication, confirmation that the student is able to self-administer the medication (Education Code 49423, 49423.1; 5 CCR 602)
- 5. For medication that is to be administered on an as-needed basis, the specific symptoms that would necessitate administration of the medication, allowable frequency for administration, and indications for referral for medical evaluation
- 6. Possible side effects of the medication
- 7. Name, address, telephone number, and signature of the student's authorized health care provider

When district employees are to administer medication to a student, the parent/guardian's written statement shall:

- 1. Identify the student
- 2. Grant permission for an authorized district representative to communicate directly with the student's authorized health care provider and pharmacist, as may be necessary, regarding the authorized health care provider's written statement or any other questions that may arise with regard to the medication
- 3. Contain an acknowledgment that the parent/guardian understands how district employees will administer or otherwise assist the student in the administration of

medication

- 4. Contain an acknowledgment that the parent/guardian understands his/her responsibilities to enable district employees to administer or otherwise assist the student in the administration of medication including, but not limited to, the parent/guardian's responsibility to provide a written statement from the authorized health care provider to ensure that the medication is delivered to the school in a proper container by an individual legally authorized to be in possession of the medication, and to provide all necessary supplies and equipment
- 5. Contain an acknowledgment that the parent/guardian may terminate consent for such administration at any time

In addition to the requirements in items #1-5 above, if a parent/guardian has requested that his/her child be allowed to carry and self-administer prescription auto-injectable epinephrine or prescription inhaled asthma medication, the parent/guardian's written statement shall: (Education Code 49423, 49423.1)

- 1. Consent to the self-administration
- 2. Release the district and school personnel from civil liability if the student suffers an adverse reaction as a result of self-administering the medication

In addition to the requirements in items #1-5 above, if a parent/guardian wishes to designate an individual who is not an employee of the district to administer medication to his/her child, the parent/guardian's written statement shall clearly identify the individual and shall state:

- 1. The individual's willingness to accept the designation
- 2. That the individual is permitted to be on the school site
- 3. Any limitations on the individual's authority

The parent/guardian shall annually provide the Superintendent or designee a new written statement from himself/herself and the student's authorized health care provider. In addition, the parent/guardian shall provide a new authorized health care provider's written statement if the medication, dosage, frequency of administration, or reason for administration changes. (Education Code 49423, 49423.1; 5 CCR 600)

Parents/guardians shall provide medications in properly labeled, original containers along with the authorized health care provider's instructions. For prescribed or ordered medication, the container also shall bear the name and telephone number of the pharmacy, the student's

identification, and the name and phone number of the authorized health care provider.

Medications that are not in their original container shall not be accepted or administered. Medications shall be delivered to the school by parents/guardians, unless the Superintendent or designee authorizes another method of delivery.

The parent/guardian of a student on a continuing medication regimen for a nonepisodic condition shall inform the school nurse or other designated certificated employee of the medication being taken, the current dosage, and the name of the supervising physician. (Education Code 49480)

District Employee/District Responsibilities

The school nurse or other designated school personnel shall:

- 1. Administer or assist in administering medications in accordance with the authorized health care provider's written statement.
- 2. Accept delivery of medications from parents/guardians and count and record them upon receipt.
- 3. Maintain a list of students needing medication during the school day, including those authorized to self-administer medications. The type of medication and the times and dosage to be administered shall be noted on the list.
- 4. Maintain a medication log which may:
- a. Specify the student's name, medication, dose, method of administration, time of administration during the regular school day, date(s) on which the student is required to take the medication, and the authorized health care provider's name and contact information
- b. Contain space for daily recording of the date, time, and amount of medication administered, and the signature of the individual administering the medication
- 5. Maintain a medication record which may include the authorized health care provider's written statement, the parent/guardian's written statement, the medication log, and any other written documentation related to the administration of medication to the student.
- 6. Ensure that student confidentiality is appropriately maintained.

(cf. 5125 - Student Records)

7. Coordinate the administration of medication during field trips and after-school activities.

(cf. 5148.2 - Before/After School Programs)

(cf. 6145.2 - Athletic Competition) (cf. 6153 - School-Sponsored Trips)

- 8. Report to the parent/guardian and the site administrator any refusal by the student to take his/her medication.
- 9. Keep all medication to be administered by the district in a locked drawer or cabinet.
- 10. As needed, communicate with the authorized health care provider and pharmacist regarding the medication and its effects.
- 11. Counsel school personnel regarding the possible effects of the medication on the student's physical, intellectual, and social behavior, as well as possible behavioral signs and symptoms of adverse side effects, omission, or overdose.
- 12. Ensure that unused, discontinued, or outdated medication is returned to the student's parent/guardian at the end of the school year or, if the medication cannot be returned, dispose of it in accordance with state laws and local ordinances.
- 13. Provide immediate medical assistance, if needed, and report to the site administrator and parent/guardian instances when the medication is not administered properly, including administration of the wrong medication or failure to administer the medication in accordance with authorized health care provider's written statement.

Upon receiving such notification, the site administrator may notify the student's authorized health care provider and shall document the error in the medication log.

Regulation CENTER UNIFIED SCHOOL DISTRICT approved: February 16, 2011 Antelope, California

Instruction BP 6143(a)

COURSES OF STUDY

The Governing Board recognizes that a well-aligned sequence of courses fosters academic progress and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful in school, college, and the workplace.

(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

Note: The following optional paragraph should be revised to reflect the grade levels offered by the district. For example, unified school districts need to be concerned about articulation of courses within the district and with postsecondary institutions, whereas elementary districts and high school districts will also need to address articulation with each other.

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district. As necessary, he/she also shall work with representatives of appropriate area districts and postsecondary institutions to ensure articulation of courses with other institutions to which district students may matriculate. The sequence of courses shall be designed to ensure that each course provides adequate preparation for the next course in the sequence, avoids significant duplication of content, and allows for reinforcement and progression in the subject matter.

Elementary Grades

Note: The following section is for use by districts offering elementary grades and may be revised to reflect district practice. Education Code 51225.4 mandates elementary school districts to certify to the Superintendent of Public Instruction that they have adopted a policy to implement a course of instruction that sufficiently prepares students for the secondary courses required for graduation pursuant to Education Code 51225.3.

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary course of study.

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

Secondary Grades

Note: Education Code 51228 requires districts to offer students in grades 7-12 a course of study that fulfills the requirements and prerequisites for admission to California colleges. Education Code 51228 also requires districts to offer such students the opportunity to attain entry-level employment skills. Pursuant to Education Code 51228, districts that adopt a course of study that meets or exceeds the state model curriculum standards in career technical education will be deemed to have satisfied the requirement.

Education Code 66204 prohibits a public school from establishing any policy or practice that directs any student away from choosing programs that prepare him/her academically for college, especially for cultural or linguistic reasons.

The following paragraph is for use by districts maintaining any of grades 7-12 and should be revised to reflect the grade levels offered by the district.

The district shall offer all otherwise qualified students in grades 7-12 a course of study that prepares them, upon graduation from high school, to meet the requirements and prerequisites for admission to California public colleges and universities and to attain entry-level employment skills in business or industry. (Education Code 51228)

(cf. 5121 - Grades/Evaluation of Student Achievement) (cf. 6141.5 - Advanced Placement) (cf. 6146.1 - High School Graduation Requirements) (cf. 6162.52 - High School Exit Examination) (cf. 6178 - Career Technical Education)

Note: The remainder of this policy is for use by districts maintaining any of grades 9-12.

In addition, the course of study for students in grades 9-12 shall include instruction in skills and knowledge for adult life, career technical training, and a timely opportunity for all otherwise qualified students to enroll, within four years before graduation, in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities. (Education Code 51224, 51228)

Note: Among the criteria for admission to the University of California (UC) or California State University system is a requirement that high school students satisfactorily complete 15 units of specified courses ("a-g" courses). These include a growing number of career technical education courses that connect knowledge of academic content with practical or work-related applications.

In order to qualify as an "a-g" course, the course must first be submitted to and approved by UC. Education Code 51229 requires that districts annually provide the list of certified courses to students in grades 9-12; see the accompanying administrative regulation and E 5145.6 - Parental Notifications.

The Superintendent or designee shall develop a process by which courses that meet college admission criteria (referred to as "a-g" course requirements) are submitted to the University of California for review and certification. He/she shall maintain an accurate list of all current high school courses that have been so certified, shall ensure that the list is provided annually to each student in grades 9-12, and shall make updated lists readily available. (Education Code 51229, 66204)

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

33319.3 Driver education; CDE materials on road rage

33540 Government and civics instruction in interaction with government agencies

48980 Parental notifications

51202 Instruction in personal and public health and safety

51203 Instruction on alcohol, narcotics and restricted dangerous drugs

51204 Course of study designed for student's needs

51204.5 Social science instruction; history of California; contributions of various groups

51210-51212 Course of study for grades 1-6

51220-51229 Course of study for grades 7-12

51241 Exemption from physical education

51911-51921 Comprehensive health education

51930-51939 Comprehensive sexual health and HIV/AIDS prevention instruction

51940 Curriculum for brain and spinal cord injury prevention

53278-53280 Supplemental School Counseling Program

60040-60052 Requirements for instructional materials

66204 Certification of high school courses as meeting university admission criteria

HEALTH AND SAFETY CODE

11032 Definition of dangerous drugs

CODE OF REGULATIONS, TITLE 5

10020-10049 Automobile driver education and training

10060 Physical education program

UNITED STATES CODE, TITLE 20

6101-6251 School-to-Work Opportunities Act of 1994

Management Resources:

WEB SITES

CSBA: http://www.csba.org

California Career Resource Network: http://www.californiacareers.info

California Colleges.edu: http://www.californiacolleges.edu
California Department of Education: http://www.cde.ca.gov

California State University, Admission Requirements: http://www.csumentor.edu/planning/high school

University of California, a-g Course Submissions: http://www.ucop.edu/a-gGuide/ag/

course submissions

University of California, List of Approved a-g

Courses: http://www.universityofcalifornia.edu/admissions/freshman/requirements

Board Policy

Courses Of Study

BP 6143
Instruction

The Governing Board recognizes that a well-articulated sequence of courses fosters academic progress and provides for the best possible use of instructional time. The district's course of study shall provide students with opportunities to attain the skills, knowledge, and abilities they need to be successful in school, college, and/or the workplace.

(cf. 6141 - Curriculum Development and Evaluation) (cf. 6161.1 - Selection and Evaluation of Instructional Materials)

The Superintendent or designee shall establish processes for ensuring the articulation of courses across grade levels within the district and, as necessary, shall work with representatives of appropriate area districts to ensure articulation of courses between elementary and secondary schools.

Elementary Grades

The Board shall adopt a course of study for elementary grades that sufficiently prepares students for the secondary school course of study.

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

Secondary Grades

The district shall offer all otherwise qualified students in secondary grades a course of study that, upon graduation from high school, prepares them to meet the requirements and prerequisites for admission to California public colleges and universities and/or attain entry-level employment skills in business or industry. (Education Code 51228)

The Superintendent or designee shall ensure that all otherwise qualified students have a timely opportunity, within the four years before graduation, to enroll in each course necessary to fulfill the requirements and prerequisites for admission to California public colleges and universities prior to graduation from high school. (Education Code 51228)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6030 - Integrated Academic and Vocational Instruction)

(cf. 6141.5 - Advanced Placement)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

(cf. 6178 - Vocational Education)

In addition, the course of study for high school students shall include instruction in skills and knowledge for adult life and career technical training. (Education Code 51224)

The Superintendent or designee shall develop a process by which courses are submitted to the University of California (UC) for review and certification in order to meet university admission criteria. He/she shall maintain an accurate list of all current district high school courses that have been so certified and shall ensure that the list is provided annually to each student in grades 9-12 and that updated lists are made readily available. (Education Code 66204)

At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)

- 1. A brief explanation of the college admission requirements
- 2. A list of the current UC and California State University (CSU) web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU
- 3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)
- 4. The Internet address for the portion of the web site of the CDE where students can learn more about career technical education
- 5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

(cf. 5145.6 - Parental Notifications) (cf. 6164.2 - Counseling/Guidance Services)

Legal Reference:

EDUCATION CODE

33319.3 Driver education; CDE materials on road rage

33540 Government and civics instruction in interaction with government agencies

48980 Parental notifications

51202 Instruction in personal and public health and safety

51203 Instruction on alcohol, narcotics and restricted dangerous drugs

51204 Course of study designed for student's needs

51204.5 History of California; contributions of men, women and ethnic groups

51210-51212 Areas of study for grades 1-6

51220-51229 Course of study for grades 7-12

51241 Exemption from physical education

51911-51921 Comprehensive health educational plans

51930-51939 California Comprehensive Sexual Health and HIV/AIDS Prevention Act

51940 Curriculum for brain and spinal cord injury prevention

53278-53280 Supplemental School Counseling Program

66204 Certification of high school courses as meeting university admission criteria

HEALTH AND SAFETY CODE

11032 Definition of dangerous drugs

CODE OF REGULATIONS, TITLE 5

10020-10049 Automobile driver education and training

10060 Physical education program

UNITED STATES CODE, TITLE 20

6101-6251 School-to-Work Opportunities Act of 1994

Management Resources:

WEB SITES

CSBA: http://www.csba.org

California Career Resource Network: http://www.californiacareers.info

California Colleges.edu: http://www.californiacolleges.edu
California Department of Education: http://www.cde.ca.gov

University of California, Certified Course Lists: http://doorways.ucop.edu/list

University of California, College Prep Online Courses and Services: http://www.uccp.org

Policy CENTER UNIFIED SCHOOL DISTRICT adopted: February 20, 2008 Antelope, California

Instruction AR 6143(a)

COURSES OF STUDY

Note: Education Code requirements for courses of study are generally classified into requirements for grades 1-6 and 7-12. Therefore, K-8 districts and high school districts need to collaborate with appropriate area districts to ensure that all required courses are offered sometime during grades 7-12.

The district should select the sections below ("Grades 1-6" and/or "Grades 7-12") that correspond with the grade levels it offers.

Grades 1-6

Note: Items #1-7 below are areas of study required by law for grades 1-6. The Governing Board may add other studies to this list.

Courses of study for grades 1-6 shall include the following:

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Mathematics: concepts, operational skills, and problem solving (Education Code 51210)

(cf. 6142.92 - Mathematics Instruction)

3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in: (Education Code 51210)

Note: SB 48 (Ch. 81, Statutes of 2011) amended Education Code 51204.5 and 60040 to require that social science instruction and instructional materials include the role and contributions of lesbian, gay, bisexual, and transgender Americans, persons with disabilities, European Americans, and members of other cultural groups to the development of California and the United States, as provided in #a below. SB 48 also updated the terminology for various ethnic/racial groups.

a. The history, resources, development, and government of California and the United States

Instruction shall include the early history of California and a study of the role and contributions of both men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to

the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5, 60040)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.3 - Civic Education)

(cf. 6142.94 - History-Social Science Instruction)

- b. The development of the American economic system, including the role of the entrepreneur and labor
- c. The relations of persons to their human and natural environments
- d. Eastern and western cultures and civilizations
- e. Contemporary issues
- f. The wise use of natural resources

(cf. 6142.5 - Environmental Education)

4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)

(cf. 6142.93 - Science Instruction)

5. Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)

(cf. 6142.6 - Visual and Performing Arts Education)

Note: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades K-12. Districts may revise #6a-e below to indicate topics that will be addressed in grades K-6.

Education Code 51203 requires the Board to adopt regulations specifying the grade(s) and course(s) in which drug and alcohol education will be given. For language fulfilling this mandate, see AR 5131.6 - Alcohol and Other Drugs.

6. Health: principles and practices of individual, family, and community health, including instruction at the appropriate grade levels and subject areas in: (Education Code 51202, 51210)

a. Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation when appropriate equipment is available

(cf. 6142.8 - Comprehensive Health Education)

- b. Fire prevention
- c. The protection and conservation of resources, including the necessity for the protection of the environment
- d. Venereal disease

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

(cf. 5131.6 - Alcohol and Other Drugs)

Note: The following item is optional pursuant to Education Code 51202.

- f. Violence as a public health issue
- 7. Physical education, with emphasis on physical activities conducive to health and vigor of body and mind (Education Code 51210)

(cf. 6142.7 - Physical Education and Activity)

Note: Optional item #8 below is not required by state law but is a highly recommended component of school-to-career instruction.

8. Career awareness exploration

(cf. 6178 - Career Technical Education)

Grades 7-12

Courses of study for grades 7-12 shall include the following:

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

1. English: knowledge and appreciation of literature, language, and composition, and the skills of reading, listening, and speaking (Education Code 51220)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, with instruction in: (Education Code 51220)

Note: SB 48 (Ch. 81, Statutes of 2011) amended Education Code 51204.5 to require that social science instruction include the role and contributions of lesbian, gay, bisexual, and transgender Americans, persons with disabilities, European Americans, and members of other cultural groups to the development of California and the United States. SB 48 also updated the terminology for various ethnic/racial groups.

- a. The history, resources, development, and government of California and the United States, including instruction in:
 - (1) The early history of California and a study of the role and contributions of both men and women, Native Americans, African Americans, Mexican Americans, Asian Americans, Pacific Islanders, European Americans, lesbian, gay, bisexual, and transgender Americans, persons with disabilities, and members of other ethnic and cultural groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society (Education Code 51204.5)

Note: Items #(2) and (3) below are optional and may be modified or deleted to reflect district practice. AB 199 (Ch. 607, Statutes of 2011) amended Education Code 51221.3 to encourage social science instruction in grades 7-12 to include the role of Filipinos in World War II, including the contributions of Filipino American veterans who fought under the leadership of General Douglas MacArthur. For districts that choose to offer instruction on World War II and/or the Vietnam War, the Legislature encourages that a component be included drawn from personal testimony, especially in the form of oral or video history. If oral histories are used, they must conform to the requirements of Education Code 51221.3 and 51221.4.

- (2) World War II and the role of Americans and Filipinos in that war
- (3) The Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war
- b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions

This course may include participation in a teen court or peer court program. (Education Code 51220.2)

(cf. 5138 - Conflict Resolution/Peer Mediation)

- c. The development of the American economic system, including the role of the entrepreneur and labor
- d. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)

(cf. 6142.5 - Environmental Education)

- e. Eastern and western cultures and civilizations
- f. Human rights issues, with particular attention to the study of the inhumanity of genocide, slavery, and the Holocaust
- g. Contemporary issues

(cf. 6141.2 - Recognition of Religious Beliefs and Customs) (cf. 6142.3 - Civic Education) (cf. 6142.94 - History-Social Science Instruction)

3. Foreign language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)

(cf. 6142.2 - World/Foreign Language Instruction)

4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)

(cf. 6142.7 - Physical Education and Activity)

5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)

(cf. 6142.93 - Science Instruction)

6. Mathematics: mathematical understandings, operational skills, and problem-solving procedures; algebra (Education Code 51220, 51224.5)

(cf. 6142.92 - Mathematics Instruction)

7. Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)

(cf. 6142.6 - Visual and Performing Arts Education)

- 8. Applied arts: consumer and homemaking education, industrial arts, general business education, or general agriculture (Education Code 51220)
- 9. Career technical/vocational-technical education: in the occupations and in the numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)

(cf. 6178 - Career Technical Education)

Note: Education Code 51934 requires that students be provided HIV/AIDS prevention instruction at least once in middle school or junior high school and at least once in high school; see BP/AR 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction.

10. HIV/AIDS prevention (Education Code 51934)

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

Note: Education Code 51202 requires that certain health-related topics be addressed at "the appropriate elementary and secondary grade levels" during grades K-12. Districts may revise item #11 below to indicate topics that will be addressed in grades 7-12.

Education Code 51203 requires the Board to adopt regulations specifying the grade(s) and course(s) in which drug and alcohol education will be given. For language fulfilling this mandate, see AR 5131.6 - Alcohol and Other Drugs.

- 11. Personal and public safety, accident prevention and health, including instruction in: (Education Code 51202, 51203)
 - a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation when appropriate equipment is available
 - b. Fire prevention
 - c. The protection and conservation of resources, including the necessity for the protection of the environment
 - d. Venereal disease

e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body and upon prenatal development

(cf. 5131.6 - Alcohol and Other Drugs) (cf. 6142.8 - Comprehensive Health Education)

Note: The following two items are optional pursuant to Education Code 51202.

- f. Prenatal care
- g. Violence as a public health issue

Note: Education Code 51220.5 requires the equivalent content of a one-semester course in parenting skills and education in grades 7 and/or 8, subject to funding which was not subsequently appropriated; thus the following paragraph and items #1-8 are currently optional.

In addition, the course of study for grade 7 and/or 8 may include parenting skills and education that address at least all of the following: (Education Code 51220.5)

- 1. Child growth and development
- 2. Parental responsibilities
- 3. Household budgeting
- 4. Child abuse and neglect issues
- 5. Personal hygiene
- 6. Maintenance of healthy relationships
- 7. Teen parenting issues
- 8. Self-esteem

(cf. 5146 - Married/Pregnant/Parenting Students)

Note: The following paragraph is for use by districts that maintain high schools.

High schools shall offer automobile driver education that includes instruction in: (Education Code 51220, 51220.1, 51220.4)

1. Vehicle Code provisions and other relevant state laws

- 2. Proper acceptance of personal responsibility in traffic
- 3. Appreciation of the causes, seriousness, and consequences of traffic accidents
- 4. Knowledge and attitudes necessary for the safe operation of motor vehicles
- 5. The safe operation of motorcycles
- 6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle
- 7. The rights and duties of a motorist pertaining to pedestrians and the rights and duties of pedestrians pertaining to traffic laws and traffic safety

Certification of College Preparatory Courses

Note: The following optional section is for use by districts that maintain grades 9-12 and may be revised to reflect district practice. Among the criteria for admission to the University of California (UC) or California State University system is a requirement that students satisfactorily complete 15 units of specified courses ("a-g" courses). In order to qualify as an "a-g" course, the course must first be submitted to and approved by UC. The district or school should develop course descriptions using the templates provided by UC and submit them through UC's online system.

According to the Frequently Asked Questions on UC's web site, UC considers the principal to be the certifying agent of the school, although the district's curriculum coordinator or an assistant principal or head counselor from the school may be assigned this responsibility. The following paragraph may be revised to reflect the position in the district or school(s) that is responsible for submitting and updating "a-g" courses.

The Superintendent or designee shall identify courses in history-social science, English, mathematics, laboratory science, languages other than English, visual and performing arts, career technical education, and college preparatory electives that may qualify for designation as "a-g" college preparatory courses. He/she shall submit course information to the University of California (UC) including, but not necessarily limited to, the course title, subject area, grade level(s), unit value, a brief course description, prerequisites and corequisites, texts and supplemental instructional materials used in the course, whether the school is seeking designation of the course as an honors course, and whether the course is classified as a career technical education or regional occupational program course. He/she also shall electronically submit updates to UC whenever course content changes or a course will not be offered in a particular year.

Notification to Students in Grades 9-12

Note: The following section is for use by districts that maintain grades 9-12.

At the beginning of each school year, the Superintendent or designee shall provide written notice to parents/guardians of students in grades 9-12 that, to the extent possible, shall not exceed one page in length and that includes all of the following: (Education Code 51229)

1. A brief explanation of the course requirements for admission to UC and the California State University (CSU)

Note: The UC maintains a searchable web site that lists certified "a-g" courses for all regular California public high schools; see the management resources in the accompanying Board policy.

- 2. A list of the current UC and CSU web sites that help students and their families learn about college admission requirements and that list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU
- 3. A brief description of what career technical education is, as defined by the California Department of Education (CDE)
- 4. The Internet address for the portion of the CDE web site where students can learn more about career technical education

Note: For districts that receive funding under the Supplemental School Counseling Program, Education Code 52378-52380 require counselors to meet with students regarding educational options available to students; see BP/AR 6164.2 - Guidance/Counseling Services.

5. Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses

(cf. 5145.6 - Parental Notifications)
(cf. 6164.2 - Guidance/Counseling Services)

Administrative Regulation

Courses Of Study

AR 6143
Instruction

Grades 1-6

Courses of study for grades 1 through 6 shall include the following:

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

1. English: knowledge and appreciation of language and literature, and the skills of speaking, reading, listening, spelling, handwriting, and composition (Education Code 51210)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Mathematics: concepts, operational skills and problem solving (Education Code 51210)

(cf. 6142.92 - Mathematics Instruction)

- 3. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology, and sociology, including instruction in: (Education Code 51210)
- a. The history, resources, development, and government of California and the United States

Instruction shall include the early history of California and a study of the role and contributions of men and women, black Americans, American Indians, Mexicans, Asians, Pacific Island people, and other ethnic groups to the economic, political, and social development of California and the United States, with particular emphasis on portraying the role of these groups in contemporary society. (Education Code 51204.5)

(cf. 6141.2 - Recognition of Religious Beliefs and Customs) (cf. 6141.6 - Multicultural Education)

- b. The development of the American economic system, including the role of the entrepreneur and labor
- c. The relations of persons to their human and natural environments

- d. Eastern and western cultures and civilizations
- e. Contemporary issues
- f. The wise use of natural resources

(cf. 6142.5 - Environmental Education)

4. Science: biological and physical aspects, with emphasis on experimental inquiry and the place of humans in ecological systems (Education Code 51210)

(cf. 6142.93 - Science Instruction)

5. Visual and performing arts: instruction in dance, music, theatre, and visual arts aimed at developing aesthetic appreciation and creative expression (Education Code 51210)

(cf. 6142.6 - Visual and Performing Arts Education)

6. Health: principles and practices of individual, family, and community health (Education Code 51210)

The adopted course of study shall provide instruction at the appropriate grade levels and subject areas in: (Education Code 51202)

- a. Personal and public safety and accident prevention, including instruction in emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation when appropriate equipment is available
- b. Fire prevention
- c. The protection and conservation of resources, including the necessity for the protection of our environment
- d. Venereal disease

(cf. 6142.1 - Sexual Health and HIV/AIDS Prevention Instruction)

e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body

(cf. 5131.6 - Alcohol and Other Drugs)

7. Physical education, with emphasis on physical activities conducive to health and vigor of body and mind (Education Code 51210)

(cf. 6142.7 - Physical Education)

8. Career awareness exploration

(cf. 6010 - Goals and Objectives)
(cf. 6030 - Integrated Academic and Vocational Instruction)

Grades 7-12

Courses of study for grades 7 through 12 shall include the following:

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.5 - Elementary/Middle School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

1. English: knowledge and appreciation of literature, language and composition, and the skills of reading, listening, and speaking (Education Code 51220)

(cf. 6142.91 - Reading/Language Arts Instruction)

- 2. Social sciences: age-appropriate instruction drawing upon the disciplines of anthropology, economics, geography, history, political science, psychology and sociology, with instruction in: (Education Code 51220)
- a. The history, resources, development, and government of California and the United States, including:
- (1) Early California history, and the role and contributions of both men and women, black Americans, American Indians, Mexicans, Asians, Pacific Island people and other ethnic groups to the economic, political and social development of California and the nation, with particular emphasis on the role of these groups in contemporary society (Education Code 51204.5)
- (2) World War II and the American role in that war and the Vietnam War, including the "Secret War" in Laos and role of Southeast Asians in that war
- b. The American legal system, the operation of the juvenile and adult criminal justice systems, and the rights and duties of citizens under the criminal and civil law and the state and federal constitutions

This course may include participation in a teen court or peer court program. (Education Code 51220.2)

(cf. 5138 - Conflict Resolution/Peer Mediation)

c. The development of the American economic system, including the role of the entrepreneur and labor

d. The relations of persons to their human and natural environments, including the wise use of natural resources (Education Code 51221)

(cf. 6142.5 - Environmental Education)

- e. Eastern and western cultures and civilizations
- f. Human rights issues, with particular attention to the study of the inhumanity of genocide, slavery, and the Holocaust
- g. Contemporary issues
- (cf. 6141.2 Recognition of Religious Beliefs and Customs) (cf. 6141.6 Multicultural Education)
- 3. Foreign language(s): understanding, speaking, reading, and writing, beginning not later than grade 7 (Education Code 51220)
- 4. Physical education: with emphasis on physical activities conducive to health and vigor of body and mind, as required by Education Code 51222 (Education Code 51220)

(cf. 6142.7 - Physical Education)

5. Science: physical and biological aspects; emphasis on basic concepts, theories, and processes of scientific investigation and on the place of humans in ecological systems; appropriate applications of the interrelation and interdependence of the sciences (Education Code 51220)

(cf. 6142.93 - Science Instruction)

6. Mathematics: mathematical understandings, operational skills and problem-solving procedures; algebra (Education Code 51220, 51224.5)

(cf. 6142.92 - Mathematics Instruction)

7. Visual and performing arts: dance, music, theatre, and visual arts, with emphasis upon development of aesthetic appreciation and creative expression (Education Code 51220)

(cf. 6142.6 - Visual and Performing Arts Education)

- 8. Applied arts: consumer and homemaking education, industrial arts, general business education, or general agriculture (Education Code 51220)
- 9. Career technical/vocational-technical education: in the occupations and in the

numbers appropriate to the personnel needs of the state and community served and relevant to the career desires and needs of students (Education Code 51220)

- (cf. 6030 Integrated Academic and Vocational Instruction) (cf. 6178 Vocational Education)
- 10. HIV/AIDS prevention (Education Code 51934)
- (cf. 6142.1 Sexual Health and HIV/AIDS Prevention Instruction)
- 11. Personal and public safety, accident prevention and health, including instruction in: (Education Code 51202, 51203)
- a. Emergency first aid, hemorrhage control, treatment for poisoning, resuscitation techniques, and cardiopulmonary resuscitation when appropriate equipment is available
- b. Fire prevention
- c. The protection and conservation of resources, including the necessity for the protection of our environment
- d. Venereal disease
- e. The effects of alcohol, narcotics, drugs, and tobacco upon the human body and upon prenatal development
- (cf. 5131.6 Alcohol and Other Drugs)
- f. Prenatal care
- g. Violence as a public health issue

In addition, the course of study for grade 7 and/or 8 may include parenting skills and education that address at least all of the following: (Education Code 51220.5)

- 1. Child growth and development
- 2. Parental responsibilities
- 3. Household budgeting
- 4. Child abuse and neglect issues
- 5. Personal hygiene
- 6. Maintenance of healthy relationships

- 7. Teen parenting issues
- 8. Self-esteem

(cf. 5146 - Married/Pregnant/Parenting Students)

High schools shall offer automobile driver education that includes instruction in:

- 1. Vehicle Code provisions and other relevant state laws (Education Code 51220)
- 2. Proper acceptance of personal responsibility in traffic (Education Code 51220)
- 3. Appreciation of the causes, seriousness and consequences of traffic accidents (Education Code 51220)
- 4. Knowledge and attitudes necessary for the safe operation of motor vehicles (Education Code 51220)
- 5. The safe operation of motorcycles (Education Code 51220)
- 6. The dangers involved in consuming alcohol or drugs in connection with the operation of a motor vehicle (Education Code 51220.1)
- 7. The rights and duties of a motorist pertaining to pedestrians and the rights and duties of pedestrians pertaining to traffic laws and traffic safety (Education Code 51220.4)

Regulation CENTER UNIFIED SCHOOL DISTRICT approved: March 2, 2005 Antelope, California

Instruction BP 6145.2(a)

ATHLETIC COMPETITION

Note: Pursuant to Education Code 35179, the Governing Board has control of and responsibility for all aspects of district interscholastic athletic policies, programs, and activities.

Pursuant to Education Code 51242, the Board may exempt any high school student engaged in a school-sponsored interscholastic athletic program after regular school hours from the requirement to attend physical education courses; see BP 6142.7 - Physical Education and Activity.

The Governing Board recognizes that the district's athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The athletic program shall be designed to meet students' interests and abilities and shall be varied in scope to attract wide participation.

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(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 5030 - Student Wellness)
(cf. 5137 - Positive School Climate)
(cf. 6142.7 - Physical Education and Activity)
(cf. 7110 - Facilities Master Plan)
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All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, sports skills, and sportsmanship. Athletic events shall be officiated by qualified personnel.

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(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)
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The Board encourages business and community support for district athletic programs, subject to applicable district policies and regulations governing advertisements and donations.

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(cf. 1260 - Educational Foundation)
(cf. 1321 - Solicitation of Funds from and by Students)
(cf. 1325 - Advertising and Promotion)
(cf. 1700 - Relations Between Private Industry and the Schools)
(cf. 3290 - Gifts, Grants and Bequests)
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Nondiscrimination and Equivalent Opportunities in the Athletic Program

Note: Pursuant to Education Code 35179, the Board is responsible for ensuring that district and interscholastic athletic policies, programs, and activities are in compliance with federal and state law. Gender equity and nondiscrimination in district and interscholastic athletic programs and activities are governed by both federal and state laws (Title IX, 20 USC 1681-1688; Education Code 200-262.4; 5 CCR 4900-4965). See the accompanying administrative regulation for factors that the district must consider in determining whether equivalent opportunities are being provided.

In <u>Mansourian v. Regents of University of California</u>, the Ninth Circuit Court of Appeals ruled that a university receiving federal funds can be held liable for failing to effectively accommodate the athletic interests of both men and women even if the aggrieved women did not first provide the appropriate university officials with notice of their disadvantageous treatment and an opportunity to cure it.

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for males and females.

(cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 5145.7 - Sexual Harassment)

Any complaint regarding the district's athletic program shall be filed in accordance with the district's uniform complaint procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

California Interscholastic Federation

Note: The following **optional** section is for use by districts that maintain grades 9-12. Pursuant to Education Code 35179, the Board may join an association, such as the California Interscholastic Federation (CIF), for the purpose of providing regional or statewide interscholastic athletic programs and activities. Pursuant to Education Code 33353, CIF is responsible for regulating secondary school athletic programs, including establishing rules for participation, under the general direction of school boards. SB 107 (Ch. 230, Statutes of 2011) amended Education Code 33353 to extend CIF operations until January 1, 2017.

The Board maintains membership in the California Interscholastic Federation (CIF) and requires that interscholastic athletic activities be conducted in accordance with Board policy, administrative regulations, and CIF bylaws and rules. The Superintendent or designee shall have responsibility for the district's interscholastic athletic program, while the principal or designee at each participating school shall be responsible for site-level decisions, as appropriate.

Upon recommendation of the Superintendent, the Board shall annually designate an employee from each high school to serve as a representative to the local CIF league. Appointees shall represent the district in performing all duties required by the CIF league. In making this selection, the Board shall consider the employee's understanding of the district's goals for student learning and interscholastic and extracurricular activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the district, and individual interpersonal communication and leadership skills.

The Superintendent or designee shall ensure that the district representatives to CIF report regularly to the Board on league, section, and statewide issues, as well as activities and prospective actions related to athletic programs.

(cf. 0500 - Accountability)

Student Eligibility

Note: The following section applies the same criteria for student eligibility as adopted by the Board for all other extracurricular or cocurricular activities (see BP/AR 6145 - Extracurricular and Cocurricular Activities), including criteria related to academic eligibility and residency, to athletic programs and may be revised to reflect district practice.

Education Code 48850 specifies that, when the residence of a student in foster care changes pursuant to a court order or decision of a child welfare worker, the student shall be deemed to meet all residency requirements for participation in extracurricular activities and interscholastic sports; see BP/AR 6173.1 - Education for Foster Youth.

In addition, Education Code 49700-49701 establish a uniform means of assisting children of "active duty military families" transferred from one state to another, by reducing or eliminating the barriers to their educational success caused by the frequent moves and deployments of their parents/guardians; see BP/AR 6173.2 - Education of Children of Military Families. Among other things, Education Code 49701 requires flexibility of districts' local rules to facilitate eligibility for extracurricular activities of children of military personnel.

Eligibility requirements for participation in the district's interscholastic athletic program, including requirements pertaining to academic achievement and residency, shall be the same as those set by the district for participation in extracurricular and cocurricular activities.

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(cf. 3530 - Risk Management/Insurance)
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(cf. 5111.1 - District Residency)

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6162.52 - High School Exit Examination)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

Note: The following optional paragraph is for use by districts that participate in CIF. CIF bylaws specify eligibility criteria for participating student athletes, including criteria related to age, grade, attendance, scholastic achievement, residence, transfers, and discipline. In addition, in accordance with CIF bylaws, students in home schooling or home study/independent study programs are not eligible for CIF interscholastic competition unless they are enrolled in a program under the jurisdiction of a CIF member school district (i.e., a program in which the district approves the curriculum, administers the program, and evaluates the student).

In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by CIF satisfy CIF eligibility requirements.

Note: The California Supreme Court in Hartzell v. Connell rendered the assessment of fees for extracurricular activities illegal. CSBA's advisory entitled "Student Fees Litigation Update" clarifies that districts must provide, free of charge, all the required supplies which are necessary to fulfill the district's educational program or extracurricular activity. Thus, the district may not charge a fee for student

participation in the athletic program, including the cost of uniforms. However, the district may charge a fee for other students to attend athletic events as spectators since such attendance is not directly related to the educational program. Districts are advised to seek legal counsel before charging for any activity which may be construed as related to the educational program.

Students shall not be charged a fee to participate in an athletic program.

(cf. 3260 - Fees and Charges)

Sportsmanship

Note: CIF has adopted a set of principles entitled <u>Pursuing Victory with Honor</u> to guide participants in interscholastic athletic competitions. Districts that are not affiliated with CIF may delete or modify the following **optional** section to reflect district practice.

The Board values the quality and integrity of the athletic program and the character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and the Codes of Conduct adopted by CIF.

Students and staff may be subject to disciplinary action for improper conduct.

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(cf. 3515.2 - Disruptions)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.4 - Student Disturbances)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))
```

Health and Safety

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities.

Note: CIF requires students in grades 9-12 to undergo medical examinations before participating in interscholastic competition; see BP 5141.3 - Health Examinations. Pursuant to Education Code 49458, any examination required for participation in an interscholastic athletic program may be conducted by a physician or physician assistant.

Students shall have a medical clearance before participating in interscholastic athletic programs. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

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(cf. 5131.61 - Drug Testing)
(cf. 5131.63 - Steroids)
(cf. 5141.3 - Health Examinations)
(cf. 5141.6 - School Health Services)
(cf. 5141.7 - Sun Safety)
(cf. 5143 - Insurance)
```

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

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(cf. 5142 - Safety)
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Note: CIF bylaws specify procedures to follow in order to prevent the spread of communicable diseases when handling student injuries, including the use of universal precautions.

In addition, Education Code 49475, as added by AB 25 (Ch. 456, Statutes of 2011), requires that an athlete at any grade level who is suspected of sustaining a concussion be immediately removed from the athletic activity and not returned until a health care provider provides written clearance; see the accompanying administrative regulation.

In the event that an injury occurs, the coach or other appropriate district employee shall observe universal precautions and shall remove the student athlete from the activity and/or seek medical treatment for the student as appropriate.

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(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens) (cf. 4119.43/4219.43/4319.43 - Universal Precautions) (cf. 5141 - Health Care and Emergencies) (cf. 5141.21 - Administering Medication and Monitoring Health Conditions) (cf. 5141.22 - Infectious Diseases)
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Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

270-271 Athletes' Bill of Rights

17578 Cleaning and sterilizing of football equipment

17580-17581 Football equipment

32221.5 Required insurance for athletic activities

33353-33553.5 California Interscholastic Federation; implementation of policies, insurance program

33354 California Department of Education authority over interscholastic athletics

35160.5 District policies; rules and regulations

35179 Interscholastic athletics

48850 Interscholastic athletics; students in foster care

48900 Grounds for suspension and expulsion

48930-48938 Student organizations

49020-49023 Athletic programs; legislative intent, equal opportunity

49030-49034 Performance-enhancing substances

49458 Health examinations, interscholastic athletic program

49475 Health and safety, concussions and head injuries

49700-49701 Education of children of military families

51242 Exemption from physical education for high school students in interscholastic athletic program PENAL CODE

245.6 Hazing

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs, especially:

4920-4922 Nondiscrimination in intramural, interscholastic, and club activities

5531 Supervision of extracurricular activities of students

5590-5596 Employment of noncertificated coaches

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness, Title IX

CODE OF FEDERAL REGULATIONS, TITLE 34

106.31 Nondiscrimination on the basis of sex in education programs or activities

106.33 Comparable facilities

106.41 Nondiscrimination in athletic programs

COURT DECISIONS

Mansourian v. Regents of University of California, (2010) 594 F. 3d 1095

Kahn v. East Side Union High School District, (2004) 31 Cal. 4th 990t

McCormick v. School District of Mamaroneck, (2004) 370 F.3d 275

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Management Resources: (see next page)

Management Resources:

CSBA PUBLICATIONS

Student Fees Litigation Update, Education Legal Alliance Advisory, May 20, 2011

A School Board Member's Guide to CIF and Interscholastic Sports, 1997

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

California Interscholastic Federation Constitution and Bylaws

A Guide to Equity in Athletics

Acute Concussion Evaluation (ACE) Care Plan, 2006

Pursuing Victory with Honor, 1999

CENTERS FOR DISEASE CONTROL AND PREVENTION PUBLICATIONS

Heads Up: Concussion in High School Sports, Tool Kit, June 2010

Heads Up: Concussion in Youth Sports, Tool Kit, July 2007

OFFICE FOR CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

<u>Intercollegiate Athletics Policy Clarification: The Three-Part Test - Part Three,</u> Dear Colleague letter, April 20, 2010

WEB SITES

CSBA: http://www.csba.org

California Department of Education: http://www.cde.ca.gov California Interscholastic Federation: http://www.cifstate.org

Centers for Disease Control and Prevention, Concussion Resources: http://www.cdc.gov/concussion

National Federation of State High School Associations: http://www.nfhs.org

National Operating Committee on Standards for Athletic Equipment: http://www.nocsae.org

U.S. Anti-Doping Agency: http://www.usada.org

U.S. Department of Education, Office for Civil Rights: http://www2.ed.gov/ocr

Board Policy

Athletic Competition

BP 6145.2 Instruction

The Governing Board recognizes that the athletic program constitutes an integral component of the educational program and helps to build a positive school climate. The athletic program also promotes the physical, social, and emotional well-being and character development of participating students. The athletic program shall be designed to meet students' interests and abilities and be varied in scope to attract wide participation.

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(cf. 3541.1 - Transportation for School-Related Trips)
(cf. 5137 - Positive School Climate)
(cf. 6142.7 - Physical Education)
(cf. 7110 - Facilities Master Plan)
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Nondiscrimination and Equivalent Opportunities in the Athletic Program

The district's athletic program shall be free from discrimination and discriminatory practices in accordance with state and federal law. The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for both sexes.

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(cf. 0410 - Nondiscrimination in District Programs and Activities) (cf. 5145.3 - Nondiscrimination/Harassment) (cf. 5145.7 - Sexual Harassment)
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Any complaint regarding the district's athletic program shall be filed in accordance with the district's uniform complaint procedures.

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(cf. 1312.3 - Uniform Complaint Procedures)
```

Sportsmanship

The Board values the quality and integrity of the athletic program and the ethical well-being and character development of student athletes. Student athletes, coaches, parents/guardians, spectators, and others are expected to demonstrate good sportsmanship, ethical conduct, and fair play during all athletic competitions. They shall also abide by the core principles of trustworthiness, respect, responsibility, fairness, caring, and good citizenship and the Codes of Conduct adopted by the California Interscholastic Federation (CIF).

Students and staff may be subject to disciplinary action for improper conduct.

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(cf. 3515.2 - Disruptions)
(cf. 4118 - Suspension/Disciplinary Action)
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)
(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5131.4 - Student Disturbances)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))
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California Interscholastic Federation

The Board maintains membership in the CIF and requires that interscholastic athletic activities be conducted in accordance with Board policy, administrative regulation, and CIF bylaws and rules. The Superintendent or designee shall have responsibility for the district's interscholastic athletic program, while the principal or designee at each participating school shall be responsible for site-level decisions, as appropriate.

Upon recommendation of the Superintendent, the Board shall annually designate an employee from each high school to serve as a representative to the local CIF league. Appointees shall represent the district in performing all duties required by the CIF league. In making this selection, the Board shall consider the employee's understanding of the district's goals for interscholastic and extracurricular activities, knowledge of the athletic programs, awareness of the implications of league decisions for the school and the district, and individual interpersonal communication and leadership skills.

The Superintendent or designee shall ensure that the district representatives to the CIF report regularly to the Board on league, section, and statewide issues, as well as activities and prospective actions related to athletics.

Student Eligibility

The first priority of student athletes shall be a commitment to their education and academic achievement.

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(cf. 6011 - Academic Standards)
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Eligibility requirements for participation in the district's interscholastic athletic program, including eligibility for a child in foster care or a child of a military family, are the same as those set by the district for participation in extracurricular and cocurricular activities.

```
(cf. 3530 - Risk Management/Insurance)
(cf. 5111.1 - District Residency)
(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6145 - Extracurricular and Cocurricular Activities)
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(cf. 6146.1 - High School Graduation Requirements)
(cf. 6162.52 - High School Exit Examination)
(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)
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In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by the CIF satisfy CIF eligibility requirements.

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Health and Safety

The Board desires to give student health and safety the highest consideration in planning and conducting athletic activities. Universal precautions shall be observed when injuries occur.

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(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens) (cf. 4119.43/4219.43/4319.43 - Universal Precautions) (cf. 5141 - Health Care and Emergencies) (cf. 5141.21 - Administering Medication and Monitoring Health Conditions) (cf. 5141.22 - Infectious Diseases)
```

Students shall have a medical clearance before participating in interscholastic athletic programs. Care shall be taken to ensure that all athletic trainings and competitions are conducted in a manner that will not overtax the physical capabilities of the participants. When appropriate, protective equipment shall be used to prevent or minimize injuries.

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(cf. 5131.61 - Drug Testing)
(cf. 5131.63 - Steroids)
(cf. 5141.3 - Health Examinations)
(cf. 5143 - Insurance)
```

Coaches and appropriate district employees shall take every possible precaution to ensure that athletic equipment is kept in safe and serviceable condition. The Superintendent or designee shall ensure that all athletic equipment is cleaned and inspected for safety before the beginning of each school year.

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(cf. 5142 - Safety)
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Supervision

All athletic teams shall be supervised by qualified coaches to ensure that student athletes receive appropriate instruction and guidance related to safety, health, training, and preparation for competition. Athletic events shall be officiated by qualified personnel.

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(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)
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T eggl	Reference:
TCRAT	Reference.

EDUCATION CODE

200-262.4 Prohibition of discrimination on the basis of sex

270-271 Athletes' Bill of Rights

17578 Cleaning and sterilizing of football equipment

17580-17581 Football equipment

32221.5 Required insurance for athletic activities

33353-33353.5 California Interscholastic Federation; implementation of policies, insurance program

33354 California Department of Education authority over interscholastic athletics

35160.5 District policies; rules and regulations

35161 Powers and duties generally

35179 Interscholastic athletics

48850 Interscholastic athletics; students in foster care

48900 Grounds for suspension and expulsion

48930-48938 Student organizations

49020-49023 Athletic programs; legislative intent, equal opportunity

49030-49034 Performance-enhancing substances

49700-49701 Education of children of military families

60850-60859 High school exit examination

PENAL CODE

245.6 Hazing

CODE OF REGULATIONS, TITLE 5

4900-4965 Nondiscrimination in elementary and secondary education programs

5531 Supervision of extracurricular activities of students

5590-5596 Employment of noncertificated coaches

UNITED STATES CODE, TITLE 20

1681-1688 Discrimination based on sex or blindness, Title IX

CODE OF FEDERAL REGULATIONS, TITLE 34

106.31-106.42 Discrimination on the basis of sex in education programs or activities prohibited

COURT DECISIONS

Kahn v. East Side Union High School District, (2004) 31 Cal. 4th 990t

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Management Resources:

CSBA PUBLICATIONS

A School Board Member's Guide to CIF and Interscholastic Sports, 1997

CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE

Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

A Guide to Equity (Equity Handbook)

Pursuing Victory with Honor, 1999

California Interscholastic Federation Constitution and Bylaws

WEB SITES

CSBA: http://www.csba.org

California Department of Education: http://www.cde.ca.gov California Interscholastic Federation: http://www.cifstate.org

National Federation of State High School Associations: http://www.nfhs.org

National Operating Committee on Standards for Athletic Equipment:

http://www.nocsae.org

Policy CENTER UNIFIED SCHOOL DISTRICT adopted: February 17, 2010 Antelope, California

Instruction AR 6145.2(a)

ATHLETIC COMPETITION

Nondiscrimination and Equivalent Opportunities in the Athletic Program

Note: The following section reflects pertinent provisions of federal and state law regarding nondiscrimination (Title IX, 20 USC 1681-1688; Education Code 200-262.4; 5 CCR 4900-4965). The Office of Civil Rights (OCR) in the U.S. Department of Education oversees complaints regarding violations of Title IX.

No person shall be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics on the basis of actual or perceived sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or any other basis specified in law. (Education Code 220, 230; 5 CCR 4920; 34 CFR 106.41)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Note: 5 CCR 4921 and 34 CFR 106.41 both authorize the establishment of separate teams for males and females where the selection of teams is based on competitive skills. 34 CFR 106.41 also authorizes single-sex teams for contact sports, as defined. Because state regulations do not address single-sex teams for contact sports, districts should consult legal counsel prior to establishing any such single-sex team for a contact sport for which selection is not based on competitive skills.

The Superintendent or designee may provide single-sex teams where selection for the teams is based on competitive skills. (5 CCR 4921; 34 CFR 106.41)

When a school provides only one team in a particular sport for members of one sex, but provides no team in the same sport for members of the other sex, and athletic opportunities in the total program for that sex have been previously limited, members of the excluded sex shall be allowed to try out and compete with the team. The same standards for eligibility shall be applied to every student trying out for a team, regardless of sex, sexual orientation, or other protected group status. (5 CCR 4921; 34 CFR 106.41)

Note: 5 CCR 4922 and 34 CFR 106.41, as reflected in items #1-11 below, list factors that districts must consider when determining whether equivalent opportunities are being provided. The California Interscholastic Federation's (CIF) A Guide to Equity in Athletics provides suggested actions that districts can take for each of the factors to help the district meet its equivalence goals.

When determining whether equivalent opportunities are available to both sexes in athletic programs, the Superintendent or designee shall consider, among other factors: (5 CCR 4922; 34 CFR 106.41)

1. Whether the selection of sports and levels of competition offered effectively accommodate the interests and abilities of both sexes

Note: Education Code 230 provides the following three-part test to determine if a district has effectively accommodated the interests and abilities of both sexes in athletics. This test is the same three-part test that is used by the OCR for helping to determine equivalent opportunities under Title IX.

The athletic program shall be considered to effectively accommodate the interests and abilities of both sexes if it meets one of the following criteria: (Education Code 230)

Note: CIF's A Guide to Equity in Athletics advises that, in order to meet the criterion specified in item #a below, the ratio of male/female athletes should be within five percent of the ratio of male/female district enrollment.

- a. The interscholastic-level participation opportunities for male and female students are provided in numbers substantially proportionate to their respective enrollments.
- b. When the members of one sex have been and are underrepresented among interscholastic athletes, the district can show a history and a continuing practice of program expansion that is demonstrably responsive to the developing interests and abilities of the members of that sex.

Note: The OCR issued a letter in April 2010 withdrawing its earlier guidance which relied on a single survey instrument to demonstrate that an institution is accommodating student interests and abilities in compliance with item #c below. Although OCR's letter applies to intercollegiate athletic programs, the OCR's web site clarifies that the general principles also apply to interscholastic and intramural programs at elementary and secondary schools.

In evaluating whether there is an unmet interest in a particular sport and sufficient ability to sustain a team in the sport, the OCR considers (1) whether an institution uses nondiscriminatory methods of assessment when determining the athletic interests and abilities of its students, (2) whether a viable team for the underrepresented sex was recently eliminated, (3) multiple indicators of interest, (4) multiple indicators of ability, and (5) frequency of conducting assessments. Thus, a student survey is one of multiple indicators that may be used. The OCR letter provides information that the district might consider in developing its own survey. In addition, CIF's <u>A Guide to Equity in Athletics</u> provides sample surveys.

- c. When the members of one sex are currently underrepresented among interscholastic athletes and the district cannot show a history and continuing practice of program expansion as required in item #b above, the district can demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program.
- 2. The provision and maintenance of equipment and supplies
- 3. Scheduling of games and practice times, selection of the season for a sport, and location of the games and practices

- 4. Travel and per diem allowances
- 5. Opportunities to receive coaching and academic tutoring
- 6. Assignment and compensation of coaches and tutors
- 7. Provision of locker rooms and practice and competitive facilities
- 8. Provision of medical and training facilities and services
- 9. Provision of housing and dining facilities and services
- 10. Publicity

Note: 5 CCR 4922 clarifies that unequal aggregate expenditures for members of each sex or unequal expenditures for male and female teams shall not by itself constitute a failure to provide equivalent opportunities. However, the provision of necessary funding for teams of both sexes is a factor in the determination, as specified below.

11. Provision of necessary funds

Health and Safety

Note: AB 25 (Ch. 456, Statutes of 2011) added Education Code 49475 to require districts to distribute information on concussions and head injuries to student athletes and their parents/guardians. The district may use fact sheets developed by the Centers for Disease Control and Prevention, available on CIF's web site, or other resources to develop this information sheet.

The requirements in Education Code 49475 apply to any district that offers an athletic program at any grade level and for any sport. These requirements do not apply to students engaging in an athletic activity during the regular school day or as part of a physical education course.

The Superintendent or designee shall annually distribute to student athletes and their parents/guardians a concussion and head injury information sheet. The student and parent/guardian shall sign and return the information sheet before the student's initiating practice or competition. (Education Code 49475)

(cf. 5145.6 - Parental Notifications)

Note: Education Code 49475, as added by AB 25 (Ch. 456, Statutes of 2011), requires that an athlete at any grade level who is suspected of sustaining a concussion be immediately removed from the athletic activity and not allowed to return until a health care provider provides written clearance. CIF's web site includes an Acute Concussion Evaluation form which may be used to provide injured students with information about monitoring symptoms and the health care provider's recommendations regarding returning to daily activities, school, and sports.

If a student athlete is suspected of sustaining a concussion or head injury in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day. The student shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider trained in the management of concussions and receives the health care provider's written clearance to return to the activity. (Education Code 49475)

Note: The following optional paragraphs may be revised to reflect district practice.

The Superintendent or designee shall notify the student's parent/guardian of the date, time, and extent of any injury suffered by the student and any actions taken to treat the student.

The Superintendent or designee shall provide training to coaches, athletic trainers, and/or school nurses regarding concussion symptoms, prevention, and appropriate response.

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

Parental Notifications

Note: Education Code 33353 requires CIF to provide information to students and parents/guardians about procedures for discrimination complaints arising from interscholastic athletic activities. Education Code 33354 allows a complainant to file a discrimination complaint directly with the California Department of Education (CDE).

The following **optional** section lists notices that the district may send to parents/guardians of students participating in interscholastic athletics. This section should be revised to reflect district practice.

Before a student participates in interscholastic athletic activities, the Superintendent or designee shall send a notice to the student's parents/guardians which:

1. Contains information about the procedures for filing a discrimination complaint that arises out of an interscholastic athletic activity, including the name of the district's Title IX Coordinator

(cf. 1312.3 - Uniform Complaint Procedures) (cf. 5145.3 - Nondiscrimination/Harassment)

Note: Education Code 270 requires CDE to post on its web site an "Athletes' Bill of Rights," a list of student rights based on Title IX.

2. Includes a copy of the Athletes' Bill of Rights pursuant to Education Code 271

Note: In <u>Kahn v. East Side Union High School District</u>, the California Supreme Court analyzed the liability of a coach for an injury to a member of a high school diving team. The court acknowledged that some risk of injury is inherent in sports and part of a coach's job is to "push" a student athlete to advance his/her skill level and to undertake more difficult tasks. According to the court, a coach could be found liable only when he/she intentionally injures the student or engages in conduct that is so reckless that it is outside of the ordinary activity involved in teaching or coaching the sport.

The district may or may not wish to seek a waiver of liability for accidents or injuries resulting from participation in athletic activities. Whether a liability waiver is legally effective is likely to be determined on a case-by-case basis, and it is questionable whether a student's right to participate in extracurricular activities could be made contingent upon the submission of a waiver. Legal counsel should be consulted when addressing the complex issues related to liability waivers.

3. Explains that there is an element of risk associated with all athletic competitions and that the district cannot guarantee that students will not be injured, despite a commitment to every participant's health and welfare

(cf. 3530 - Risk Management/Insurance)

Note: Education Code 32221.5 requires the district to provide information about insurance protection to each student participating on a school athletic team. For specific language that must be contained in this statement, see AR 5143 - Insurance.

4. Provides information about insurance protection pursuant to Education Code 32221.5

(cf. 5143 - Insurance)

5. Requests parental permission for the student to participate in the program and, if appropriate, be transported by the district to and from competitions

(cf. 3541.1 - Transportation for School-Related Trips)

Note: Pursuant to Education Code 48900, a student may be subject to suspension or expulsion if he/she engages, or attempts to engage, in hazing.

6. States the Governing Board's expectation that students adhere strictly to all safety rules, regulations, and instructions, as well as rules and guidelines related to conduct and sportsmanship

(cf. 5144 - Discipline) (cf. 5144.1 - Suspension and Expulsion/Due Process)

7. Includes a copy of the local California Interscholastic Federation (CIF) league rules

Note: As required by Education Code 49033, CIF bylaws require any student participating in athletics and his/her parent/guardian to sign a statement that the student will not use steroids or dietary supplements banned by the U.S. Anti-Doping Agency as well as the substance synephrine, unless the student has a written prescription from a licensed health care practitioner to treat a medical condition. See BP/AR/E 5131.63 - Steroids.

8. Includes information about the CIF bylaw and district policy requiring any student athlete and his/her parent/guardian to sign a statement that the student will not use steroids or dietary supplements banned by the U.S. Anti-Doping Agency

(cf. 5131.63 - Steroids)

Administrative Regulation

Athletic Competition

AR 6145.2 **Instruction**

Nondiscrimination and Equivalent Opportunities in the Athletic Program

No person shall on the basis of sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color, or mental or physical disability be excluded from participation in, be denied the benefits of, be denied equivalent opportunity in, or otherwise be discriminated against in interscholastic, intramural, or club athletics. (5 CCR 4920)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

The Superintendent or designee may provide single-sex teams where selection for the teams is based on competitive skills. (34 CFR 106.41; 5 CCR 4921)

When a school provides only one team in a particular sport for members of one sex, but provides no team in the same sport for members of the other sex, and athletic opportunities in the total program for that sex have been previously limited, members of the excluded sex shall be allowed to try out and compete with the team. The same standards for eligibility shall be applied to every student trying out for a team, regardless of sex, sexual orientation, or other protected group status. (5 CCR 4921)

When determining whether equivalent opportunities are available to both sexes in athletic programs, the Superintendent or designee shall consider, among other factors: (5 CCR 4922)

1. Whether the selection of sports and levels of competition offered effectively accommodate the interests and abilities of both sexes

To help ensure that the district's athletic program effectively accommodates the interests and abilities of both sexes in athletics, the district shall use the following criteria: (Education Code 230)

- a. Whether the interscholastic-level participation opportunities for male and female students are provided in numbers substantially proportionate to their respective enrollments
- b. When the members of one sex have been and are underrepresented among interscholastic athletes, whether the district can show a history and a continuing practice of program expansion that is demonstrably responsive to the developing interests and

abilities of the members of that sex

- c. When the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and a continuing practice of program expansion as required in item #b above, whether the district can demonstrate that the interests and abilities of the members of that sex have been fully and effectively accommodated by the present program
- 2. The provision and maintenance of equipment and supplies
- 3. Scheduling of games and practice times, selection of the season for a sport, and location of the games and practices
- 4. Travel and per diem allowances
- 5. Opportunities to receive coaching and academic tutoring
- 6. Assignment and compensation of coaches and tutors
- 7. Provision of locker rooms and practice and competitive facilities
- 8. Provision of medical and training facilities and services
- 9. Provision of housing and dining facilities and services
- 10. Publicity
- 11. Provision of necessary funds

Parental Notifications

Before a student participates in interscholastic athletic activities, the Superintendent or designee shall send a notice to the student's parents/guardians which:

1. Contains information about the procedures for filing a discrimination complaint that arises out of an interscholastic athletic activity, including the name of the district's Title IX Coordinator

(cf. 1312.3 - Uniform Complaint Procedures) (cf. 5145.3 - Nondiscrimination/Harassment)

- 2. Includes a copy of the Athletes' Bill of Rights pursuant to Education Code 271
- 3. Explains that there is an element of risk associated with all athletic competitions and that the district cannot guarantee that students will not be injured, despite a commitment to provide for every participant's health and welfare

(cf. 3530 - Risk Management/Insurance)

4. Provides information about insurance protection pursuant to Education Code 32221.5

(cf. 5143 - Insurance)

5. Requests parental permission for the student to participate in the program and, if appropriate, be transported by the district to and from competitions

(cf. 3541.1 - Transportation for School-Related Trips)

6. States the Governing Board's expectation that students adhere strictly to all safety rules, regulations, and instructions, as well as rules and guidelines related to conduct and sportsmanship

(cf. 5144 - Discipline) (cf. 5144.1 - Suspension and Expulsion/Due Process)

- 7. Includes a copy of the local California Interscholastic Federation (CIF) league rules
- 8. Includes information about the CIF bylaw and district policy requiring any student athlete and his/her parent/guardian to sign a statement that the student will not use steroids or dietary supplements banned by the U.S. Anti-Doping Agency

(cf. 5131.63 - Steroids)

Regulation CENTER UNIFIED SCHOOL DISTRICT approved: June 20, 2007 Antelope, California

Instruction BP 6146.1(a)

HIGH SCHOOL GRADUATION REQUIREMENTS

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), 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 2014-15 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: The following policy is optional and may be modified to reflect district practice.

The Governing Board desires to prepare all students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

Note: Education Code 51225.3 specifies the courses that a student is required to complete in order to graduate from high school as listed in items #1-6 below. At its option, the Governing Board may require completion of more courses than specified in Education Code 51225.3.

Pursuant to Education Code 66204, each district that maintains a high school also is required to develop a process for submitting courses to the University of California to ensure that they align with the "a-g" course requirements for college admission.

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Three courses in English (Education Code 51225.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

Note: Education Code 51224.5 provides that, as part of the mathematics requirement, students must complete coursework at least equivalent to state content standards for Algebra I. This requirement applies to all students, including students in alternative or continuing education, adult education, or special education. The State Board of Education may grant waivers for students on an individual basis.

2. Two courses in mathematics (Education Code 51225.3)

At least one mathematics course, or a combination of the two mathematics courses required for completion in grades 9-12, shall meet or exceed state academic content standards for Algebra I. (Education Code 51224.5)

Completion, prior to grade 9, of algebra coursework that meets or exceeds state academic content standards shall satisfy the algebra coursework requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12. (Education Code 51224.5)

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(cf. 6011 - Academic Standards)
(cf. 6142.92 - Mathematics Instruction)
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3. Two courses in science, including biological and physical sciences (Education Code 51225.3)

(cf. 6142.93 - Science Instruction)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

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(cf. 6142.3 - Civic Education)
(cf. 6142.93 - History-Social Science Instruction)
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Note: Beginning in the 2012-13 school year, Education Code 51225.3, as amended by AB 1330 (Ch. 621, Statutes of 2011), authorizes the Board to include a course in career technical education (CTE) as an alternative to the visual or performing arts or foreign language course requirement for high school graduation. Any Board that chooses to allow a CTE course to satisfy the requirement must, at a regular Board meeting prior to allowing it as an alternative, notify parents/guardians, students, teachers, and the public of information specified in Education Code 51225.3. In addition, the information must be included in the district's annual notification to parents/guardians pursuant to Education Code 48980; see accompanying administrative regulation. Districts that do not allow this alternative course requirement should delete references to career technical education in item #5 below.

The CTE course may be offered through different means, including a district-operated program, regional occupational center or program, or county office of education program pursuant to a joint powers agreement. See BP/AR 6178 - Career Technical Education and BP 6178.2 - Regional Occupational Center/Program for program details pertaining to CTE.

5. One course in visual or performing arts, foreign language, including American Sign Language, or career technical education (Education Code 51225.3)

To be counted towards meeting graduation requirements, a course in career technical education shall be aligned to the career technical model curriculum standards and framework adopted by the State Board of Education.

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(cf. 6142.2 - World/Foreign Language Instruction)
(cf. 6142.6 - Visual and Performing Arts Education)
(cf. 6178 - Career Technical Education)
(cf. 6178.2 - Regional Occupational Center/Program)
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6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

(cf. 6142.7 - Physical Education and Activity)

Note: Pursuant to Education Code 51225.3, the Board may prescribe additional coursework (e.g., service learning) or other requirements (e.g., portfolios or senior projects) that district students must complete in order to obtain a diploma. If the Board does so, such courses or projects should be listed below.

- 7. Four courses Advocacy (8 units)
- 8. One Course Community Service (2 units)
- 9. Computer Technology Career Technical Education (10 units)
- 10. Health/Safety (5 units)
- 11. Consumer Finance (5 units)
- 12. Elective Credits (60 units)

(cf. 6142.4 - Service Learning/Community Service Classes)

Note: Education Code 51225.3 requires the Board to adopt alternative means for students to complete the prescribed course of study; see BP/AR 6146.11 - Alternative Credits Toward Graduation.

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

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(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)
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Note: Education Code 51225.3 requires the district to exempt a youth in foster care who transfers into the district or between district high schools in grades 11-12 from any additional coursework or other graduation requirements prescribed by the Board, unless the Superintendent or designee makes a finding that the youth is reasonably able to complete the requirements in time to graduate while he/she remains eligible for foster care benefits. See BP/AR 6173.1 - Education for Foster Youth.

In addition, Education Code 49701 requires district officials to help facilitate the on-time graduation of children of military families by waiving specific course requirements for graduation if the child has satisfactorily completed similar coursework in another district. If the district does not grant such a waiver, then "best efforts" shall be used to provide the child with alternative means to acquire the required coursework so that he/she can graduate on time. See BP/AR 6173.2 - Education of Children of Military Families for language implementing this requirement.

The Superintendent or designee shall exempt or waive specific course requirements for foster youth or children of military families in accordance with Education Code 51225.3 and 49701.

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(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education for Children of Military Families)
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High School Exit Examination

Note: Pursuant to Education Code 60850-60859, all students completing grade 12 must pass the California High School Exit Examination (CAHSEE) in language arts and mathematics in order to receive a high school diploma. For students with disabilities, waivers and/or exemptions may apply; see BP/AR 6162.52 - High School Exit Examination.

As a condition of high school graduation, each student completing grade 12 shall have successfully passed the state exit examination in language arts and mathematics unless he/she receives a waiver or exemption. (Education Code 60851, 60859)

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(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities) (cf. 6159 - Individualized Education Program) (cf. 6162.52 - High School Exit Examination)
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Note: Pursuant to Education Code 37252 and 60851, districts must offer supplemental instruction to students in grades 7-12 who do not demonstrate "sufficient progress" toward passing the exit exam. Districts must decide what criteria will be used to determine "sufficient progress" for purposes of eligibility for supplemental instruction. See BP 6179 - Supplemental Instruction.

Supplemental instruction shall be offered to any student in grade 7-12 who does not demonstrate "sufficient progress," as defined in BP 6179 - Supplemental Instruction, toward passing the exit exam. (Education Code 37252, 60851)

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(cf. 5148.2 - Before/After School Programs)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer School)
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(cf. 6179 - Supplemental Instruction)

Note: Education Code 37254 requires districts that receive CAHSEE intensive intervention funding to ensure that students who have not passed one or both parts of the exit exam by the end of grade 12 have the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they have passed both parts of the exam, whichever comes first. See BP/AR 6179 - Supplemental Instruction for language detailing the requirements of the intensive intervention funding, including providing students with a diagnostic assessment and notice of their rights. See also BP/AR 6164.2 - Guidance/Counseling Services.

The following paragraph is for use by districts that receive CAHSEE intensive intervention funding.

Students who have not passed one or both parts of the exit exam by the end of grade 12 shall have the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they have passed both parts of the exam, whichever comes first. (Education Code 37254)

(cf. 1312.4 - Williams Uniform Complaint Procedures) (cf. 6164.2 - Guidance/Counseling Services)

Note: The remainder of this section is optional. In addition to intensive remedial instruction, districts may offer students who have satisfied all local and state graduation requirements, except for passage of the exit exam, other options to continue their education beyond their senior year in order to obtain a high school diploma. According to the California Department of Education, the options a district may currently offer students include: (1) if space is available, enrollment for an additional year at a comprehensive high school if the student has been continuously enrolled, (2) enrollment in an alternative education program, (3) reclassification as a junior, (4) maintaining continuous enrollment in an independent study program or charter school, or (5) enrollment in an adult secondary school. In addition, some community colleges offer non-credit adult education programs and grant high school diplomas without requiring passage of the exit exam. Students may also obtain a diploma equivalent by passing the California High School Proficiency/High School Equivalency.

If the district decides to offer options to such students, the Board should carefully consider which options will be made available. In order to ensure that students receive adequate notification of the alternatives, districts should indicate the specific options available in the spaces provided below and may consider providing additional notifications, as necessary. Districts not providing any such options should delete the following paragraph.

In addition to intensive remedial instruction, the district shall offer students who have passed all state and local graduation requirements except one or both parts of the exit exam the following options for two years beyond their regular senior year or until they pass the exam, whichever occurs first:

(cf. 0420.4 - Charter Schools) (cf. 6158 - Independent Study) (cf. 6184 - Continuation Education)

The Superintendent or designee shall regularly report to the Board regarding the number of students who have fulfilled all local and state graduation requirements except for the passage of the exit exam and the resources that have been offered to such students.

Certificates of Completion

Note: The following section is **optional**. For those students who are unable to pass the exit exam by the end of their senior year, a district may consider granting a locally developed certificate of completion or some other form of recognition to indicate that the students have completed the district's required course of study. Such a certificate would not be the equivalent of a diploma and is separate from the certificate of educational achievement granted to special education students who are unable to pass the exit exam with appropriate modifications pursuant to Education Code 56390-56392; see BP 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities.

Because the exit exam has been subject to legal challenge, districts should make every effort to ensure that, prior to issuing a certificate of completion, students are provided with appropriate supplemental resources and remedial support. See BP 6179 - Supplemental Instruction. Districts that offer intensive instruction or other educational options to students who have passed all state and local graduation requirements except the exit exam may also offer such students a certificate of completion. Districts should consult legal counsel, as appropriate, to ensure that all statutory obligations have been satisfied.

Students who have passed all the district's course requirements by the end of their senior year but are unable to pass the high school exit exam shall receive a certificate of completion.

The Superintendent or designee shall regularly report to the Board regarding the number of students receiving a certificate of completion and the resources that have been offered to such students.

Retroactive Diplomas

Note: The following section is optional.

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. (Education Code 51430)

The district also may retroactively grant a diploma to a deceased former student who satisfies the above conditions. The diploma shall be received by the deceased student's next of kin. (Education Code 51430)

In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)

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Legal Reference:
        EDUCATION CODE
        35186 Williams Uniform Complaint Procedures
        37252 Supplemental instructional programs
        37254 Supplemental instruction based on failure to pass exit exam by end of grade 12
        37254.1 Required student participation in supplemental instruction
        47612 Enrollment in charter school
        48200 Compulsory attendance
        48412 Certificate of proficiency
        48430 Continuation education schools and classes
        48645.5 Acceptance of coursework
        48980 Required notification at beginning of term
        49701 Interstate Compact on Educational Opportunity for Military Children
        51224 Skills and knowledge required for adult life
        51224.5 Algebra instruction
        51225.3 Requirements for graduation
        51225.5 Honorary diplomas; foreign exchange students
        51228 Graduation requirements
        51240-51246 Exemptions from requirements
        51250-51251 Assistance to military dependents
        51410-51412 Diplomas
        51420-51427 High school equivalency certificates
        51450-51455 Golden State Seal Merit Diploma
        51745 Independent study restrictions
        52378 Supplemental school counseling program
        56390-56392 Recognition for educational achievement, special education
        60850-60859 High school exit examination
        66204 Certification of high school courses as meeting university admissions criteria
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Management Resources:

WEB SITES

CSBA: http://www.csba.org

COURT DECISIONS

CODE OF REGULATIONS, TITLE 5

California Department of Education, High School: http://www.cde.ca.gov/ci/gs/hs

1600-1651 Graduation of students from grade 12 and credit toward graduation

University of California, List of Approved a-g Courses:

http://www.universityofcalifornia.edu/admissions/freshman/requirements

O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal. App. 4th 1452

Board Policy

High School Graduation Requirements

BP 6146.1 **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 district 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 2008-2009 through 2012-2013 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 desires to prepare all students to obtain a high school diploma to enable them to take advantage of opportunities for postsecondary education and/or employment.

(cf. 5127 - Graduation Ceremonies and Activities)

(cf. 5147 - Dropout Prevention)

(cf. 5149 - At-Risk Students)

(cf. 6143 - Courses of Study)

(cf. 6146.3 - Reciprocity of Academic Credit)

Course Requirements

To obtain a high school diploma, students shall complete at least the following courses in grades 9-12, with each course being one year unless otherwise specified:

1. Four courses in English (Education Code 51225.3)

(cf. 6142.91 - Reading/Language Arts Instruction)

2. Two courses in mathematics (Education Code 51225.3)

At least one mathematics course, or a combination of the two mathematics courses required for completion in grades 9-12, shall meet or exceed state academic content standards for Algebra I. (Education Code 51224.5)

Completion, prior to grade 9, of algebra coursework that meets or exceeds state academic content standards shall satisfy the algebra coursework requirement, but shall not exempt a student from the requirement to complete two mathematics courses in grades 9-12.

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(Education Code 51224.5)
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(cf. 6011 - Academic Standards) (cf. 6142.92 - Mathematics Instruction)

3. Two courses in science, including biological and physical sciences (Education Code 51225.3)

(cf. 6142.93 - Science Instruction)

4. Three courses in social studies, including United States history and geography; world history, culture, and geography; a one-semester course in American government and civics; and a one-semester course in economics (Education Code 51225.3)

(cf. 6142.3 - Civic Education) (cf. 6142.93 - History-Social Science Instruction)

5. One course in visual or performing arts, foreign language, or American Sign Language (Education Code 51225.3)

(cf. 6142.2 - World/Foreign Language Instruction) (cf. 6142.6 - Visual and Performing Arts Education)

6. Two courses in physical education, unless the student has been otherwise exempted pursuant to other sections of the Education Code (Education Code 51225.3)

(cf. 6142.7 - Physical Education)

- 7. Four courses Advocacy (8 units)
- 8. One Course Community Service (2 units)
- 9. Computer Technology (10 units)
- 10. Health/Safety (5 units)
- 11. Consumer Finance (5 units)
- 12. Elective Credits (60 units)

(cf. 6142.4 - Service Learning/Community Service Classes)

Because the prescribed course of study may not accommodate the needs of some students, the Board shall provide alternative means for the completion of prescribed courses in accordance with law.

```
(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)
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The Superintendent or designee shall exempt or waive specific course requirements for foster youth or children of military families in accordance with Education Code 51225.3 and 49701. The Superintendent or designee shall make notifications as required by Education Code 51225.3 when the requirements that are waived will affect the pupil's ability to gain admission to a post secondary educational institution.

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(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education for Children of Military Families)
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High School Exit Examination

As a condition of high school graduation, each student completing grade 12 shall have successfully passed the state exit examination in language arts and mathematics unless he/she receives a waiver or exemption. (Education Code 60851, 60859)

(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)
(cf. 6159 - Individualized Education Program)

(cf. 6159 - Individualized Education Program) (cf. 6162.52 - High School Exit Examination)

Supplemental instruction shall be offered to any student in grade 7-12 who does not demonstrate "sufficient progress," as defined in BP 6179 - Supplemental Instruction, toward passing the exit exam. (Education Code 37252, 60851)

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(cf. 5148.2 - Before/After School Programs)
(cf. 6176 - Weekend/Saturday Classes)
(cf. 6177 - Summer School)
(cf. 6179 - Supplemental Instruction)
```

Students who have not passed one or both parts of the exit exam by the end of grade 12 shall have the opportunity to receive intensive instruction and services for up to two consecutive academic years after completion of grade 12 or until they have passed both parts of the exam, whichever comes first. (Education Code 37254)

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(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 5145.6 - Parental Notifications)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 0420.4 - Charter Schools)
(cf. 6158 - Independent Study)
(cf. 6184 - Continuation Education)
```

The Superintendent or designee shall regularly report to the Board regarding the number of students who have fulfilled all local and state graduation requirements except for the

passage of the exit exam and the resources that have been offered to such students.

Certificates of Completion

Students who have passed all the district's course requirements by the end of their senior year but are unable to pass the high school exit exam shall receive a certificate of completion.

The Superintendent or designee shall regularly report to the Board regarding the number of students receiving a certificate of completion and the resources that have been offered to such students.

Retroactive Diplomas

The district may retroactively grant a high school diploma to a former student who was interned by order of the federal government during World War II or who is an honorably discharged veteran of World War II, the Korean War, or the Vietnam War, provided that he/she was enrolled in a district school immediately preceding the internment or military service and he/she did not receive a diploma because his/her education was interrupted due to the internment or military service. (Education Code 51430)

The district also may retroactively grant a diploma to a deceased former student who satisfies the above conditions. The diploma shall be received by the deceased student's next of kin. (Education Code 51430)

In addition, the district may grant a diploma to a veteran who entered the military service of the United States while he/she was a district student in grade 12 and who had completed the first half of the work required for grade 12. (Education Code 51440)

Legal Reference:

EDUCATION CODE

35186 Williams Uniform Complaint Procedures

37252 Supplemental instructional programs

37254 Supplemental instruction based on failure to pass exit exam by end of grade 12

37254.1 Required student participation in supplemental instruction

47612 Enrollment in charter school

48200 Compulsory attendance

48412 Certificate of proficiency

48430 Continuation education schools and classes

48645.5 Acceptance of coursework

49701 Interstate Compact on Educational Opportunity for Military Children

51224 Skills and knowledge required for adult life

51224.5 Algebra instruction

51225.3 Requirements for graduation

51225.5 Honorary diplomas; foreign exchange students

51228 Graduation requirements

51240-51246 Exemptions from requirements

51250-51251 Assistance to military dependents

51410-51412 Diplomas

51420-51427 High school equivalency certificates

51450-51455 Golden State Seal Merit Diploma

51745 Independent study restrictions

52378 Supplemental school counseling program

56390-56392 Recognition for educational achievement, special education

60850-60859 High school exit examination

66204 Certification of high school courses as meeting university admissions criteria

CODE OF REGULATIONS, TITLE 5

1600-1651 Graduation of students from grade 12 and credit toward graduation

COURT DECISIONS

O'Connell v. Superior Court (Valenzuela), (2006) 141 Cal.App.4th 1452

Management Resources:

WEB SITES

CSBA: http://www.csba.org

California Department of Education, California High School Exit Examination:

http://www.cde.ca.gov/ta/tg/hs

Policy CENTER UNIFIED SCHOOL DISTRICT adopted: February 17, 2010 Antelope, California

Instruction AR 6146.1

HIGH SCHOOL GRADUATION REQUIREMENTS

Note: The following administrative regulation is optional and should be modified to reflect district practice.

Notifications

Requirements for graduation and specified alternative means for completing the prescribed course of study shall be made available to students, parents/guardians, and the public. (Education Code 51225.3)

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(cf. 6146.11 - Alternative Credits Toward Graduation)
(cf. 6145.6 - International Exchange)
(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)
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Note: The following optional paragraph is for use by any district that has elected to allow students to complete a career technical education course as an alternative to the visual or performing arts or foreign language course requirement for high school graduation pursuant to Education Code 51225.3, as amended by AB 1330 (Ch. 621, Statutes of 2011); see accompanying Board policy.

In the annual notification sent to parents/guardians pursuant to Education Code 48980, the Superintendent or designee shall include the following: (Education Code 48980)

- 1. Information about district high school graduation requirements and how each requirement satisfies or does not satisfy the subject matter requirements for admission to the California State University and the University of California
- 2. A complete list of career technical education courses offered by the district that satisfy the subject matter requirements for admission to the California State University and the University of California, and which of the specific college admission requirements these courses satisfy

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(cf. 5145.6 - Parental Notifications)
(cf. 6143 - Courses of Study)
(cf. 6178 - Career Technical Education)
(cf. 6178.2 - Regional Occupational Center/Program)
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Administrative Regulation

High School Graduation Requirements

AR 6146.1 Instruction

Requirements for graduation and specified alternative means for completing the prescribed course of study shall be made available to students, parents/guardians, and the public. (Education Code 51225.3)

(cf. 5126 - Awards for Achievement)

(cf. 6146.11 - Alternative Credits Toward Graduation)

(cf. 6145.6 - International Exchange)

(cf. 6146.2 - Certificate of Proficiency/High School Equivalency)

Students shall not be required to have resided within the district for any minimum length of time as a condition of high school graduation. (Education Code 51411)

If a student successfully completes the district's graduation requirements while attending a juvenile court school or nonpublic, nonsectarian school or agency, the district shall issue the student a diploma from the school the student last attended. (Education Code 48645.5)

Regulation CENTER UNIFIED SCHOOL DISTRICT approved: February 20, 2008 Antelope, California

Instruction BP 6161.1(a)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), 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 2014-15 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: The Governing Board is responsible for the adoption of textbooks and other instructional materials, as defined in Education Code 60010. For grades K-8, if a district wants to use state instructional materials allowances to purchase those materials, Education Code 60200 requires the Board to select materials from among those approved by the State Board of Education (SBE). For grades 9-12, Education Code 60400 and 60411 authorize the Board to select the district's materials, provided that such materials meet criteria specified in law. See the accompanying administrative regulation for required and optional criteria for the selection of instructional materials. See BP 6161.11 - Supplementary Instructional Materials and BP/AR 6163.1 - Library Media Centers for selection processes regarding supplementary materials.

The Governing Board desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diversity, and enhance the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and that the materials meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with state and district content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

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(cf. 0440 - District Technology Plan)
(cf. 6000 - Concepts and Roles)
(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6161 - Equipment, Books and Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6162.5 - Student Assessment)
(cf. 6163.1 - Library Media Centers)
(cf. 9000 - Role of the Board)
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The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board.

Note: Pursuant to Education Code 60002, the Board must provide for "substantial" teacher involvement in the selection of instructional materials and must promote the involvement of parents/guardians and other members of the community in the selection of instructional materials. The Education Code does not define "substantial." See the accompanying administrative regulation for a sample selection process.

This process shall involve teachers in a substantial manner and shall also encourage the participation of parents/guardians and community members. (Education Code 60002)

Individuals who participate in the selection or review of instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed.

(cf. 9270 - Conflict of Interest)

All recommended instructional materials shall be available for public inspection at the district office.

(cf. 5020 - Parent Rights and Responsibilities)

Note: Complaints regarding the contents of instructional materials are addressed in BP/AR 1312.2 - Complaints Concerning Instructional Materials. See AR 1312.4 - Williams Uniform Complaint Procedures for language regarding complaints about deficiencies in instructional materials.

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

(cf. 1312.2 - Complaints Concerning Instructional Materials) (cf. 1312.4 - Williams Uniform Complaint Procedures)

Note: The Instructional Materials Funding Realignment Program (IMFRP), Education Code 60420-60424, provides a block grant for instructional materials with a priority on materials that are aligned to state standards in the core courses of reading/language arts, mathematics, science, and history-social science.

Pursuant to Education Code 42605, as amended by SB 70 (Ch. 7, Statutes of 2011), districts that have accepted categorical flexibility may use funds received for the IMFRP from the 2008-09 through 2014-15 fiscal years for "any educational purpose"; see BP 2210 - Administrative Discretion Regarding Board Policy and BP 3110 - Transfer of Funds. Education Code 42605 provides that such districts shall then be deemed in compliance with all statutory and regulatory requirements, except for certain specified requirements including Education Code 60119. Therefore, during this period of flexibility, districts still must comply with the requirements of Education Code 60119, including ensuring that each student is provided with standards-aligned instructional materials and holding a hearing regarding the sufficiency of materials; see section entitled "Public Hearing on Sufficiency of Instructional Materials" below.

The following paragraph may be revised to reflect the grade levels offered by the district.

The Board's priority in the selection of instructional materials is to ensure that all students in grades K-12 are provided with instructional materials that are aligned to state content standards in the core curriculum areas of reading/language arts, mathematics, science, and history-social science. Students in grades K-8 shall be provided with instructional materials adopted by the State Board of Education.

Note: SBE Policy on <u>Guidelines for Piloting Textbooks and Instructional Materials</u> provides a sample process for piloting instructional materials that addresses the selection of materials to pilot, a chronology of the process, and additional considerations, such as conflict of interest, contacts with publishers, and consideration of standards maps.

The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Public Hearing on Sufficiency of Instructional Materials

Note: Education Code 60119 and 5 CCR 9531 require the Board to annually hold a public hearing on the sufficiency of textbooks or instructional materials to determine whether each student in the district has sufficient textbooks or instructional materials in English/language arts, mathematics, science, and history-social science that are aligned to content standards and consistent with the content and cycles of the curriculum framework adopted by the SBE.

Education Code 1240 requires the County Superintendent of Schools to review the textbooks or instructional materials of schools ranked in deciles 1-3 of the Academic Performance Index (API). If the County Superintendent determines that a school does not have sufficient materials, he/she must prepare a report outlining the noncompliance and give the district a chance to remedy the deficiency. If the deficiency is not remedied by the second month of the school year, the County Superintendent may request that the California Department of Education (CDE) purchase textbooks or materials for the district, and the cost must be repaid by the district. The CDE will issue a public statement at an SBE meeting indicating the district's failure to provide instructional materials.

The Board shall annually conduct one or more public hearings on the sufficiency of the district's textbooks and other instructional materials. (Education Code 60119; 5 CCR 9531)

Note: Education Code 60119 specifies that the hearing must be held within eight weeks of the beginning of the school year. Option 1 is for use by districts without any schools on a multitrack year-round calendar. Option 2 is for use by districts with schools on a multitrack year-round calendar.

OPTION 1: The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

OPTION 2: The hearing shall be held on or before the end of the eighth week from the first day of the school year of any district school that operates on a multitrack year-round calendar that begins its school year in August or September. (Education Code 60119)

Note: The remainder of this policy applies to all districts.

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing and in three public places within the district, the Superintendent or designee shall post a notice containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 - Agenda/Meeting Materials)

Note: Education Code 60119 requires the Board to adopt a resolution indicating whether or not each student in each school has sufficient textbooks or instructional materials. See the accompanying Exhibit for a sample resolution.

Pursuant to Education Code 60119, the determination of the sufficiency of textbooks or instructional materials for mathematics, science, history-social science, and English/language arts is a condition for receipt of state instructional materials funding. The Board must also make a written determination during the hearing as to the sufficiency of textbooks or instructional materials in foreign language and health courses, as well as science laboratory equipment in science laboratory courses, although the provision of the materials or the equipment in these courses is not a condition for receipt of state instructional materials funding.

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or instructional materials in each of the following subjects which are aligned to the state content standards adopted pursuant to Education Code 60605 and consistent with the content and cycles of the state's curriculum frameworks: (Education Code 60119)

1. Mathematics

(cf. 6142.92 - Mathematics Instruction)

2. Science

(cf. 6142.93 - Science Instruction)

3. History-social science

(cf. 6142.94 - History-Social Science Instruction)

4. English/language arts, including the English language development component of an adopted program

(cf. 6142.91 - English/Language Arts Instruction)

5. Foreign language

(cf. 6142.2 - World/Foreign Language Instruction)

6. Health

(cf. 6142.8 - Comprehensive Health Education)

Note: The following paragraph is for use by districts that maintain any of grades 9-12.

The Board shall also determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12.

In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has the ability to use and access them at home. However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

Note: Education Code 1240.3 and 42605, as amended by SB 70 (Ch. 7, Statutes of 2011), specify that, for the 2008-09 through 2014-15 fiscal years, "sufficiency" means that all students in the district who are enrolled in the same course have "identical" standards-aligned textbooks and instructional materials from the same adoption cycle. Education Code 1240.3 does not require districts to purchase all of the instructional materials included in an adoption cycle if the materials that are purchased are made available to all the students for whom they are intended in all of the schools within the district.

For example, fourth-grade students at all district schools must have instructional materials from the same SBE science adoption cycle, though fourth-grade students at different schools could be using materials from different publishers within the same adoption cycle. However, the district may use materials from different adoption cycles for grades K-3 and grades 4-8 since those students are not in the same "course."

The Board shall also make a determination that all students within the district who are enrolled in the same course have "identical" standards-aligned textbooks or instructional materials from the same adoption cycle, as defined in Education Code 1240.3, 60119, and 60422. (Education Code 1240.3, 42605)

Note: The following paragraph is **optional**. As amended by SB 509 (Ch. 629, Statutes of 2011), Education Code 1240.3 authorizes the district, until July 1, 2015, to purchase the newest adopted instructional materials for the needlest schools in the district without incurring a duty to purchase these materials for students in other district schools. This provision will be used by the County Superintendent through fiscal year 2014-15 whenever he/she visits schools ranked in deciles 1-3 of the API to determine the status of sufficient instructional materials pursuant to Education Code 1240.

However, the district may purchase the newest adopted instructional materials for students in district schools ranked in deciles 1-3 of the base Academic Performance Index in any one of the past three school years without necessarily purchasing these materials for use in other district schools. (Education Code 1240.3)

Note: Pursuant to Education Code 60119, if the Board makes a determination that there are insufficient textbooks and/or instructional materials, the Board must take action to ensure that the materials are provided within two months of the beginning of the school year. According to various state agencies, if the Board takes action at the hearing to provide the textbooks (i.e., directs staff to order the textbooks), then the timelines in law have been satisfied. However, the CDE's "Instructional Materials FAQ" states that, if a district has submitted purchase orders to the publisher to purchase materials to remedy the insufficiency, these materials should be received and made available to students by the end of the second month of the school year. Thus, districts are strongly encouraged to hold the public hearing as early in the school year as possible in order to provide sufficient time to correct any deficiencies.

If the Board determines that there are insufficient textbooks and/or instructional materials, the Board shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks and/or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks and/or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

220 Prohibition against discrimination

1240 County superintendent, general duties

1240.3 Definition of sufficiency for categorical flexibility

33050-33053 General waiver authority

33126 School accountability report card

35272 Education and athletic materials

42605 Tier 3 categorical flexibility

44805 Enforcement of course of studies; use of textbooks, rules and regulations

49415 Maximum textbook weight

51501 Nondiscriminatory subject matter

60000-60005 Instructional materials, legislative intent

60010 Definitions

60040-60052 Instructional requirements and materials

60060-60062 Requirements for publishers and manufacturers

60070-60076 Prohibited acts (re instructional materials)

60110-60115 Instructional materials on alcohol and drug education

60119 Public hearing on sufficiency of materials

60200-60206 Elementary school materials

60226 Requirements for publishers and manufacturers

60240-60252 State Instructional Materials Fund

60350-60352 Core reading program instructional materials

60400-60411 High school textbooks

60420-60424 Instructional Materials Funding Realignment Program

60510-60511 Donation for sale of obsolete instructional materials

60605 State content standards

60605.8 Common Core Standards

60605.86 Supplemental instructional materials aligned with Common Core Standards

CODE OF REGULATIONS, TITLE 5

9505-9535 Instructional materials, especially:

9531-9532 Instructional Materials Funding Realignment Program

Management Resources:

CSBA PUBLICATIONS

Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for Governance

Teams, Budget Advisory, March 2009

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

01-05 Guidelines for Piloting Textbooks and Instructional Materials, September 2001

Standards for Evaluating Instructional Materials for Social Content, 2000

WEB SITES

CSBA: http://www.csba.org

Association of American Publishers: http://www.publishers.org California Department of Education: http://www.cde.ca.gov

Policy adopted:

Board Policy

Selection And Evaluation Of Instructional Materials

BP 6161.1
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 district 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 2008-2009 through 2012-2013 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 desires that district instructional materials, as a whole, present a broad spectrum of knowledge and viewpoints, reflect society's diversity, and enhance the use of multiple teaching strategies and technologies. The Board shall adopt instructional materials based on a determination that such materials are an effective learning resource to help students achieve grade-level competency and meet criteria specified in law. Textbooks, technology-based materials, and other educational materials shall be aligned with state and district content standards and the district's curriculum in order to ensure that they effectively support the district's adopted courses of study.

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(cf. 0440 - District Technology Plan)
(cf. 6000 - Concepts and Roles)
(cf. 6011 - Academic Standards)
(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6143 - Courses of Study)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6161 - Equipment, Books and Materials)
(cf. 6161.11 - Supplementary Instructional Materials)
(cf. 6162.5 - Student Assessment)
(cf. 6163.1 - Library Media Centers)
(cf. 9000 - Role of the Board)
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The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board.

This process shall involve teachers in a substantial manner and shall also encourage the participation of parents/guardians and community members. (Education Code 60002)

All recommended instructional materials shall be available for public inspection at the

district office.

(cf. 5020 - Parent Rights and Responsibilities)

Individuals who participate in the selection or evaluation of instructional materials shall not have a conflict of interest, as defined in administrative regulation, in the materials being reviewed.

(cf. 9270 - Conflict of Interest)

Complaints concerning instructional materials shall be handled in accordance with law, Board policy, and administrative regulation.

(cf. 1312.2 - Complaints Concerning Instructional Materials) (cf. 1312.4 - Williams Uniform Complaint Procedures)

The Board's priority in the selection of instructional materials is to ensure that all students in grades K-12 are provided with instructional materials that are aligned to state content standards in the core curriculum areas of reading/language arts, mathematics, science, and history-social science. Students in grades K-8 shall be provided with instructional materials adopted by the State Board of Education.

The district may pilot instructional materials, using a representative sample of classrooms for a specified period of time during a school year, in order to determine how well the materials support the district's curricular goals and academic standards. Feedback from teachers piloting the materials shall be made available to the Board before the materials are adopted.

Public Hearing on Sufficiency of Textbooks or Instructional Materials

The Board shall annually conduct one or more public hearings on the sufficiency of the district's textbooks or instructional materials. (Education Code 60119; 5 CCR 9531)

The hearing shall be held on or before the end of the eighth week from the first day students attend school for that year. (Education Code 60119)

The Board encourages participation by parents/guardians, teachers, interested community members, and bargaining unit leaders at the hearing. Ten days prior to the hearing and in three public places within the district, the Superintendent or designee shall post a notice containing the time, place, and purpose of the hearing. The hearing shall not take place during or immediately following school hours. (Education Code 60119)

(cf. 9322 - Agenda/Meeting Materials)

At the hearing(s), the Board shall determine, through a resolution, whether each student in each school, including each English learner, has sufficient textbooks or instructional

materials in each of the following subjects which are aligned to the state content standards adopted pursuant to Education Code 60605 and consistent with the content and cycles of the state's curriculum frameworks: (Education Code 60119)

- 1. Mathematics
- 2. Science
- 3. History-social science
- 4. English language arts, including the English language development component of an adopted program

The Board shall also make a written determination as to whether each student enrolled in a foreign language or health course has sufficient textbooks or instructional materials that are consistent with the content and cycles of the state curriculum frameworks. The Board shall determine the availability of science laboratory equipment, as applicable to science laboratory courses offered in grades 9-12. (Education Code 60119)

In making these determinations, the Board shall consider whether each student has sufficient textbooks and/or instructional materials to use in class and to take home. However, this does not require that each student have two sets of materials. The materials may be in a digital format as long as each student, at a minimum, has and can access the same materials in the class and to take home as all other students in the same class or course in the district and has the ability to use and access them at home. However, the materials shall not be considered sufficient if they are photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage. (Education Code 60119)

For the 2008-09 through 2012-13 fiscal years, the Board shall also make a determination that all students within the district who are enrolled in the same course have "identical" standards-aligned textbooks or instructional materials from the same adoption cycle, as defined in Education Code 1240.3, 60119, and 60422. (Education Code 1240.3, 42605)

If the Board determines that there are insufficient textbooks and/or instructional materials, the Board shall provide information to classroom teachers and to the public setting forth, for each school in which an insufficiency exists, the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in each subject area and the reasons that each student does not have sufficient textbooks and/or instructional materials. The Board shall take any action, except an action that would require reimbursement by the Commission of State Mandates, to ensure that each student has sufficient materials within two months of the beginning of the school year in which the determination is made. (Education Code 60119)

Legal Reference:

EDUCATION CODE

1240 County superintendent, general duties

1240.3 Definition of sufficiency for categorical flexibility

33050-33053 General waiver authority

33126 School accountability report card

35272 Education and athletic materials

42605 Tier 3 categorical flexibility

44805 Enforcement of course of studies; use of textbooks, rules and regulations

49415 Maximum textbook weight

51501 Subject matter reflecting on race, color, etc.

60000-60005 Instructional materials, legislative intent

60010 Definitions

60040-60052 Instructional requirements and materials

60060-60062 Requirements for publishers and manufacturers

60070-60076 Prohibited acts (re instructional materials)

60110-60115 Instructional materials on alcohol and drug education

60119 Public hearing on sufficiency of materials

60200-60206 Elementary school materials

60226 Requirements for publishers and manufacturers

60240-60252 State Instructional Materials Fund

60350-60352 Core reading program instructional materials

60400-60411 High school textbooks

60420-60424 Instructional Materials Funding Realignment Program

60510-60511 Donation for sale of obsolete instructional materials

60605 State content standards

CODE OF REGULATIONS, TITLE 5

9505-9535 Instructional materials, especially:

9531-9532 Instructional Materials Funding Realignment Program

Management Resources:

CSBA PUBLICATIONS

Flexibility Provisions in the 2008 and 2009 State Budget: Policy Considerations for

Governance Teams, Budget Advisory, March 2009

CALIFORNIA DEPARTMENT OF EDUCATION CORRESPONDENCE

1002.90 Selection of Instructional Materials, CIL: 90/91-02

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Standards for Evaluation of Instructional Materials with Respect to Social Content, rev. 2000

STATE BOARD OF EDUCATION POLICIES

01-05 Guidelines for Piloting Textbooks and Instructional Materials, September 2001 WEB SITES

CSBA: http://www.csba.org

Association of American Publishers: http://www.publishers.org California Department of Education: http://www.cde.ca.gov Policy CENTER UNIFIED SCHOOL DISTRICT adopted: February 16, 2011 Antelope, California

Instruction AR 6161.1(a)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), 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 2014-15 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.

Instructional Materials Funding Realignment Program

Note: The following **optional** section reflects the criteria of the Instructional Materials Funding Realignment Program (IMFRP) (Education Code 60420-60424) and should be modified to reflect the grade levels offered by the district. Funding available under the program must first be used to provide all K-12 students with materials that are aligned to state content standards for specified core curriculum areas. Specific priorities for the use of funds are delineated in 5 CCR 9531.

Education Code 60422.1 authorizes IMFRP funding to be used to purchase standards-aligned materials in either an electronic or hard-bound format as long as the district can ensure, in accordance with Education Code 60119, that each student will be provided a copy of the instructional material to use at school and at home.

The district shall use state funds received under the Instructional Materials Funding Realignment Program to provide each student with standards-aligned textbooks or instructional materials, in an electronic or hard-bound format, in the core curriculum areas of reading/language arts, mathematics, science, and history-social science. (Education Code 60422, 60422.1)

(cf. 6142.91 - English/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6142.94 - History-Social Science Instruction)

Note: Education Code 60422 requires that students be provided with standards-aligned textbooks or basic instructional materials within 24 months from the adoption date of the materials. For grades K-8, each student is to be provided with materials adopted by the State Board of Education (SBE) and for grades 9-12 each student is to be provided materials adopted by the district's Governing Board.

However, pursuant to Education Code 60049, as amended and renumbered by SB 70 (Ch. 7, Statutes of 2011) and AB 114 (Ch. 43, Statutes of 2011), the Board is not required to provide students with instructional materials within 24 months of the SBE's adoption through the 2014-15 fiscal year. Suspension of this requirement is consistent with Education Code 60200.7, as amended by SB 70 (Ch. 7, Statutes of 2011), which prohibits the SBE from adopting any K-8 instructional materials until the 2015-16 school year.

Pursuant to Education Code 60200(g) and 60421(d), the SBE may authorize a district, through the waiver process pursuant to Education Code 33050, to use its state instructional materials funds to purchase other standards-aligned instructional materials for grades K-8 that have not been adopted by the SBE. In order to

receive this authorization, the Board must demonstrate to the SBE that the state-adopted materials do not promote the maximum efficiency of student learning in the district, satisfy the public hearing requirements for a waiver pursuant to Education Code 33050, and provide the certifications and assurances required by the SBE in its IMFRP petition request process. See BP 1431 - Waivers.

Instructional materials for grades K-8 shall be selected from the list of standards-aligned materials adopted by the State Board of Education (SBE). Instructional materials for grades 9-12 shall be adopted by the Governing Board. Standards-aligned materials in each core curriculum area shall be provided to each student at the beginning of the first school term that commences no later than 24 months after those materials are adopted by the SBE or the Board, as applicable. (Education Code 60049, 60422)

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(cf. 1431 - Waivers)
(cf. 6011 - Academic Standards)
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Note: 5 CCR 9531 no longer requires publishers of grades 9-12 instructional materials to submit standards maps designed to help the district determine whether the materials in the four core courses were aligned to the state content standards. However, Education Code 60422 still requires that the Board certify that the instructional materials purchased for grades 9-12 with IMFRP funds are standards-aligned. One way to make this determination is through a review of standards maps created by the California Department of Education (CDE). A template of the standards map is available on the CDE's web site. The following optional paragraph should be modified to reflect district practice.

For grades 9-12, the Superintendent or designee shall review instructional materials in history-social science, mathematics, English/language arts, and science using a standards map in order to determine the extent to which the materials are aligned to the content standards adopted by the SBE.

After the Board has certified that all students have been provided with standards-aligned instructional materials in the core curriculum areas, the district may use any remaining program funds for the purposes specified in Education Code 60242. (Education Code 60119, 60422)

Criteria for Selection and Adoption of Instructional Materials

Instructional materials adopted by the Board shall:

Note: Item #1 below is for use by districts that offer any of grades K-8. Pursuant to Education Code 60200, the SBE is responsible for adopting at least five basic instructional materials for grades K-8 in specified core subjects and any other subject for which the SBE determines the adoption of instructional materials is necessary or desirable. However, Education Code 60200.7, as amended by SB 70 (Ch. 7, Statutes of 2011), prohibits the SBE from adopting any instructional materials until the 2015-16 school year.

Because instructional materials adoptions are postponed, Education Code 60605.86, as added by SB 140 (Ch. 623, Statutes of 2011), requires the CDE to prepare, by July 1, 2012, a list of supplemental instructional materials for grades K-8 that are aligned with the Common Core Standards in English/language arts and mathematics as adopted by the SBE pursuant to Education Code 60605.8; see BP 6011 - Academic Standards. Districts may select supplemental materials for English/language arts and mathematics that are not on the list provided that the materials are approved by content review experts selected by the Board in accordance with Education Code 60605.86 and the Board determines that the materials comply with evaluation criteria that will be developed by the CDE.

1. For grades K-8, be selected from among the list of materials approved by the SBE in accordance with law (Education Code 60200)

Note: Item #2 below is for use by districts that offer grades 9-12.

2. For grades 9-12, be provided by publishers who comply with the requirements of Education Code 60040-60048, 60060-60062, and 60226 (Education Code 60400)

Note: Education Code 51501 and 60044 prohibit the Board from adopting instructional materials that adversely reflect upon persons based on specified characteristics, including, as amended by SB 48 (Ch. 81, Statutes of 2011), religion, sexual orientation, or any other characteristic listed in Education Code 220.

3. Not reflect adversely upon persons because of their race or ethnicity, gender, religion, disability, nationality, sexual orientation, occupation, or other characteristic listed in Education Code 220, nor contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 51501, 60044)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

- 4. To the satisfaction of the Board, be accurate, objective, current, and suited to the needs and comprehension of students at their respective grade levels (Education Code 60045)
- 5. With the exception of literature and trade books, use proper grammar and spelling (Education Code 60045)

Note: Education Code 60048 and 60200 require that the Board not adopt basic instructional materials that provide unnecessary exposure to a commercial brand name, product, or corporate or company logo, unless it makes specific findings that the use has an educational purpose or is incidental to the general nature of an illustration, as provided in item #6 below. The SBE publication <u>Standards for Evaluating Instructional Materials for Social Content</u> details standards for the use of brand names and corporate logos in instructional materials.

6. Not expose students to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)

- a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by the SBE.
- b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.

(cf. 1325 - Advertising and Promotion)

7. If the materials are technology-based materials, be both available and comparable to other, equivalent instructional materials (Education Code 60052)

Note: Education Code 60040-60043 require that specific subject matter be included in the district's instructional materials. Education Code 60040 requires that instructional materials include accurate portrayals of the cultural and racial diversity of our society as specified, including, as amended by SB 48 (Ch. 81, Statutes of 2011), the role and contributions of lesbian, gay, bisexual, and transgender Americans, persons with disabilities, European Americans, and members of other cultural groups to the development of California and the United States. Education Code 60041 requires (1) accurate portrayal of humanity's place in ecological systems and the need to protect the environment and (2) the effects of tobacco, alcohol, and other drug use on the human system. Education Code 60042 requires the Board to adopt materials as it deems necessary to encourage thrift, fire prevention, and the humane treatment of animals and people. Education Code 60043 requires that the Board, when appropriate to the comprehension of students, adopt textbooks for social science, history, or civics classes that contain the Declaration of Independence and the Constitution of the United States. If desired, the district may expand item #8 below to list these specific requirements.

8. Meet the requirements of Education Code 60040-60043 for specific subject content

Note: Items #9-18 below are optional and may be revised to reflect district practice. The district may choose to develop subject-specific criteria as well as general criteria.

9. Support the district's adopted courses of study and curricular goals

(cf. 6141 - Curriculum Development and Evaluation) (cf. 6143 - Courses of Study)

- 10. Contribute to a comprehensive, balanced curriculum
- 11. Demonstrate reliable quality of scholarship as evidenced by:
 - a. Accurate, up-to-date, and well-documented information
 - b. Objective presentation of diverse viewpoints
 - c. Clear, concise writing and appropriate vocabulary

- d. Thorough treatment of subject matter
- 12. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels
- 13. Include materials that stimulate discussion of contemporary issues and improve students' thinking and decision-making skills
- 14. Contribute to the proper articulation of instruction through grade levels
- 15. As appropriate, have corresponding versions available in languages other than English
- 16. Include high-quality teacher's guides
- 17. Meet high standards in terms of the quality, durability, and appearance of paper, binding, text, and graphics

Note: 5 CCR 9517.2 sets the following maximum weight standards for each student textbook: three pounds for grades K-4, four pounds for grades 5-8, and five pounds for grades 9-12. 5 CCR 9517.2 requires publishers submitting textbooks to the SBE that exceed those weight standards to provide lighter weight alternatives, such as split volumes or electronic editions, soft cover editions, or other alternate physical formats. For materials for grades 9-12, publishers must disclose the availability of lighter weight alternatives. Item #18 below includes textbook weight as one of the criteria for Board consideration.

18. When available from the publishers, include options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials

Instructional Materials Evaluation Committee

Note: Education Code 60002 requires that the district provide for "substantial" teacher involvement in the selection of instructional materials. The following **optional** section is consistent with Education Code 60002 and may be revised to reflect district practice.

The Superintendent or designee may establish an instructional materials evaluation committee to evaluate and recommend instructional materials for Board approval. This committee shall substantially be composed of teachers and may also include administrators, other staff who have subject-matter expertise, parents/guardians, community members, and students as appropriate.

The committee shall review instructional materials using criteria provided above and in law, and shall provide the Board with documentation supporting its recommendations.

Conflict of Interest

Note: The following **optional** section is for use by districts that choose to require individuals who will participate in the evaluation process to first complete a disclosure statement which provides an opportunity to disclose any conflict of interest or appearance of conflict of interest.

The following conflict of interest rules are not applicable to "public officials" (including Board members and designated staff) who are subject to the district's conflict of interest code pursuant to the Political Reform Act. Such persons who are making decisions concerning instructional materials must comply with the more stringent conflict of interest requirements described in BB 9270 - Conflict of Interest.

To ensure integrity and impartiality in the evaluation and selection of instructional materials, any district employee who is participating in the evaluation of instructional materials and not otherwise designated in the district's conflict of interest code shall sign a disclosure statement indicating that he/she:

Note: Education Code 60061 requires publishers to provide instructional materials free of charge within California to the same extent that they provide free materials to other states or school districts; see "Price List of Adopted Instructional Materials" on the CDE web site. However, Education Code 60071 forbids publishers from offering "valuable thing(s)" to a school official for the purpose of influencing the purchase of instructional materials. The CDE's "Instructional Materials FAQ" clarifies that, in accordance with the definition of "technology-based materials" in Education Code 60010, districts may accept electronic equipment necessary to make use of technology-based materials provided that such equipment is used by students and teachers as a learning resource, not to replace computers or related equipment in an existing computer lab or to establish a new computer lab.

1. Shall not accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

Sample copies of instructional materials are excepted from this prohibition. (Education Code 60075)

(cf. 9270 - Conflict of Interest)

Note: Items # 2-4 below are optional and should be modified to reflect district practice.

2. Is not employed by nor receives compensation from the publisher or supplier of the instructional materials, or any person, firm, organization, subsidiary, or controlling entity representing it

- 3. Does not have and will not negotiate a contractual relationship with the publisher or supplier of the instructional materials, or any person, firm, organization, subsidiary, or controlling entity representing it
- 4. Does not have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district

Administrative Regulation

Selection And Evaluation Of Instructional Materials

AR 6161.1 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 district 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 2008-2009 through 2012-2013 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.

Instructional Materials Funding Realignment Program

The district shall use state funds received under the Instructional Materials Funding Realignment Program to ensure that each student is provided with standards-aligned textbooks or instructional materials, in an electronic or hard-bound format, in the core curriculum areas of reading/language arts, mathematics, science, and history-social science. (Education Code 60422, 60422.3)

Instructional materials for grades K-8 shall be selected from the list of standards-aligned materials adopted by the State Board of Education (SBE). Instructional materials for grades 9-12 shall be adopted by the Governing Board. Standards-aligned materials in each core curriculum area shall be provided to each student at the beginning of the first school term that commences no later than 24 months after those materials are adopted by the SBE or the Board, as applicable. (Education Code 60422)

(cf. 6011 - Academic Standards)

For grades 9-12, the Superintendent or designee shall review instructional materials in history-social science, mathematics, reading/language arts, and science using a standards map in order to determine the extent to which the materials are aligned to the content standards adopted by the SBE.

After the Board has certified that all students have been provided with standards-aligned instructional materials in the core curriculum areas, the district may use any remaining program funds for the purposes specified in Education Code 60242. (Education Code 60119, 60422)

Criteria for Selection and Adoption of Instructional Materials

Instructional materials adopted by the Board shall:

1. For basic instructional materials in grades K-8, be selected from among the list of materials approved by the SBE in accordance with law (Education Code 60200)

(cf. 1431 - Waivers)

- 2. For instructional materials in high schools, be provided by publishers who comply with the requirements of Education Code 60040-60048, 60060-60062, and 60226 (Education Code 60400)
- 3. Not reflect adversely upon persons because of their race, color, creed, national origin, ancestry, sex, disability, or occupation, or contain any sectarian or denominational doctrine or propaganda contrary to law (Education Code 60044)
- 4. To the satisfaction of the Board, be accurate, objective, current, and suited to the needs and comprehension of students at their respective grade levels (Education Code 60045)
- 5. With the exception of literature and trade books, use proper grammar and spelling (Education Code 60045)
- 6. Not provide any exposure to a commercial brand name, product, or corporate or company logo unless the Board makes a specific finding that the use is appropriate based on one of the following: (Education Code 60048, 60200)
- a. The commercial brand name, product, or corporate or company logo is used in text for an educational purpose as defined in guidelines or frameworks adopted by the SBE.
- b. The appearance of a commercial brand name, product, or corporate or company logo in an illustration is incidental to the general nature of the illustration.

(cf. 1325 - Advertising and Promotion)

- 7. If the materials are technology-based materials, be both available and comparable to other, equivalent instructional materials (Education Code 60052)
- 8. Meet the requirements of Education Code 60040-60043 for specific subject content
- 9. Support the district's adopted courses of study and curricular goals
- (cf. 6141 Curriculum Development and Evaluation) (cf. 6143 Courses of Study)

- 10. Contribute to a comprehensive, balanced curriculum
- 11. Demonstrate reliable quality of scholarship as evidenced by:
- a. Accurate, up-to-date, and well-documented information
- b. Objective presentation of diverse viewpoints
- c. Clear, concise writing and appropriate vocabulary
- d. Thorough treatment of subject
- 12. Provide for a wide range of materials at all levels of difficulty, with appeal to students of varied interests, abilities, and developmental levels
- 13. Include materials that stimulate discussion of contemporary issues and improve students' thinking and decision-making skills
- 14. Contribute to the proper articulation of instruction through grade levels
- 15. As appropriate, have corresponding versions available in languages other than English
- 16. Include high-quality teacher's guides
- 17. Meet high standards in terms of the quality, durability, and appearance of paper, binding, text, and graphics
- 18. When available from the publishers, include options for lighter weight materials in order to help minimize any injury to students by the combined weight of instructional materials

Instructional Materials Evaluation Committee

The Superintendent or designee may establish an instructional materials evaluation committee to evaluate and recommend instructional materials for Board approval. This committee shall substantially be composed of teachers and may also include administrators, other staff who have subject-matter expertise, parents/guardians, community members, and students as appropriate.

(cf. 1220 - Citizen Advisory Committees)

The committee shall review instructional materials using criteria provided above and in law, and shall provide the Board with documentation supporting its recommendations.

Conflict of Interest

To ensure integrity and impartiality in the evaluation and selection of instructional materials, any district employee who is participating in the evaluation of instructional materials and not otherwise designated in the district's conflict of interest code shall not:

1. Accept any emolument, money, or other valuable thing or inducement to directly or indirectly introduce, recommend, vote for, or otherwise influence the adoption or purchase of any instructional material (Education Code 60072)

Sample copies of instructional materials are excepted from this prohibition. (Education Code 60075)

(cf. 9270 - Conflict of Interest)

- 2. Be employed by or receive compensation from any person, firm, organization, or any of its subsidiaries or controlling entities submitting instructional materials to the district
- 3. Have or negotiate a contractual relationship with any person, firm, or organization or any of its subsidiaries or controlling entities submitting instructional materials to the district
- 4. Have an interest as a contributor, author, editor, or consultant in any textbook or other instructional material submitted to the district

Regulation CENTER UNIFIED SCHOOL DISTRICT approved: February 16, 2011 Antelope, California

Instruction E 6161.1(a)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

Resolution on Sufficiency of Instructional Materials

Note: As a condition of receiving state instructional materials funding, Education Code 60119 and 5 CCR 9531 require that the Governing Board hold an annual public hearing regarding the sufficiency of textbooks and/or other instructional materials and determine through a resolution whether each student has sufficient materials; see the accompanying Board policy.

"Sufficient textbooks or instructional materials," as defined in Education Code 60119, means that each student in the district, including each English learner, has a standards-aligned textbook and/or instructional materials, which may include materials in a digital format under specified conditions, to use in class or to take home. This law does not require two sets of textbooks or instructional materials for each student.

The following sample resolution reflects the requirements of Education Code 60119 and updates an earlier resolution developed by the California Department of Education (CDE). This resolution may be used to certify compliance with Education Code 60119 and 5 CCR 9531.

Whereas, the Governing Board of the (<u>name of school district/county office of education</u>), in order to comply with the requirements of Education Code 60119, held a public hearing on (<u>date</u>), at (<u>time</u>) o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the (name of school district/county office of education), and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook and/or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Note: Education Code 1240.3 and 42605, as amended by SB 70 (Ch. 7, Statutes of 2011), specify that, for the 2008-09 through 2014-15 fiscal years, "sufficiency" means that all students in the district who are enrolled in the same "course" have standards-aligned textbooks and instructional materials from the same adoption cycle; see the accompanying Board policy.

Whereas, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the (<u>name of school district/county office of education</u>), have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

Finding of Sufficient Textbooks or Instructional Materials

Note: The following section is for use by boards that are making a finding that the district has "sufficient" materials. According to the CDE, *Education Code* 60119 requires documentation of sufficiency of textbooks or instructional materials to be presented at the public hearing. The CDE has developed survey forms, available on its web site, which may be used as a self-study and county office validation tool for grades K-12. These forms include a list of the state-adopted standards-aligned materials for grades K-8. Districts that maintain grades 9-12 may generate a list of their locally adopted standards-aligned instructional materials for purposes of this self-study.

Whereas, sufficient textbooks or instructional materials were provided to each student, including each English learner, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

Note: To provide complete information about the basis for the Board's determination of sufficiency, the district may wish to include the names of the textbooks and/or instructional materials provided to students, as well as the applicable state adoption cycle.

(List adopted textbooks or instructional materials for this subject for each or school as well as applicable state adoption cycle.)
ocial science: (List adopted textbooks or instructional materials for the reach grade level or school as well as applicable state adoption cycle.)

	The Board must also include a written determination for the following subject areas, though these ninations are not a condition for receipt of instructional materials funds.
•	Foreign language: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)
•	Health: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)
list of	The following paragraph is for use by districts that maintain grades 9-12. The Board may provide a the science laboratory classes offered in grades 9-12 and details on the science laboratory equipment ble for these classes.
	eas, laboratory science equipment was available for science laboratory classes offered les 9-12, inclusive;
<u>distric</u> instruc	fore, it is resolved that for the school year, the (name of school to the detection), has provided each student with sufficient textbooks or ctional materials aligned to the academic content standards and consistent with the and content of the curriculum frameworks.
Findi	ng of Insufficient Textbooks or Instructional Materials
Educa exists areas	The following section is for use by boards that are making a finding of "insufficient" materials. ation Code 60119 requires that the Board's resolution list, for each school for which an insufficiency, the percentage of students at each grade level who lack sufficient materials in each of the subject listed below. The provision of sufficient foreign language and health materials is not a condition of of the of instructional materials funds.
detaile follow of stu	eas, information provided at the public hearing and to the Board at the public meeting and that insufficient textbooks or instructional materials were provided to students in the ring subjects and grade levels at district schools: (For each school, list the percentage dents who lack sufficient standards-aligned textbooks or instructional materials in matics, science, history-social science, English/language arts, foreign language, and .)

listed above due to the following	owing reasons: <i>(For e</i> that each student doe.	s were not provided at each school ach school at which there is an s not have sufficient instructional
district/county office of educati	ion) has not provided each	school year, the (name of school n student with sufficient textbooks or ontent of the curriculum framework,
sufficient textbooks or instruct content standards and consiste within two months of the begin	ional materials in all subject with the cycles and couning of the school year in esolve insufficiency. See	taken to ensure that all students have ects that are aligned to the academic ontent of the curriculum frameworks which this determination is made. Education Code 60119(a)(2)(B) for ional materials.)
DASSED AND ADOPTED T	HIS day of	, at a meeting, by
the following vote:	His day of	, at a meeting, by
AYES:	NOES:	ABSENT:
Attest:		
Secretary		President

Exhibit version:

Exhibit

Selection And Evaluation Of Instructional Materials

E 6161.1
Instruction

Resolution on Sufficiency of Textbooks or Instructional Materials

Whereas, the Governing Board of the Center Unified School District, in order to comply with the requirements of Education Code 60119, held a public hearing on (date), at (time) o'clock, which is on or before the eighth week of school (between the first day that students attend school and the end of the eighth week from that day) and which did not take place during or immediately following school hours, and;

Whereas, the Board provided at least 10 days notice of the public hearing by posting it in at least three public places within the district stating the time, place, and purpose of the hearing, and;

Whereas, the Board encouraged participation by parents/guardians, teachers, members of the community, and bargaining unit leaders in the public hearing, and;

Whereas, information provided at the public hearing detailed the extent to which textbooks and instructional materials were provided to all students, including English learners, in the Center Unified School District, and;

Whereas, the definition of "sufficient textbooks or instructional materials" means that each student, including each English learner, has a standards-aligned textbook and/or instructional materials to use in class and to take home, which may include materials in a digital format but shall not include photocopied sheets from only a portion of a textbook or instructional materials copied to address a shortage, and;

Whereas between the 2008-09 through the 2012-13 fiscal years, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Center Unified School District, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

Finding of Sufficient Textbooks or Instructional Materials

Whereas, sufficient textbooks or instructional materials were provided to each student, including each English learner, that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks in the following subjects:

* Mathematics: (List adopted textbooks or instructional materials for this subject for

each grade level or school as well as applicable state adoption cycle.)
* Science: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)
* History-social science: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)
* English/language arts, including the English language development component of an adopted program: (List adopted textbooks or instructional materials for this subject for each grade level or school as well as applicable state adoption cycle.)
Whereas, sufficient textbooks or instructional materials were provided to each student enrolled in foreign language or health classes, and;
Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;
Therefore, it is resolved that for the school year, the Center Unified School District, has provided each student with sufficient textbooks or instructional materials aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks.
Finding of Insufficient Textbooks or Instructional Materials
Whereas, information provided at the public hearing and to the Board at the public meeting detailed that insufficient textbooks or instructional materials were provided to students in the following subjects and grade levels at district schools: (For each school, list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in mathematics, science, history-social science, English/language arts, foreign language, and health.)

.

Whereas, sufficient textbooks or instructional materials were not provided at each school listed above due to the following reasons: (For each school at which there is an insufficiency, list the reasons why each student does not have sufficient instructional materials in each subject and grade level listed above.)
Therefore, it is resolved, that for the school year, the Center Unified School District has not provided each student with sufficient textbooks or instructional materials consistent with the cycles and content of the curriculum framework, and; Be it further resolved, that the following actions will be taken to ensure that all students have sufficient textbooks or instructional materials in all subjects that are aligned to the academic content standards and consistent with the cycles and content of the curriculum frameworks within two months of the beginning of the school year in which this determination is made. (List actions to be taken to resolve insufficiency. See Education Code 60119(a)(2)(B) for other funds that may be used to ensure sufficient instructional materials.)
PASSED AND ADOPTED THIS day of, at a meeting, by the following vote:
AYES:NOES:ABSENT:
Attest:
Secretary President

ExhibitCENTER UNIFIED SCHOOL DISTRICT version: February 16, 2011 Antelope, California

Instruction AR 6162.51(a)

STANDARDIZED TESTING AND REPORTING PROGRAM

Note: The following optional administrative regulation reflects requirements of the Standardized Testing and Reporting (STAR) program pursuant to Education Code 60640-60649 and should be modified to reflect the grade levels offered by the district. Pursuant to Education Code 60613, because the district acts as an agent of the California Department of Education (CDE) in administering the mandatory tests, it cannot be held liable for complying with state requirements.

The district shall administer the following assessments in the Standardized Testing and Reporting (STAR) program:

Note: Pursuant to Education Code 60642.5, the State Board of Education (SBE) has designated the California Standards Tests (CSTs) as the standards-based achievement tests for use in the STAR program. Item #1 below should be revised as appropriate based on the grade levels offered by the district.

1. The California Standards Tests (CSTs) in English language arts, mathematics, science, and history-social science to students in grades 2-11 (Education Code 60640)

(cf. 6142.91 - Reading/Language Arts Instruction)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6142.93 - Science Instruction)

(cf. 6142.94 - History-Social Science Instruction)

Note: The following **optional** paragraph is for use by districts that maintain high schools. Students in grade 11 may voluntarily take an "augmented" CST which assesses their college readiness in English and/or mathematics. Participating students take the regular CST followed by a set of supplementary multiple-choice items and, in the English test, a written essay. Test results are used in the Early Assessment Program established pursuant to Education Code 99300-99301.

In addition, students in grade 11 may voluntarily take an augmented CST as part of the Early Assessment Program to determine their readiness for college-level work in English and/or mathematics. (Education Code 60641, 99300-99301)

Note: Pursuant to Education Code 60640, English learners are required to take the CSTs in English pursuant to item #1 above. In addition, Education Code 60640 requires that a primary language test, the Standards-Based Test in Spanish (STS), be administered to English learners in grades 2-11 under the conditions described in item #2 below. The STAR program does not currently include primary language tests for English learners who speak primary languages other than Spanish.

- 2. The Standards-Based Test in Spanish (STS) to Spanish-speaking English learners in grades 2-11 who either: (Education Code 60640)
 - a. Receive instruction in Spanish, regardless of how long they have been in the United States
 - b. Have been enrolled in a California public school for less than 12 months

This test shall be required in addition to the CST administered in English. (Education Code 60640)

Note: The following optional paragraph is for use by districts that also choose to administer the STS to other English learners as authorized by Education Code 60640.

Following the first year of enrollment in a California public school, Spanish-speaking English learners in grades 2-11 shall continue to take the STS in addition to the CST in English if the Superintendent or designee determines that such test results would provide useful information about students' performance.

Note: Pursuant to Education Code 60640 and 5 CCR 850, special education students must be included in the STAR program with appropriate accommodations in administration where necessary (see section on "Testing Variations" below), unless exempted by their parents/guardians or eligible to take an alternate assessment in accordance with their individualized education program (IEP). The SBE has designated the California Alternate Performance Assessment (CAPA) for use by any student with severe cognitive disabilities whose IEP team has determined is unable to take the CSTs even with accommodations or modifications. Eligible students who are not severely cognitively disabled may instead take the California Modified Assessment (CMA), developed pursuant to 34 CFR 200.1 based on modified achievement standards, if their IEP teams determine it is appropriate.

3. The California Alternate Performance Assessment (CAPA) for students in grades 2-11 with severe cognitive disabilities who are unable to take the CSTs even with accommodations or modifications, or the California Modified Assessment (CMA) for students in grades 3-11 who are not severely cognitively disabled, when determined appropriate by the student's individualized education program (IEP) team (Education Code 56345, 60640; 5 CCR 850; 34 CFR 200.1)

Note: 5 CCR 850, as amended by Register 2011, No. 15, lists criteria that IEP teams should consider in determining whether a student should be assessed using the CMA. In addition, 5 CCR 850, as amended, clarifies that an individual student is not allowed to take both the CAPA and CMA.

A student with disabilities may be assessed using the CAPA in all subject areas, CMA in all subject areas, or a combination of CSTs and CMA in the subject areas being assessed, but shall not be allowed to take both the CAPA and CMA. Eligibility to take the CMA shall be based on the criteria specified in 5 CCR 850. The Superintendent or designee shall inform the parents/guardians of students selected to be assessed with the CMA that their child's achievement will be measured based on modified achievement standards. (5 CCR 850)

Any special education student who is an English learner may be tested with the STS in accordance with item #2 above, unless the IEP specifically exempts him/her from such testing. (Education Code 56345)

Note: 5 CCR 851 requires districts to test eligible students in alternative education programs or programs conducted off campus, including, but not limited to, continuation schools, independent study, community day schools, county community schools, juvenile court schools, or nonpublic schools. Tests may be administered in a home or hospital provided that they are administered by a test examiner. The following paragraph may be revised to specify any such programs applicable to the district.

The Superintendent or designee shall make arrangements as necessary to test all eligible students in alternative education programs or programs conducted off campus. (5 CCR 851)

(cf. 6158 - Independent Study)

(cf. 6181 - Alternative Schools/Programs of Choice)

(cf. 6183 - Home and Hospital Instruction)

(cf. 6184 - Continuation Education)

(cf. 6185 - Community Day School)

Testing Period

Note: Education Code 60640 and 5 CCR 855 provide that the SBE will establish a "testing window" for administration of the standards-based achievement tests rather than a deadline for completion of testing, so as to allow schools to administer the tests to students at approximately the same point in the curriculum during the instructional year. As amended by Register 2011, No. 15, 5 CCR 855 lengthens the testing window to 25 instructional days, which includes 12 days before and after completion of 85 percent of the school's instructional days.

The STAR tests, with the exception of the writing portion of the English language arts tests, shall be administered to students during a testing window of 25 instructional days that includes 12 instructional days before and after completion of 85 percent of the instructional days of the school, track, or program. (Education Code 60640; 5 CCR 855)

The Superintendent or designee shall arrange for at least two make-up days for the testing of students who were absent during the testing period. All make-up testing shall occur within five instructional days of the last date that the district administered the tests, but not later than the 25-day testing window. (Education Code 60640; 5 CCR 855)

Note: The following paragraph is for use by districts that offer grades 4 and/or 7.

The writing portion of the English language arts tests shall be administered only on the testing day(s) and make-up day(s) specified annually by the Superintendent of Public Instruction. (Education Code 60640; 5 CCR 855)

Exemptions

Note: 5 CCR 852 allows students to be exempted from participation in the STAR testing as provided below. However, districts should be aware that if a school's student participation level falls below 95 percent, then the school's ability to make "adequate yearly progress" under the No Child Left Behind Act (20 USC 6311) may be affected; see the accompanying Board policy.

A parent/guardian may submit to the school a written request to excuse his/her child from any or all parts of any test. District employees may discuss the STAR program with parents/guardians and may inform them of the availability of exemptions under Education Code 60615. However, the district and its employees shall not solicit or encourage any written exemption request on behalf of any student or group of students. (5 CCR 852)

Note: 5 CCR 852, as amended by Register 2011, No. 15, adds the following requirement.

If a parent/guardian submits an exemption request after testing has begun, any test(s) completed before the request is submitted shall be scored and the results reported to the parent/guardian and included in the student's records. (5 CCR 852)

Testing Variations

Note: 5 CCR 853.5 specifies testing variations, accommodations, and modifications that may be used in administering the STAR assessments. The CDE has prepared a matrix displaying the allowable test variations for all statewide assessments. Pursuant to 5 CCR 853.5, if the district, IEP team, or Section 504 plan proposes a variation that is not listed in 5 CCR 853.5, the district may submit the proposed variation to the CDE for review.

Assessments shall be administered in accordance with the manuals or other instructions provided by the test contractor, unless a testing variation, accommodation, or modification is specifically allowed pursuant to 5 CCR 853.5. (5 CCR 853, 853.5)

Note: As amended by Register 2011, No. 15, 5 CCR 853.5 allows responses of students in grades 2-3 to be transcribed into new test booklets (item #2 below) and allows all students to be offered testing in a small group setting (item #3).

All students may be provided with the following variations: (5 CCR 853.5)

- 1. Simplified or clarified test directions
- 2. Allowance to write in test booklets (e.g., underlining, highlighting, working math problems), provided that in grades 2-3 any marks other than those in response circles must be erased or responses must be transcribed into new test booklet(s) to ensure that the tests can be scored
- 3. Testing in a small group setting
- 4. As much time as needed within a single sitting to complete a test or test part

In addition, all students shall be provided with the following testing variations if such variations are regularly used in the classroom: (5 CCR 853.5)

1. Special adaptive furniture

Note: As amended by Register 2011, No. 15, 5 CCR 853.5 authorizes the use of noise-canceling devices by all students if normally used in the classroom.

- 2. Special lighting, special acoustics, noise-canceling devices, visual magnifying equipment, or audio amplification equipment
- 3. An individual carrel or study enclosure
- 4. Individual testing in a separate testing room provided that a district employee who has signed the test security affidavit directly supervises the student
- 5. Colored overlay, masks, or other means to maintain visual attention to the test or test questions
- 6. Manually Coded English or American Sign Language to communicate directions for test administration

Note: 5 CCR 853.5, as amended by Register 2011, No. 15, requires that English learners be permitted the testing variations listed below. 5 CCR 853.5, as amended, also prohibits translation glossaries/word lists used for CSTs in mathematics, science, or history-social science from including parts of speech (see item #4 below).

Identified English learners shall be permitted the following testing variations if such variations are regularly used in the classroom or for assessment: (5 CCR 853.5)

- 1. Testing in a separate room with other English learners provided that a district employee who has signed the test security affidavit directly supervises the student.
- 2. Additional supervised breaks following each section within a test part provided that the test section is completed within a testing day. A test section is identified by a "STOP" at the end of it.
- 3. Translation of the test directions printed in the test administration manual into the student's primary language, and the opportunity to ask clarifying questions about any test directions presented orally in the student's primary language.
- 4. Access to translation glossaries/word lists for the CSTs in mathematics, science, and history-social science (English to primary language). The translation glossaries/word lists are to include only the English words or phrases with the corresponding primary language words or phrases. The glossaries/word lists shall not include definitions, parts of speech, or formulas.

Note: 5 CCR 853.5, as amended by Register 2011, No. 15, expands the variations that may be provided to students with disabilities who are administered the CSTs, STS, or CMA.

Students with disabilities shall be permitted to take the assessments with any of the testing variations listed in 5 CCR 853.5, provided the variations are specified in their IEP or Section 504 plan. These variations may include, but are not limited to, accommodations in the presentation or setting of the test administration or in how a student is allowed to respond, and/or modifications in accordance with 5 CCR 853.5. (5 CCR 850, 853, 853.5)

Staff Responsibilities

Note: Pursuant to 5 CCR 857 and 858, districts must appoint a district STAR coordinator and a coordinator for each test site. Duties of the district coordinator are specified in 5 CCR 857. These duties include, but are not limited to, responding to correspondence and inquiries from the test contractor and the CDE in a timely manner, determining district and school test material needs, and coordinating the testing and make-up testing days. 5 CCR 858 specifies the duties of each STAR test site coordinator. These duties include, but are not limited to, maintaining security over the tests, overseeing the administration of the tests to students, and ensuring that only one answer document is submitted per student. 5 CCR 857 provides that the Superintendent or designee may designate a separate coordinator for the STS, who shall have the same responsibilities with regards to that test.

Each year the Superintendent or designee shall designate a district coordinator who shall serve as the district representative and liaison with the California Department of Education (CDE) for all matters relating to the STAR program. The Superintendent or designee also shall designate a coordinator for each test site. (5 CCR 857-858)

Note: 5 CCR 861 requires districts to provide the test contractor with student information for each student tested for the purpose of collecting data for the Academic Performance Index. This information includes such items as the student's amount of time in the school and district, English proficiency and primary language, date of English proficiency reclassification, and parent education level. The information is to be collected as part of the testing materials and to be used by the contractor only for aggregate analyses. Pursuant to 5 CCR 870, if the information sheets contain missing data, the district could lose a portion of its STAR apportionment. The following **optional** paragraph requires the district coordinator to help ensure that the contractor is provided complete information.

In addition to the duties specified in 5 CCR 857, the district coordinator shall establish guidelines to help ensure that the test contractor is provided complete student information, as specified in 5 CCR 861 and 870, for purposes of the Academic Performance Index.

(cf. 3553 - Free and Reduced Price Meals)

After receiving summary reports and files from the test contractor, the district coordinator shall review the files and reports for completeness and accuracy and shall notify the test contractor and the CDE of any errors, discrepancies, or incomplete information. (5 CCR 857)

STANDARDIZED TESTING AND REPORTING PROGRAM (continued)

Note: 5 CCR 850, as amended by Register 2011, No. 15, authorizes the district to appoint a contractor to administer the STAR assessments, and specifies the qualifications of test proctors and translators.

The Superintendent or designee also shall appoint test examiner(s) to administer the assessments. A test examiner shall be an employee or contractor of the district or, for the CAPA, shall be a certificated or licensed school, district, or county staff member. (5 CCR 850)

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(cf. 4112.2 - Certification)
(cf. 4113 - Assignment)
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As appropriate, the Superintendent or designee shall assign a specially trained district employee to serve as a test proctor to assist the test examiner; a specially trained district employee, or other person supervised by a district employee, to serve as a translator to translate the test directions into a student's primary language; and a district employee to serve as a scribe to transcribe a student's responses to the format required by the test. A student's parent/guardian shall not be eligible to be that student's translator or scribe. (5 CCR 850)

Test coordinators, examiners, proctors, translators, and scribes shall sign a test security agreement or affidavit. (5 CCR 850, 857-859)

Report of Test Results

Within 20 working days of receiving any student test report from the test contractor, the Superintendent or designee shall forward the student report to the student's parents/guardians. If these reports are received after the last day of instruction in the school year, each student's results shall be mailed to his/her parents/guardians. (Education Code 60641; 5 CCR 863)

(cf. 5145.6 - Parental Notifications)

Note: Pursuant to Education Code 60641, district personnel are not required to prepare individualized explanations of each student's test scores as part of the report described in the following paragraph.

The report shall include a clear explanation of the purpose of the test, the student's score, and its intended use by the district. (Education Code 60641)

An individual student's scores shall also be reported to his/her school and teacher(s) and shall be included in his/her student record. (Education Code 60641)

(cf. 5125 - Student Records)

STANDARDIZED TESTING AND REPORTING PROGRAM (continued)

With parent/guardian consent, the Superintendent or designee may release a student's test results to a postsecondary educational institution for the purposes of credit, placement, determination of readiness for college-level coursework, or admission. (Education Code 60641)

The Superintendent or designee shall present districtwide, school-level, and grade-level results to the Governing Board at a regularly scheduled meeting. The Board shall not receive individual students' scores or the relative position of any individual student. (Education Code 60641)

(cf. 9321.1 - Closed Session Actions and Reports)

Administrative Regulation

Standardized Testing And Reporting Program

AR 6162.51 Instruction

The district shall administer the following assessments in the Standardized Testing and Reporting (STAR) Program:

1. The California Standards Tests (CSTs) in English language arts, mathematics, science, and history-social science to students in grades 2-11 (Education Code 60640)

In addition, students in grade 11 may voluntarily take an augmented CST as part of the Early Assessment Program to determine their readiness for college-level work in English and/or mathematics. (Education Code 60641, 99300-99301)

- 2. The Standards-Based Test in Spanish (STS) to Spanish-speaking English language learners in grades 2-11 who either: (Education Code 60640)
- a. Receive instruction in Spanish, regardless of how long they have been in the United States
- b. Have been enrolled in a California public school for less than 12 months

(cf. 6174 - Education for English Language Learners)

This test shall be required in addition to the CST administered in English. (Education Code 60640)

Following the first year of enrollment in a California public school, Spanish-speaking English language learners in grades 2-11 shall continue to take the STS in addition to the CST in English, if the Superintendent or designee determines that such test results would provide useful information about students' performance.

3. The California Alternate Performance Assessment (CAPA) for students with severe cognitive disabilities who are unable to take the CSTs even with accommodations or modifications, or the California Modified Assessment (CMA) for students who are not severely cognitively disabled, when determined appropriate by the student's individualized education program (IEP) team (Education Code 56345, 60640; 5 CCR 850; 34 CFR 200.1)

Any special education student who is an English learner may be tested with the STS in accordance with item #2 above, unless the IEP specifically exempts him/her from such testing. (Education Code 56345)

(cf. 6159 - Individualized Education Program) (cf. 6164.6 - Identification and Education Under Section 504)

Testing Period

The STAR tests, with the exception of the writing assessment, shall be administered to students during a testing window of 21 instructional days that includes 10 instructional days before and after completion of 85 percent of the instructional days of the school, track, or program. (Education Code 60640; 5 CCR 855)

The Superintendent or designee shall arrange for at least two make-up days for the testing of students who were absent during the testing period. All make-up testing shall occur within five instructional days of the last date that the district administered the tests, but not later than the 21 instructional day window established above. (Education Code 60640; 5 CCR 855)

The STAR writing assessment shall be administered only on the testing day(s) and makeup day(s) specified annually by the Superintendent of Public Instruction. (Education Code 60640; 5 CCR 855)

Exemptions

A parent/guardian may submit to the school a written request to excuse his/her child from any or all parts of any test. District employees may discuss the STAR Program with parents/guardians and may inform them of the availability of exemptions under Education Code 60615. However, the district and its employees shall not solicit or encourage any written exemption request on behalf of any student or group of students. (5 CCR 852)

Testing Variations

The CSTs and STS shall be administered in accordance with the manuals or other instructions provided by the test contractor, unless a testing variation, accommodation, or modification is specifically allowed pursuant to 5 CCR 853.5. (5 CCR 853, 853.5)

All students may be provided with the following variations: (5 CCR 853.5)

- 1. Simplified or clarified test directions
- 2. Write-in test booklets (e.g., underlining, working math problems), provided that in grades 2-3 any marks other than those in response circles must be erased to ensure that the tests can be scored
- 3. As much time as needed within a single sitting to complete a test or test part

In addition, all students shall be provided with the following testing variations if such variations are regularly used in the classroom: (5 CCR 853.5)

- 1. Special adaptive furniture
- 2. Special lighting, special acoustics, or visual magnifying or audio amplification equipment
- 3. An individual carrel or study enclosure
- 4. Individual testing in a separate testing room provided that a district employee who has signed the STAR Test Security Affidavit directly supervises the student
- 5. Colored overlay, masks, or other means to maintain visual attention to the test or test questions
- 6. Manually Coded English or American Sign Language to communicate directions for test administration

Identified English learners shall be provided with the following testing variations if such variations are regularly used in the classroom or for assessment: (5 CCR 853.5)

- 1. Flexible setting: testing in a separate room with other English learners provided that a district employee who has signed the Test Security Affidavit directly supervises the student.
- 2. Flexible schedule: additional supervised breaks following each section within a test part provided that the test section is completed within a testing day. A test section is identified by a "STOP" at the end of it.
- 3. Translated directions: hearing the test directions printed in the test administration manual translated into their primary language. English learners shall have the opportunity to ask clarifying questions about any test directions presented orally in their primary language.
- 4. Glossaries: access to translation glossaries/word lists for the standards-based achievement tests in mathematics, science, and history/social science (English to primary language). The translation glossaries/word lists are to include only the English words or phrases with the corresponding primary language words or phrases. The glossaries/word lists shall not include definitions or formulas.

Students with disabilities shall be permitted to take the assessments with any of the testing variations listed in 5 CCR 853.5, provided the variations are specified in their IEP or Section 504 plan. These variations may include, but are not limited to, accommodations in the presentation or setting of the test administration or in how a student is allowed to respond, and/or modifications in accordance with 5 CCR 853.5. (5

CCR 850, 853, 853.5)

District and Test Site Coordinators

Each year the Superintendent or designee shall designate a district coordinator who shall serve as the district representative and liaison with the California Department of Education (CDE) for all matters relating to the STAR Program. The Superintendent or designee also shall designate a coordinator at each test site. (5 CCR 857-858)

In addition to the duties prescribed in 5 CCR 857-858, the district coordinator shall establish guidelines to help ensure that the test contractor is provided complete student information, as specified in 5 CCR 861 and 870, for purposes of the Academic Performance Index.

(cf. 3553 - Free and Reduced Price Meals)

After receiving summary reports and files from the test contractor, the district coordinator shall review the files and reports for completeness and accuracy and shall notify the test contractor and the CDE of any errors, discrepancies, or incomplete information. (5 CCR 857)

Report of Test Results

Within 20 working days of receiving the student report from the test contractor, the Superintendent or designee shall forward the student report to the student's parents/guardians. If these reports are received from the contractor after the last day of instruction in the school year, each student's results shall be mailed to his/her parents/guardians. (Education Code 60641; 5 CCR 863)

The report shall include a clear explanation of the purpose of the test, the student's score, and its intended use by the district. (Education Code 60641)

(cf. 5145.6 - Parental Notifications)

An individual student's scores shall also be reported to his/her school and teacher(s) and shall be included in his/her student record. (Education Code 60641)

(cf. 5125 - Student Records)

The Superintendent or designee shall present districtwide, school-level, and grade-level results to the Governing Board at a regularly scheduled meeting. The Board shall not receive individual students' scores or the relative position of any individual student. (Education Code 60641)

(cf. 9321.1 - Closed Session Actions and Reports)

Individual test results shall not be released without the written consent of the adult student or the minor student's parents/guardians to any person other than the following: (Education Code 60607, 60641)

- 1. The student's parent/guardian
- 2. A teacher, counselor, or administrator directly involved with the student
- 3. A postsecondary educational institution for the purposes of credit, placement, or admission

Regulation CENTER UNIFIED SCHOOL DISTRICT approved: April 1, 2009 Antelope, California

Add

Instruction BP 6170.1(a)

TRANSITIONAL KINDERGARTEN

Note: The following optional policy is for use by districts that maintain kindergarten and may be revised to reflect district practice. Education Code 48000, as amended by the Kindergarten Readiness Act of 2010 (SB 1381, Ch. 705, Statutes of 2010), gradually raises the age for admission into kindergarten over a four-year period. Children are eligible for kindergarten enrollment if they have their fifth birthday on or before December 2 in 2011-12, November 1 in 2012-13, October 1 in 2013-14, and September 1 in 2014-15 and beyond; see AR 5111 - Admission. Pursuant to Education Code 48000, children whose admission would be delayed because of the new age requirements must be offered a transitional kindergarten program beginning in the 2012-13 school year.

Education Code 48000 defines "transitional kindergarten" as the first year of a two-year kindergarten program that uses a modified kindergarten curriculum that is age and developmentally appropriate. Education Code 48000 also specifies that transitional kindergarten shall not be construed as a new program or higher level of service; therefore, many of the requirements applicable to kindergarten (e.g., class size, minimum school day, facilities, teacher certification) are also applicable to transitional kindergarten. The district shall receive state apportionments for students in a transitional kindergarten program who meet the program requirements specified in Education Code 48000.

A district could choose to accelerate implementation of the program prior to the dates specified in law, thus allowing all children whose fifth birthday will be between September 1 and December 2 to enroll in transitional kindergarten prior to 2014-15 at a date determined by the Governing Board. However, according to the California Department of Education (CDE), if a parent/guardian requests that his/her kindergarten-eligible child be admitted to kindergarten instead of transitional kindergarten, the district would need to honor that request because of the phase-in stipulated in law. Furthermore, whenever kindergarten-eligible children are enrolled in transitional kindergarten, the district must obtain a continuance form signed by the parent/guardian consenting to the child's enrollment in kindergarten the following year. The continuance form is necessary in order to receive kindergarten apportionments for those children since they would otherwise be age-eligible for first grade. The CDE recommends that approval for a student to continue in kindergarten not be given until near the end of the year of transitional kindergarten, since permission obtained unreasonably far in advance could be found invalid.

The Governing Board desires to offer a high-quality transitional kindergarten program for eligible children who do not yet meet the minimum age criterion for kindergarten. The program shall assist children in developing the academic, social, and emotional skills they need to succeed in kindergarten and beyond.

The district's transitional kindergarten shall be the first year of a two-year kindergarten program. (Education Code 48000)

The Board encourages ongoing collaboration among district preschool staff, other preschool providers, elementary teachers, administrators, and parents/guardians in program development, implementation, and evaluation.

(cf. 0420 - School Plans/Site Councils)

(cf. 1220 - Citizen Advisory Committees)

(cf. 6020 - Parent Involvement)

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Eligibility

Note: Pursuant to Education Code 48200, each person between the ages of 6 and 18 years is subject to compulsory full-time education, unless otherwise exempted by law. Thus, parents/guardians are not required to enroll children in transitional kindergarten or kindergarten but, if they do so, are subject to the age criteria specified below.

On a case-by-case basis, Education Code 48000 authorizes early entrance into kindergarten for children who reach age 5 later than the date specified below, provided the parent/guardian approves, the district determines it is in the child's best interests, and the district has provided the parent/guardian with information on the advantages and disadvantages of early admittance; see AR 5111 - Admission.

The district's transitional kindergarten program shall admit children whose fifth birthday lies between: (Education Code 48000)

- 1. November 2 and December 2 in the 2012-13 school year
- 2. October 2 and December 2 in the 2013-14 school year
- 3. September 2 and December 2 in the 2014-15 school year and each school year thereafter

Parents/guardians of eligible children shall be notified of the availability of this program and the age, residency, and any other enrollment requirements. Enrollment in the transitional kindergarten program shall be voluntary.

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(cf. 5111 - Admission)
(cf. 5111.1 - District Residency)
(cf. 5111.12 - Residency Based on Parent/Guardian Employment)
(cf. 5111.13 - Residency for Homeless Children)
(cf. 5141.22 - Infectious Diseases)
(cf. 5141.3 - Health Examinations)
(cf. 5141.31 - Immunizations)
(cf. 5141.32 - Health Screening for School Entry)
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Curriculum and Instruction

The district's transitional kindergarten program shall be based on a modified kindergarten curriculum that is age and developmentally appropriate. (Education Code 48000)

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(cf. 6141 - Curriculum Development and Evaluation)
(cf. 6161.1 - Selection and Evaluation of Instructional Materials)
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Note: In designing a modified kindergarten curriculum for purposes of transitional kindergarten, the district may refer to state model content standards for core subjects at the kindergarten level, Common Core Standards adopted pursuant to Education Code 60605.8, and state "preschool learning foundations"; see BP 6011 - Academic Standards.

Upon recommendation by the Superintendent or designee, the Board shall approve academic standards for transitional kindergarten that bridge preschool learning foundations and kindergarten standards. Such standards shall be designed to facilitate students' development in essential skills which may include, as appropriate, language and literacy, mathematics, physical development, the arts, science, social sciences, English language development, and social-emotional development.

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(cf. 5148.3 - Preschool/Early Childhood Education)
(cf. 6011 - Academic Standards)
(cf. 6174 - Education for English Language Learners)
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Note: The following **optional** paragraph should be revised to reflect district practice. Pursuant to Education Code 46111 and 46117, at the kindergarten level the minimum school day is 180 minutes and the maximum school day is four hours (240 minutes), unless the district has adopted an extended-day kindergarten pursuant to Education Code 8973. The CDE advises that the district's annual instructional minutes for kindergarten, as reflected in its annual audit, is the number of instructional minutes that should be offered to transitional kindergarten students; also see AR 6112 - School Day.

The number of instructional minutes offered in transitional kindergarten shall be the same as that required for the district's kindergarten program.

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(cf. 6111 - School Calendar)
(cf. 6112 - School Day)
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Note: The following optional paragraph may be revised to reflect district practice. According to the CDE's "Transitional Kindergarten FAQs," it is the intent of the law to provide separate and unique experiences for transitional kindergarten and kindergarten students. However, districts have flexibility to determine how best to meet the curricular needs of each child and whether transitional kindergarten and kindergarten students may be enrolled in the same classrooms.

Transitional kindergarten students may be placed in the same classrooms as kindergarten students when necessary, provided that the instructional program is differentiated to meet student needs.

Staffing

Note: The Commission on Teacher Credentialing, in its Credential Information Alert on "Transitional Kindergarten Assignments," clarifies that a transitional kindergarten classroom is appropriately staffed by any holder of a multiple subjects teaching credential. A holder of a child development permit is not authorized to teach transitional kindergarten since the definition of transitional kindergarten in Education Code 48000, as amended by SB 1381 (Ch. 705, Statutes of 2010), clarifies that transitional kindergarten classrooms are not preschool classrooms or child development programs.

Transitional kindergarten assignments are subject to assignment monitoring and reporting by county offices of education in accordance with Education Code 44258.9.

Teachers assigned to teach in transitional kindergarten classes shall possess a teaching credential or permit that authorizes instruction at the kindergarten grade level.

(cf. 4112.2 - Certification)

The Superintendent or designee may provide professional development as needed to ensure that transitional kindergarten teachers are knowledgeable about district standards and effective instructional methods for teaching young children.

(cf. 4131 - Staff Development)

Continuation to Kindergarten

Note: The following optional paragraph is consistent with guidance in the CDE's "Transitional Kindergarten FAQs."

Students who complete the transitional kindergarten program shall be eligible to continue in kindergarten the following school year. Parents/guardians of such students shall not be required to submit a signed parental permission form for kindergarten attendance.

Note: Pursuant to Education Code 46300, the district may not include for apportionment purposes the attendance of any student for more than two years in a combination of transitional kindergarten and kindergarten.

A student shall not attend more than two years in a combination of transitional kindergarten and kindergarten. (Education Code 46300)

(cf. 5123 - Promotion/Acceleration/Retention)

Program Evaluation

The Superintendent or designee shall develop or identify appropriate assessments of transitional kindergarten students' development and progress. He/she shall monitor and regularly report to the Board regarding program implementation and the progress of students in meeting related academic standards.

(cf. 0500 - Accountability) (cf. 6162.5 - Student Assessment)

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

8973 Extended-day kindergarten

44258.9 Assignment monitoring by county office of education

46111 Kindergarten, hours of attendance

46114-46119 Minimum school day, kindergarten

46300 Computation of average daily attendance, inclusion of kindergarten and transitional kindergarten

48000 Minimum age of admission (kindergarten)

48002 Evidence of minimum age required to enter kindergarten or first grade

48200 Compulsory education, starting at age six

60605.8 Academic Content Standards Commission, development of Common Core Standards

Management Resources:

CSBA PUBLICATIONS

Transitional Kindergarten, Issue Brief, July 2011

<u>CALIFORNIA COUNTY SUPERINTENDENTS EDUCATIONAL SERVICES ASSOCIATION</u> PUBLICATIONS

<u>Transitional Kindergarten (TK) Planning Guide: A Resource for Administrators of California Public</u> School Districts, November 2011

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Transitional Kindergarten FAOs

California Preschool Curriculum Framework, Vol. 1, 2010

California Preschool Learning Foundations, Vol. 1, 2008

Prekindergarten Learning Development Guidelines, 2000

First Class: A Guide for Early Primary Education, 1999

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

11-08 <u>Transitional Kindergarten Assignments</u>, Credential Information Alert, August 25, 2011 <u>WEB SITES</u>

CSBA: http://www.csba.org

California County Superintendents Educational Services Association: http://www.ccsesa.org

California Department of Education: http://www.cde.ca.gov California Kindergarten Association: http://www.ckanet.org Commission on Teacher Credentialing: http://www.ctc.ca.gov Transitional Kindergarten California: http://www.tkcalifornia.org Instruction AR 6173.1(a)

EDUCATION FOR FOSTER YOUTH

Definitions

Foster youth means a child who has been removed from his/her home pursuant to Welfare and Institutions Code 309, is the subject of a petition filed under Welfare and Institutions Code 300 or 602, or has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602. (Education Code 48853.5)

Note: In instances where the rights of the parent/guardian have been limited, the court may appoint an educational representative on a temporary or long-term basis to make educational decisions for the student.

Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 727.

School of origin means the school that the foster youth attended when permanently housed or the school in which he/she was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that the foster youth attended within the preceding 15 months and with which the youth is connected, the liaison shall, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, determine, in the best interests of the foster youth, which school is the school of origin. (Education Code 48853.5)

Note: Education Code 48850 expresses the legislative intent that the "best interests of the child" include educational stability as well as placement in the least restrictive educational program, as provided below.

Best interests means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853)

District Liaison

Note: Pursuant to Education Code 48853.5, districts are required to designate a staff person as an educational liaison for foster youth. This person may be the same individual designated as the liaison for homeless students as required by 42 USC 11432; see AR 6173 - Education for Homeless Children. In addition, Education Code 48853.5 requires that, for districts operating a foster youth services program, the liaison be affiliated with that program. The duties of the liaison are as specified below.

The Superintendent designates the following position as the district's liaison for foster youth: (Education Code 48853.5)

Healthy Start Coordinator 3401 Scotland Drive Antelope, CA 95843 (916) 338-6387

(cf. 6173 - Education for Homeless Children)

The liaison for foster youth shall:

1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)

Note: Education Code 48645.5 requires districts to accept for credit full or partial coursework completed in a public school or nonpublic nonsectarian school or agency in addition to a juvenile court school; see BP 6146.3 - Reciprocity of Academic Credit.

2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48853.5, 48645.5)

When a student in foster care is enrolling in a district school, the liaison shall contact the school last attended by the student to obtain all academic and other records, within two business days of receiving the request. When a foster youth is transferring to a new school, the liaison shall provide the student's records to the new school within two business days of receiving the new school's request. (Education Code 48853.5)

(cf. 5117 - Interdistrict Attendance) (cf. 5125 - Student Records) (cf. 6146.3 - Reciprocity of Academic Credit)

Note: Items #3-7 below are optional and should be modified to reflect district practice.

3. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education) (cf. 6164.6 - Identification and Education Under Section 504)

4. Ensure that students in foster care receive appropriate school-based services, such as supplemental instruction, counseling, or after-school services

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(cf. 5141.6 - School Health Services)
(cf. 5148.2 - Before/After School Programs)
(cf. 5149 - At-Risk Students)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Language Learners)
(cf. 6177 - Summer School)
(cf. 6179 - Supplemental Instruction)
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5. Develop protocols and procedures so that district staff, including principals, school registrars, and attendance clerks, are aware of the requirements for the proper enrollment, placement, and transfer of foster youth

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(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
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6. Collaborate with the county placing agency, social services, probation officers, juvenile court officers, nonprofit organizations, and advocates to help coordinate services for the district's foster youth

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(cf. 1020 - Youth Services)
(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)
(cf. 5113.1 - Chronic Absence and Truancy)
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7. Monitor the educational progress of foster youth and provide reports to the Superintendent or designee and the Governing Board based on indicators identified in Board policy

Note: The following paragraph is **optional**. Because the district's educational liaison for foster youth often has additional duties pertaining to other programs, CSBA's policy brief <u>Educating Foster Youth</u>: <u>Best Practices and Board Considerations</u> recommends periodic evaluation of the liaison's caseload to determine whether he/she is able to adequately fulfill his/her duties with respect to foster youth.

The Superintendent or designee shall regularly monitor the caseload of the liaison, as well as his/her additional duties outside of the foster youth program, to determine whether adequate time and resources are available to meet the needs of foster youth in the district.

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(cf. 4115 - Evaluation/Supervision)
(cf. 4315 - Evaluation/Supervision)
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Enrollment

A foster youth placed in a licensed children's institution or foster family home within the district shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency, or in another local educational agency.

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(cf. 6159 - Individualized Education Program)
(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)
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Note: Education Code 56055 specifies that a foster parent, to the extent permitted by federal law, shall have the same rights as a parent/guardian with regards to his/her foster child's education. See BP/AR 6159 - Individualized Education Program.

2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another educational program.

(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

Note: Education Code 48853.5 allows a foster youth to continue his/her education in the school of origin under the circumstances stated below.

- 3. At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined above.
 - a. The student may continue in the school of origin for the duration of the court's jurisdiction or, if the court's jurisdiction is terminated prior to the end of a school year, then for remainder of the school year.
 - b. To provide the student the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts, a student who is transitioning between school grade levels shall be allowed to continue in the district of origin in the same attendance area. A student who is transitioning to a middle school or high school shall be allowed to enroll in the school designated for matriculation in another school district.

The liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interests. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how this recommendation serves the youth's best interests. (Education Code 48853.5)

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

Note: Education Code 48853.5 and Health and Safety Code 120341, as amended and added by AB 709 (Ch. 463, Statutes of 2011), require a district to immediately enroll any foster youth transferring into the district even when it has not received the foster youth's medical records, including his/her immunization records. However, pursuant to Health and Safety Code 120341, the district must, subsequent to the enrollment, take steps to obtain the foster youth's immunization records or ensure that he/she is properly immunized. See BP/AR 5141.31 - Immunizations.

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth. The foster youth shall be immediately enrolled even if he/she: (Education Code 48853.5)

1. Has outstanding fees, fines, textbooks, or other items or monies due to the school last attended

(cf. 5125.2 - Withholding Grades, Diploma or Transcripts)

2. Does not have clothing normally required by the school, such as school uniforms

(cf. 5132 - Dress and Grooming)

3. Is unable to produce records normally required for enrollment, such as previous academic records, proof of residency, and medical records, including, but not limited to, immunization records or other documentation

(cf. 5141.26 - Tuberculosis Testing) (cf. 5141.31 - Immunizations)

(cf. 5141.32 - Health Screening for School Entry)

Note: Education Code 48853 and 48853.5 specify that, if a dispute arises regarding school placement, the district shall use an existing dispute resolution process available to any district student. The following paragraph should be modified to reflect district practice.

If a person with the right to make educational decisions for a foster youth or the foster youth disagrees with the liaison's enrollment recommendation, he/she may appeal to the Superintendent. The Superintendent shall make a determination within 30 calendar days of receipt of the appeal. Within 30 calendar days of receipt of the Superintendent's decision, the parent/guardian or foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

(cf. 9320 - Meetings and Notices)

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

Transportation

Note: Pursuant to Education Code 48853.5, districts may, but are not required to, provide transportation to allow a foster youth to attend a school or school district of origin, unless otherwise required by federal law. An example of when transportation might be required under federal law is when a foster youth is homeless, pursuant to the McKinney-Vento Homeless Assistance Act (20 USC 11431-11435).

Option 1 is for use by districts that do not provide transportation. Option 2 is for use by districts that choose to provide transportation to foster youth to their school of origin and may be revised to reflect district practice.

OPTION 1: The district shall not be responsible for providing transportation to and from the school of origin.

OPTION 2: Upon request, the district may provide transportation for a foster youth to and from his/her school of origin when the student is residing within the district and the school of origin is within district boundaries.

Transfer of Coursework and Applicability of Graduation Requirements

Note: The following section is for use by districts maintaining high schools. Education Code 51225.2, as added by SB 578 (Ch. 472, Statutes of 2011), addresses the transferability of coursework completed by foster youth, as provided below. See BP 6146.1 - High School Graduation Requirements.

When a foster youth transfers into a district school, the district shall accept and issue full credit for any coursework that the foster youth has satisfactorily completed while attending another public school, a juvenile court school, or a nonpublic, nonsectarian school or agency and shall not require the foster youth to retake the course. (Education Code 51225.2)

If the foster youth did not complete the entire course, he/she shall be issued partial credit for the coursework completed and shall be required to take the portion of the course that he/she did not complete at his/her previous school. However, the district may require the foster youth to retake the portion of the course completed if, in consultation with the holder of educational rights for the foster youth, the district finds that the foster youth is reasonably able to complete the requirements in time to graduate from high school. Whenever partial credit is issued to a foster youth in any particular course, he/she shall be enrolled in the same or equivalent course, if applicable, so that he/she may continue and complete the entire course. (Education Code 51225.2)

In no event shall the district prevent a foster youth from taking or retaking a course to meet the eligibility requirements for admission to the California State University or the University of California. (Education Code 51225.2)

Note: Pursuant to Education Code 51225.3, any foster youth who transfers into the district or between district schools in grades 11-12 is exempted from locally established high school graduation requirements, as provided below. This exemption does not apply to state graduation requirements for course completion or the high school exit examination.

When a foster youth in grade 11 or 12 transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all coursework and other graduation requirements adopted by the Board that are in addition to the statewide coursework requirements specified in Education Code 51225.3 and the high school exit examination, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school while he/she remains in foster care. (Education Code 51225.3, 60851)

The Superintendent or designee shall notify any student who is granted an exemption and, as appropriate, the person holding the right to make educational decisions for the student, if any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.3)

(cf. 6146.1 - High School Graduation Requirements) (cf. 6162.52 - High School Exit Examination)

Grades/Credits

Grades for a student in foster care shall not be lowered if the student is absent from school due to either of the following circumstances: (Education Code 49069.5)

- 1. A decision by a court or placement agency to change the student's placement, in which case the student's grades and credits shall be calculated as of the date he/she left school
- 2. A verified court appearance or related court-ordered activity

(cf. 5121 - Grades/Evaluation of Student Achievement)

Eligibility for Extracurricular Activities

Note: Education Code 48850 provides that, when the residence of a student in foster care changes pursuant to a court order or decision of a child welfare worker, the student shall be immediately deemed to meet all residency requirements for participation in extracurricular activities and interscholastic sports. For additional information about eligibility requirements, see BP 6145 - Extracurricular and Cocurricular Activities.

A foster youth who changes residences pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 - Extracurricular and Cocurricular Activities) (cf. 6145.2 - Athletic Competition)

Administrative Regulation

Education For Foster Youth

AR 6173.1 Instruction

Definitions

Foster youth means a child who has been removed from his/her home pursuant to Welfare and Institutions Code 309, is the subject of a petition filed under Welfare and Institutions Code 300 or 602, or has been removed from his/her home and is the subject of a petition filed under Welfare and Institutions Code 300 or 602. (Education Code 48853.5)

Person holding the right to make educational decisions means a responsible adult appointed by a court pursuant to Welfare and Institutions Code 361 or 727.

School of origin means the school that the foster youth attended when permanently housed or the school in which he/she was last enrolled. If the school the foster youth attended when permanently housed is different from the school in which he/she was last enrolled, or if there is some other school that the foster youth attended within the preceding 15 months and with which the youth is connected, the district liaison shall, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, determine, in the best interests of the foster youth, which school is the school of origin. (Education Code 48853.5)

Best interests means that, in making educational and school placement decisions for a foster youth, consideration is given to, among other factors, educational stability, the opportunity to be educated in the least restrictive educational setting necessary to achieve academic progress, and the foster youth's access to academic resources, services, and extracurricular and enrichment activities that are available to all district students. (Education Code 48850, 48853)

District Liaison

The Superintendent designates the following position as the district liaison for foster youth: (Education Code 48853.5)

Healthy Start Coordinator 3401 Scotland Drive Antelope, CA 95843 (916) 338-6387

(cf. 6173 - Education for Homeless Children)

The district's liaison for foster youth shall:

- 1. Ensure and facilitate the proper educational placement, enrollment in school, and checkout from school of students in foster care (Education Code 48853.5)
- 2. Ensure proper transfer of credits, records, and grades when students in foster care transfer from one school to another or from one district to another (Education Code 48853.5, 48645.5)

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(cf. 5117 - Interdistrict Attendance)
(cf. 5125 - Student Records)
(cf. 6146.3 - Reciprocity of Academic Credit)
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3. As needed, make appropriate referrals to ensure that students in foster care receive necessary special education services and services under Section 504 of the federal Rehabilitation Act of 1973.

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(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education) (cf. 6164.6 - Identification and Education Under Section 504)
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4. Ensure that students in foster care receive appropriate school-based services, such as supplemental instruction, counseling, or after-school services

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(cf. 5141.6 - School Health Services)
(cf. 5148.2 - Before/After School Programs)
(cf. 5149 - At-Risk Students)
(cf. 6164.2 - Guidance/Counseling Services)
(cf. 6172 - Gifted and Talented Student Program)
(cf. 6174 - Education for English Language Learners)
(cf. 6177 - Summer School)
(cf. 6179 - Supplemental Instruction)
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5. Develop protocols and procedures so that district staff, including principals, school registrars, and attendance clerks, are aware of the requirements for the proper enrollment, placement, and transfer of foster youth

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(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)
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6. Collaborate with the county placing agency, social services, probation officers, juvenile court officers, nonprofit organizations, and advocates to help coordinate services for the district's foster youth

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(cf. 1020 - Youth Services)
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(cf. 1400 - Relations Between Other Governmental Agencies and the Schools) (cf. 5113.1 - Chronic Absence and Truancy) (cf. 5149 - At-Risk Students)
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7. Monitor the educational progress of foster youth and provide reports to the Superintendent or designee and the Governing Board based on indicators identified in Board policy

The Superintendent or designee shall regularly monitor the caseload of the district liaison, as well as his/her additional duties outside of the foster youth program, to determine whether adequate time and resources are available to meet the needs of foster youth in the district.

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(cf. 4115 - Evaluation/Supervision) (cf. 4315 - Evaluation/Supervision)
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Enrollment

A foster youth placed in a licensed children's institution or foster family home within the district shall attend programs operated by the district unless one of the following circumstances applies: (Education Code 48853, 48853.5)

1. The student has an individualized education program requiring placement in a nonpublic, nonsectarian school or agency or in another local educational agency.

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(cf. 6159 - Individualized Education Program)
(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)
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2. The parent/guardian or other person holding the right to make educational decisions for the student determines that it is in the best interest of the student to be placed in another educational program.

(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)

- 3. At the initial placement or any subsequent change in placement, the student exercises his/her right to continue in his/her school of origin, as defined above
- a. The student may continue in the school of origin for the duration of the court's jurisdiction or, if the court's jurisdiction is terminated prior to the end of a school year, then for remainder of the school year.
- b. To provide the student the benefit of matriculating with his/her peers in accordance with the established feeder patterns of school districts, a student who is transitioning between school grade levels shall be allowed to continue in the district of origin in the same attendance area. A student who is transitioning to a middle school or

high school shall be allowed to enroll in the school designated for matriculation in another school district.

The district liaison may, in consultation with and with the agreement of the foster youth and the person holding the right to make educational decisions for the youth, recommend that the youth's right to attend the school of origin be waived and he/she be enrolled in any school that students living in the attendance area in which the foster youth resides are eligible to attend. All decisions shall be made in accordance with the foster youth's best interests. (Education Code 48853.5)

Prior to making any recommendation to move a foster youth from his/her school of origin, the liaison shall provide the youth and the person holding the right to make educational decisions for the youth with a written explanation of the basis for the recommendation and how this recommendation serves the youth's best interests. (Education Code 48853.5)

The role of the liaison shall be advisory with respect to placement decisions and determination of the school of origin. (Education Code 48853.5)

If the liaison, in consultation with the foster youth and the person holding the right to make educational decisions for the foster youth, agrees that the best interests of the youth would be served by his/her transfer to a school other than the school of origin, the principal or designee of the new school shall immediately enroll the foster youth. The youth shall be immediately enrolled even if he/she has outstanding fees, fines, textbooks, or other items or monies due to the school last attended or is unable to produce records, such as academic or medical records, proof of residency, or clothing normally required for enrollment. (Education Code 48853.5)

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(cf. 5125.2 - Withholding Grades, Diploma or Transcripts) (cf. 5132 - Dress and Grooming) (cf. 5141.26 - Tuberculosis Testing) (cf. 5141.31 - Immunizations)
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(cf. 5141.32 - Health Screening for School Entry)

Within two business days of a request for enrollment, the liaison shall contact the school last attended by the student to obtain all academic and other records. Upon receiving a request from a new school, the liaison shall provide all records within two business days of receiving the request. (Education Code 48853.5)

If a person with the right to make educational decisions for a foster youth or the foster youth disagrees with the liaison's enrollment recommendation, he/she may appeal to the Superintendent. The Superintendent shall make a determination within 30 days of receipt of the appeal. Within 30 days of receipt of the Superintendent's decision, the parent/guardian or foster youth may appeal that decision to the Board. The Board shall consider the issue at its next regularly scheduled meeting. The Board's decision shall be final.

If any dispute arises regarding the request of a foster youth to remain in the school of origin, the youth has the right to remain in the school of origin pending resolution of the dispute. (Education Code 48853.5)

Transportation

Upon request, the district may provide transportation for a foster youth to and from his/her school of origin when the student is residing within the district and the school of origin is within district boundaries.

Applicability of Graduation Requirements

When a foster youth in grade 11 or 12 transfers into the district from another school district or transfers between high schools within the district, he/she shall be exempted from all coursework and other graduation requirements adopted by the Board that are in addition to the statewide coursework requirements specified in Education Code 51225.3 and the high school exit examination, unless the district makes a finding that the student is reasonably able to complete the additional requirements in time to graduate from high school while he/she remains in foster care. (Education Code 51225.3, 60851)

The Superintendent or designee shall notify any student who is granted an exemption and, as appropriate, the person holding the right to make educational decisions for the student if any of the requirements that are waived will affect the student's ability to gain admission to a postsecondary educational institution and shall provide information about transfer opportunities available through the California Community Colleges. (Education Code 51225.3)

(cf. 6146.1 - High School Graduation Requirements) (cf. 6162.52 - High School Exit Examination)

Grades/Credits

Grades for a student in foster care shall not be lowered if the student is absent from school due to either of the following circumstances: (Education Code 49069.5)

- 1. A decision by a court or placement agency to change the student's placement, in which case the student's grades and credits shall be calculated as of the date he/she left school
- 2. A verified court appearance or related court-ordered activity

(cf. 5121 - Grades/Evaluation of Student Achievement)

Eligibility for Extracurricular Activities

A foster youth who changes residences pursuant to a court order or decision of a child welfare worker shall be immediately deemed to meet all residency requirements for participation in interscholastic sports or other extracurricular activities. (Education Code 48850)

(cf. 6145 - Extracurricular and Cocurricular Activities) (cf. 6145.2 - Athletic Competition)

Regulation CENTER UNIFIED SCHOOL DISTRICT approved: February 16, 2011 Antelope, California

BB 9223(a)

FILLING VACANCIES

Events Causing a Vacancy

A vacancy on the Governing Board may occur for any of the following events:

- 1. The death of an incumbent (Government Code 1770)
- 2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)
- 3. A Board member's resignation (Government Code 1770)

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090, 5091)

- 4. A Board member's removal from office, including by recall (Elections Code 11384; Government Code 1770)
- 5. A Board member's ceasing to be a resident of the district (Government Code 1770)

Note: The following paragraph is for use by districts that have established trustee areas.

A vacancy on the Board also occurs when a Board member ceases to inhabit the trustee area which he/she represents on the Board. (58 Ops.Cal.Atty.Gen. 888 (1975))

- 6. A Board member's absence from the state for more than 60 days, except in the following situations: (Government Code 1064, 1770)
 - a. Upon district business with the approval of the Board
 - b. With the consent of the Board for an additional period not to exceed a total absence of 90 days

Note: AB 334 (Ch. 54, Statutes of 2011) amended Government Code 1064 to authorize the Governing Board to extend an out-of-state absence for an unlimited duration when the absence is due to illness or other urgent necessity.

In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board.

c. For federal military deployment, not to exceed an absence of a total of six months, as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities. The term of an interim member appointed in these circumstances shall not extend beyond the return of the absent Board member or beyond the next regularly scheduled election for that office, whichever occurs first.

7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by illness or when absent from the state with the permission required by law (Government Code 1770)

Note: Board members forfeit office and, in some cases, are disqualified from holding public office upon conviction of designated crimes as specified in the Constitution and various other state laws. Examples of crimes that result in forfeiture of office include, but are not limited to, convictions for felonies, offenses that involve a violation of official duties, bribery, selling appointments, intoxication in the discharge of official duties, misuse of public funds, conflict of interest violations, and a false claim of receipt of any military decoration or medal.

- 8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)
- 9. A Board member's refusal or neglect to file his/her required oath or bond within the time prescribed (Government Code 1770)

(cf. 9224 - Oath or Affirmation)

10. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)

- 11. The making of an order vacating a Board member's office or declaring the office vacant when the Board member fails to furnish an additional or supplemental bond (Government Code 1770)
- 12. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)

Note: Pursuant to Education Code 5090, a vacancy is declared when there has been a "failure to elect," meaning that the County Registrar of Voters has determined that an election will not be held because either no candidate or an insufficient number of candidates have filed to run for a Board seat(s). Education Code 5328 authorizes the Board to make an appointment in such circumstances.

13. A "failure to elect" in which no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

1. When a vacancy occurs within four months of the end of a Board member's term, the Board shall take no action. (Education Code 5093)

Note: Pursuant to Education Code 5091, when a vacancy occurs or when a deferred resignation has been filed four or more months before the end of a Board member's term, the Board shall take action, as specified below. In the event that the Board fails to make a provisional appointment or order an election within 60 days, the County Superintendent of Schools must call an election to fill the vacancy.

- 2. When a vacancy occurs longer than four months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below. (Education Code 5091, 5093)
- 3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is <u>not</u> scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

Eligibility

Note: Persons applying or nominated for a Board position must meet the legal qualifications for Board members as detailed in Education Code 35107. Education Code 35107 also provides that a district employee appointed or elected to the Board must resign his/her employment before being sworn in or have his/her employment automatically terminated upon being sworn into office. See BB 9220 - Governing Board Elections.

In order to be appointed or elected to fill a vacancy on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

(cf. 9220 - Governing Board Elections)

Provisional Appointments

Note: The Board is authorized to make a provisional appointment to fill a vacancy pursuant to item #2 in the section above entitled "Timelines for Filling a Vacancy." The law does not specify procedures for making provisional appointments for vacancies caused by reasons other than a failure to elect; however, such procedures must comply with the requirements of the Brown Act (Government Code 54950-54963). Secret ballots are prohibited by Government Code 54953.

The following optional paragraph should be modified to reflect district practice. See CSBA's publication <u>Filling a Board Vacancy</u> for additional information about provisional appointments, including sample questions for interviewing and evaluating candidates.

When authorized by law to make a provisional appointment to fill a vacancy on the Board, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

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(cf. 9130 - Board Committees)
(cf. 9323.2 - Actions by the Board)
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Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

- 1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
- 2. The full name of the appointee

- 3. The date of appointment
- 4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

Appointment Due to Failure to Elect

Note: The following procedure applies when an appointment is being made because of a failure to elect pursuant to Education Code 5090, 5326, and 5328 (item #13 in section entitled "Events Causing a Vacancy" above).

When a vacancy occurs because no candidate or an insufficient number of candidates have been nominated (i.e., a failure to elect) and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

(cf. 9100 - Organization)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

5000-5033 Elections

5090-5095 Vacancies

5200-5208 Districts governed by boards of education

5300-5304 Elections

5320-5329 Order and call of election

5340-5345 Consolidation of elections

5360-5363 Election notice

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions, elections

35107 Eligibility of board members

35178 Resignation with deferred effective date

ELECTIONS CODE

10600-10604 School district elections

11381-11386 Candidates for recall

GOVERNMENT CODE

1064 Absence from state

1770 Vacancies: definition

3000-3003 Forfeiture of office

3060-3075 Removal other than by impeachment

6061 One time notice

54950-54963 The Ralph M. Brown Act

PENAL CODE

88 Bribery, forfeiture from office

UNITED STATES CODE, TITLE 18

704 Military medals or decorations

ATTORNEY GENERAL OPINIONS

58 Ops.Cal.Atty.Gen. 888 (1975)

Management Resources:

CSBA PUBLICATIONS

Filling a Board Vacancy, rev. December 2010

WEB SITES

CSBA: http://www.csba.org

California State Attorney General's Office, Quo Warranto Applications:

http://ag.ca.gov/opinions/quo warranto.php

Board Bylaw

Filling Vacancies

BB 9223 Board Bylaws

Events Causing a Vacancy

A vacancy on the Governing Board may occur for any of the following events:

- 1. The death of an incumbent (Government Code 1770)
- 2. The adjudication pursuant to a quo warranto proceeding declaring that an incumbent is physically or mentally incapacitated due to disease, illness, or accident and that there is reasonable cause to believe that the incumbent will not be able to perform the duties of his/her office for the remainder of his/her term (Government Code 1770)
- 3. A Board member's resignation (Government Code 1770)

A vacancy resulting from resignation occurs when the written resignation is filed with the County Superintendent of Schools having jurisdiction over the district, except where a deferred effective date is specified in the resignation so filed, in which case the resignation shall become operative on that date. A Board member may not defer the effective date of his/her resignation for more than 60 days after he/she files the resignation with the County Superintendent. (Education Code 5090, 5091)

Upon being filed with the County Superintendent, a written resignation, whether specifying a deferred effective date or otherwise, shall be irrevocable. (Education Code 5090)

- 4. A Board member's removal from office, including recall (Elections Code 11384; Government Code 1770)
- 5. A Board member's ceasing to be an inhabitant of the state or resident of the district (Government Code 1770)

A vacancy on the Board also occurs when a Board member ceases to inhabit the trustee area which he/she represents on the Board. (58 Ops.Cal.Atty.Gen. 888 (1975))

6. A Board member's absence from the state beyond the period allowed by law without the permission required by law (Government Code 1770)

No Board member shall be absent from the state for more than 60 days, except in any of the following situations: (Government Code 1064)

- a. Upon business of the school district with the approval of the Board
- b. With the consent of the Board for an additional period not to exceed a total absence of 90 days
- c. For federal military deployment not to exceed six months as a member of the armed forces of the United States or the California National Guard

If the absence of the Board member for this purpose exceeds six months, the Board may approve an additional six-month absence upon a showing that there is a reasonable expectation that the member will return within the second six-month period, and the Board may appoint an interim member to serve in his/her absence. If two or more members of the Board are absent by reason of these circumstances, and those absences result in the inability to establish a quorum at a regular meeting, the Board may immediately appoint one or more interim members as necessary to enable the Board to conduct business and discharge its responsibilities.

d. In the case of illness or other urgent necessity, and upon a proper showing thereof, the time limited for absence from the state may be extended by the Board for an additional period not to exceed 30 days.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

- 7. A Board member's ceasing to discharge the duties of his/her office for the period of three consecutive months, except when prevented by sickness or when absent from the state with the permission required by law (Government Code 1770)
- 8. A Board member's conviction of a felony or any offense involving a violation of his/her official duties or conviction of a designated crime resulting in a forfeiture of office (Government Code 1770, 3000-3003)
- 9. A Board member's refusal or neglect to file his/her required oath or bond within the time prescribed (Government Code 1770)

(cf. 9224 - Oath or Affirmation)

- 10. The decision of a competent tribunal declaring void a Board member's election or appointment (Government Code 1770)
- 11. The making of an order vacating a Board member's office or declaring the office vacant when the officer fails to furnish an additional or supplemental bond (Government Code 1770)
- 12. A Board member's commitment to a hospital or sanitarium as a drug addict, dipsomaniac, inebriate, or stimulant addict by a court of competent jurisdiction, in which

case the office shall not be deemed vacant until the order of commitment has become final (Government Code 1770)

13. A failure to elect when either no candidate or an insufficient number of candidates have filed to run for a Board seat(s) (Education Code 5090, 5326, 5328)

Timelines for Filling a Vacancy

When a vacancy occurs, the Board shall take the following action, as appropriate:

- 1. When a vacancy occurs less than four months before the end of a Board member's term, the Board shall take no action. (Education Code 5093)
- 2. When a vacancy occurs four or more months before the end of a Board member's term, the Board shall, within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment, unless a special election is mandated as described in item #3 below. (Education Code 5091, 5093)
- 3. When a vacancy occurs from six months to 130 days before a regularly scheduled Board election at which the position is not scheduled to be filled, a special election to fill the position shall be consolidated with the regular election. The person so elected shall take office at the first regularly scheduled Board meeting following the certification of the election and shall serve only until the end of the term of the position which he/she was elected to fill. (Education Code 5093)

When a special election is not required, the Board may make a provisional appointment. (Education Code 5091, 5093)

Provisional Appointments

The first action of the board shall be to offer the provisional appointment to the person who received the next highest number of votes during the most recent Board member election. If that person is no longer available or declines the appointment, in order to draw from the largest possible number of candidates, the Board shall advertise in the local media to solicit candidate applications or nominations. A committee consisting of less than a quorum of the Board shall ensure that applicants are eligible for Board membership and announce the names of the eligible candidates. The Board shall interview the candidates at a public meeting, accept oral or written public input, and select the provisional appointee by a majority vote.

(cf. 9130 - Board Committees) (cf. 9323.2 - Actions by the Board)

In order to serve on the Board, a person must meet the eligibility requirements specified in Education Code 35107.

(cf. 9220 - Governing Board Elections)

Within 10 days after the appointment is made, the Board shall post notices of the actual vacancy, or the filing of a deferred resignation, and the provisional appointment. The notice shall be published in the local newspaper pursuant to Government Code 6061 and posted in at least three public places within the district. (Education Code 5092)

The notice shall contain: (Education Code 5092)

- 1. The date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation
- 2. The full name of the appointee
- 3. The date of appointment
- 4. A statement notifying the voters that unless a petition calling for a special election pursuant to Education Code 5091 is filed in the office of the County Superintendent within 30 days of the provisional appointment, it shall become an effective appointment

The person appointed shall hold office until the next regularly scheduled election for district Board members and shall be afforded all the powers and duties of a Board member upon appointment. (Education Code 5091)

Appointment Due to Failure to Elect

When a vacancy occurs because no person or an insufficient number of candidates have been nominated (i.e., a failure to elect), and a district election will not be held, the Board shall appoint a qualified person to the office. This appointment shall be made at a meeting prior to the day fixed for the election and the appointee shall be seated at the organizational meeting as if elected at the district election. (Education Code 5328)

(cf. 9100 - Organization)

When an appointment is being made because of a failure to elect, the district shall publish a notice once in a newspaper of general circulation published in the district, or if no such newspaper exists, in a newspaper having general circulation within the district. This notice shall state that the Board intends to make an appointment and shall inform persons of the procedure available for applying for the appointment. (Education Code 5328.5)

The procedure for selecting and interviewing candidates shall be the same as the procedures for "Provisional Appointments," as specified above.

Legal Reference:

EDUCATION CODE

5000-5033 Elections

5090-5095 Vacancies

5200-5208 Districts governed by boards of education

5300-5304 Elections

5320-5329 Order and call of election

5340-5345 Consolidation of elections

5360-5363 Election notice

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions, elections

35107 Eligibility of board members

35178 Resignation with deferred effective date

ELECTIONS CODE

10600-10604 School district elections

11381-11386 Candidates for recall

GOVERNMENT CODE

1064 Absence from state

1770 Vacancies: definition

3000-3002 Forfeiture of office

3060-3075 Removal other than by impeachment

6061 One time notice

54950-54963 The Ralph M. Brown Act

PENAL CODE

88 Bribery, forfeiture from office

UNITED STATES CODE, TITLE 18

704 Military medals or decorations

ATTORNEY GENERAL OPINIONS

58 Ops.Cal.Atty.Gen. 888 (1975)

Management Resources:

CSBA PUBLICATIONS

Filling a Board Vacancy, rev. January 2008

WEB SITES

CSBA: http://www.csba.org

California State Attorney General's Office, Quo Warranto Applications:

http://caag.state.ca.us/opinions/quo.htm

Bylaw CENTER UNIFIED SCHOOL DISTRICT adopted: April 1, 2009 Antelope, California

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Board Bylaws BB 9320(a)

MEETINGS AND NOTICES

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

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(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)
(cf. 9322 - Agenda/Meeting Materials)
(cf. 9323 - Meeting Conduct)
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A Board meeting exists whenever a majority of Board members gather at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

Note: The Brown Act prohibits serial meetings, defined under Government Code 54952.2 as a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of district business. However, Government Code 54952.2 specifies that briefings between staff and Board members are permissible in order to answer questions or to provide information, as long as the briefing is not used to communicate the comments or position of any other Board member. Thus, Superintendent briefings involving less than a majority of the Board are allowed, but participants must ensure that the comments or positions of one member are not shared with other members.

This prohibition against serial meetings also applies to communications via technology. Email exchanges, chat room threads, or comments posted on a blog that result in a majority of the Board "discussing" an item within the subject matter jurisdiction of the Board could result in a Brown Act violation. See BB 9012 - Board Member Electronic Communications.

In 84 Ops.Cal.Atty.Gen. 30 (2001), the Attorney General opined that Government Code 54952.2 prohibits a majority of the Board from sending emails to each other to develop a collective concurrence as to action to be taken by the Board even if the emails are (1) sent to the secretary and chairperson, (2) posted on the district's web site, and (3) distributed at the next meeting. Although the Attorney General recognized that those three conditions would allow the deliberations to be conducted, to some extent, "in public," the emails were prohibited by the Brown Act because all debate would be completed before the meeting and members of the public who did not have Internet access would be excluded from the debate.

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. However, an employee or district official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

Note: Government Code 54953.2 requires that all Board meetings meet the protections of the Americans with Disabilities Act (42 USC 12132) and implementing regulations (28 CFR 35.160, 36.303). Such protections require the district to ensure that the meeting is accessible to persons with disabilities and, upon request, to provide disability-related accommodations, such as auxiliary aids and services. Auxiliary aids and services may include accommodations at the actual meeting, such as a sign-language interpreter, or accommodations to the supporting documentation, such as Braille translation of the agenda packet. Government Code 54954.2 requires that the agenda specify how, when, and to whom a request for accommodation should be made; see BB 9322 - Agenda/Meeting Materials.

In order to help ensure the participation of individuals with disabilities at Board meetings, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1)

Regular Meetings

Note: Education Code 35140 and Government Code 54954 mandate the Board to fix the time and place for its regular meetings by rule and regulation.

The Board shall hold 1 regular meeting each month. Regular meetings shall be held at 6:00 p.m. on the 3rd Wednesday at the District Board Room - Room 503, Riles Middle School, 4747 PFE Road, Roseville, CA 95747.

Note: Pursuant to Government Code 54954.2, the agenda for a regular meeting must be posted at least 72 hours prior to the meeting, at a location that is freely accessible to the public. As amended by AB 1344 (Ch. 692, Statutes of 2011), Government Code 54954.2 also requires that the agenda be posted on the district's Internet web site, if it has one. Any district that does not have a web site should delete the reference to it in the following paragraph.

The Attorney General has determined in 78 Ops.Cal.Atty.Gen. 327 (1995) that weekend hours may be counted as part of the 72-hour period for posting of the agenda prior to a regular meeting. In the same opinion, the Attorney General found that the term "freely accessible" requires that the agenda be posted in a location where it can be read by the public at any time during the 72 hours immediately preceding the meeting. For example, if a building where the agenda is posted is closed during the evening hours, the agenda must also be posted in a location accessible during evening hours, such as a lighted display case outside of the building. The Attorney General also opined in 88 Ops.Cal.Atty.Gen. 218 (2005) that the agenda may be posted on a touch screen electronic kiosk, in lieu of a paper copy on a bulletin board, as long as the kiosk is accessible without charge to the public 24 hours a day, seven days a week.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public and on the district's Internet web site. (Government Code 54954.2)

(cf. 1113 - District and School Web Sites)

Note: Pursuant to Government Code 54957.5, the agenda must list any address where the public can inspect agenda materials that are distributed to Board members less than 72 hours before a regular meeting; see BB 9322 - Agenda/Meeting Materials. In addition, pursuant to the California Public Records Act (Government Code 6252-6270), agenda materials related to an open session of a Board's regular meeting are "public records" and are subject to the inspection of any member of the public. For a list of documents subject to disclosure by the district, see BP/AR 1340 - Access to District Records.

Whenever agenda materials relating to an open session of a regular meeting are distributed to the Board less than 72 hours before the meeting, the Superintendent or designee shall make the materials available for public inspection at a public office or location designated for that purpose. (Government Code 54957.5)

(cf. 1340 - Access to District Records)

Special Meetings

Note: Education Code 35144 and Government Code 54956 allow the Board to hold special meetings to address any matter that requires timely action. For example, the Board may hold a special meeting to discuss the need for an emergency state apportionment when the district is in financial distress; see AR 3460 - Financial Reports and Accountability. However, pursuant to Government Code 54956, as amended by AB 1344 (Ch. 692, Statutes of 2011), certain specified matters, as described below, may not be addressed in a special meeting.

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. However, a special meeting shall not be called regarding the salary, salary schedule, or other compensation of the Superintendent, assistant superintendent, or other management employee as described in Government Code 3511.1. (Government Code 54956)

(cf. 2121 - Superintendent's Contract)

Note: Pursuant to Government Code 54956, written notice of a special meeting may be delivered personally or by other means, including email or fax. AB 1344 (Ch. 692, Statutes of 2011) amended Government Code 54956 to require any district that has its own Internet web site to also post the notice on its web site. Any district that does not have its own web site should delete reference to it in the following paragraph.

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice also shall be posted on the district's Internet web site. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Emergency Meetings

Note: Government Code 54956.5 authorizes a closed session during emergency meetings, as long as two-thirds of the members present at the meeting agree on the need for the closed session. See BB 9321 - Closed Session Purposes and Agendas and E 9323.2 - Actions by the Board.

In the case of an *emergency situation* for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An emergency situation means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board

(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time he/she notifies the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

A majority vote by the Board may adjourn/continue any regular or special meeting to a later time and place that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

Note: The following section is **optional** and may be revised to reflect district practice. Pursuant to Government Code 54954.2, the Board must still comply with the 72 hours public notice requirement when holding a study session, retreat, public forum or other such meeting.

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and relationships.

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(cf. 2000 - Concepts and Roles)
(cf. 2111 - Superintendent Governance Standards)
(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9400 - Board Self-Evaluation)
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Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

- 1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
- 2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
- 3. An open and noticed meeting of another body of the district
- 4. An open and noticed meeting of a legislative body of another local agency
- 5. A purely social or ceremonial occasion
- 6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

(cf. 9130 - Board Committees)

Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, including, but not limited to, religion, sex, or sexual orientation. In addition, meetings shall not be held in a facility which is inaccessible to individuals with disabilities or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party

- 2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
- 3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
- 4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
- 5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
- 6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
- 7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
- 8. Attend conferences on nonadversarial collective bargaining techniques
- 9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
- 10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the Board president or designee, who shall so inform all news media who have requested notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

Note: In 84 Ops.Cal.Atty.Gen. 181 (2001), the Attorney General opined that a city is not required under the Americans with Disabilities Act to provide, as an accommodation for a disabled city council member who was unable to attend a regularly scheduled meeting, a teleconference connection to the member's house where the public would not be permitted to be present. According to the Attorney General, Government Code 54953 requires that members of the public be permitted to be present at any teleconference location.

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

Legal Reference: (see next page)

Legal Reference:
EDUCATION CODE
35140 Time and place of meetings
35143 Annual organizational meeting, date, and notic
35144 Special meeting
35145 Public meetings
35145.5 Agenda; public participation; regulations
35146 Closed sessions
35147 Open meeting law exceptions and applications
GOVERNMENT CODE
3511.1 Local agency executives
11135 State programs and activities, discrimination
54950-54963 The Ralph M. Brown Act, especially:
54953 Meetings to be open and public; attendance
54954 Time and place of regular meetings
54954.2 Agenda posting requirements, board actions
54956 Special meetings; call; notice
54956.5 Emergency meetings
UNITED STATES CODE, TITLE 42
12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.160 Effective communications
36.303 Auxiliary aids and services
<u>COURT DECISIONS</u>
Wolfe v. City of Fremont, (2006) 144 Cal.App. 544
<u>ATTORNEY GENERAL OPINIONS</u>
88 <u>Ops.Cal.Atty.Gen.</u> 218 (2005)
84 <u>Ops.Cal.Atty.Gen.</u> 181 (2001)
84 <u>Ops.Cal.Atty.Gen.</u> 30 (2001)
79 <u>Ops.Cal.Atty.Gen.</u> 69 (1996)
78 <u>Ops.Cal.Atty.Gen</u> . 327 (1995)
Management Description

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

The ABCs of Open Government Laws

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, 2nd Ed., 2010

WEB SITES

CSBA: http://www.csba.org

CSBA, Agenda Online:

http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx

California Attorney General's Office: http://www.ag.ca.gov Institute for Local Government: http://www.ca-ilg.org League of California Cities: http://www.cacities.org

Board BylawMeetings And Notices

BB 9320 Board Bylaws

Meetings of the Governing Board are conducted for the purpose of accomplishing district business. In accordance with state open meeting laws (Brown Act), the Board shall hold its meetings in public and shall conduct closed sessions during such meetings only as authorized by law. To encourage community involvement in the schools, Board meetings shall provide opportunities for questions and comments by members of the public. All meetings shall be conducted in accordance with law and the Board's bylaws, policies, and administrative regulations.

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(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)
(cf. 9323 - Meeting Conduct)
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A Board meeting exists whenever a majority of Board members gather at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction of the Board or district. (Government Code 54952.2)

A majority of the Board shall not, outside of an authorized meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. However, an employee or district official may engage in separate conversations with Board members in order to answer questions or provide information regarding an item within the subject matter jurisdiction of the Board, as long as that employee or district official does not communicate the comments or position of any Board members to other Board members. (Government Code 54952.2)

In order to help ensure participation in the meeting by disabled individuals, the Superintendent or designee shall provide appropriate disability-related accommodations or modifications upon request in accordance with the Americans with Disabilities Act. (Government Code 54953.2, 54954.1)

Meeting notices and agendas shall specify that any individual who requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting should contact the Superintendent or designee. (Government Code 54954.2)

Each agenda shall also list the address(es) designated by the Superintendent or designee for public inspection of agenda documents that are distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

(cf. 9322 - Agenda/Meeting Materials)

Regular Meetings

The Board shall hold two regular meetings each month. Regular meetings shall be held at 6:00 p.m. on the first and third Wednesday of the month.

At least 72 hours prior to a regular meeting, the agenda shall be posted at one or more locations freely accessible to members of the public. (Government Code 54954.2)

Special Meetings

Special meetings of the Board may be called at any time by the presiding officer or a majority of the Board members. (Government Code 54956)

Written notice of special meetings shall be delivered personally or by any other means to all Board members and the local media who have requested such notice in writing. The notice shall be received at least 24 hours before the time of the meeting. The notice shall also be posted at least 24 hours before the meeting in a location freely accessible to the public. The notice shall specify the time and place of the meeting and the business to be transacted or discussed. No other business shall be considered at this meeting. (Education Code 35144; Government Code 54956)

Any Board member may waive the 24-hour written notice requirement prior to the time of the meeting by filing a written waiver of notice with the clerk or secretary of the Board or by being present at the meeting at the time it convenes. (Government Code 54956)

Every notice of a special meeting shall provide an opportunity for members of the public to directly address the Board concerning any item that has been described in the meeting notice, before or during the item's consideration. (Government Code 54954.3)

Emergency Meetings

In the case of an emergency situation for which prompt action is necessary due to the disruption or threatened disruption of public facilities, the Board may hold an emergency meeting without complying with the 24-hour notice and/or 24-hour posting requirement for special meetings pursuant to Government Code 54956. The Board shall comply with all other requirements for special meetings during an emergency meeting. (Government Code 54956.5)

An emergency situation means either of the following: (Government Code 54956.5)

1. An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health and/or safety as determined by a majority of the members of the Board

(cf. 4141.6/4241.6 - Concerted Action/Work Stoppage)

2. A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist activity, or threatened terrorist act that poses peril so immediate and significant that requiring the Board to provide one-hour notice before holding an emergency meeting may endanger the public health and/or safety as determined by a majority of the members of the Board

(cf. 3516 - Emergencies and Disaster Preparedness Plan)

Except in the case of a dire emergency, the Board president or designee shall give notice of the emergency meeting by telephone at least one hour before the meeting to the local media that have requested notice of special meetings. All telephone numbers provided by the media in the most recent request for notification must be exhausted. If telephone services are not functioning, the notice requirement of one hour is waived and, as soon after the meeting as possible, the Board shall notify those media representatives of the meeting and shall describe the purpose of the meeting and any action taken by the Board. In the case of a dire emergency, the Board president or designee shall give such notice at or near the time he/she notifies the other members of the Board about the meeting. (Government Code 54956.5)

The minutes of the meeting, a list of persons the Board president or designee notified or attempted to notify, a copy of the roll call vote, and any actions taken at the meeting shall be posted for at least 10 days in a public place as soon after the meeting as possible. (Government Code 54956.5)

Adjourned/Continued Meetings

A majority vote by the Board may adjourn/continue any regular or special meeting to a later time and place that shall be specified in the order of adjournment. Less than a quorum of the Board may adjourn such a meeting. If no Board members are present, the secretary or the

clerk may declare the meeting adjourned to a later time and shall give notice in the same manner required for special meetings. (Government Code 54955)

Within 24 hours after the time of adjournment, a copy of the order or notice of adjournment/continuance shall be conspicuously posted on or near the door of the place where the meeting was held. (Government Code 54955)

Study Sessions, Retreats, Public Forums, and Discussion Meetings

The Board may occasionally convene a study session or public forum to study an issue in more detail or to receive information from staff or feedback from members of the public.

The Board may also convene a retreat or discussion meeting to discuss Board roles and

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relationships.

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(cf. 2000 - Concepts and Roles)
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(cf. 2111 - Superintendent Governance Standards)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9400 - Board Self-Evaluation)

Public notice shall be given in accordance with law when a quorum of the Board is attending a study session, retreat, public forum, or discussion meeting. All such meetings shall comply with the Brown Act and shall be held in open session and within district boundaries. Action items shall not be included on the agenda for these meetings.

Other Gatherings

Attendance by a majority of Board members at any of the following events is not subject to the Brown Act provided that a majority of the Board members do not discuss specific district business among themselves other than as part of the scheduled program: (Government Code 54952.2)

- 1. A conference or similar public gathering open to the public that involves a discussion of issues of general interest to the public or to school board members
- 2. An open, publicized meeting organized by a person or organization other than the district to address a topic of local community concern
- 3. An open and noticed meeting of another body of the district
- 4. An open and noticed meeting of a legislative body of another local agency
- 5. A purely social or ceremonial occasion
- 6. An open and noticed meeting of a standing committee of the Board, provided that the Board members who are not members of the standing committee attend only as observers

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(cf. 9130 - Board Committees)
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Individual contacts or conversations between a Board member and any other person are not subject to the Brown Act. (Government Code 54952.2)

Location of Meetings

Meetings shall not be held in a facility that prohibits the admittance of any person on the basis of ancestry or any characteristic listed in Government Code 11135, including, but not limited to, religion, sex, or sexual orientation. In addition, meetings shall not be held

in a facility which is inaccessible to disabled persons or where members of the public must make a payment or purchase in order to be admitted. (Government Code 54961)

(cf. 0410 - Nondiscrimination in District Programs and Activities)

Meetings shall be held within district boundaries, except to do any of the following: (Government Code 54954)

- 1. Comply with state or federal law or court order or attend a judicial or administrative proceeding to which the district is a party
- 2. Inspect real or personal property which cannot conveniently be brought into the district, provided that the topic of the meeting is limited to items directly related to the property
- 3. Participate in meetings or discussions of multiagency significance, provided these meetings are held within one of the other agencies' boundaries, with all participating agencies giving the notice required by law
- 4. Meet in the closest meeting facility if the district has no meeting facility within its boundaries or if its principal office is located outside the district
- 5. Meet with elected or appointed state or federal officials when a local meeting would be impractical, solely to discuss legislative or regulatory issues affecting the district over which the state or federal officials have jurisdiction
- 6. Meet in or near a facility owned by the district but located outside the district, provided the meeting agenda is limited to items directly related to that facility
- 7. Visit the office of the district's legal counsel for a closed session on pending litigation, when doing so would reduce legal fees or costs
- 8. Attend conferences on nonadversarial collective bargaining techniques
- 9. Interview residents of another district regarding the Board's potential employment of an applicant for Superintendent of the district
- 10. Interview a potential employee from another district

Meetings exempted from the boundary requirements, as specified in items #1-10 above, shall still be subject to the notice and open meeting requirements for regular and special meetings when a quorum of the Board attends the meeting.

If a fire, flood, earthquake, or other emergency renders the regular meeting place unsafe, meetings shall be held for the duration of the emergency at a place designated by the Board president or designee, who shall so inform all news media who have requested

notice of special meetings by the most rapid available means of communication. (Government Code 54954)

Teleconferencing

A teleconference is a meeting of the Board in which Board members are in different locations, connected by electronic means through audio and/or video. (Government Code 54953)

The Board may use teleconferences for all purposes in connection with any meeting within the Board's subject matter jurisdiction. All votes taken during a teleconference meeting shall be by roll call. (Government Code 54953)

During the teleconference, at least a quorum of the members of the Board shall participate from locations within district boundaries. (Government Code 54953)

Agendas shall be posted at all teleconference locations and shall list all teleconference locations whenever they are posted elsewhere. Additional teleconference locations may be provided to the public. (Government Code 54953)

All teleconference locations shall be accessible to the public. All teleconferenced meetings shall be conducted in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the Board, including the right of the public to address the Board directly at each teleconference location. (Government Code 54953)

All Board policies, administrative regulations, and bylaws shall apply equally to meetings that are teleconferenced. The Superintendent or designee shall facilitate public participation in the meeting at each teleconference location.

Legal Reference:

EDUCATION CODE

35140 Time and place of meetings

35143 Annual organizational meeting, date, and notice

35144 Special meeting

35145 Public meetings

35145.5 Agenda; public participation; regulations

35146 Closed sessions

35147 Open meeting law exceptions and applications

GOVERNMENT CODE

11135 State programs and activities, discrimination

54950-54963 The Ralph M. Brown Act, especially:

54953 Meetings to be open and public; attendance

54954 Time and place of regular meetings

54954.2 Agenda posting requirements, board actions

54956 Special meetings; call; notice

54956.5 Emergency meetings

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Auxiliary aids and services

COURT DECISIONS

Wolfe v. City of Fremont, (2006) 144 Cal.App. 544

ATTORNEY GENERAL OPINIONS

88 Ops.Cal.Atty.Gen. 218 (2005)

84 Ops.Cal.Atty.Gen. 181 (2001)

84 Ops.Cal.Atty.Gen. 30 (2001)

79 Ops.Cal.Atty.Gen. 69 (1996)

78 Ops.Cal.Atty.Gen. 327 (1995)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2006

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, 2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, rev. 2007

WEB SITES

CSBA: http://www.csba.org

CSBA, Agenda Online:

http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx

California Attorney General's Office: http://www.caag.state.ca.us

Institute for Local Government: http://www.cacities.org/index.jsp?zone=ilsg

Bylaw CENTER UNIFIED SCHOOL DISTRICT adopted: April 1, 2009 Antelope, California

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