

CENTER JOINT UNIFIED SCHOOL DISTRICT

www.centerusd.org

Local Control Accountability Plan Goals:

1. CJUSD Students will be challenged and supported to achieve academic success in a clean, safe environment through Multi-Tiered Systems of Support (MTSS)
2. CJUSD students will be College and Career ready through Multi-Tiered Systems of Support (MTSS) Actions/Services
3. CJUSD students and families will be engaged and informed regarding the educational process and opportunities through Multi-Tiered Systems of Support (MTSS)

BOARD OF TRUSTEES REGULAR MEETING

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

Wednesday, December 13, 2017 - 6:00 p.m.

STATUS

- I. **CALL TO ORDER & ROLL CALL - 5:30 p.m.**
- II. **ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION**
 1. Conference with Labor Negotiator, (David Grimes), Re: CSEA & CUTA (G.C. §54957.6)
 2. Student Expulsions/Readmissions (G.C. §54962)
 3. Public Employee Discipline/Dismissal/Release (G.C. §54957)
- III. **PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION**
- IV. **CLOSED SESSION - 5:30 p.m.**
- V. **OPEN SESSION - CALL TO ORDER - 6:00 p.m.**
- VI. **FLAG SALUTE**
- VII. **ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION** Info/Action
- VIII. **ADOPTION OF AGENDA** Action
- IX. **STUDENT BOARD REPRESENTATIVE REPORTS (3 minutes each)** Info
 1. Center High School - Marissa Davis
 2. McClellan High School - Chris Sill

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

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

- X. **ORGANIZATION REPORTS** (3 minutes each) Info
 - 1. CUTA - Venessa Mason, President
 - 2. CSEA - Marie Huggins, President

- XI. **COMMITTEE UPDATES** (8 minutes each) Info
 - 1. **Facilities Update** - Craig Deason

- XII. **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 may not discuss or take action on any item which is not on this agenda except as authorized by Government Code Section 54954.2. 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.

- XIII. **BOARD / SUPERINTENDENT REPORTS** (10 minutes) Info

- XIV. **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.

 - 1. Approve Adoption of Minutes from November 15, 2017 Regular Meeting
 - 2. Approve Classified Personnel Transactions
 - 3. Approve Certificated Personnel Transactions
 - 4. Ratify Professional Service Agreement: Laurie A. Clarcq
 - 5. Approve Field Trip: CHS Dance Team to Competition at Anderson High School, Anderson, CA
 - 6. Approve Single Plan for Student Achievement - Oak Hill
 - 7. Approve Single Plan for Student Achievement - McClellan
 - 8. Approve Single Plan for Student Achievement - Riles
 - 9. Ratify SCOE Memorandum of Understanding - Agreement #1138, McGraw Hill's Study Sync ELA/ELD Curriculum Professional Development
 - 10. Approve Notice of Completion - Rua & Son Mechanical, North Country Metal Roof System Overlay on CDC Rooms 2 and 3
 - 11. Approve Notice of Completion - BRCO Constructors, Inc., Campus Painting and Fencing Upgrades Project No. 17-03 - Oak Hill Elementary School
 - 12. Approve Center High School Intercom Clock and Bell Replacement Project Design Proposal
 - 13. Approve Payroll Orders: July - November 2107
 - 14. Approve Supplemental Agenda (Vendor Warrants): November 2017

- XV. **BUSINESS ITEMS**
 - A. **Annual Organizational Meeting for Governing Board** Action

Education Code §3513 requires governing boards to conduct an annual organizational meeting. At this time, the Board will: 1) elect the Board President; 2) elect a Clerk of the Board; 3) appoint a Board Representative to the County School Boards Association; 4) establish the time, place and frequency of regular meetings of the Board.

RECESS: At this time, the President of the Board will recess the regular meeting of the Center Joint Unified Board of Trustees to convene the Organizational Meeting of the Board of Directors of the CJUSD Financing Corporation.

Center Joint Unified School District

Dept./Site: Superintendent's Office	AGENDA REQUEST FOR:
To: Board of Trustees	Action Item <u> X </u>
Date: December 13, 2017	Information Item <u> </u>
From: Scott A. Loehr, Superintendent	# Attached Pages <u> 8 </u>
Principal's Initials: <u> </u>	

SUBJECT: Adoption of Minutes

The minutes from the following meeting are being presented:

November 15, 2017 Regular Meeting

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

CONSENT AGENDA

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, November 15, 2017

MINUTES

OPEN SESSION - CALL TO ORDER - Trustee Pope called the meeting to order at 5:30 p.m.

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

Administrators Present: Scott Loehr, Superintendent
Craig Deason, Assist. Supt., Operations & Facilities
Lisa Coronado, Director of Fiscal Services
David Grimes, Director of Personnel/Student Services
Mike Jordan, Director of C & I/Special Education

ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION

1. Conference with Labor Negotiators, (David Grimes), Re: CSEA & CUTA (G.C. §54957.6)
2. Student Expulsions/Readmissions (G.C. §54962)

PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION - None

CLOSED SESSION - 5:30 p.m.

OPEN SESSION - CALL TO ORDER – 6:01 p.m.

FLAG SALUTE - led by Craig Deason

Trustee Pope noted that this has been a topic in the community and with the recent shooting near Corning, California, she wanted to reassure everyone that our Assistant Superintendent, Craig Deason, and Riles Middle School Vice Principal, Mr. Borasi, constantly review our Safety Plan. They revise it when needed and there are quarterly meetings regarding this topic. The most recent meeting was held on November 9th. One of the topics was lock down drills and procedures, and to finalize the date and time of the district-wide disaster drill. She shared a list of other topics, and noted that Mr. Deason and the team are doing an amazing job. It was also noted that if any students or family within the school sites have an issue they can contact site administration, or may contact Mr. Deason's office.

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION – the Board met in Closed Session and no action was taken. During Open Session the Board took the following action:

2. Student Expulsions/Readmissions (G.C. §54962)
Student Expulsion 17-18.04 – Recommendation approved.

Motion: Wilson
Second: Kelley

Vote: General Consent

Student Expulsion 17-18.03 – Recommendation approved.

Motion: Wilson
Second: Kelley

Vote: General Consent

Student Readmission 15-16.11 – Recommendation approved.

Motion: Wilson
Second: Kelley

Vote: General consent

ADOPTION OF AGENDA - There was a motion to approve the adoption of the agenda as amended: pull Consent Agenda Items #1 & #2 for separate consideration.

Motion: Wilson
Second: Kelley

Ayes: Anderson, Hunt, Kelley, Pope, Wilson
Noes: None

STUDENT BOARD REPRESENTATIVE REPORTS

1. Center High School – Marissa Davis

- Center High School Football team has made it to playoffs. They won their first round against Dixon last week, and their second round is this Friday at Bella Vista versus Casa Roble at 7:00 pm.
- they are having a canned food drive from November 6th - December 1st.
- their first play this year is called Ashland Falls; it will be held December 1st, 2nd, 8th, and 9th at 7:00 pm, and tickets are \$5.00.
- they will be having the Dear Santa in December, where they collect money and buy gifts for 3-4 families that are in need.
- they will be doing Operation Santa again this year; 25-30 Leadership or Student Council students go to Spinelli and Dudley, make crafts with the students, and give gifts.

2. McClellan High School – Christopher Sill

- McClellan High School had 3 students graduate on October 27th, and all 3 signed up for college
- Attendance Awards are still being given out, and for the end of this trimester they actually had 14 students with perfect attendance.
- Seventeen students are on honor roll for last trimester.
- speakers are coming in from the Navy, Air Force, Marines, and Army to talk to the students. The ASVAB test will be given on December 5th.

ORGANIZATION REPORTS

1. CUTA - Venessa Mason, President, noted that Spinelli and Dudley had the dairy cow out to their sites. Oak Hill has 3 grades in the Project Lead The Way program, which is an extension of the high school program. She also mentioned that there are some concerns with the Riles bells and alarms working and not working. There have been concerns mentioned from staff over the last couple of months and they have not received a resolution. McClellan would like to thank Roger Calhoun, who retired in the district last year, for purchasing turkeys for 12 families that the staff has sponsored. The staff picked up the other parts for the turkey dinners.

2. CSEA - Marie Huggins, President, gave a shout out to 7 students at CHS that helped with their CSEA dinner in October. The Field Office Director was very impressed with the students and sent her an email after the dinner, letting her know how impressed he was. The students were: Megan Ramirez, Antonio Reynoso, Marian Quintero, Kenya Carrillo, Andress Beas, Cici Lindkoog, and Jorge Gonzalez. It was noted that they were very respectful, and they loved how involved they got. Mrs. Huggins then mentioned that she sent out an email to the principals that the CSEA Labor Rep would be

ORGANIZATION REPORTS (continued)

coming to the sites to answer questions for Classified employees regarding the tentative agreement that they have reached on salaries. Some Principals have already responded back and she appreciates their willingness to let them have a little bit of time at the school sites to clarify this issue. They are grateful that they have reached an agreement on wages; it values the commitment and loyalty of Classified employees who have dedicated many years to the district; it also honors those who have just come on board for the first time. They look forward to a ratification.

COMMITTEE UPDATES

Facilities Update - Craig Deason, Assistant Superintendent of Operations & Facilities, shared a chart with the Board. He covered the modernization schedule first. On Monday they will be doing site visits and going to all of the classrooms with CFW and CPM. The funding that we get for modernization is based on classrooms that qualify; they will verify each classroom to make sure that we get the maximum dollars that we can get. Another item they have been working on is the Facilities Design Standard. It hadn't been updated since 2007. They have been updating that document so that when they start doing designs with the architects, they can be very clear on the items that they want (i.e. a certain kind of faucet, air conditioner, carpet, etc.). Those things are then laid out, which helps when going out to bid with the contractors. Mr. Deason noted that they met with the Facilities Committee yesterday. They prioritized the schools, reviewed the budgets, and identified the hardship projects that they want to do. At this time there are three priorities: Priority 1- Center High School, North Country, and Oak Hill, Priority 2- Dudley and Spinelli, and Priority 3- McClellan. For modernization hardship we also need to spend down the bonds that we currently have available to us from our refinancing. They came up with priorities for that money, and those would be modernization, the design of the next elementary school, complete the Center High School plaza project, the Spinelli hard court replacement, the Dudley fencing project, the high school clock and bell system, and if funding is available, fencing at Spinelli.

The Prop 39 update - CCC is now working on the district office, replacing the LED tubes. Next they will move to Oak Hill to replace the wireless thermostats, then to Wilson Riles to replace the lighting at that site.

Summer 2017 Projects Updates - Everything is complete at Riles Middle School except for the mural on the east side of the MP room and lettering near the top of the cafeteria building facing north. This should be completed when we return from Thanksgiving Break. Trustee Anderson asked if the lettering on the fence will be painted. Mr. Deason noted that that are powder coated. In regards to the plaza project, they have a design with the architects underway. Last week they met with the landscape architect to see what they are going to do with plants in that area. With the CTE project, they are still working with CPM to capture the CTE fundings for 50% of the CTE project they did on the video lab.

Developments - SMUD still doesn't own the property yet, but we are getting closer every day.

Water Testing - They have been working on this for a couple of weeks. They have chosen to go through CalAm, who is our water district, and have them do it.

Trustee Anderson asked what we are doing about the new thermostats going in; there are a lot of folks complaining no matter what we do. Mr. Deason noted that many are not thermostat based issues. Some are old A/C issues that we need to replace. She asked where the thermostats will be controlled. Mr. Deason noted that it will be controlled at one location. Staff will be able to control it 2 degrees up and 2 degrees down. He noted that there are people that do things to the thermostat to control the temperature, then the thermostat breaks. Trustee Pope asked if this was part of our modernization projects as well. Mr. Deason noted that there are a total of 6 large units (at 2 sites) that we are

COMMITTEE UPDATES (continued)

changing with Prop 39 money. Trustee Anderson asked about the kitchen equipment. Mr. Deason noted that our Food Services Supervisor has been replacing equipment since she got here; she replaces equipment when money is available. She is currently replacing the Dudley dishwasher, and they are doing a reconfiguration of to give them a little more room. Trustee Kelley asked if we do any thing like window tinting to help with temperature control. It was noted that the district does put up screens or use other forms of covering the windows to help when needed. Trustee Wilson asked if we are going to make sure that when it comes to awarding these things that we have all the people in the pool that we can for them to do an RFP. Mr. Deason noted that we had redone our architect pool, and went from 5 to 8 recently. Trustee Pope thanked Mr. Deason for the update on the water testing.

REPORTS/PRESENTATIONS

1. **California School Dashboard / LCAP** - Mike Jordan, Director of Curriculum, Instruction and Special Education, briefly shared the 2017-2018 LCAP Overview document. He noted the 3 main goals listed and that this plan is constantly updated. He noted that the items listed on the next to last page are the things we want to achieve, the things that we want to increase and the things we want to decrease. Much of that information is then transferred to the Dashboard. Mr. Jordan noted that the new Dashboard replaces the old API. He shared that some of the data is in and some is not listed yet. After an overview of this Trustee Wilson asked what would happen if a group of people came back saying they didn't feel safe at school; would we lose funding, or what would the ramifications be? Mr. Jordan noted that a variety of grades and groups take the survey and it has been pretty consistent. He also noted that if local indicators are not met there is no penalty. Mr. Loehr noted that the state might make have the district spend money a certain way to help take care of the issue.

COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA – None

BOARD/SUPERINTENDENT REPORTS

Mr. Wilson

- noted that he has been to a couple football games.
- announced that 3 of the Jr Cougar teams went to the playoffs, and the 11 & 12 year old Jr Cougars won the championship.

Mrs. Kelley – had nothing to report

Mrs. Anderson

- wished everyone a wonderful Thanksgiving, and to enjoy time with their families.

Mr. Hunt

- noted that he concurred with Trustee Anderson.

Mrs. Pope

- noted that Laura Kasey, our Nutrition Services Supervisor, is retiring and wanted to thank her for her assistance that she has given over the years. She congratulated Laura Davis who will be taking Laura Kasey's place.
- thanked Mrs. Spore, Mrs. Frisch, Mrs. Opfer, and Mr. Ferguson for touring the schools with herself and Mr. Loehr.
- noted that an Oak Hill student went through the SECC and has sent a video to SEVA; the video is on our district Facebook page.
- gave an update in regards to our transportation. There are 4 positions that have not been filled yet, but it has been agreed upon that once those are filled a 5th driver will be added to accommodate those students from Spinelli and North Country areas to Riles Middle School.

Mrs. Pope (continued)

- had asked Mr. Loehr to inquire about our GASB investment. Mr. Loehr noted that we have made a little over \$3,000.
- congratulated the Center High School football team on their win.
- has been in communication with the parents of 2017 CHS graduate, Marcela Chappelle. The student has been accepted into the nursing program at San Diego State. They wanted to thank all of the teachers from elementary through high school.
- thanked Mrs. Hunt for updating the district history on the district website.

Mr. Loehr

- thanked Julie Opfer and Jerald Ferguson for the tours the other day.
- thanked Mr. Jordan for what he is doing for the district; he has jumped right in. We are glad he is here and doing a remarkable job.
- noted that there is a lot of news coming out about the adoptions of Social Studies textbooks.
- wished everyone a great Thanksgiving.

CONSENT AGENDA

1. *This item was pulled for separate consideration.*
2. *This item was pulled for separate consideration.*
3. Approved Classified Personnel Transactions
4. Approved Certificated Personnel Transactions
5. Approved CSEA Tentative Agreement Regarding Health and Welfare Benefits for 2017/18 and 2018/19
6. Ratified 2017/2018 Individual Services Agreements:

2017/18-124-127, 201	Placer Learning Center
2017/18-197-198	Bright Start Therapy
2017/18-199	CTEC (Supported Life Inst.)
2017/18-200	Easter Seal Society of CA
2017/18-202	Sierra School
7. Ratified Professional Service Agreement: Ronda Last
8. Approved CJUSD Designees for the Capital Adult Education Regional Consortium
9. Ratified Memorandum of Understanding Agreement #7 CJUSD-BPP with Sacramento County Office of Education for Implementation of the Mental Health Wellness Education and Training Bullying Prevention Program
10. Ratified Renewal of School Messenger Service with West Interactive Services Corp
11. Approved Resolution #10/2017-18: Resolution Regarding Concurrent Enrollment
12. Approved Supplemental Tier 2 Instructional Materials Adoption Grades 1st-6th English Language Arts Intervention Program
13. Approved Field Trip: CHS Media Communications Academy to Southern California
14. Approved Field Trip: CHS Media Communications Academy to Bay Area
15. Approved Single Plan for Student Achievement - North Country
16. Approved Single Plan for Student Achievement - Spinelli
17. Approved Resolution #8/2017-18: Projects and Filing of Applications for Funding under the State School Facility Programs
18. Approved Disposal of Surplus Equipment:

1994 GMC - Box Truck, VIN #1GDHG31K3RF531621, Plate #004887

19. Approved Disposal of Surplus Equipment:

1995 GMC - Grounds Van, VIN #1GDKP32K9S3503771, Plate #1087420
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20. Approved Disposal of Surplus Equipment:

1986 Chevrolet - S10 Pickup, VIN #1GCBS14R0G8170372, Plate #491425
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CONSENT AGENDA (continued)

21. Approved Disposal of Surplus Equipment:
1989 Chevrolet Sweeper Truck, VIN #1GCDC14K5KZ184246, Plate #1261723
22. Approved Amendment #3 - Proposition 39, California Clean Energy Jobs Act - CPM Contract for Schedule Rates for Service
23. Approved Amendment #3 - CPM Contract for Program Management Services for Facility Needs Assessment and Implementation Planning Services
24. Approved Professional Service Agreement: School Facility Solutions, LLC
25. Approved Contract for Professional Consulting Services with Caldwell Flores Winters
26. Approved Contract for Professional Financial Advisory Services by and between the Center Joint Unified School District and Caldwell Flores Winters, Inc.
27. Approved Associated Valuation Services Contract
28. Approved Payroll Orders: July - October 2107
29. Approved Supplemental Agenda (Vendor Warrants): October 2017

Motion: Wilson
Second: Kelley

Ayes: Anderson, Hunt, Kelley, Pope, Wilson
Noes: None

CONSENT AGENDA ITEMS PULLED FOR SEPARATE CONSIDERATION

1. Approved Adoption of Minutes from October 18, 2017 Regular Meeting
2. Approved Resolution #9/2017-18: Resolution On Board Compensation For Missed Meeting

Motion: Wilson
Second: Hunt

Ayes: Anderson, Hunt, Pope, Wilson
Noes: None
Absent: None
Abstain: Kelley

BUSINESS ITEMS

A. APPROVED - Schedule Annual Organizational Meeting of the Board

Trustee Anderson asked who would be signing the diplomas or if we could have someone other than the Board President sign. It was asked if there could be one or two diplomas signed by a separate Board member. Trustee Hunt noted that he didn't think it mattered who signed the diplomas. He didn't necessarily need to sign his child's diploma; he is just happy to be on stage when they graduate.

Motion: Wilson
Second: Kelley

Vote: General Consent

B. TABLED - CSBA Delegate Assembly Nominations

Motion: Kelley
Second: Wilson

Vote: General Consent

BUSINESS ITEMS

C. APPROVED - First Reading: Board Policies/Regulations/Exhibits

- BP/AR 0000 - Vision
- E 0420.41 - Charter School Oversight
- BP/AR 1312.3 - Uniform Complaint Procedures
- BP 1340 - Access to District Records
- BP 2121 - Superintendent's Contract
- BP 2140 - Evaluation of the Superintendent
- BP/AR 3551 - Food Service Operations/Cafeteria Plan
- AR 3580 - District Records
- AR 4112.2 - Certification
- BP/AR 4112.61/4212.61/4312.61 - Employment References
- BP/AR 4127/4227/4327 - Temporary Athletic Team Coaches
- BP 4312.1 - Contracts
- AR 5145.3 - Nondiscrimination/Harassment
- BP 6142.93 - Science Instruction
- BP 6145 - Extracurricular and Cocurricular Activities
- BP/AR 6145.2 - Athletic Competition
- BP/E 6161.1 - Selection and Evaluation of Instructional Materials
- BP/AR 6178.1 - Work-Based Learning
- BP 7212 - Mello-Roos Districts
- BP 7214 - General Obligation Bonds
- BB 9012 - Board Member Electronic Communications
- BB 9121 - President
- BB 9220 - Governing Board Elections
- BB 9230 - Orientation

Trustee Anderson asked for clarification on the policies regarding Employment References. David Grimes noted that this authorizes a previous employer to share a little more information. Trustee Kelley noted that it is just being updated based on what the new law language is.

Motion: Kelley
Second: Hunt

Vote: General Consent

ADVANCE PLANNING

- a. *Future Meeting Dates:*
 - i. *Regular Meeting: Wednesday, December 13, 2017 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747*
- b. *Suggested Agenda Items: Trustee Pope noted that the property adjacent to Riles MS has been named the Rex Fortune Elementary School. She asked that the Board consider naming the next school built after Rex Fortune and the school on the property next to Riles MS be named after the Gould family. She also asked to consider the naming process for the future sites.*

ADJOURNMENT – 7:04 p.m.

Motion: Kelley
Second: Wilson

Vote: General Consent

Respectfully submitted,

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

Nancy Anderson, Clerk
Board of Trustees

Adoption Date

Center Joint Unified School District

		AGENDA REQUEST FOR:	
Dept./Site:	Personnel Department	Action Item	<u>X</u>
Date:	December 13, 2017	Information Item	<u> </u>
To:	Board of Trustees	# Attached Pages	<u> 1 </u>
From:	David Grimes,  Director of Personnel and Student Services		

CONSENT AGENDA

Subject: Classified Personnel Transactions

New Hire

Kelsey Swan, Instructional Specialist PH/Autism
Cynthia Oseguera, Instructional Specialist PH/Autism
Evangeline Hinnenkamp, Instructional Assistant
Myles Robinson, Instructional Specialist PH/Autism
Jasmine Poland, Instructional Specialist PH/Autism

Resignation

Viktoriya Sudilovskaya, Instructional Specialist PH/Autism

Release from Probation

Bridgette Gray, Cafeteria Worker

Retirement

Debbie Winckler, Personnel Technician

Recommendation: Approve Classified Personnel Transactions as Submitted

Kelsey Swan has been hired as an Instructional Specialist PH/Autism at Spinelli Elementary School effective November 1, 2017.

Cynthia Oseguera has been hired as an Instructional Specialist PH/Autism at Wilson Riles Middle School effective November 27, 2017.

Evangeline Hinnekamp has been hired as an Instructional Assistant at North Country Elementary School effective November 27, 2017.

Myles Robinson has been hired as an Instructional Specialist PH/Autism at Center High School effective November 27, 2017.

Jasmine Poland has been hired as an Instructional Specialist PH/Autism at North Country elementary School effective November 29, 2017.

Viktoriya Sudilovskaya will resign from her Instructional Specialist PH/Autism position at North Country effective December 15, 2017.

Bridgette Gray has been released from her probationary position as a Cafeteria Worker at Center High School effective November 8, 2017.

Debbie Winckler will retire from her position as Personnel Technician effective February 28, 2018.

Center Joint Unified School District

		AGENDA REQUEST FOR:	
Dept./Site:	Personnel Department	Action Item	<input checked="" type="checkbox"/>
Date:	December 13, 2017	Information Item	<input type="checkbox"/>
To:	Board of Trustees	# Attached Pages	<u>1</u>
From:	David Grimes, Director of Personnel and Student Services		

Subject: Certificated Personnel Transactions

New Hires

Diana Taylor, Oak Hill Elementary School
TBA, Personnel Department

Recommendation: Approve Certificated Personnel Transaction as Submitted

CONSENT AGENDA

New Hires

Diana Taylor has been hired as a Special Education Teacher, Oak Hill Elementary School, effective December 4, 2017.

TBA, Family Resources Coordinator, Personnel Department, effective date to be determined.

Center Joint Unified School District

Dept./Site:	Instructional Services	AGENDA REQUEST FOR:
Date:	December 13, 2017	Action Item
To:	Board of Trustees	Information Item <u> X </u>
From:	Michael Jordan MOS Director of Special Education & Curriculum	# Attached Pages <u> 5 </u>

SUBJECT: PROFESSIONAL SERVICE AGREEMENT
Consultant Name: Laurie A Clarcq
Company Name (if Applicable)
Services To Be Rendered: Full day workshop followed by group Skype meeting on the Comprehensible Input-Based Teaching Proficiency through Reading and Stories for the World Language Department.
Dates of Service: 10/31/2017
Payment per Hour: Workshop Rate
Total Amount of Contract: \$1000.00
Funding Source: Curriculum
RECOMMENDATION: CJUSD Board of Trustees Ratify Professional Service Agreement with: Laurie A. Clarcq during the 2017/18 fiscal year.

CONSENT AGENDA



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

PROFESSIONAL SERVICES AGREEMENT

This agreement for professional services is entered into this 27th day of October, 2017, by and between the Center Joint Unified School District and the person(s) or firm described below, hereinafter described as CONTRACTOR. Persons performing services under this contract hold themselves out to be independent contractors, not employees of the DISTRICT, and hold(s) the DISTRICT harmless from claims under workers' compensation laws. CONTRACTOR further declares that he/she/it is/are in the business of providing the described service for any and all persons/organizations desiring such services, that such services are not provided exclusively for Center Joint Unified School District. CONTRACTOR also holds the DISTRICT harmless from claims arising from loss, damage, or injury while performing the stipulated services.

*Contractor Name: Laurie A. Clark
 Address: 503 Dante Circle Roseville CA 95678
 Phone: 585 740 9947 Taxpayer ID #: [REDACTED]

*Full description of services to be provided:
Full day workshop followed by group Skype meeting on the comprehensible Input-based Teaching Proficiency through Reading and Stories for the World Language Dept

*Payment \$ 1000 per day. CONTRACTOR will submit a signed invoice not more frequently than monthly, detailing services provided and charges. Payment will be made within forty-five days after receipt of invoice or service, whichever is later.

*Beginning Date of Service: 10/31/17 *Frequency of Service Dates: 1 day
 *Ending Date of Service: 10/31/17

Method of Payment and Tax Reporting: (check one)
 Variable Payroll- W-2 Generated (Requires completion of W-4 & I-9 in Personnel Dept.)
 Accounts Payable- 1099 Generated (Requires completion of W-9).

Total amount of this contract \$ 1000 Budget # _____

Reason service cannot be provided by a District employee:
District Employees not trained to be instructors.

Signature of CONTRACTOR*: [Signature] Date*: 10/27/17
 Signature of District employee requesting service: [Signature] Date: 10/31/17
 Date Board of Trustees Approved (if over \$500.00): _____ Date: _____
 Signature of Accounting Supervisor: _____ Date: _____
 Personnel Approval (if cleared to start): _____ Date: _____

***CONTRACT NOT VALID WITHOUT ALL DISTRICT SIGNATURES**

Form W-4 (2017)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2017 expires February 15, 2018. See Pub. 505, Tax Withholding and Estimated Tax.

Note: If another person can claim you as a dependent on his or her tax return, you can't claim exemption from withholding if your total income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income, tax credits, or itemized deductions, on his or her tax return.

The exceptions don't apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you aren't exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2017. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Future developments. Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	_____
B	Enter "1" if: <ul style="list-style-type: none"> • You're single and have only one job; or • You're married, have only one job, and your spouse doesn't work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. 	B	_____
C	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	_____
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	_____
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	_____
F	Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit (Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F	_____
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> • If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then less "1" if you have two to four eligible children or less "2" if you have five or more eligible children. • If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child. 	G	_____
H	Add lines A through G and enter total here. (Note: This may be different from the number of exemptions you claim on your tax return.) ▶	H	_____

For accuracy, complete all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If neither of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

Form	W-4	Employee's Withholding Allowance Certificate	OMB No. 1545-0074
Department of the Treasury Internal Revenue Service		▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.	
1 Your first name and middle initial <i>Laurie A</i>		Last name <i>Clay</i>	
Home address (number and street or rural route) <i>503 Dante Circle</i>		2 Your social security number [REDACTED]	
City or town, state, and ZIP code <i>Roseville CA 95678</i>		3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.	
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 <i>0</i>	
6 Additional amount, if any, you want withheld from each paycheck		6 \$ <i>0</i>	
7 I claim exemption from withholding for 2017, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here		7 <i>0</i>	
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.			
Employee's signature (This form is not valid unless you sign it.) ▶ <i>Laurie A Clay</i>		Date ▶ <i>10/27/17</i>	
8 Employer's name and address (Employer Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)	
10 Employer identification number (EIN)			

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <u>Laurne A. Clark</u>		
	2 Business name/disregarded entity name, if different from above		
	3 Check appropriate box for federal tax classification, check only one of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small>		4 Exemptions (codes apply only to certain entities, not individuals, see instructions on page 3). Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) <u>503 Dante Circle</u>		Requester's name and address (optional)
	6 City, state, and ZIP code <u>Roseville CA 95678</u>		
	7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								
OR								
Employer identification number								

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ Laurne A. Clark

Date ▶ 10/27/17

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

• Form 1099-C (canceled debt)

• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

**INDEPENDENT CONTRACTOR OR EMPLOYEE?
DISTRICT GUIDELINES**

PART I

	YES	NO
1. Has this category of worker already been classified an "employee" by the IRS? Refer to page 1 for individuals listed in IRS Publication SWR 40 and others identified during the IRS compliance studies in San Diego County.		✓
2. Is the individual working as an employee prescribed by the Education Code? Education Code sections 45100-45451/88000-88263 define what constitutes classified service and 44800-45060/87000-87333 define certificated service. The IRS predisposes an employer/employee relationship when state law mandates such a relationship.		✓
3. Is the individual already an employee of the district in another capacity?		✓
4. Has the individual performed substantially the same services for the district as an employee in the past? <i>Is the individual retired, returning to substitute, or train, etc.?</i>		✓
5. Are there currently employees of the district doing substantially the same services as will be required of this individual?		✓
6. Does the district have the legal right to control the method of performance by this individual? <i>Consider whether the district has to train this individual or give instruction as to when, where, how, and in what order to work. Does the district require the individual to submit reports or perform the services at a district site? These factors would indicate the district maintains control sufficient for an employer/employee relationship. However, it is <u>not necessary</u> that the district <u>exercise</u> this right or have the expertise required to do so. In many cases this would not be practical nor advisable.</i>		✓
7. Are the services, as being provided, an integral part of school operations? Are the services being provided necessary to the operation of the school, program, project, etc.? This indicates the district has an interest in the method of performance and implies the maintenance of legal control.		✓

If the answer to any of the above questions is "YES",

STOP HERE

Do not complete the rest of the questions. The individual is the district employee and must be paid and reported accordingly.

If all of the above are "NO", continue...

PART II

	YES	NO
8. Must the required service be performed by this individual? Consider whether or not the individual may designate someone else to do the work without the district's knowledge or approval		✓
9. Does the district have a continuing relationship with this individual? Is this a "one shot deal" or will the district continue to use this individual in the future? This could be on an infrequent or irregular basis but a continuous relationship exists.		✓
10. Can this relationship be terminated without the consent of <u>both</u> parties?		✓

If the answer to questions 8, 9, or 10 is "YES", there is a good possibility that an employment relationship exists. Questions 8 & 9 are indicators of district control that, in conjunction with other factors, imply an employment relationship. Go back to PART I and re-evaluate each question. If questions 1-7 are still all "NO", continue...

PART II - continued

	YES	NO
11. Does the individual operate an <u>independent</u> trade or business that is available to the general public? <i>A determining factor in judging independence is the performance of services to the general public. In evaluating this criteria, school districts are considered to be separate entities. Keep in mind: if the district is utilizing this individual's services on a full-time basis, the individual is <u>not</u> available to the general public. NOTE: Possession of a business license or incorporation does <u>not</u> automatically satisfy this requirement. The determination <u>must</u> be made on the actual <u>relationship</u> between the district and the individual performing services.</i>	✓	
12. Does the individual have a substantial investment in his/her business, i.e. maintains a facility, equipment, etc.? <i>This is indicative of economic risk inherent in business enterprises. An independent contractor must be able to make a profit or sustain a loss.</i>	✓	

If either 11 or 12 are "NO", the individual is a district employee

STOP HERE

and process the individual through payroll.

If 11 and 12 are both "YES", continue

	YES	NO
13. Does the individual provide all materials and support services necessary for the performance of this service? <i>The district should not be providing office space, clerical, secretarial, or any other support for this individual such as materials, xeroxing, printing, office supplies, etc. Any necessary assistants would be hired by the individual.</i>	✓	
14. Is this paid by the job or on a commission?	✓	
15. Does the individual bear the cost of any travel and business expenses incurred to perform this service? <i>Generally, these types of expenses are paid by an employer, however, some contracts provide for payment of airfare, mileage, etc. for consultants.</i>	✓	

If 11 and 12 are "YES", 13 through 15 should also be "YES" and are items that should be written into the consultant contract. This individual is an independent contractor. A "YES" on questions 13 through 15 supports the district's conclusion and substantiates a "reasonable basis" for treatment as an independent contractor. While there are circumstances where the district might pay contractually provided expenses, these should be kept at a minimum to avoid giving the impression of an employment relationship.

Center Unified School District

AGENDA REQUEST FOR:	
Dept./Site: Center High School	
Date: November 30, 2017	Action Item XX
To: CUSD Board of Trustees	Information Item _____
From: Jerald Ferguson	# Attached Pages
Principal's Initials <u>JF</u>	

SUBJECT:

Date: Friday, January 19, 2018 and Saturday, January 20, 2018
 Location: Anderson High School, Anderson, CA
 Hotel: Best Western, Anderson, CA
 Chaperones: Sherry Edgar and Matt Chamberlain
 Time: 3:00 p.m. January 19th to 7:00 p.m. January 20th

Sherry Edgar would like to take her Dance team to The "Dance Off" competition on January 19th and 20th at Andersons High School. The Competition provides my intermediate students an opportunity to compete with local schools and dance studios in the Anderson area and share their personal choreography. This field trip will also allow her dance students to bond and get to know each other better. The field trip will include dinner Friday evening at Mary's Pizza Shack, the dance competition, lunch at Cheesecakes Restaurant in Redding, CA and a short exploration of the Sundial Bridge. There will be about 15 students and two chaperones. They will be driving students in a SUV provided by the district.

CONSENT AGENDA

RECOMMENDATION: That Sherry Edgar and Matt Chamberlain take students to Anderson High School for the Dance off competition on January 19th 20th.

Center Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	Oak Hill Elementary	
Date:	11/16/2017	Action Item <u>XX</u>
To:	CJUSD Board of Trustees	Information Item
From:	Patricia Spore	
		# Attached Pages <u>1</u>
Principal's Initials: <u>PS</u>		

<p>SUBJECT: OAK HILL SINGLE PLAN FOR STUDENT ACHIEVEMENT: DECEMBER 2017 REVISION</p> <p>Each school year we are required to update our Single Plan for Student Achievement. The current revision includes updated goals to reflect current needs of the students at Oak Hill</p> <p>RECOMMENDATION: Approval of Oak Hill's SPSA</p>

CONSENT AGENDA

Single Plan for Student Achievement

Oak Hill Elementary



Revised November 2017

The Single Plan for Student Achievement

School: Oak Hill Elementary
CDS Code: 34 73973 6107734
District: Center Joint Unified School District
Principal: Patty Spore
Revision Date: October 2017

The Single Plan for Student Achievement (SPSA) is a plan of actions to raise the academic performance of all students. California Education Code sections 41507, 41572, and 64001 and the federal Elementary and Secondary Education Act (ESEA) require each school to consolidate all school plans for programs funded through the ConApp and ESEA Program Improvement into the SPSA.

For additional information on school programs and how you may become involved locally, please contact the following person:

Contact Person: Patty Spore
Position: Principal
Phone Number: (916) 338-6460
Address: 3909 North Loop Blvd.
Antelope, CA, 95843
E-mail Address: pspore@centerusd.org

The District Governing Board approved this revision of the SPSA on November 15, 2017.

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School Vision and Mission

Oak Hill Elementary's Vision and Mission Statements

Oak Hill Elementary strives to be a community of life-long learners where the support of parent, 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.

At Oak Hill we believe

- * that all people can learn and grow
- * that all people learn and teach best in a positive, supportive, and trusting environment
- * that all people have potential and unique talents and styles to contribute

In this environment, we envision that we and our students will:

- * be responsible, empowered, self motivated, productive learners and decision-makers
- * value and respect ourselves and others
- * cooperate and communicate as a member of a team and assume appropriate leadership roles
- * cultivate a balance of academic, social, physical, and emotional growth
- * play an active role in the technological world
- * demonstrate global awareness

At Oak Hill, we are a community who believe that education is the key to success in preparing for the future.

School Profile

Oak Hill Elementary School is one of four elementary schools in Center Joint Unified School District. We are located in the center of Antelope, a dynamic community of economic and social diversity. Oak Hill Elementary opened in 1994 and serves students in grades transitional kindergarten through six following a traditional calendar. At the beginning of the 2017-2018 school year, 784 students were enrolled, including 9.85% in special education, 22.5% qualifying for English Language Learner support, and 59.6% qualifying for free or reduced price lunch.

To create an environment that promotes powerful learning we provide standards-based curriculum, presented in a variety of learning modalities, designed to develop critical thinking skills. We also develop an appreciation and respect for cultural diversity through our Second Step Violence Prevention Program in grades K-2, Stop and Think in grade 3, A Touch of Understanding in grade 4, Steps to Respect in grade 5, Too Good for Violence in grade 6, and Healthy Play at all grade levels.

Students who attend Oak Hill Elementary reach or exceed the grade level standards through the Wonders Language Arts program, My Math mathematics in grades TK-5, and CPM mathematics in grade 6.

We believe that parents and community play an integral part in the success of our students. Therefore, we encourage the participation of parents, community members, and business partners.

To our students and their families we pledge to provide an enriching education to include:

- * Alternative programs operating before and after school
- * An academic support network for students' success
- * Staff development to ensure the most qualified teachers
- * Communication with families about upcoming events
- * Frequent assessment of student performance to ensure success
- * A research-based, explicit reading and math program designed to meet the needs of all learners
- * A safe and orderly environment for all students and staff
- * Peer mediation training
- * An environment where everyone helps one another

Comprehensive Needs Assessment Components

Data Analysis

Please refer to the School and Student Performance Data section where an analysis is provided.

Surveys

This section provides a description of surveys (i.e., Student, Parent, Teacher) used during the school-year, and a summary of results from the survey(s).

Each year, students, parents, and teachers are asked to take a Safety Survey. Every other year students also take the California Healthy Kids Survey. In the spring of 2017, students in the 5th and 6th grade participated in the ED School Climate Surveys. In 2017, parents answered 10 questions about school safety and student belonging. On a 5 point scale, parents scored on average 4.4 points per question. On each question, one parent scored the school low. Thirty staff members took the Staff School Safety Survey. The major concern from the 10 questions for the staff is that the school is well protected from potential crime and vandalism. The staff scored it low, indicating that they felt the school was not well protected.

Classroom Observations

This section provides a description of types and frequency of classroom observations conducted during the school-year and a summary of findings.

The principal conducts informal classroom observations twice a week, visiting all classrooms at least once each month. Formal observations are conducted once every three years for teachers who have been in the district for more than 3 years. For new teachers, formal observations are conducted once every year. New teachers are also supported by BTSA support providers. The veteran teachers observe the new teachers at least 4 times a year during the two years that the new teacher is in the BTSA program. Formal and informal conferences are held with the teachers to discuss strengths and challenges throughout the year.

Analysis of Current Instructional Program

The following statements are derived from the Elementary and Secondary Education Act (ESEA) of 1965 and Essential Program Components (EPCs). In conjunction with the needs assessments, these categories may be used to discuss and develop critical findings that characterize current instructional practice for numerically significant subgroups as well as individual students who are:

- Not meeting performance goals
- Meeting performance goals
- Exceeding performance goals

Discussion of each of these statements should result in succinct and focused findings based on verifiable facts. Avoid vague or general descriptions. Each successive school plan should examine the status of these findings and note progress made. Special consideration should be given to any practices, policies, or procedures found to be noncompliant through ongoing monitoring of categorical programs.

Standards, Assessment, and Accountability

1. Use of state and local assessments to modify instruction and improve student achievement (ESEA)

At Oak Hill Elementary, we use a variety of assessments to determine a student's needs. At the beginning of the year, all students are given the district created Universal Screeners to provide baseline information for English Language Arts and Mathematics. These screeners are used again at mid-year and toward the end of the year to identify areas of need for students as well as monitor growth. Other assessments are used at a variety of grade levels. They include the following: The San Diego Quick (SDQ), Basic Phonics Skills Test (BPST), Advanced Phonics Skills Test (APST), fluency assessments, Wonders Writing assessments, Wonders unit assessments, chapter tests in reading and math, pre- and post-tests in the My Math program, Accelerated Reader tests, and the CAASPP.

2. Use of data to monitor student progress on curriculum-embedded assessments and modify instruction (EPC)

The staff at Oak Hill Elementary uses data from the Wonders and My Math assessments to determine student progress and determine needed modifications. In addition, low-performing students are given SMART Goals that are monitored closely and their instruction is modified as needed. If a low-performing student is still struggling, their instruction may be further modified through the Student Study Team process.

Staffing and Professional Development

3. Status of meeting requirements for highly qualified staff (ESEA)

All Oak Hill Elementary certificated staff members have met the requirements for highly qualified staff.

4. Sufficiency of credentialed teachers and teacher professional development (e.g., access to instructional materials training on SBE-adopted instructional materials) (EPC)

The District offer in-service training in McGraw Hill Wonders Program, McGraw Hill My Math Program,

5. Alignment of staff development to content standards, assessed student performance, and professional needs (ESEA)

Once a month, the District conducts staff development through Sacramento Office of Education on the McGraw Hill Wonders Reading Program. This staff development covers a variety of topics including: Content standards, use of assessment tools, and training on embedded tools that are found in the program. Teachers also have the opportunity throughout the year to attend off-site conferences to learn new techniques to ensure all students reach te grade level standards, and to enhance their classroom environment. (EX: The Inclusion Conference offered by SCOE)

6. Ongoing instructional assistance and support for teachers (e.g., use of content experts and instructional coaches) (EPC)

The District Academic Coach implements ongoing professional development activities in the areas of student achievement, instructional practices and technology. The Academic Coach works closely with newly hired teachers. They also do regular classroom observations and assist tenured teachers as needed. Teachers new to the profession participate in the Beginning Teacher Support and Assessment (BTSA) program.

7. Teacher collaboration by grade level (kindergarten through grade eight [K–8]) and department (grades nine through twelve) (EPC)

Mondays are early out days that provide district-wide and site based collaboration time to focus on student achievement. Certificated staff analyze their class' performance for each of the content standards in English Language Arts and Mathematics. Groups share instruction strategies to address the content standards in which students showed the least success.

Teaching and Learning

8. Alignment of curriculum, instruction, and materials to content and performance standards (ESEA)

Oak Hill Elementary students are provided with state adopted curriculum which is aligned with the Common Core content standards. Teachers reference content standards in their lesson plans and the standards being addressed are posted each day in the classroom. Each teacher is observed at least twice monthly.

9. Adherence to recommended instructional minutes for reading/language arts and mathematics (K–8) (EPC)

150 minutes per day are allotted towards the English Language Arts program and 60 minutes pr day are allotted towards the math curriculum.

10. Lesson pacing schedule (K–8) and master schedule flexibility for sufficient numbers of intervention courses (EPC)

Oak Hill Elementary has instituted an English Language Arts rotation. During this time, English learners receive instruction from the English Language Learners teacher and aides through the English Learner portion of the Wonders program. Non-English learners receive English Language Arts instruction according to their greatest need. The Wonders program portion designed for differentiation is used to address the needs of students that may include: blending practice, fluency building, comprehension, grammar and writing.

11. Availability of standards-based instructional materials appropriate to all student groups (ESEA)

State adopted standards-based instructional materials are available for all Oak Hill students. English learners are provided with additional instruction using the English Language Learner portion of the Wonders program.

12. Use of SBE-adopted and standards-aligned instructional materials, including intervention materials, and for high school students, access to standards-aligned core courses (EPC)

State adopted standards-based instructional materials are available for all Oak Hill students. McGraw Hill Wonders program is used for English Language Arts and McGraw Hill My Math is used for mathematic. English learners are provided with additional instruction using the English Language Learner portion of the Wonders program. All state-adopted curriculum includes intervention materials and suggestions for modifications in lessons for English learners and students not meeting standards as well as for high-achieving students who need to be challenged. The intervention teachers use the state-adopted materials (Wonders and My Math). MobyMax, which is a standards-based computer assisted instruction, is also used in the intervention classes. Finally, the intervention students have access to the Read Naturally program that practices reading fluency and comprehension.

Opportunity and Equal Educational Access

13. Services provided by the regular program that enable underperforming students to meet standards (ESEA)

State adopted standards-based instructional materials are available for all Oak Hill students. McGraw Hill Wonders program is used for English Language Arts and McGraw Hill My Math is used for mathematic. All state-adopted curriculum includes intervention materials and suggestions for modifications in lessons for English learners and students not meeting standards as well as for high-achieving students who need to be challenged.

Oak Hill Elementary has instituted an English Language Arts rotation. During this time, English learners receive instruction from the English Language Learners teacher and aides through the English Learner portion of the Wonders program. Non-English learners receive English Language Arts instruction according to their greatest need. The Wonders program portion designed for differentiation is used to address the needs of students that may include: blending practice, fluency building, comprehension, grammar and writing.

MobyMax, which is a standards-based computer assisted instruction, is also being used.

14. Research-based educational practices to raise student achievement

Twice monthly walk-throughs are conducted. Teachers are observed and written feedback is left. Administrators are looking for best practices such as checking for understanding, circulating the room and using district adopted curriculum as prescribed. Early out Collaboration days are used to analyze student work in order to drive instruction and make modifications. All curriculum and materials used at Oak Hill Elementary are standards-based and research-based. This includes the state-adopted McGraw Hill Wonders and My Math programs, Accelerated Reader, MobyMax and Read Naturally.

Parental Involvement

15. Resources available from family, school, district, and community to assist under-achieving students (ESEA)

To assist under-achieving students we hold Student Success Team meetings to address students with academic, social, and/or emotional needs which impede their learning

Oak Hill has a full time ELD teacher that ensures the needs of our English Learners are being addressed. We have translators to bridge the language barrier between our non-English speaking parents and the school.

ELL students have a homework club available to them twice a week for one hour to assist ELL students in meeting grade level standards.

The District Healthy Start/Family Resource Center offers outreach services for our students and their families.

The District Mental Health Team is available to assist with students who have behavioral excesses.

Student attendance is emphasized by the teaching staff, office staff, and administration by communication with families when their child is absent.

Student health issues are addressed by our district nursing department.

United Way/AARP volunteers work with under-achieving students twice a week.

A school breakfast and lunch program is available for qualifying students.

16. Involvement of parents, community representatives, classroom teachers, other school personnel, and students in secondary schools, in the planning, implementation, and evaluation of ConApp programs (5 California Code of Regulations 3932)

Oak Hill Elementary has a School Site Council that meets once a month Stakeholders are invited to participate in program planning and evaluation as part of the School Site Council via phone calls, emails, and auto-dialer messages.

We have a school site English Language Advisory Committee (ELAC) which twice a year to discuss the issues that arise for our non-English speaking parents and student and to get information about the Single Plan for Student Achievement. There is also a district English Language Advisory Committee (DELAC) that meets twice a year.

Oak Hill has a very active PTA that involves parents in many aspects of school, including field trips and volunteering in classes.

Funding

17. Services provided by categorical funds that enable underperforming students to meet standards (ESEA)

Oak Hill provides an intervention program for under-achieving students. These student come to school for additional time outside of the school day to develop the skills needed to meet the grade level standards. This program is staffed by credentialed teachers. Many of the teachers also offer a homework program to give students additional help on specific class work.

English Learners have the opportunity to attend an after school homework club two days per week. There is a credentialed teacher advisor with 6 high school student tutors.

Students at Oak Hill have access to chrome books approximately 50% of the school year with two classes sharing a class set of chrome books.

18. Fiscal support (EPC)

The budget is aligned with the goals outlined in the Single School Plan for Student Achievement, which is monitored by the School Site Council and ELAC Committee.

Description of Barriers and Related School Goals

Students must be at school, on time and ready to learn every day. In addition, students need to remain at school the entire day. Everyday, the families of absent children are called. Parents are informed of excessive absences, truancies, and tardies via letters, calls and conferences. Even with these strategies our attendance occasionally drops below the goal of 97%.

Every effort is made to ensure that students are not being pulled out of core instruction. Scheduling students pullout time with the teacher, support staff (ELD, Speech, RSP, and counseling) is definitely a challenge. Teachers and staff are very flexible but acknowledge this is a barrier towards student learning.

Identifying at-risk students quickly is always a challenge at the beginning of the year. The administration, the RSP staff, and the teachers work together to administer the Universal Screeners the first few weeks of school. Data is analyzed and goals are made. Although necessary, on-going assessments become time-consuming and may impact instruction.

School and Student Performance Data

CAASPP Results (All Students)

English Language Arts/Literacy

Overall Participation for All Students												
Grade Level	# of Students Enrolled			# of Students Tested			# of Students with Scores			% of Enrolled Students Tested		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	117	110	101	115	106	98	115	106	98	98.3	96.4	97
Grade 4	125	130	120	124	128	116	124	128	116	99.2	98.5	96.7
Grade 5	96	126	123	94	122	122	94	122	122	97.9	96.8	99.2
Grade 6	127	98	121	123	95	119	123	95	119	96.9	96.9	98.3
All Grades	465	464	465	456	451	455	456	451	455	98.1	97.2	97.8

* The "% of Enrolled Students Tested" showing in this table is not the same as "Participation Rate" for federal accountability purposes.

Overall Achievement for All Students															
Grade Level	Mean Scale Score			% Standard Exceeded			% Standard Met			% Standard Nearly Met			% Standard Not Met		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	2412.0	2424.7	2421.6	17	23	18.37	23	25	29.59	28	26	26.53	32	26	25.51
Grade 4	2471.4	2444.1	2467.3	20	16	28.45	28	21	18.10	29	26	20.69	23	37	32.76
Grade 5	2502.3	2505.2	2506.0	20	16	22.13	29	33	29.51	28	28	27.05	23	23	21.31
Grade 6	2516.8	2525.4	2518.6	8	14	11.76	37	34	31.93	35	32	31.93	20	21	24.37
All Grades	N/A	N/A	N/A	16	17	20.22	29	28	27.25	30	28	26.59	25	27	25.93

Reading Demonstrating understanding of literary and non-fictional texts										
Grade Level	% Above Standard			% At or Near Standard			% Below Standard			
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	
Grade 3	19	22	15.31	47	53	53.06	34	25	31.63	
Grade 4	24	13	26.72	54	49	48.28	22	38	25.00	
Grade 5	17	25	19.67	52	43	59.84	31	31	20.49	
Grade 6	11	16	19.33	54	47	50.42	35	37	30.25	
All Grades	18	19	20.44	52	48	52.97	30	33	26.59	

Writing Producing clear and purposeful writing									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	17	23	22.45	50	47	51.02	33	30	26.53
Grade 4	23	20	24.14	51	51	46.55	26	29	29.31
Grade 5	32	26	31.15	45	50	49.18	23	24	19.67
Grade 6	22	28	23.28	55	46	43.10	23	26	33.62
All Grades	23	24	25.44	51	49	47.35	26	27	27.21

Listening Demonstrating effective communication skills									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	16	14	16.33	67	74	69.39	17	12	14.29
Grade 4	13	6	20.69	70	75	60.34	17	19	18.97
Grade 5	16	15	18.03	70	70	61.48	14	16	20.49
Grade 6	11	15	10.08	76	75	73.95	14	11	15.97
All Grades	14	12	16.26	71	73	66.15	16	15	17.58

Research/Inquiry Investigating, analyzing, and presenting information									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	23	26	27.55	48	43	48.98	30	30	23.47
Grade 4	25	12	29.31	57	56	36.21	18	32	34.48
Grade 5	28	24	24.59	61	61	50.00	12	15	25.41
Grade 6	14	25	18.49	69	55	57.14	17	20	24.37
All Grades	22	21	24.84	59	54	48.13	19	24	27.03

Conclusions based on this data:

- In the 2016-2017 school year, 47.96% of third grade students met or exceeded the overall ELA achievement compared to 48% in 2015-2016. This is a decrease of 0.04%.
 In the 2016-2017 school year, 46.55% of fourth grade students met or exceeded the overall ELA achievement compared to 37% in 2015-2016. This is a gain of 9.55%.
 In the 2016-2017 school year, 51.64% of fifth grade students met or exceeded the overall ELA achievement compared to 49% in 2015-2016. This is a gain of 2.64%.
 In the 2016-2017 school year, 43.69% of sixth grade students met or exceeded the overall ELA achievement compared to 48% in 2015-2016. This is a decrease of 4.31%.
- The goal set for the 2016-2017 School year was at least 51 percent of students would have met or exceeded the standards in Math for grades 3-6. This goal was met or exceeded in grade five.
- In the 2016-2017 school year, 36.12% of third grade students met or exceeded the overall ELA achievement which is less than the State average of 46.83%
 In the 2016-2017 school year, 46.42% of fourth grade students met or exceeded the overall ELA achievement which is greater than the State average of 40.45%
 In the 2016-2017 school year, 33.33% of fifth grade students met or exceeded the overall ELA achievement which is less than the State average of 33.83%
 In the 2016-2017 school year, 54.17% of sixth grade students met or exceeded the overall ELA achievement which is greater than the State average of 36.48%

School and Student Performance Data

CAASPP Results (All Students)

Mathematics

Overall Participation for All Students												
Grade Level	# of Students Enrolled			# of Students Tested			# of Students with Scores			% of Enrolled Students Tested		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	117	110	102	115	106	100	115	106	100	98.3	96.4	98
Grade 4	125	130	120	124	128	118	124	128	118	99.2	98.5	98.3
Grade 5	96	126	123	95	122	122	94	122	122	99.0	96.8	99.2
Grade 6	127	98	122	122	95	120	122	95	120	96.1	96.9	98.4
All Grades	465	464	467	456	451	460	455	451	460	98.1	97.2	98.5

* The "% of Enrolled Students Tested" showing in this table is not the same as "Participation Rate" for federal accountability purposes.

Overall Achievement for All Students															
Grade Level	Mean Scale Score			% Standard Exceeded			% Standard Met			% Standard Nearly Met			% Standard Not Met		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	2408.6	2425.3	2420.1	8	12	13.00	23	33	28.00	34	32	24.00	36	23	35.00
Grade 4	2465.3	2445.4	2461.3	10	8	13.56	31	20	25.42	40	41	39.83	19	32	21.19
Grade 5	2477.1	2482.7	2474.4	6	12	15.57	17	16	9.84	35	30	30.33	41	41	44.26
Grade 6	2498.7	2506.2	2513.7	11	2	13.33	19	23	21.67	34	45	35.00	36	29	30.00
All Grades	N/A	N/A	N/A	9	9	13.91	23	23	20.87	36	37	32.61	32	32	32.61

Concepts & Procedures Applying mathematical concepts and procedures									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	15	25	26.00	38	46	35.00	47	29	39.00
Grade 4	19	14	22.03	44	34	38.14	37	52	39.83
Grade 5	16	15	18.85	28	32	22.13	56	53	59.02
Grade 6	14	6	16.67	38	42	45.83	48	52	37.50
All Grades	16	15	20.65	38	38	35.22	47	47	44.13

Problem Solving & Modeling/Data Analysis Using appropriate tools and strategies to solve real world and mathematical problems									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	16	25	22.00	53	48	44.00	31	26	34.00
Grade 4	16	14	20.34	56	45	50.85	28	41	28.81
Grade 5	7	14	13.11	48	42	43.44	45	44	43.44
Grade 6	10	7	14.17	52	61	42.50	39	32	43.33
All Grades	13	15	17.17	52	48	45.22	35	37	37.61

Communicating Reasoning Demonstrating ability to support mathematical conclusions									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 3	13	15	18.00	55	64	51.00	32	21	31.00
Grade 4	18	11	21.19	48	42	44.92	35	47	33.90
Grade 5	10	17	9.84	53	40	44.26	37	43	45.90
Grade 6	10	9	18.33	62	66	45.83	28	24	35.83
All Grades	13	13	16.74	55	52	46.30	33	35	36.96

Conclusions based on this data:

- In the 2016-2017 school year, 51% of third grade students met or exceeded the overall Math achievement compared to 45% in 2015-2016. This is a gain of 6%.

In the 2016-2017 school year, 38.98% of fourth grade students met or exceeded the overall Math achievement compared to 28% in 2015-2016. This is a gain of 10.98%.

In the 2016-2017 school year, 25.41% of fifth grade students met or exceeded the overall Math achievement compared to 28% in 2015-2016. This is a decrease of 2.59%.

In the 2016-2017 school year, 35% of sixth grade students met or exceeded the overall Math achievement compared to 25% in 2015-2016. This is a gain of 10%.
- The goal set for the 2016-2017 School year was at least 38 percent of students would have met or exceeded the standards in Math for grades 3-6. This goal was met in grades three and four.
- In the 2016-2017 school year, 51% of third grade students met or exceeded the overall Math achievement which is greater than the State average of 43.9%.

In the 2016-2017 school year, 38.98% of fourth grade students met or exceeded the overall Math achievement which is less than the State average of 45.06%.

In the 2016-2017 school year, 25.41% of fifth grade students met or exceeded the overall Math achievement which is less than the State average of 46.54%.

In the 2016-2017 school year, 35% of sixth grade students met or exceeded the overall Math achievement which is less than the State average of 47.03%.

School and Student Performance Data

CELDT (Annual Assessment) Results

Grade	Percent of Students by Proficiency Level on CELDT Annual Assessment														
	Advanced			Early Advanced			Intermediate			Early Intermediate			Beginning		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
K				***	***	43	***	***	29		***	14			14
1	9	17	9	35	42	48	48	33	33	9	8	3			6
2	23	4	10	50	22	30	20	48	50	7	22	10		4	
3	19	12	4	48	41	30	32	47	35			13			17
4	19	15	13	38	54	38	43	19	44		12	6			
5	18	38	28	64	46	50	18	15	22						
6	30	14	22	40	43	44	20	43	33				10		
Total	19	15	12	45	40	40	33	34	36	3	10	6	1	1	6

Conclusions based on this data:

1. Our English Learners scores are consistent with years past.
2. There was an influx of new comers in 2016-2017, which increased those scoring in the Beginning range.

School and Student Performance Data

CELDT (All Assessment) Results

Grade	Percent of Students by Proficiency Level on CELDT All Assessments (Initial and Annual Combined)														
	Advanced			Early Advanced			Intermediate			Early Intermediate			Beginning		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
K		2		13	11		55	26		10	32		23	30	
1	7	15		30	37		47	33		10	15		7		
2	25	3		50	21		19	45		6	28			3	
3	19	10		42	33		39	38			10			10	
4	17	17		39	53		43	20			10				
5	18	38		64	44		18	19							
6	27	11		36	33		27	33					9	22	
Total	15	11		37	30		38	30		5	18		6	11	

Conclusions based on this data:

1.

Planned Improvements in Student Performance

School Goal #1

The School Site Council has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of the instructional program for students failing to meet student performance targets. As a result, it has adopted the following school goals, related actions, and expenditures to raise the academic performance of students not yet meeting state standards:

SUBJECT: English Language Arts
LEA/LCAP GOAL: Center JUSD Students will be challenged and supported to achieve academic success in a clean safe environment.
SCHOOL GOAL #1: English Language Arts: For the 2017-18 school year, we will increase the percentage of students who score "standard met" or "standard exceeded" by 4% over the 2016-17 percentage as measured on the California Assessment of Student Performance and Progress (CAASPP).
Data Used to Form this Goal: ELA CAASPP data from 2016-2017, CELDT results from 2016-2017
Findings from the Analysis of this Data: School-wide achievement in English Language Arts on the CAASPP was approximately 48% of students scoring at or above "met" standards. Our English Learner subgroup was approximately 39% of students scoring at or above "met" standards.
How the School will Evaluate the Progress of this Goal: Daily, weekly, monthly and at the end of each trimester students will be monitored and evaluated for progress towards grade level standards.

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
<p>Identify at-risk students and target their literacy needs.</p> <p>Specific Tasks: Using universal screeners, assess at-risk students to determine literacy needs</p> <p>Analyze formative and summative assessment data for at-risk students</p> <p>Analyze CAASPP data to determine at-risk students</p> <p>Analyze Illuminate data</p> <p>Identify specific literacy needs</p>	August 2017-May 2018	Classroom Teacher, Collaborative Teacher Groups	<p>Assess at-risk students to determine literacy needs</p> <p>Analyze formative and summative assessment data for at-risk students</p> <p>Identify specific literacy needs</p>	<p>None Specified</p> <p>None Specified</p> <p>None Specified</p>	<p>None Specified</p> <p>None Specified</p> <p>None Specified</p>	

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Plan and implement the literacy intervention plan for at-risk students Specific Tasks: Select appropriate literacy intervention strategies/ materials for at-risk students using the newly adopted Wonders curriculum Train staff in Foundational Skills needed for interventions Implement literacy interventions to meet at-risk student's needs on a daily, weekly, monthly basis Provide scaffolds in the classroom to support student needs Moby Max Accelerated Reader Program Wonders technology component WonderWorks	August 2017-May 2018	Classroom Teacher, Collaborative Teacher Groups, Before/After School Intervention Teachers	Select appropriate literacy intervention strategies and materials for at-risk students	4000-4999: Books And Supplies	General Fund	1000
			Intervention Teachers	1000-1999: Certificated Personnel Salaries	District Funded	16,875
			Salary taxes	3000-3999: Employee Benefits	District Funded	2978
			Implement literacy interventions to meet at-risk students' needs on a daily, weekly, monthly basis	None Specified	None Specified	
			Moby Max	5000-5999: Services And Other Operating Expenditures	Lottery: Instructional Materials	5180
			WonderWorks	4000-4999: Books And Supplies	District Funded	10,750
			Accelerated Reader	5000-5999: Services And Other Operating Expenditures	Lottery: Instructional Materials	4500

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
<p>Conduct ongoing evaluations based on student outcomes</p> <p>Specific Tasks: Monitor and evaluate student progress on a daily, weekly, monthly basis using formative and summative assessments</p> <p>Adjust/re-evaluate student SMART goals according to their needs and address those needs in workshop using small group/one-on-one interventions</p> <p>The EL Teacher and the classroom teacher re-teach/pre-teach concepts/vocabulary</p> <p>The EL Teacher and uses the Wonders ELD curriculum</p> <p>Collaborative teacher groups give input/suggestions and develop a plan for intervention</p>	August 2017-May 2018	District Curriculum Coordinator, Classroom Teacher, Collaborative Teacher Groups	Teachers will administer Interim Brief Writes to students during the first trimester of school.	None Specified	None Specified	
			Substitutes so Classroom Teachers can hand score Brief Writes	1000-1999: Certificated Personnel Salaries	District Funded	2240
			Substitute Taxes	3000-3999: Employee Benefits	District Funded	395
			Teachers will create SMART goals to address students' needs	None Specified	None Specified	

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Provide Professional Development for teachers in 3rd-6th grades in the use of the CAASPP Interim Assessment Program Conduct ongoing staff development Specific Tasks: MTSS Leadership training and focus on "School wide systems to promote academic success for all students, and offer additional support for all students not meeting success (FIA 3.1)" Teacher collaboration and peer observations Training in SST and SMART goals Train staff in Foundational Skills needed for interventions	August 2017-May 2018	District Curriculum Coordinator, Classroom Teachers	Substitutes for Peer Observations	1000-1999: Certificated Personnel Salaries	General Fund	4900
			Taxes for Substitutes	3000-3999: Employee Benefits	General Fund	863

Planned Improvements in Student Performance

School Goal #2

The School Site Council has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of the instructional program for students failing to meet student performance targets. As a result, it has adopted the following school goals, related actions, and expenditures to raise the academic performance of students not yet meeting state standards:

SUBJECT: English Language Arts
LEA/LCAP GOAL: Center JUSD Students will be challenged and supported to achieve academic success in a clean safe environment.
SCHOOL GOAL #2: During the 2017-2018 school year, we will continue with the United Way/AARP Scaling Reading Success Grant. This Grant will bring retired volunteers into the classroom to work with small groups of students who are at-risk in reading literacy. This is a 3 year grant. This is our second year. The extent of the assistance will be determined on the number of volunteers that are available.
Data Used to Form this Goal: District Universal Screeners, STAR Accelerated Reader Initial Reading Inventory, Fluency Scores, ELA CAASPP data from 2016-2017, CELDT results from summer/fall 2016 and the availability of the grant.
Findings from the Analysis of this Data: School-wide achievement in English Language Arts on the CAASPP was approximately 48% of students scored at or above "met" standards. Our English Learner subgroup was approximately 39% of students who scored at or above "met" standards. Approximately 29% of first grade students scored at partial understanding (in the red zone) on the sight word identification portion of the district Universal Screeners. 47% of second graders who took the Oral Reading Fluency portion of the district Universal Screeners were reading 25 wpm or less. In the fall second grade students should be reading 51 wpm.
How the School will Evaluate the Progress of this Goal: Daily, weekly, monthly and at the end of each trimester student will be monitored and evaluated for progress towards grade level standards.

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
<p>Arrange with United Way for the AARP volunteers to work in 1st-3rd grade classes.</p> <p>Specific Tasks: Meet with United Way/AARP Scaling Reading Success Coordinator.</p> <p>Provide appropriate space for volunteers to work with students.</p> <p>Choose grade levels/teachers to participate based on number of volunteers.</p>	August 2017-September 2017	Principal, United Way coordinator	<p>Participate in recruiting retired volunteers to be trained by United Way</p> <p>United Way will train volunteers</p>	None Specified	None Specified	None Specified
<p>Identify at-risk students for participation in the United Way/AARP Scaling Reading Success grant.</p> <p>Specific Tasks: Administer district Universal Screeners.</p> <p>Identify at-risk students for participation in the United Way/AARP Scaling Reading Success grant.</p>	August 2017-May 2018	Classroom Teachers Collaborative Teachers Groups	Teachers will assess student needs to identify at-risk students	None Specified	None Specified	None Specified

Planned Improvements in Student Performance

School Goal #3

The School Site Council has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of the instructional program for students failing to meet student performance targets. As a result, it has adopted the following school goals, related actions, and expenditures to raise the academic performance of students not yet meeting state standards:

SUBJECT: Mathematics
LEA/LCAP GOAL:
Center JUSD students will be challenged and supported to achieve academic success in a clean safe environment.
SCHOOL GOAL #3:
Mathematics: For the 2017-18 school year, we will increase the percentage of students who score "standard met" or "standard exceeded" by 3% over the 2016-17 percentage as measured on the California Assessment of Student Performance and Progress (CAASPP).
Data Used to Form this Goal:
Math CAASPP data from 2016-2017 McGraw Hill Math Assessments for grades 3-5 CPM Math Assessments for grade 6 Math Fact Fluency
Findings from the Analysis of this Data:
School-wide achievement in Math approximately 35% of students were at or above "met" standards. Our English learner subgroup was approximately 39% of students were at or above "met" standards.
How the School will Evaluate the Progress of this Goal:
Daily, weekly, monthly and at the end of each trimester students will be monitored and evaluated for progress towards grade level standards.

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Identify at-risk students and target their areas of weakness in math Specific Tasks: Give the district Universal Screener	August 2017-May 2018	Classroom Teachers Collaborative Teachers Groups	Assess at-risk students to determine areas of weakness in math	None Specified	None Specified	
			Analyze formative and summative assessment data for at-risk students	None Specified	None Specified	
			Identify specific math needs	None Specified	None Specified	

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Plan and implement the math intervention plan for at-risk students	August 2017-May 2018	Classroom Teachers Collaborative Teachers Groups	Select appropriate math intervention strategies and materials for at-risk students	4000-4999: Books And Supplies	General Fund	1000
			Train staff as needed for interventions including MobyMax	None Specified	None Specified	
			Intervention teachers	3000-3999: Employee Benefits	District Funded	11248
			Moby Max	5000-5999: Services And Other Operating Expenditures	District Funded	
			Implement math interventions to meet at-risk students' needs on a daily, weekly, monthly basis	None Specified	None Specified	

Planned Improvements in Student Performance

School Goal #4

The School Site Council has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of the instructional program for students failing to meet student performance targets. As a result, it has adopted the following school goals, related actions, and expenditures to raise the academic performance of students not yet meeting state standards:

SUBJECT: Non Academic,
LEA/LCAP GOAL: Center JUSD students will be engaged in their educational process and opportunities.
SCHOOL GOAL #4: By May of 2018, survey data will show a 5% increase in the number of students feeling safe and connected at school. We will also reduce our days of suspension by 5%.
Data Used to Form this Goal: 2015-2016 California Healthy Kids Survey 2016-2017 Oak Hill Safe School Survey for staff, students, and parents 2016-2017 Suspension rates
Findings from the Analysis of this Data: Results of the 2015-2016 CHKS states that 68% of 5th grade students feel safe at school, and 70% feel connected at school. The results of the Oak Hill Safe School Survey reported similar data In 2016-2017, 40 students had at least day of suspension. Of those 40, eight (8) students had 10 or more days of suspensions. There were a total of 177 days of suspension.
How the School will Evaluate the Progress of this Goal: Data from the California Healthy Kids Survey will be used to evaluate the progress of this goal. This survey is given once every other year. Students will be given the survey during the 2017-2018 school year. The Oak Hill Safe School Survey is given yearly.

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Classroom teachers will identify safety concerns	August 2017-May 2018	Classroom Teachers Collaborative Teachers Groups	Classroom teachers will hold class meetings to identify safety concerns	None Specified	None Specified	
			Classroom teachers will share their findings with their collaborative teacher groups and brainstorm a plan for improvement	None Specified	None Specified	
			Classroom teachers will share the information with the Site Administrator, changes will be implemented	None Specified	None Specified	

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
After school clubs will be offered to address student connectedness	August 2017-May 2018	All Staff	A Garden Club will be offered to students grades 1-6 on a bi-weekly basis	None Specified	None Specified	
			A Spirit Squad will be offered to students in grades 4-6 on a weekly basis	1000-1999: Certificated Personnel Salaries	General Fund	1071.41
			A computer Tech Club will be offered to student in grades 4-6 on a weekly basis	1000-1999: Certificated Personnel Salaries	General Fund	1071.41
			Photography Club will be offered to students in grades 4-6 on a weekly basis	None Specified	None Specified	
			Student Council will be offered to students in grades 2-6 on a monthly basis	1000-1999: Certificated Personnel Salaries	General Fund	1071.41
			GATE Club will be offered to GATE students in grades 4-6 on a weekly basis	1000-1999: Certificated Personnel Salaries	General Fund	1530
			Chess Club will be offered to students in grades 4-6 on a weekly basis.	3000-3999: Employee Benefits	General Fund	1071.41
			Yearbook Club will be offered to student in grades 4-6 on a bi-weekly basis.	3000-3999: Employee Benefits	General Fund	1071.41
			Stipend taxes	3000-3999: Employee Benefits	General Fund	942.84

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Green Beret Program	August 2017-May 2018	Site Administrator	All students in the 5th grade will be given a 1 day training at the beginning of the year in solving conflicts for the peer mediation program	None Specified	None Specified	
			Teachers in grades 5 and 6 will select students to serve as peer mediators.	None Specified	None Specified	
			Selected students will have rotating duties in order to assist students when they are having a conflict.	None Specified	None Specified	
School Garden	August 2017-May 2018	Classroom teachers	Classes will use the garden for science as well as participate in a recycling program	None Specified	Donations	1000
On site counseling and support are available within the school day.	August 2017-May 2018	School Counselor (0.20 FTE) and Child Aide (0.375 FTE)	School counselor provides individual crisis support as well as small group counseling	1000-1999: Certificated Personnel Salaries	District Funded	21,041
			Child Aide will work with children in the Otter Pals and Toolbox programs	2000-2999: Classified Personnel Salaries	District Funded	9,606
			Counselor and Child Aide taxes and health benefits	3000-3999: Employee Benefits	District Funded	13,879

Planned Improvements in Student Performance

School Goal #5

The School Site Council has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of the instructional program for students failing to meet student performance targets. As a result, it has adopted the following school goals, related actions, and expenditures to raise the academic performance of students not yet meeting state standards:

SUBJECT: Non-Academic
LEA/LCAP GOAL: Center JUSD families will be engaged and informed regarding their student's educational experience.
SCHOOL GOAL #5: By May 2018, data will show a 2% increase in the number of families attending school events/activities.
Data Used to Form this Goal: 2015-2016 California Healthy Kids Survey 2015-2016 California School Climate Staff Survey 2016-2017 Oak Hill Safe School survey for staff, students, and parents
Findings from the Analysis of this Data: Survey data, 70% of students feel connected at school Survey data, 92% of staff feel parents are encouraged to participate in activities, actual participation is less than 80% Low attendance at school events/activities reported through sign-in sheets
How the School will Evaluate the Progress of this Goal: Sign-in sheets for events/activities 2017-2018 California Healthy Kids Survey 2017-2018 California School Climate Staff Survey 2017-2018 Oak Hill Safe School Survey for staff, students, and parents

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Staff will reach out to families to invite them to school events/activities	August 2015-May 2016	Classroom Teachers, Site Administrator	Classroom teachers will invite families to events/activities via email, phone, face-to-face, or newsletters	None Specified	None Specified	
			Site Administrator will use the phone messaging system to send out invitations for school events/activities	None Specified	None Specified	

Summary of Expenditures in this Plan

Total Allocations and Expenditures by Funding Source

Total Allocations by Funding Source		
Funding Source	Allocation	Balance (Allocations-Expenditures)

Total Expenditures by Funding Source	
Funding Source	Total Expenditures
District Funded	89,012.00
Donations	1,000.00
General Fund	15,592.89
Lottery: Instructional Materials	9,680.00

Summary of Expenditures in this Plan

Total Expenditures by Object Type

Object Type	Total Expenditures
1000-1999: Certificated Personnel Salaries	49,800.23
2000-2999: Classified Personnel Salaries	9,606.00
3000-3999: Employee Benefits	32,448.66
4000-4999: Books And Supplies	12,750.00
5000-5999: Services And Other Operating Expenditures	9,680.00
None Specified	1,000.00

Summary of Expenditures in this Plan

Total Expenditures by Object Type and Funding Source

Object Type	Funding Source	Total Expenditures
1000-1999: Certificated Personnel Salaries	District Funded	40,156.00
2000-2999: Classified Personnel Salaries	District Funded	9,606.00
3000-3999: Employee Benefits	District Funded	28,500.00
4000-4999: Books And Supplies	District Funded	10,750.00
None Specified	Donations	1,000.00
1000-1999: Certificated Personnel Salaries	General Fund	9,644.23
3000-3999: Employee Benefits	General Fund	3,948.66
4000-4999: Books And Supplies	General Fund	2,000.00
5000-5999: Services And Other Operating	Lottery: Instructional Materials	9,680.00

Summary of Expenditures in this Plan

Total Expenditures by Goal

Goal Number	Total Expenditures
Goal 1	49,681.00
Goal 3	12,248.00
Goal 4	53,355.89

School Site Council Membership

California Education Code describes the required composition of the School Site Council (SSC). The SSC shall be composed of the principal and representatives of: teachers selected by teachers at the school; other school personnel selected by other school personnel at the school; parents of pupils attending the school selected by such parents; and, in secondary schools, pupils selected by pupils attending the school. The current make-up of the SSC is as follows:

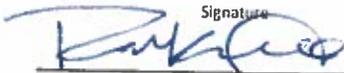
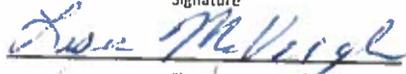
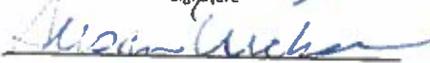
Name of Members	Principal	Classroom Teacher	Other School Staff	Parent or Community Member	Secondary Students
Patricia Spore	X				
Mary Ann Wilson		X			
Randi Phillips		X			
Kira Jennings			X		
Julie Miranda				X	
Angie Spore				X	
Pedro Martinezmoles				X	
Sherri Green				X	
Numbers of members of each category:	1	2	1	4	

At elementary schools, the school site council must be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel, and (b) parents of students attending the school or other community members. Classroom teachers must comprise a majority of persons represented under section (a). At secondary schools there must be, in addition, equal numbers of parents or other community members selected by parents, and students. Members must be selected by their peer group.

Recommendations and Assurances

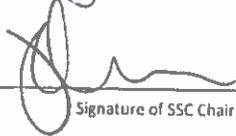
The school site council (SSC) recommends this school plan and Proposed Expenditure(s) to the district governing board for approval and assures the board of the following:

1. The SSC is correctly constituted and was formed in accordance with district governing board policy and state law.
2. The SSC reviewed its responsibilities under state law and district governing board policies, including those board policies relating to material changes in the Single Plan for Student Achievement (SPSA) requiring board approval.
3. The SSC sought and considered all recommendations from the following groups or committees before adopting this plan (Check those that apply):

	State Compensatory Education Advisory Committee	_____ Signature
X	English Learner Advisory Committee	 _____ Signature
X	Special Education Advisory Committee	 _____ Signature
X	Gifted and Talented Education Program Advisory Committee	 _____ Signature
	District/School Liaison Team for schools in Program Improvement	_____ Signature
	Compensatory Education Advisory Committee	_____ Signature
	Departmental Advisory Committee (secondary)	_____ Signature
	Other committees established by the school or district (list):	_____ Signature

4. The SSC reviewed the content requirements for school plans of programs included in this SPSA and believes all such content requirements have been met, including those found in district governing board policies and in the local educational agency plan.
5. This SPSA is based on a thorough analysis of student academic performance. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to improve student academic performance.
6. This SPSA was adopted by the SSC at a public meeting on Oct. 26, 2017.

Attested:

Patty Spore		10/26/17
Typed Name of School Principal	Signature of School Principal	Date
Julie Miranda		10/26/17
Typed Name of SSC Chairperson	Signature of SSC Chairperson	Date

Center Joint Unified School District

AGENDA REQUEST FOR:	
Dept./Site: McClellan High School	Action Item <u>XX</u>
Date: November 30, 2017	Information Item
To: CJUSD Board	
From: David L. French	
	# Attached Pages <u>41</u>
Principal's Initials: 	

SUBJECT: McClellan High School Single Plan for Student Achievement 2017-2018
With input from our school site council, we have developed our Single Plan for Student Achievement for the 2017-2018 school year. School Site Council approved this plan at a meeting on November 15, 2017.
Recommended action: Please approve the Single Plan for Student Achievement for this school year.

CONSENT AGENDA

The Single Plan for Student Achievement

School: McClellan High School
CDS Code: 34 73973 3430451
District: Center Joint Unified School District
Principal: David L. French
Revision Date: September, 2017

The Single Plan for Student Achievement (SPSA) is a plan of actions to raise the academic performance of all students. California Education Code sections 41507, 41572, and 64001 and the federal Elementary and Secondary Education Act (ESEA) require each school to consolidate all school plans for programs funded through the ConApp and ESEA Program Improvement into the SPSA.

For additional information on school programs and how you may become involved locally, please contact the following person:

Contact Person: David L. French
Position: Principal
Phone Number: 9163386440
Address: 8725 Watt Avenue
Antelope California
95843
E-mail Address: davidlf@centerusd.org

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School Vision and Mission

McClellan High School's Vision and Mission Statements

Mission: McClellan students will achieve academic and personal success and become responsible, productive citizens. They will develop knowledge and skills that will prepare them for success in a variety of post-graduation options in their adult lives.

Motto: Developing integrity, responsibility, and respect - for now and for the future.

School Profile

McClellan High School is a continuation school, serving students in the 10th through 12th grades. Students typically come to McClellan when they become too deficient in credits to graduate by the end of their senior year. McClellan High School operates on a trimester system, allowing students to earn 90 or more credits a year, in contrast to students at comprehensive high schools, who are able to earn only 60-80 credits a year. McClellan High School has 4 teachers (math, English, science, and social studies/history), all of whom teach at least one elective course in addition to their core classes. McClellan also has one part-time counselor, a school secretary, an attendance clerk, a custodian, a campus monitor, and a principal. The district independent study program is housed at McClellan, and the independent study teacher also teaches a class for the high school. In addition to the high school program, the district also houses an inclusion preschool at the McClellan site combining a special needs preschool program with an adult education parent preschool cooperative, and the district's adult education program also uses a classroom at the McClellan campus for online GED and high school diploma programs.

Enrollment at McClellan High School is capped at 100 students, allowing the regular teaching staff of 4 to see a maximum of 25 students in a class. While we have had up to 100 students, typical enrollment at any one time is 80-90 students. At CBEDS time, our population consisted of:

Students are scheduled into classes based on need, not on grade level, so classes contain students at different grade levels. Teachers at McClellan High School adapt their curriculum to meet the needs of students at all levels of achievement, providing any needed remediation while working to bring students up to grade-level standards in math, English, social studies/history, science, and electives.

McClellan High School has a somewhat fluid population of students. Many come to the school as sophomores and remain through graduation, but a large portion also come in their junior or senior years. Because students are making up credits faster than they could at a traditional high school, many finish their requirements and graduate prior to the end of the year.

Our focus at McClellan has always been to work together as a "family", helping students develop integrity, responsibility, and respect, as well as confidence in their own abilities. Our aim is not only to facilitate students earning a high school diploma, but also to prepare them for a successful life after high school.

Comprehensive Needs Assessment Components

Data Analysis

Please refer to the School and Student Performance Data section where an analysis is provided.

Surveys

This section provides a description of surveys (i.e., Student, Parent, Teacher) used during the school-year, and a summary of results from the survey(s).

We have sent surveys to parents to confirm contact information, find best ways to contact families, and to get feedback on possible activities that would generate more parental involvement. In general, parents are best

contacted through email. They are interested in activities that allow them to visit school and eat with their children. We will administer safety surveys to staff, students, and parents during the school year.

Classroom Observations

This section provides a description of types and frequency of classroom observations conducted during the school-year and a summary of findings.

The staff at McClellan High School is committed to continuous improvement of teaching and learning. To this end, the principal makes walk-through observations of each class at least twice each six-week grading period and provides both oral and written feedback to teachers about what is working well and what could be made better. District administrative staff also visit classrooms on a monthly basis and discuss these observations with the principal. Overall, observations bear out that students are at or progressing toward grade-level standards in all classes, and that teachers in all classes present clear, standards-based objectives, use clear routines to present material, and give a variety of assignments to facilitate learning. As a staff, we are focusing on increasing the depth of thought required of students through class instruction and assignments.

Analysis of Current Instructional Program

The following statements are derived from the Elementary and Secondary Education Act (ESEA) of 1965 and Essential Program Components (EPCs). In conjunction with the needs assessments, these categories may be used to discuss and develop critical findings that characterize current instructional practice for numerically significant subgroups as well as individual students who are:

- Not meeting performance goals
- Meeting performance goals
- Exceeding performance goals

Discussion of each of these statements should result in succinct and focused findings based on verifiable facts. Avoid vague or general descriptions. Each successive school plan should examine the status of these findings and note progress made. Special consideration should be given to any practices, policies, or procedures found to be noncompliant through ongoing monitoring of categorical programs.

Standards, Assessment, and Accountability

1. Use of state and local assessments to modify instruction and improve student achievement (ESEA)

Teachers are informed of state assessment results when they become available. Teachers are also offered professional development opportunities to modify instruction and improve student performance on state assessments.

2. Use of data to monitor student progress on curriculum-embedded assessments and modify instruction (EPC)

Teachers modify instruction based on student achievement and progress on curricular assessments. Data from schoolwide assessments in English and math is used to assess student abilities and place students in support classes when indicated. Data from these assessments also is used to monitor student progress and to exit students from support programs.

Staffing and Professional Development

3. Status of meeting requirements for highly qualified staff (ESEA)

All teachers at McClellan High School meet the requirements for highly qualified staff and are well-experienced in working with credit-deficient students.

4. Sufficiency of credentialed teachers and teacher professional development (e.g., access to instructional materials training on SBE-adopted instructional materials) (EPC)

All teachers are adequately credentialed. Our English teacher has piloted and implemented a variety of board-approved programs. Our math teacher has worked with other district teachers to utilize the

instructional materials available for our students. Our history and science teachers have utilized board-approved materials for their courses for many years.

Administration has contracted with the Sacramento County Office of Education to provide training and coaching in High Quality First Instruction and Depth of Knowledge. All staff are encouraged to attend professional development opportunities on their own, and funding is provided to reimburse staff for costs of training and travel.

5. Alignment of staff development to content standards, assessed student performance, and professional needs (ESEA)

Teachers give input on professional development needs, and the principal develops a school plan for professional development that aligns to content standards, reflects teacher requests and addresses needs revealed in classroom observations and student performance needs. After Depth of Knowledge training and coaching is completed this year, staff will collaborate during weekly meetings on developing and refining lessons and teaching practices that elicit high-order thinking and learning from students. Teachers are encouraged to pursue professional development opportunities individually, also, and funding is provided for the costs of these trainings.

6. Ongoing instructional assistance and support for teachers (e.g., use of content experts and instructional coaches) (EPC)

As noted above, administration has contracted with the Sacramento County Office of Education to provide training and coaching in High Quality First Instruction and Depth of Knowledge. This involves whole-staff training and one-on-one coaching sessions with each staff member to create and revise lessons to require greater cognitive rigor from students. Administration regularly forwards articles on effective teaching practices and announcements of professional development opportunities to staff.

7. Teacher collaboration by grade level (kindergarten through grade eight [K–8]) and department (grades nine through twelve) (EPC)

McClellan High School has only one teacher per subject area, so collaboration is done across curricular areas and grade levels. After Depth of Knowledge training and coaching is completed this year, staff will collaborate during weekly meetings on developing and refining lessons and teaching practices that elicit high-order thinking and learning from students.

Teaching and Learning

8. Alignment of curriculum, instruction, and materials to content and performance standards (ESEA)

All curriculum is aligned to state standards for each subject area. Students are tested in literacy through the Achieve 3000 program, and in mathematical ability through the NWEA Measures of Academic Progress program. Results from these tests will be used to place students in support classes when appropriate, and will inform instruction.

9. Adherence to recommended instructional minutes for reading/language arts and mathematics (K–8) (EPC)

N/A - McClellan High School has only grades 10-12.

10. Lesson pacing schedule (K–8) and master schedule flexibility for sufficient numbers of intervention courses (EPC)

N/A - McClellan High School has only grades 10-12.

11. Availability of standards-based instructional materials appropriate to all student groups (ESEA)

All students have access to appropriate, standards-based materials. Much of our curriculum is delivered online, and students can access this both at school and at home. Students are given access to text-based materials at school and are allowed to take copies home when needed.

12. Use of SBE-adopted and standards-aligned instructional materials, including intervention materials, and for high school students, access to standards-aligned core courses (EPC)

Core and intervention course materials are aligned to state standards and use SBE-adopted materials. Courses are designed to allow students to meet grade-level state standards.

Opportunity and Equal Educational Access

13. Services provided by the regular program that enable underperforming students to meet standards (ESEA)

The regular program at McClellan High School is designed to help previously underperforming students reach grade-level standards. Applied Math and Applied English courses are provided to help very low-skilled students perform at appropriate grade levels in math and English. Students needing additional time to keep up with classes may be assigned to Success class, where they are given time and teacher support to complete work for their classes.

14. Research-based educational practices to raise student achievement

McClellan High School teachers implement research-based practices to raise student achievement. Last year, staff received training and coaching on High Quality First Instruction. This year, staff are being trained and coached on Depth of Knowledge lesson design, and staff will begin collaboration to create and revise lessons this year as well.

Parental Involvement

15. Resources available from family, school, district, and community to assist under-achieving students (ESEA)

McClellan administration and staff communicate with parents regularly regarding grades, attendance, and student performance. We utilize parent volunteers, vetted through our district transportation office, for driving students to athletic and other extracurricular events. Our counselor and staff recruit guest speakers whenever possible to address our students on a wide range of topics, from college and career planning to healthy living and thinking principles. We also invite representatives from the military branches and from local colleges and training institutions to come to campus to inform students of possible future choices.

16. Involvement of parents, community representatives, classroom teachers, other school personnel, and students in secondary schools, in the planning, implementation, and evaluation of ConApp programs (5 California Code of Regulations 3932)

Our school site council is comprised of classified and certificated staff, parents, and students plans, implements, and evaluates use of funds through the Single Plan for Student Achievement and our Schoolwide Title One Plan.

Funding

17. Services provided by categorical funds that enable underperforming students to meet standards (ESEA)

Title One funds are used to provide additional curriculum and support for students and professional development for staff to facilitate bringing all students to grade-level standards. This includes purchase and implementation of technology, purchase and implementation of curriculum to assess and support student

learning, and professional development for staff. Title One funds are also used to provide extra hours for our counselor to support students in meeting graduation requirements and in support of our Get Focused, Stay Focused program. This program, comprised of an elective class assigned to all 10th grade students and follow-up modules for 11th & 12th grade students, facilitates students creating and updating a plan for the next 10 years of their lives. It is funded through a grant administered through the Los Rios Community College District providing curricular materials and training for the course instructor and counselor. Lottery funds are used to purchase appropriate curriculum and instructional supplies for students. The district provides funds for textbook replacement when needed. The district also provides a visiting resource teacher to support our few students who have an IEP. Additionally, district psychologists, behaviorists, and other personnel are available to assess and evaluate students identified as potentially needing extra intervention to reach grade-level academic and behavioral standards.

18. Fiscal support (EPC)

Our Title One Schoolwide Plan and Single Plan for Student Achievement describe the goals and uses of funds. Expenditure of these funds is subject to approval from our School Site Council and district governance.

Description of Barriers and Related School Goals

Our comprehensive needs assessment revealed four areas to target for improvement: English, math, overall GPA, and attendance. Scores from CAASPP testing, student grades and credit completion rates, and various on-site assessments reveal a need to raise the percentage of students meeting or exceeding grade-level standards in English and math. Low percentages of students earning a GPA of 2.00 or higher show a need to increase support for students to raise their grade point averages. Average attendance rates and habitual truancy rates indicate a need for strategies to improve attendance for McClellan High School Students. To facilitate students achieving greater success in English, our school goals call for continuing several strategies. The ELA teacher, counselor, and principal work together to identify students with deficiencies in ELA. We are utilizing Achieve 3000 to test all students' literacy abilities. Students who are significantly behind grade level, based on teacher recommendation and test data are placed in an Applied English course, where work is scaffolded to allow students to achieve grade-level standards in their work. Our English teacher, along with all staff, is participating in training and coaching related to Depth of Knowledge, facilitating more complex student thought and learning. All staff are encouraged to seek out professional development related to their curricular areas, and the principal and staff all work to make sure teachers are aware of opportunities. Working toward improved student learning in math follows the same guidelines. The math teacher, counselor, and principal work together to identify students needing more support in math. We are using the NWEA MAP testing program to assess math abilities in students still needing math credits. Students found to be significantly below grade level are placed in an Applied Math class and given scaffolded work that allows them to achieve grade-level standards in math. As noted above, all staff is involved in Depth of Knowledge training and coaching, and all staff are encouraged to attend professional development opportunities. We are taking several steps to increase students' overall GPA. Beginning 2 weeks into each grading period, teachers note students with grades below 70% on our "At-Risk List". Families of these students receive at least one phone call a week, informing them of their children's low grades. Teachers also may bring students in at lunch or assign before/after school detention to give them time to make up work. We change our schedule during the middle week of each grading period and at the last week of each grading period to allow an hour-long study hall for students with grades below 70% to make up work. Students whose grades are all above 70% are rewarded with a movie and refreshments during this time. Students with grades of 70% and above in all classes are also entered into a raffle each week for prizes. Students who fail two or more classes in one grading period are given only 4 classes the following grading period, allowing them to focus on fewer assignments and have more chance to succeed. If they pass all 4 classes, they are restored to a 6-period schedule. The counselor may also schedule struggling students into a Success class, which gives them a study hall period to keep up with work in other classes. Several staff meetings each grading period are devoted to discussing student concerns and student successes. For students who are struggling, staff brainstorm strategies to help them succeed. For students who are doing well, staff recognizes their

achievements, writing comments on "Soaring Eagle Award" certificates that are then given to the students during classes. We also recognize student success at honor roll assemblies, held after the end of each grading period. Students who have earned a 3.00 GPA and above are given awards and prizes. We also facilitate field trips to area colleges and bring in guest speakers to address post-high school plans with students. Additionally, our counselor works with individual students to discern and overcome obstacles impeding their achievement of graduation requirements.

In order to improve attendance, our attendance secretary tracks student truancies and mails notifications and schedules SART meetings with students who have 6 or more truancies. Students who continue to be truant are referred to the SARB process. Our attendance secretary also makes personal calls to parents regarding student absences. Students with excellent attendance are recognized weekly with prizes and entries into a raffle. Students who maintain excellent attendance throughout the grading period are recognized with certificates and prizes at our honor roll assemblies.

After completing a FIA (Fidelity Integrity Assessment) review, staff identified two target areas for improvement during the 20172018 school year. A lack of parental engagement with the school and with students' education is a barrier to student attendance, achievement, and discipline. One goal is to find more effective ways to communicate with parents. In conjunction with meeting that goal, we want to compile further data to give a more accurate picture of the extent of parental involvement and engagement with their children's education. To this end, we have sent home surveys to parents regarding best means of communication and activities in which they may be interested.

The second barrier identified through the FIA process is a lack of subjective data on student achievement. Our goals here are simple: to develop or find and implement assessments in core curricular areas that will give an accurate picture of student achievement at multiple times during the year. Such data will form the basis for decisions about changes in instruction, curriculum, and student placement. As noted above, we have purchased and are implementing programs to assess student abilities and progress in English and math. In social studies and science, teachers are using curriculum-embedded assessments to gather data.

School and Student Performance Data

CAASPP Results (All Students)

English Language Arts/Literacy

Overall Participation for All Students												
Grade Level	# of Students Enrolled			# of Students Tested			# of Students with Scores			% of Enrolled Students Tested		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 11	66	41	38	58	31	35	57	31	35	87.9	75.6	92.1
All Grades	66	41	38	58	31	35	57	31	35	87.9	75.6	92.1

* The "% of Enrolled Students Tested" showing in this table is not the same as "Participation Rate" for federal accountability purposes.

Overall Achievement for All Students															
Grade Level	Mean Scale Score			% Standard Exceeded			% Standard Met			% Standard Nearly Met			% Standard Not Met		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 11	2504.2	2503.5	2493.7	5	0	0.00	9	16	17.14	45	26	31.43	40	58	51.43
All Grades	N/A	N/A	N/A	5	0	0.00	9	16	17.14	45	26	31.43	40	58	51.43

Reading Demonstrating understanding of literary and non-fictional texts															
Grade Level	% Above Standard			% At or Near Standard			% Below Standard								
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17			
Grade 11	12	3	8.57	51	45	45.71	37	52	45.71						
All Grades	12	3	8.57	51	45	45.71	37	52	45.71						

Writing Producing clear and purposeful writing															
Grade Level	% Above Standard			% At or Near Standard			% Below Standard								
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17						
Grade 11	2	6	2.86	39	42	22.86	60	52	74.29						
All Grades	2	6	2.86	39	42	22.86	60	52	74.29						

Listening Demonstrating effective communication skills									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 11	7	6	2.86	56	58	74.29	37	35	22.86
All Grades	7	6	2.86	56	58	74.29	37	35	22.86
Research/Inquiry Investigating, analyzing, and presenting information									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 11	5	3	0.00	56	65	37.14	39	32	62.86
All Grades	5	3	0.00	56	65	37.14	39	32	62.86

Conclusions based on this data:

1. McClellan High School students perform well below the state and district averages in ELA and math on the CAASPP Test. Our students do perform at the same level or better than students in similar continuation settings throughout the Sacramento area. We see a compelling need to take steps to raise our students to grade-level abilities in ELA and math. We are taking several steps, outlined below, to support our students in reaching grade-level achievement in ELA and math.

School and Student Performance Data

CAASPP Results (All Students)

Mathematics

Overall Participation for All Students												
Grade Level	# of Students Enrolled			# of Students Tested			# of Students with Scores			% of Enrolled Students Tested		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 11	66	41	38	58	31	35	57	31	35	87.9	75.6	92.1
All Grades	66	41	38	58	31	35	57	31	35	87.9	75.6	92.1

* The "% of Enrolled Students Tested" showing in this table is not the same as "Participation Rate" for federal accountability purposes.

Overall Achievement for All Students															
Grade Level	Mean Scale Score			% Standard Exceeded			% Standard Met			% Standard Nearly Met			% Standard Not Met		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 11	2462.7	2475.4	2459.1	0	0	0.00	3	0	0.00	10	13	14.29	84	87	85.71
All Grades	N/A	N/A	N/A	0	0	0.00	3	0	0.00	10	13	14.29	84	87	85.71

Concepts & Procedures Applying mathematical concepts and procedures															
Grade Level	% Above Standard			% At or Near Standard			% Below Standard								
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17			
Grade 11	2	0	0.00	11	13	5.71	88	87	94.29						
All Grades	2	0	0.00	11	13	5.71	88	87	94.29						

Problem Solving & Modeling/Data Analysis Using appropriate tools and strategies to solve real world and mathematical problems															
Grade Level	% Above Standard			% At or Near Standard			% Below Standard								
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17						
Grade 11	2	0	0.00	46	39	37.14	53	61	62.86						
All Grades	2	0	0.00	46	39	37.14	53	61	62.86						

Communicating Reasoning Demonstrating ability to support mathematical conclusions									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 11	0	0	0.00	44	48	45.71	56	52	54.29
All Grades	0	0	0.00	44	48	45.71	56	52	54.29

Conclusions based on this data:

1. McClellan High School students perform well below the state and district averages in ELA and math on the CAASPP Test. Our students do perform at the same level or better than students in similar continuation settings throughout the Sacramento area. We see a compelling need to take steps to raise our students to grade-level abilities in ELA and math. We are taking several steps, outlined below, to support our students in reaching grade-level achievement in ELA and math.

School and Student Performance Data

CELDT (Annual Assessment) Results

Grade	Percent of Students by Proficiency Level on CELDT Annual Assessment														
	Advanced			Early Advanced			Intermediate			Early Intermediate			Beginning		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
11				***	***		***								
12				75	***		25								
Total				67	100		33								

Conclusions based on this data:

1. Very few of our McClellan High School students are classified as EL. Those who do are given support in class as their needs require.

School and Student Performance Data

CELDT (All Assessment) Results

Grade	Percent of Students by Proficiency Level on CELDT All Assessments (Initial and Annual Combined)														
	Advanced			Early Advanced			Intermediate			Early Intermediate			Beginning		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
11	***			***	***		***								
12				75	***		25								
Total	14			57	100		29								

Conclusions based on this data:

1. Very few of our McClellan High School students are classified as EL. Those who do are given support in class as their needs require.

Planned Improvements in Student Performance

School Goal #1

The School Site Council has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of the instructional program for students failing to meet student performance targets. As a result, it has adopted the following school goals, related actions, and expenditures to raise the academic performance of students not yet meeting state standards:

SUBJECT: English
LEA/LCAP GOAL:
Center JUSD students will be challenged and supported to achieve academic success in a clean, safe environment through Multi-Tiered Systems of Support (MTSS).
SCHOOL GOAL #1:
English/Language Arts - For the 2017-2018 school year, we will use data from last year's SBAC/CAASPP, schoolwide English assessments, and student grade and credit data to design interventions to raise the percentage of students meeting and/or exceeding standards, and to show progress toward proficiency in the Common Core English Language Arts Standards.
Data Used to Form this Goal:
Spring 2017 CAASPP results Achieve 3000 English assessments results Student grades and credit completion rates Writing samples and teacher-created assessments generated at MHS

Findings from the Analysis of this Data:

Overall 2017 CAASPP results for 11th grade McClellan students show 18% meeting or exceeding the standard ELA achievement level. This breaks down to the following 4 areas assessed by the CAASPP:

- Reading – 50% near, at, or exceeding standard
- Writing – 50% near, at, or exceeding standard
- Listening – 63% near, at, or exceeding standard
- Research/Inquiry – 70% near, at, or exceeding standard

Analysis of student grades identified 10 current students who had failed English classes 2 or more times in past years.

Analysis of student credit completion rates identified 14 current students who had failed to complete 22% or more of the credits they had attempted.

Current classroom assignments show that students have knowledge of the basic skills for English / Language Arts (basic grammar, spelling, punctuation, sentence structure, reading comprehension, writing, etc.) Students do struggle with more complex topics such as writing complex sentences, supporting writing with evidence, text dependent questioning, reading more complex writings (those with a higher lexicon level), and writing higher level essays.

How the School will Evaluate the Progress of this Goal:

Daily, weekly, and at the end of each trimester, students will be monitored and evaluated for progress towards meeting or exceeding Common Core ELA Standards

Achieve 3000 assessment test will be administered to all students at least 3 times during the school year: September, January, and April

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Continue to identify at-risk students and target their literacy needs: <ul style="list-style-type: none"> Assess students to determine at-risk status Identify specific ELA needs of at risk students 	August 2017-May 2018	English Teacher Principal Counselor	English Teacher (costs included in total teacher expenditures below)	1000-1999 Certificated Personnel Salaries	LCFF - Supplemental	0
			Principal	1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	101,976.88
					LCFF - Supplemental	25,319.49
			Counselor	1000-1999: Certificated Personnel Salaries	Title I	
			Counselor	1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	9,671.51
			Principal and Counselor taxes and health benefits	3000-3999: Employee Benefits	Title I	37,650.85
			Counselor taxes	3000-3999: Employee Benefits		1,706.83

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Implement a professional development plan to improve quality of instruction <ul style="list-style-type: none"> • SCOE personnel conduct whole-staff training regarding Depth of Knowledge (DoK) • SCOE personnel work individually with teachers to construct lessons that promote greater depth of knowledge in learning • SCOE personnel and principal conduct walk-through observations to evaluate implementation of DoK principles 	August 2017-October 2017	Principal Teachers Sacramento County Office of Education personnel	Principal (Costs noted above)	1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	0
			Teachers	1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	376,825
			SCOE Staff	5800: Professional/Consulting Services and Operating Expenditures	LCFF - Supplemental	5,750
			Teachers' taxes and health benefits	3000-3999: Employee Benefits	Title I	133,096.78
Select & purchase assessment materials for ELA/literacy <ul style="list-style-type: none"> • Principal & ELA teacher will determine a useful program for assessing all students' ELA ability levels <ul style="list-style-type: none"> • Purchase program and plan its implementation 	August-September 2017	ELA Teacher Principal	English Teacher (Costs noted above)	1000-1999: Certificated Personnel Salaries	LCFF Supplemental	0
			Principal (Costs noted above)	1000-1999: Certificated Personnel Salaries	LCFF Supplemental	0
			ELA assessment program	4000-4999: Books and Art Supplies	Title I	5,000

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Engage in other professional development activities to support student achievement <ul style="list-style-type: none"> School staff are encouraged to seek out professional development opportunities related to improving student achievement. Principal will review these for appropriate connection with school goals before approving. 	August 2017-May 2018	Principal Teachers Classified Staff Counselor	Principal (Costs noted above)	1000-1999: Certificated Personnel Salaries	LCFF Supplemental	0
			Teachers (Costs noted above)	1000-1999: Certificated Personnel Salaries	LCFF Supplemental	0
			Classified Staff	2000-2999: Classified Personnel Salaries	LCFF Supplemental	109,308.47
			Counselor (Costs noted above)	1000-1999: Certificated Personnel Salaries	LCFF Supplemental	0
			Counselor (Costs noted above)	1000-1999: Certificated Personnel Salaries	Title I	0
			Professional Development Activities	5800: Professional/Consulting Services and Operating Expenditures	Title I	6,000
			Substitutes for Teachers (costs included in total for Professional Development above)	1000-1999: Certificated Personnel Salaries	Title I	0
			Classified Staff Taxes and Health Benefits	3000-3999: Employee Benefits	LCFF Supplemental	51,077.55

Planned Improvements in Student Performance

School Goal #2

The School Site Council has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of the instructional program for students failing to meet student performance targets. As a result, it has adopted the following school goals, related actions, and expenditures to raise the academic performance of students not yet meeting state standards:

SUBJECT: Mathematics

LEA/LCAP GOAL:

Center JUSD students will be challenged and supported to achieve academic success in a clean, safe environment through Multi-Tiered Systems of Support (MTSS) actions and services.

SCHOOL GOAL #2:

Math - For the 2017-2018 school year, we will use data from last year's SBAC/CAASPP and student grade and credit data to design interventions to raise the percentage of students meeting and/or exceeding standards, and use site assessments to show progress toward proficiency in the Common Core Math Standards.

Data Used to Form this Goal:

Spring 2017 CAASPP Results
Student grades and credit completion rates
Publisher-created assessments from Pearson, Prentice Hall, Glencoe, CPM
Teacher-created assessments generated at MHS
Other assessment tools selected during the school year

Findings from the Analysis of this Data:

Overall 2017 CAASPP results for 11th grade McClellan students show 0% meeting or exceeding the standard math achievement level. This breaks down to the following 4 areas assessed by the CAASPP:

- Concepts and Procedures – 5% near, at, or exceeding standard
- Problem Solving & Modeling/Data Analysis – 37% near, at, or exceeding standard
- Communicating Reasoning – 47% near, at, or exceeding standard

Analysis of student grades identified 11 current students who had failed math classes 2 or more times in past years.

Analysis of student credit completion rates identified 14 current students who had failed to complete 22% or more of the credits they had attempted.

Current classroom assignments show that students have a satisfactory level of understanding of basic math operations (addition, subtraction, multiplication, & division). Students struggle carrying out multiple-step math problems and retaining the rules necessary to justify the steps they use to solve these problems involving proportions, singlevariable equations, x/y coordinates on a plane, and inequalities.

How the School will Evaluate the Progress of this Goal:

Daily, weekly, and at the end of each trimester, students will be monitored and evaluated for progress towards meeting or exceeding Common Core Math Standards
 Overall math assessment (to be determined) will be administered to all students at least 3 times during the school year: September, January, and April

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditures			
			Description	Type	Funding Source	Amount
Continue to identify at-risk students and target their math needs <ul style="list-style-type: none"> Assess students to determine at-risk status Identify specific math needs of at-risk students 	August 2017-May 2018	Math Teacher Principal Counselor	Math Teacher (costs included in total teacher expenditures in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Principal (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	Title I	0

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditures			
			Description	Type	Funding Source	Amount
Enroll identified students in math intervention periods for additional instruction to bring them up to grade level standards <ul style="list-style-type: none"> • Math teacher will identify students needing additional support to bring them to grade level standards • Identified students will be enrolled in additional math intervention class • Select appropriate math intervention strategies/materials for at-risk students • Implement other math interventions and supports to meet at-risk students' needs 	August 2017-May 2018	Math Teacher Principal Counselor	Math Teacher (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Principal (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	Title I	0

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditures			
			Description	Type	Funding Source	Amount
Implement a professional development plan to improve quality of instruction <ul style="list-style-type: none"> • SCOE personnel conduct whole-staff training regarding Depth of Knowledge (DoK) • SCOE personnel work individually with teachers to construct lessons that promote greater depth of knowledge in learning • SCOE personnel and principal conduct walk-through observations to evaluate implementation of DoK principles 	August 2017-May 2018	Principal Teachers Sacramento County Office of Education personnel	Principal (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Teachers (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Sacramento County Office of Education personnel (Costs noted in Goal #1 above)	5800: Professional/Consulting Services and Operating Expenditures	Title I	0

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditures			
			Description	Type	Funding Source	Amount
Engage in other professional development activities to support student achievement <ul style="list-style-type: none"> School staff are encouraged to seek out professional development opportunities related to improving student achievement. Principal will review these for appropriate connection with school goals before approving. 	August 2017-May 2018	Principal Teachers Classified Staff Counselor	Principal (Costs noted above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Teachers (Costs noted above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Classified Staff	2000-2999 Classified Personnel Salaries	LCFF – Supplemental	109,308.47
			Counselor (Costs noted above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted above)	1000-1999: Certificated Personnel Salaries	Title I	0
			Professional Development Activities	5800: Professional/Consulting Services and Operating Expenditures	Title I	6,000
			Substitutes for Teachers (costs included in total for Professional Development above)	1000-1999: Certificated Personnel Salaries	Title I	0
			Classified Staff Taxes and Health Benefits	3000-3999: Employee Benefits	LCFF – Supplemental	51,077.55

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditures			
			Description	Type	Funding Source	Amount
Select & purchase assessment and intervention materials for mathematics <ul style="list-style-type: none"> Principal and math teacher will review available assessment & intervention programs for mathematics Select a program Purchase program and plan its implementation 	August-September 2017	Math Teacher Principal	Math Teacher (Costs Principal (Costs noted	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Principal (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Assessment & Intervention Materials	4000-4999: books and Supplies	Title I	5000
Hire a part-time aide to assist students in math classes, 4 hours a day, 2 times a week, September 2017-May 2018	September 2017-May 2018	Math Teacher Principal	Math Teacher (Costs Principal (Costs noted	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Principal (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Math Aide	2000-2999: Classified Personnel Salaries	Title I	8000

Planned Improvements in Student Performance

School Goal #3

The School Site Council has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of the instructional program for students failing to meet student performance targets. As a result, it has adopted the following school goals, related actions, and expenditures to raise the academic performance of students not yet meeting state standards:

SUBJECT: Grade Point Average (GPA)
LEA/LCAP GOAL: Center JUSD students will be challenged and supported to achieve academic success in a clean, safe environment through Multi-Tiered Systems of Support (MTSS) actions and services.
SCHOOL GOAL #3: GPA - 70% students will earn 2.00 or higher cumulative GPA at the end of each trimester.
Data Used to Form this Goal: Site GPA records from school years 2012-13, 2013-14, 2014-15, and 2016-17
Findings from the Analysis of this Data: 2013-2014 – 71% above 2.00 GPA 2014-2015 – 55% above 2.00 GPA 2015-2016 – 47% above 2.00 GPA 2016-2017 – 43% above 2.00 GPA
How the School will Evaluate the Progress of this Goal: Each trimester, school will analyze GPA data.

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Beginning two weeks into each grading period, teachers will note students below 70% on a D/F list. This is updated weekly.	August 2017-May 2018	Teachers	Teachers (costs included in total teacher expenditures above)	1000-1999 Certificated Personnel Salaries	LCFF - Supplemental	0
After the D/F list is established, students with less than a 70% in any class may be directed to go to an open classroom before school, at lunch, or after school to make up work.	August 2017-May 2018	Principal Teachers Campus Monitor	Principal (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	0
			Teachers (costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	0
			Campus Monitor (Costs noted in goal #1 above)	2000-2999: Classified Personnel Salaries	LCFF - Supplemental	0
Teachers will select the students who need to be in detention to make up work, and they will work out times for these students to attend detention before or after school or at lunch.	August 2017-May 2018	Teachers	Teachers (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	0
Families will be notified when students are earning less than 70% in any class; teacher will program auto dialer each week to call homes of students earning less than 70% in any one class. Contact may also go through email and text message.	August 2017-May 2018	English teacher	English teacher (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	0

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
At the start of each trimester, counselor will schedule students who have failed classes into Success/Study Hall class, as fitting with class availability and students' credit needs.	August 2017, November 2017, February 2018	Counselor	Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	Title I	0
<p>Students who fail 2 classes or more will lose afternoon classes for the following grading period</p> <ul style="list-style-type: none"> Class load for students who fail will be reduced from 6 to minimum 4 to allow them to focus on passing remaining classes and to provide incentive to pass all classes. Students may earn afternoon classes back the next grading period if they pass all 4 classes on reduced schedule. 	August 2017, September 2017, November 2017, January 2018, February 2018, March 2018	Counselor	Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	Title I	0

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
<p>Students who have lost classes will be given opportunity to keep up with work in current classes.</p> <ul style="list-style-type: none"> If these students are still falling behind in their remaining classes, teachers may require these students to stay for the last 2 periods after lunch to make up work. These students may also be scheduled into an afternoon class focused on keeping up with classwork. 	September 2017-May 2018	Teachers Counselor	Teachers (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	Title I	0
<p>Selected students will be placed on Check In-Check Out contracts :</p> <ul style="list-style-type: none"> Principal will identify low-performing students with little other support. These students will be required to check in each morning and predict classroom performance. Teachers will verify student performance on contract form. Students' parents/guardians will sign form weekly. <ul style="list-style-type: none"> Data on student performance will be recorded and rewarded. 	September 2017-May 2018	Principal Teachers Counselor	Principal (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Teachers (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	Title I	0

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Teachers and administration will discuss student concerns on a regular basis <ul style="list-style-type: none"> Designated staff meetings (Mondays are staff meeting days) will be student-focused meetings, where teachers will discuss student concerns with the principal and counselor. Appropriate action steps and persons responsible will be determined. 	August 2017-May 2018	Principal Teachers Counselor	Principal (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Teachers (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	Title I	0
Expose students to post-high school opportunities, pathways, and information to encourage improved academic performance in high school. <ul style="list-style-type: none"> Coordinate field trips to local colleges Seek out opportunities to expose students to other post-high school pathways Seek out guest speakers to address post-high school plans with students 	August 2017-May 2018	Principal Teachers Counselor	Principal (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Teachers (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	Title I	0

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
<p>Teachers and administration will recognize student academic success on a regular basis.</p> <ul style="list-style-type: none"> Designated staff meetings (Mondays are staff meeting days) will be student-focused meetings, where teachers will discuss student successes with the principal and counselor. Teachers will fill out award certificates for students recognized as performing successfully. Principal and/or counselor will present these awards to students during class. After each trimester ends, an award assembly will be held to recognize students performing well academically. Students on the honor roll will be entered into a drawing for rewards. Students not on the D/F list given weekly rewards and entered into drawing for prizes. Staff will develop more ways of recognizing students for doing well. 	August 2017-May 2018	Principal Teachers Counselor	Principal (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Teachers (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	Title I	0

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
<p>Students not meeting grade-level standards or graduation requirements will be identified and placed in Intervention classes and given additional counseling support</p> <ul style="list-style-type: none"> Identify students who are not meeting grade level standards in English and/or math, who are not meeting literacy standards in history/social studies and/or science, and/or who are not meeting graduation standards. These students will be recommended to Intervention classes for English and math. These students may also receive additional support and guidance from our counselor in meeting graduation requirements. 	August 2017-May 2018	Principal Teachers Counselor	Principal (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	0
			Teachers (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	Title I	0

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Engage in other professional development activities to support student achievement <ul style="list-style-type: none"> School staff are encouraged to seek out professional development opportunities related to improving student achievement. Principal will review these for appropriate connection with school goals before approving. 	August 2017-May 2018	Principal Teachers Classified staff Counselor	Principal (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	0
			Teachers (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	0
			Classified Staff (Costs noted in Goal #1 above)	2000-2999: Classified Personnel Salaries	LCFF - Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	Title I	0
Encourage parent involvement and engagement <ul style="list-style-type: none"> Principal will recruit parent involvement through emails, newsletters, phone messages, and other means Provide light refreshments for parents at school events 	August 2017-May 2018	Principal	Principal (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	0
			Refreshments	0001-0999: Unrestricted: Locally Defined	Title I	205

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Encourage parent involvement at Student Site Council meetings <ul style="list-style-type: none"> Principal will recruit parent involvement through emails, newsletters, phone messages, and other means Provide light refreshments for parents at School Site Council meetings 	September 2017-May 2018	Principal	Principal (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	0
			Refreshments	0001-0999: Unrestricted: Locally Defined	Title I	75
Facilitate understanding of school information for non-English speaking parents by translating key documents and information into Spanish and Russian for parents.	September-October 2017	Principal	Principal (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	0
			Translation Services	5000-5999: Services And Other Operating Expenditures	Title I	150
Enlist services of a social worker to support student achievement and attendance. Social worker will work in alignment with counselor to support students at risk of not meeting grade-level and graduation standards due to performance and attendance challenges.	August 2017-May 2018	Principal Counselor Social Worker	Principal (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	Title I	0
			Social Worker	1000-1999: Certificated Personnel Salaries	Title I	4,000

Planned Improvements in Student Performance

School Goal #4

The School Site Council has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of the instructional program for students failing to meet student performance targets. As a result, it has adopted the following school goals, related actions, and expenditures to raise the academic performance of students not yet meeting state standards:

SUBJECT: Attendance
LEA/LCAP GOAL:
Center JUSD students will be engaged in their educational process and opportunities.
SCHOOL GOAL #4:
Attendance – Students will have an average daily attendance rate of 90%. Suspension rate will decrease from prior years. Habitual truancy rate will decrease from prior years. (Habitual Truancy = 9 or more unexcused absences in the year)
Data Used to Form this Goal:
Site attendance records from 2013-2017 Site suspension rates from 2013-2017 Site habitual truancy rates from 2013-2017 (9 or more unexcused absences in the year)
Findings from the Analysis of this Data:
2012-13 - Max Enrollment = 97; Attendance average % = 89.99; Habitually Truant Students = 20 (20.62%); Incidents of Suspension = 135; Individual Students Suspended = 63 (64.95%) 2013-14 - Max Enrollment = 84; Attendance average % = 85.65; Habitually Truant Students = 21 (25%); Incidents of Suspension = 86; Individual Students Suspended = 42 (50%) 2014-15 - Max Enrollment = 88; Attendance average % = 84.41; Habitually Truant Students = 22 (25%); Incidents of Suspension = 81; Individual Students Suspended = 39 (44.32%) 2015-16 - Max Enrollment = 116; Attendance average % = 80.33; Habitually Truant Students = 17 (14.66%); Incidents of Suspension = 84; Individual Students Suspended = 41 (35.34%) 2016-17 - Max Enrollment = 120; Attendance average % = 85.96; Habitually Truant Students = 18 (15%); Incidents of Suspension = 89; Individual Students Suspended = 41 (34.17%)

How the School will Evaluate the Progress of this Goal:

Attendance, suspension, and absenteeism rates can be measured throughout year using data from Aeries.

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Identify students who are frequently absent or who are habitually truant. <ul style="list-style-type: none"> Monitor attendance records in Aeries Print & mail truancy letters to parents/guardians Conduct SART meetings with students who are habitually truant Recommend students who continue to be truant to the SARB process. 	August 2017-May 2018	Attendance Secretary Principal	Attendance Secretary (Costs noted in Classified Staff expenditures in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Principal (Costs noted in Goal #1 above)	2000-2999: Classified Personnel Salaries	LCFF - Supplemental	0
Provide incentives for students to maintain good attendance <ul style="list-style-type: none"> Students with excellent attendance each week are given rewards and entered into a raffle for additional prizes. After each trimester ends, students with excellent attendance will be recognized at an award assembly. 	August 2017-May 2018	Attendance Secretary Principal	Attendance Secretary (Costs noted in Classified Staff expenditures in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Principal (Costs noted in Goal #1 above)	2000-2999: Classified Personnel Salaries	LCFF - Supplemental	0

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
<p>Teachers and administration will discuss student attendance concerns on a regular basis</p> <ul style="list-style-type: none"> • Every other staff meeting (Mondays are staff meeting days) will be a student-focused meeting, where teachers will discuss student concerns with the principal and counselor. • Action steps and persons responsible will be determined • In addition to discussions at student-focused meetings, staff will discuss programs and methods to improve student attendance. 	August 2017-May 2018	Teachers Principal Counselor	Teachers (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	0
			Principal (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	Title I	0
<p>Staff will reach out to students and parents to encourage excellent attendance.</p> <ul style="list-style-type: none"> • Attendance information sent to parents on a regular basis, including articles on the importance of attendance and regular reports on school attendance percentages • Phone calls made to parents/students regarding attendance 	August 2017-May 2018	Attendance Secretary Principal	Attendance Secretary (Costs noted in Classified Staff expenditures in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Principal (Costs noted in Goal #1 above)	2000-2999: Classified Personnel Salaries	LCFF - Supplemental	0

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Engage in other professional development activities to support student attendance <ul style="list-style-type: none"> School staff are encouraged to seek out professional development opportunities related to improving student achievement. Principal will review these for appropriate connection with school goals before approving. 	August 2017-May 2018	Principal Teachers Classified staff Counselor	Principal (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Teachers (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Classified Staff (Costs noted in Goal #1 above)	2000-2999: Classified Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	Title I	0
			Professional Development Activities (Costs noted in Goal #1 above)	5800: Professional Consulting Services And Operating Expenditures	Title I	0
			Substitutes for Teachers (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	Title I	0
Enlist services of a social worker to support student achievement and attendance. Social worker will work in alignment with counselor to support students at risk of not meeting grade-level and graduation standards due to performance and attendance challenges.	September 2017-May 2018	Principal Counselor Social Worker	Principal (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	LCFF – Supplemental	0
			Counselor (Costs noted in Goal #1 above)	1000-1999: Certificated Personnel Salaries	Title I	0
			Social Worker (Costs noted in Goal #3 above)	1000-1999: Certificated Personnel Salaries	Title I	0

Summary of Expenditures in this Plan

Total Allocations and Expenditures by Funding Source

Total Allocations by Funding Source	
Funding Source	Total Expenditures
LCFF - Supplemental	835,255.02
Title I	47,358.34

Total Expenditures by Object Type

Object Type	Total Expenditures
0001-0999: Unrestricted: Locally Defined	280.00
1000-1999: Certificated Personnel Salaries	517,792.88
2000-2999: Classified Personnel Salaries	118,808.47
3000-3999: Employee Benefits	223,532.01
4000-4999: Books And Supplies	10,000.00
5000-5999: Services And Other Operating Expenditures	150.00
5800: Professional/Consulting Services And Operating	11,750.00

Summary of Expenditures in this Plan

Total Expenditures by Object Type and Funding Source

Object Type	Funding Source	Total Expenditures
1000-1999: Certificated Personnel Salaries	LCFF - Supplemental	504,121.37
2000-2999: Classified Personnel Salaries	LCFF - Supplemental	109,308.47
3000-3999: Employee Benefits	LCFF - Supplemental	221,825.18
	Title I	300.00
0001-0999: Unrestricted: Locally Defined	Title I	280.00
1000-1999: Certificated Personnel Salaries	Title I	13,671.51
2000-2999: Classified Personnel Salaries	Title I	9,500.00
3000-3999: Employee Benefits	Title I	1,706.83
4000-4999: Books And Supplies	Title I	10,000.00
5000-5999: Services And Other Operating	Title I	150.00
5800: Professional/Consulting Services And	Title I	11,750.00

Total Expenditures by Goal

Goal Number	Total Expenditures
Goal 1	863,383.36
Goal 2	13,000.00
Goal 3	4,430.00
Goal 4	1,800.00

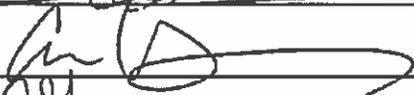
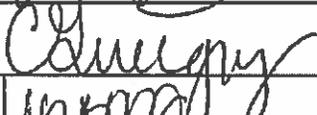
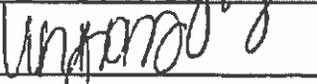
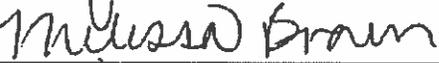
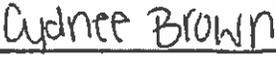
School Site Council Membership Approval

**McClellan High School Single Plan for Student Achievement - 2017-2018
November 15, 2017**

Motion: MELISSA BROWN

Second: VANESSA ANDRADE

California *Education Code* describes the required composition of the School Site Council (SSC). The SSC shall be composed of the principal and representatives of: teachers selected by teachers at the school; other school personnel selected by other school personnel at the school; parents of pupils attending the school selected by such parents; and, in secondary schools, pupils selected by pupils attending the school.¹ The current make-up of the SSC is as follows:

Names of Members <i>Signature Indicates approval</i>	Principal	Classroom Teacher	Other School Staff	Parent or Community Member	Secondary Student
David L. French 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chris Collins 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aaron Hagman 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carla Guerguy 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lin Jones 	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Melissa Brown 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vanessa Andrade 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roger Clark-Goins 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shon Davis 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cydnee Brown 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Numbers of members in each category	1	2	2	2	3

¹ EC Section 52852

Summary of Expenditures in this Plan

Recommendations and Assurances

The school site council (SSC) recommends this school plan and Proposed Expenditure(s) to the district governing board for approval and assures the board of the following:

1. The SSC is correctly constituted and was formed in accordance with district governing board policy and state law.
2. The SSC reviewed its responsibilities under state law and district governing board policies, including those board policies relating to material changes in the Single Plan for Student Achievement (SPSA) requiring board approval.
3. The SSC sought and considered all recommendations from the following groups or committees before adopting this plan **(Check those that apply):**

State Compensatory Education Advisory Committee	Signature
English Learner Advisory Committee	Signature
Special Education Advisory Committee	Signature
Gifted and Talented Education Program Advisory Committee	Signature
District/School Liaison Team for schools in Program Improvement	Signature
Compensatory Education Advisory Committee	Signature
Departmental Advisory Committee (secondary)	Signature
<input checked="" type="checkbox"/> Other committees established by the school or district (list):	Signature
All school staff	Signature

4. The SSC reviewed the content requirements for school plans of programs included in this SPSA and believes all such content requirements have been met, including those found in district governing board policies and in the local educational agency plan.
5. This SPSA is based on a thorough analysis of student academic performance. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to improve student academic performance.
6. This SPSA was adopted by the SSC at a public meeting on _____

Attested:

 David L. French
 School Principal

Date: _____

 David L. French
 School Site Council Chairperson

Date: _____

The Single Plan for Student Achievement

School: Wilson C. Riles Middle School
CDS Code: 34739730108621
District: Center Joint Unified School District
Principal: Joyce Frisch
Revision Date: 11-29-2017

The Single Plan for Student Achievement (SPSA) is a plan of actions to raise the academic performance of all students. California Education Code sections 41507, 41572, and 64001 and the federal Elementary and Secondary Education Act (ESEA) require each school to consolidate all school plans for programs funded through the ConApp and ESEA Program Improvement into the SPSA.

For additional information on school programs and how you may become involved locally, please contact the following person:

Contact Person: Joyce Frisch
Position: Principal
Phone Number: 916-787-8100
Address: 4747 PFE Road
Roseville, CA 95747
E-mail Address: joyce@centerusd.org

The District Governing Board approved this revision of the SPSA on December 13, 2017.

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School Vision and Mission

Wilson C. Riles Middle School's Vision and Mission Statements

Mission Statement

The mission of Wilson C. Riles Middle School is to develop our students' academic, emotional and social skills for success today and in the future.

Vision Statement:

Riles is a school where every student and every staff member wants to come to each day. It means that I feel the most important thing we can do each day for our students and for ourselves is to help each other learn, have fun, and care for one another.

At Riles, we are driven by the Big Three- Safety, Responsibility & Respect. We are also driven by high standards and expectations as we implement Common Core Standards and Best Practices for Teaching & Learning.

School Profile

Wilson C. Riles Middle School is a 7th-8th grade middle school that has been open for twelve years and is located in Roseville, California. The city of Roseville is in a rapidly growing area of the western portion of Placer County. Riles currently serves approximately 675 students. Our students come from various cultural heritages and backgrounds.

Based on Riles' mission statement and on the belief that all children can learn, the staff ensures that every student at Riles Middle School will engage in an academic course consistent with the California Standards focusing on high expectations for student performance in a supportive environment. Wilson C. Riles has a Gifted and Talented (GATE) Academy, Honors courses, Integrated One Math course, Project Lead They Way, and AVID elective classes. Through these programs, students receive differentiated instruction, support, and enrichment. Students receive academic intervention and enrichment through our "Husky Help" before and after school tutoring by teachers.

Riles Middle School students are treated with dignity while being held to the highest behavioral standards. Rules and expectations are clearly communicated and are based on individual respect and safety considerations. Our Positive Behavior Intervention and Support Plan (PBIS) was adopted during the 2009-2010 school year, is currently under revision and is followed by students and staff members.

Students who follow our PBIS Plan receive positive reinforcement through a weekly Husky Paws Applause drawing, in class incentives, our Student Store, reward activities, and a semester celebration. Life Skills, a prevention program, is taught in all subject areas. School programs are in place to build a sense of community at Riles. Homeroom classes are held each morning with a focus on supporting this sense of community. Homeroom classes focus on community circles, enrichment and intervention times, and recognition assemblies. Students may participate in after school athletics, leadership, band and choir, WEB, drama, cooking club, bible club, student council, tutoring and homework clubs, counseling services, intramural sports, and spirit rallies.

Comprehensive Needs Assessment Components

Data Analysis

Please refer to the School and Student Performance Data section where an analysis is provided.

Surveys

This section provides a description of surveys (i.e., Student, Parent, Teacher) used during the school-year, and a summary of results from the survey(s).

2016-2017 Title One Survey indicated that parents would like more timely communication about their child's progress.

Surveys to staff indicate that professional collaboration time is the highest priority for teachers.

Classroom Observations

This section provides a description of types and frequency of classroom observations conducted during the school-year and a summary of findings.

Administration conducts formal and informal observations throughout the year. The results of such observations indicate that teachers need continued support and professional development around Universal Design for Learning.

Analysis of Current Instructional Program

The following statements are derived from the Elementary and Secondary Education Act (ESEA) of 1965 and Essential Program Components (EPCs). In conjunction with the needs assessments, these categories may be used to discuss and develop critical findings that characterize current instructional practice for numerically significant subgroups as well as individual students who are:

- Not meeting performance goals
- Meeting performance goals
- Exceeding performance goals

Discussion of each of these statements should result in succinct and focused findings based on verifiable facts. Avoid vague or general descriptions. Each successive school plan should examine the status of these findings and note progress made. Special consideration should be given to any practices, policies, or procedures found to be noncompliant through ongoing monitoring of categorical programs.

Standards, Assessment, and Accountability

1. Use of state and local assessments to modify instruction and improve student achievement (ESEA)

Teachers have access to and use California English Learner Development Test (CELDT), CAASPP scores, Accelerated Reader STAR Reading Test, student progress and quarter grades, Universal Screeners, and department assessments to review student performance. Based on this and other local data (student attendance, behavior) teachers, administrators and counselors make recommendations for appropriate interventions and placement. Time is given for such collaboration during department meetings, staff meetings, and student action committee meetings.

2. Use of data to monitor student progress on curriculum-embedded assessments and modify instruction (EPC)

Consistent progress monitoring determines student movement within our Multi-Tiered System of Supports. As we annually review our achievement data, we are committed to improve and adjust our RTI model. We assess all students using universal screeners to determine the targeted intervention. Common formative and summative assessments, aligned with state standards are in used in core subject areas. Time has been allocated for teachers to meet after each assessment is administered to analyze the results and make decisions about interventions and future instruction.

Staffing and Professional Development

3. Status of meeting requirements for highly qualified staff (ESEA)

All teachers at Wilson C. Riles meet the credential requirements in accordance with the state and federal guidelines. ESEA requires that all teachers in core subjects meet certain requirements to be considered compliant with the federal guidelines. Minimum qualifications include: possession of a bachelor's degree, possession of an appropriate California teaching credential, and demonstrated competence in core academic subjects. We work closely with CIUSD personnel to ensure teachers hired have the appropriate credentials to certify them as highly qualified.

4. Sufficiency of credentialed teachers and teacher professional development (e.g., access to instructional materials training on SBE-adopted instructional materials) (EPC)

All Wilson C. Riles Middle School teachers are credentialed and receive ongoing professional development on instructional materials. There are opportunities for teachers to assist in developing district goals and guidelines through participation on district committees and for new teachers to become familiar with curriculum and instructional materials through curriculum based workshops. Our school enjoys a widespread base of materials and resources. Teachers are able to collaborate within subject levels

5. Alignment of staff development to content standards, assessed student performance, and professional needs (ESEA)

Two hours of time is provided weekly (Mondays after school dismissal) for Riles staff to collaborate and/or receive professional development. These days are planned at the start of the year, and include faculty meetings, department time, and collaborative group time. During the 2017-18 school year, collaboration time will be utilized for department collaboration focused on the continued development of job-alike collaborative groups charged with the task of refining alignment of curriculum, assessments and policies. Instructional walkthroughs (both administrative and teacher) will continue in the 17-18 school year. These walkthroughs are designed so that teachers and administrators at Riles can observe classroom instruction, identify strengths and weaknesses, and brainstorm/research strategies that, if implemented with fidelity by all, will improve instruction and student learning.

6. Ongoing instructional assistance and support for teachers (e.g., use of content experts and instructional coaches) (EPC)

At this time, new teachers are supported through the District's Teacher Induction program. The Induction Coordinator for the District is also a teacher at our site. Our Academic Coordinator collaborates with the district Curriculum Director to provide support with adopted curriculum, to decide on purchasing new intervention curriculum and to implement ongoing professional development.

7. Teacher collaboration by grade level (kindergarten through grade eight [K-8]) and department (grades nine through twelve) (EPC)

Two hours of time is provided weekly (Mondays after school dismissal) for Riles staff to collaborate and/or receive professional development. These days are planned at the start of the year, and include faculty meetings, department time, and collaborative group time.

Teaching and Learning

8. Alignment of curriculum, instruction, and materials to content and performance standards (ESEA)

Riles students are provided with state adopted curriculum which is aligned to content standards. Teacher collaborate with their subject department to review state standards.

9. Adherence to recommended instructional minutes for reading/language arts and mathematics (K-8) (EPC)

Adherence to recommended instructional minutes has been established. Our master schedule determines set minutes.

10. Lesson pacing schedule (K-8) and master schedule flexibility for sufficient numbers of intervention courses (EPC)

Lesson pacing guides and practices have been discussed during MTSS team meeting, as well as during department collaboration times. Intervention courses are offered on the master schedule and are accessible to all qualifying students.

11. Availability of standards-based instructional materials appropriate to all student groups (ESEA)

State adopted standards-based instructional materials are available for all Wilson C. Riles Middle School students. English Learners are provided with additional instruction using Study Sync ELD curriculum or National Geographic's Inside curriculum. In addition to working with newcomers, the ELD instructional assistant teaches vocabulary development and language acquisition. Special education teachers and general education teachers are delivering instruction through a co-teaching model in mathematics and English. Instructional Specialists provide push-in support in Social Studies and science classes. Students are recommended to receive additional instruction during Homeroom based on universal screeners and assessment scores. Tutoring is offered through Title X; Education of Homeless Youth. The District liaison works with us to coordinate services with classroom teachers. Additionally, The County Office of Education coordinates with the school to offer supplemental tutoring to foster youth. GATE funds are used to offer students in our GATE Academy extension and enrichment activities and field trips. The GATE site coordinator and technology personnel in order to involve students in video technology. Through SECC, we received a grant to help us purchase the equipment for a studio to increase student media production in public schools and to increase participation in SEVA (Student Educational Video Awards).

12. Use of SBE-adopted and standards-aligned instructional materials, including intervention materials, and for high school students, access to standards-aligned core courses (EPC)

State adopted standards-based instructional materials are available for all students. English learners are provided with additional instruction using Study Sync ELD curriculum or National Geographic's Inside curriculum.

Opportunity and Equal Educational Access

13. Services provided by the regular program that enable underperforming students to meet standards (ESEA)

Students who were nearly meeting the standards on the ELA SBAC test receive support during a Homeroom class and use an intervention curriculum, Achieve 3000.

Students with IEPs have goals which are monitored by both a classroom teacher and a Special Education teacher. Curriculum is modified and differentiated based on students' progress and goals.

14. Research-based educational practices to raise student achievement

All curriculum and materials are standards-based are research-based. High Quality Instruction, Universal Design for Learning and other research-based instructional strategies are implemented in all classrooms.

Parental Involvement

15. Resources available from family, school, district, and community to assist under-achieving students (ESEA)

The District Family Resource Center serves students at Riles. Translators are available in the District to bridge the language barrier with non-English speaking parents. Riles houses a community food closet for identified families. Guidance Team meetings are held weekly to address students with academic, social and/or emotional needs which impede their learning.

16. Involvement of parents, community representatives, classroom teachers, other school personnel, and students in secondary schools, in the planning, implementation, and evaluation of ConApp programs (5 California Code of Regulations 3932)

Through School Site Council and English Language Advisory Committee, parents, teachers and staff participate in planning, implementing and evaluating school programs.

Funding

17. Services provided by categorical funds that enable underperforming students to meet standards (ESEA)

We provide a reading intervention program for students identified with reading needs. We offer before and after school Husky Help sessions for students to receive pre and reteaching. Our Academic Coordinator works with individual and small groups of students on identified academic needs. Students have access to supplementary materials such as Accelerated Reader, Gizmos, Achieve 3000.

18. Fiscal support (EPC)

Monies are aligned with goals outlined in the SPSA and are monitored and discussed in School Site Council.

Description of Barriers and Related School Goals

One barrier is student attendance; students must be at school, on time, and ready to learn every day. Families of absent students are contacted daily and are informed of excessive absences, truancies, tardies via letters, calls and conferences. Connections are made between families experiencing financial or emotional issues to the District Family Resource Center and/or Mental Health Services. Another barrier to achieving goals is students who are here, but who are having difficulty learning or mastering concepts.

Regular collaboration is necessary to achieve the goals we have focused on this year. We have dedicated every early out Monday for collaboration to help alleviate the situation.

School and Student Performance Data

CAASPP Results (All Students)

English Language Arts/Literacy

Overall Participation for All Students												
Grade Level	# of Students Enrolled			# of Students Tested			# of Students with Scores			% of Enrolled Students Tested		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 7	335	345	334	329	335	328	326	335	328	98.2	96.5	98.2
Grade 8	351	322	302	333	314	295	329	313	295	94.9	97.2	97.7
All Grades	686	667	636	662	649	623	655	648	623	96.5	96.9	98

* The "% of Enrolled Students Tested" showing in this table is not the same as "Participation Rate" for federal accountability purposes.

Overall Achievement for All Students															
Grade Level	Mean Scale Score			% Standard Exceeded			% Standard Met			% Standard Nearly Met			% Standard Not Met		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 7	2528.3	2520.5	2535.0	10	7	9.45	29	33	36.28	28	25	28.35	32	35	25.91
Grade 8	2536.0	2559.8	2555.4	5	11	10.85	32	39	40.00	36	30	26.78	26	20	22.37
All Grades	N/A	N/A	N/A	7	9	10.11	31	36	38.04	32	27	27.61	29	28	24.24

Reading Demonstrating understanding of literary and non-fictional texts										
Grade Level	% Above Standard			% At or Near Standard			% Below Standard			
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	
Grade 7	15	15	19.33	48	46	49.08	37	39	31.60	
Grade 8	12	19	21.36	54	54	50.85	34	27	27.80	
All Grades	13	17	20.29	51	50	49.92	35	33	29.79	

Writing Producing clear and purposeful writing									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 7	21	18	23.01	49	50	47.85	30	31	29.14
Grade 8	11	21	17.29	61	57	59.32	28	23	23.39
All Grades	16	19	20.29	55	53	53.30	29	27	26.41

Listening Demonstrating effective communication skills									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 7	8	12	11.66	68	64	65.34	23	23	23.01
Grade 8	7	14	13.22	68	72	64.41	25	14	22.37
All Grades	7	13	12.40	68	68	64.90	24	19	22.71

Research/Inquiry Investigating, analyzing, and presenting information									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 7	16	17	22.70	59	53	52.45	25	30	24.85
Grade 8	13	19	24.07	58	62	52.88	29	19	23.05
All Grades	14	18	23.35	59	57	52.66	27	25	23.99

Conclusions based on this data:

1. The % below standard is steadily decreasing overall.
2. The % above increased except for in Listening where it decreased.

School and Student Performance Data

CAASPP Results (All Students)

Mathematics

Overall Participation for All Students												
Grade Level	# of Students Enrolled			# of Students Tested			# of Students with Scores			% of Enrolled Students Tested		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 7	335	345	334	328	334	326	326	333	326	97.9	96.3	97.6
Grade 8	351	322	303	332	313	294	330	313	294	94.6	96.9	97
All Grades	686	667	637	660	647	620	656	646	620	96.2	96.6	97.3

* The "% of Enrolled Students Tested" showing in this table is not the same as "Participation Rate" for federal accountability purposes.

Overall Achievement for All Students															
Grade Level	Mean Scale Score			% Standard Exceeded			% Standard Met			% Standard Nearly Met			% Standard Not Met		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 7	2523.6	2514.1	2528.2	14	9	12.27	25	26	28.22	26	30	28.22	34	35	31.29
Grade 8	2522.6	2564.1	2555.3	9	20	20.75	20	27	26.53	30	23	21.43	41	29	31.29
All Grades	N/A	N/A	N/A	12	15	16.29	22	26	27.42	28	27	25.00	37	32	31.29

Concepts & Procedures Applying mathematical concepts and procedures									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 7	21	19	25.15	35	34	31.29	44	47	43.56
Grade 8	15	34	32.31	40	30	35.37	45	36	32.31
All Grades	18	26	28.55	38	32	33.23	45	41	38.23

Problem Solving & Modeling/Data Analysis Using appropriate tools and strategies to solve real world and mathematical problems									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 7	17	17	15.95	58	41	54.60	25	41	29.45
Grade 8	9	19	21.43	63	55	44.90	28	26	33.67
All Grades	13	18	18.55	61	48	50.00	27	34	31.45

Communicating Reasoning Demonstrating ability to support mathematical conclusions									
Grade Level	% Above Standard			% At or Near Standard			% Below Standard		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
Grade 7	17	15	17.18	64	54	57.06	19	30	25.77
Grade 8	10	24	25.17	49	58	47.96	41	18	26.87
All Grades	13	20	20.97	57	56	52.74	30	24	26.29

Conclusions based on this data:

1. All Math subcategories improved, with the exception of communicating reason. We need to continue work with CCSS strategies and include formative assessments more often.

School and Student Performance Data

CELDT (Annual Assessment) Results

Grade	Percent of Students by Proficiency Level on CELDT Annual Assessment														
	Advanced			Early Advanced			Intermediate			Early Intermediate			Beginning		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
6															***
7	16	6	23	39	55	48	35	21	10	6	12	10	3	6	10
8		5	3	64	37	50	27	42	23		11	13	9	5	10
Total	9	6	13	49	48	48	32	29	16	4	12	11	6	6	13

Conclusions based on this data:

1. The majority of our students for 2016-2017 were either Early Advanced or Advanced.

School and Student Performance Data

CELDT (All Assessment) Results

Grade	Percent of Students by Proficiency Level on CELDT All Assessments (Initial and Annual Combined)														
	Advanced			Early Advanced			Intermediate			Early Intermediate			Beginning		
	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17	14-15	15-16	16-17
6															***
7	20	7	18	34	43	40	34	26	15	9	10	13	3	14	15
8		4	8	53	30	45	18	39	21	6	13	16	24	13	11
Total	10	6	13	43	38	41	26	31	18	7	11	14	13	14	15

Conclusions based on this data:

- 1.

Planned Improvements in Student Performance

School Goal #1

The School Site Council has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of the instructional program for students falling to meet student performance targets. As a result, it has adopted the following school goals, related actions, and expenditures to raise the academic performance of students not yet meeting state standards:

SUBJECT: ENGLISH
LEA/CAP GOAL:
GOAL 1: Center JUSD students will be challenged and supported to achieve academic success in a clean, safe environment through Multi Tiered Systems of Support (MTSS). GOAL 2: Center JUSD students will be college and career ready through Multi Tiered Systems of Support (MTSS).
SCHOOL GOAL #1:
The overall percentage of students in each grade level, and then as their advancing grade level cohort, earning a C or better in their English class AND students meeting or exceeding the English Language Arts/Literacy Standards on the Smarter Balanced Assessment will increase for the 2017 - 2018 school year.
Data Used to Form this Goal:
<ul style="list-style-type: none">• Grade reports from the 2016-2017, then the 2017-2018 school year• Progress report grades during the 2017-2018 school year• CAASPP reports from the 2016-2017, then the 2017-2018 school year• Observations both formal and informal• Universal Comprehension Screener• Accelerated Reader STAR Reading Test level• Achieve 3000 Level Set Lexile Test
Findings from the Analysis of this Data:
7th grade: <ul style="list-style-type: none">• Percentage of students earning a C or better in their English class: 75%• Percentage of students with standard met or standard exceeding: 46% 8th grade: <ul style="list-style-type: none">• Percentage of students earning a C or better in their English class: 87%• Percentage of students with standard met or standard exceeding: 51%

How the School will Evaluate the Progress of this Goal:

The school will monitor students in all of our grade level classes by looking at student work, formative assessment data, and projects. Teachers meet consistently to collaborate with each other to discuss topics including intervention supports, monitoring student progress, and implementing various support strategies to increase student performance.

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Identify at risk students: <ul style="list-style-type: none"> Analyze CAASPP/SBAC data and grades from previous year Create lists of students who need intervention 	August 2017	Academic Coordinator	Academic Coordinator - Salary	1000-1999: Certificated Personnel Salaries	Title I	77,444
			Academic Coordinator - Benefits	3000-3999: Employee Benefits	Title I	29,536
Intervention program: <ul style="list-style-type: none"> Research and compare options Purchase programs Complete training on chosen curriculum 	August 2017	Academic Coordinator (Refer to Goal 1 Action 1 for associated costs.)	AR STAR reading program	5000-5999: Services And Other Operating Expenditures	Title I	3,788.75
			Achieve 3000 Level Set Lexile Test	4000-4999: Books And Supplies	Title I	7,525.00
		Principal	Principal - Salary	1000-1999: Certificated Personnel Salaries	District Funded	118,105
			Principal - Benefits	3000-3999: Employee Benefits	District Funded	37,716
		Intervention Teachers	Intervention/Husky Help Teachers	1000-1999: Certificated Personnel Salaries	Title I	26,939
			Intervention Teachers' Taxes	3000-3999: Employee Benefits	Title I	4,755

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Provide interventions: <ul style="list-style-type: none"> Focus on literacy in specific Homeroom intervention classes Implement Achieve 3000 reading program Receive professional development on program 	September 2017 - May 2018	Academic Coordinator (Refer to Goal 1 Action 1 for associated costs.) Intervention teachers (Refer to Goal 1 Action 2 for associated costs.)				
Additional Supports: <ul style="list-style-type: none"> AVID tutorial sessions Husky Help before and after school 	September 2017 - May 2018	AVID Tutors AVID Elective Teachers Husky Help Hours (Refer to Goal 1 Action 2 for associated costs.) Classroom Teachers	AVID Tutors Husky Help Hours Teachers - Salaries Teachers - Benefits	1000-1999: Certificated Personnel Salaries 3000-3999: Employee Benefits	Title I Title I District Funded District Funded	8,632 2,260,510 668,365
Professional Development and collaboration will include but not be limited to conferences, sub costs, collaboration, classroom peer observations and classroom supplies to better prepare teachers in supporting and focusing on underperforming students.	September 2017 - May 2018	Classroom Teachers (Refer to Goal 1 Action 4 for associated costs.) Principal (Refer to Goal 1 Action 2 for associated costs.)	Professional Development Classroom supplies Sub costs for conferences, collaboration, and/or observations Sub costs - benefits	5000-5999: Services And Other Operating Expenditures 4000-4999: Books And Supplies 1000-1999: Certificated Personnel Salaries 3000-3999: Employee Benefits	Title I Title I Title I Title I	6,000 1,500 5,000 883

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Monitor student progress: <ul style="list-style-type: none"> • Give students the Achieve Level Set tests again • Move students homerooms to receive more intervention • Provide more intense interventions 	January 2018 - May 2018	Classroom Teachers (Refer to Goal 1 Action 4 for associated costs.) Academic Coordinator (Refer to Goal 1 Action 1 for associated costs)				

Planned Improvements in Student Performance

School Goal #2

The School Site Council has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of the instructional program for students failing to meet student performance targets. As a result, it has adopted the following school goals, related actions, and expenditures to raise the academic performance of students not yet meeting state standards:

SUBJECT: MATH
LEA/LEAP GOAL:
GOAL 2: Center JUSD students will be college and career ready through Multi Tiered Systems of Support (MTSS)
SCHOOL GOAL #2:
The overall percentage of students in each grade level, and then as their advancing grade level cohort, earning a C or better in their Math class AND students meeting or exceeding the Mathematics Standards on the Smarter Balanced Assessment will increase for the 2017 - 2018 school year.
Data Used to Form this Goal:
<ul style="list-style-type: none">• Grade reports from the 2016-2017, then the 2017-2018 school year• Progress report grades during the 2017-2018 school year• CAASPP reports from the 2016-2017, then the 2017-2018 school year• Observations both formal and informal
Findings from the Analysis of this Data:
7th grade: <ul style="list-style-type: none">• Percentage of students earning a C or better in their Math class: 65%• Percentage of students with standard met or standard exceeding: 40% 8th grade: <ul style="list-style-type: none">• Percentage of students earning a C or better in their Math class: 70%• Percentage of students with standard met or standard exceeding: 47%
How the School will Evaluate the Progress of this Goal:
The school will monitor students in all of our grade level classes by looking at student work, formative assessment data, and projects. Teachers meet consistently to collaborate with each other to discuss topics including intervention supports, monitoring student progress, and implementing various support strategies to increase student achievement.

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Identify at risk students: <ul style="list-style-type: none"> Analyze CAASPP/SBAC data and grades from previous year Create lists of students who need intervention 	August 2017	Academic Coordinator (Refer to Goal 1 Action 1 for associated costs)	Academic Coordinator - Salary	1000-1999: Certificated Personnel Salaries	Title I	
			Academic Coordinator - Benefits	3000-3999: Employee Benefits	Title I	
Additional Supports: <ul style="list-style-type: none"> AVID tutorial sessions Husky Help before and after school 	September 2017 - May 2018	AVID tutors AVID Elective Teachers Husky Help Teachers (Refer to Goal 1 Actions 2 and 4 for associated costs.)	Tutors		Title I	
			Husky Help		Title I	
Additional Intervention: <ul style="list-style-type: none"> Pull students to reteach/reassess Run small group interventions during the day 	January 2018 - May 2018	Academic Coordinator (Refer to Goal 1 Action 1 for associated costs)	Academic Coordinator - Salary	1000-1999: Certificated Personnel Salaries	Title I	
			Academic Coordinator - Benefits	3000-3999: Employee Benefits	Title I	

Planned Improvements in Student Performance

School Goal #3

The School Site Council has analyzed the academic performance of all student groups and has considered the effectiveness of key elements of the instructional program for students failing to meet student performance targets. As a result, it has adopted the following school goals, related actions, and expenditures to raise the academic performance of students not yet meeting state standards:

SUBJECT: Parental Involvement
LEA/LCAP GOAL: Center JUSD students and families will be engaged and informed regarding the educational process and opportunities through Multi Tiered Systems of Support (MTSS).
SCHOOL GOAL #3: Increased attendance of parents in PTA, SSC, and school wide events
Data Used to Form this Goal: Attendance is low during parent informational offerings or meetings.
Findings from the Analysis of this Data: Parent input through SSC, ELAC, PTA, and surveys
How the School will Evaluate the Progress of this Goal: Sign in sheets at parent conferences, PTA, SSC and other events

Actions to be Taken to Reach This Goal	Timeline	Person(s) Responsible	Proposed Expenditure(s)			
			Description	Type	Funding Source	Amount
Family nights for English and Math Coffee with the Counselor Meetings Family College Night More notice through school messenger, emails, website posts, letters, etc.	First semester 2017	Academic Coordinator (Refer to Goal 1 Action 1 for associated costs) English Teachers (Included in Goal 1 Action 4 costs) Math Teachers (Included in Goal 1 Action 4 costs) Counselor AVID Coordinator	Refreshments for Counselor Meetings Counselor - Salary Counselor - Benefits AVID Coordinator - Salary AVID Coordinator - Benefits	4000-4999: Books And Supplies 1000-1999: Certificated Personnel Salaries 3000-3999: Employee Benefits 1000-1999: Certificated Personnel Salaries 3000-3999: Employee Benefits	Title I District Funded District Funded Title I Title I	200 51,815 17,264 1,607 284
Parent Conferences (offered at different times this year)	October 2017 and February 2018	Administrators (Refer to Goal 1 Action 2 for associated costs.) Teachers (Refer to Goal 1 Action 4 for associated costs.)				

Summary of Expenditures in this Plan

Total Allocations and Expenditures by Funding Source

Total Allocations by Funding Source		
Funding Source	Allocation	Balance (Allocations-Expenditures)
Lottery: Instructional Materials		
General Fund		

Total Expenditures by Funding Source	
Funding Source	Total Expenditures
District Funded	3,153,775.00
Title I	174,093.75

Summary of Expenditures in this Plan

Total Expenditures by Object Type

Object Type	Total Expenditures
1000-1999: Certificated Personnel Salaries	2,541,420.00
3000-3999: Employee Benefits	758,803.00
4000-4999: Books And Supplies	9,225.00
5000-5999: Services And Other Operating Expenditures	9,788.75

Summary of Expenditures in this Plan

Total Expenditures by Object Type and Funding Source

Object Type	Funding Source	Total Expenditures
1000-1999: Certificated Personnel Salaries	District Funded	2,430,430.00
3000-3999: Employee Benefits	District Funded	723,345.00
	Title I	8,632.00
1000-1999: Certificated Personnel Salaries	Title I	110,990.00
3000-3999: Employee Benefits	Title I	35,458.00
4000-4999: Books And Supplies	Title I	9,225.00
5000-5999: Services And Other Operating	Title I	9,788.75

Summary of Expenditures in this Plan

Total Expenditures by Goal

Goal Number	Total Expenditures
Goal 1	3,256,698.75
Goal 3	71,170.00

School Site Council Membership

California Education Code describes the required composition of the School Site Council (SSC). The SSC shall be composed of the principal and representatives of: teachers selected by teachers at the school; other school personnel selected by other school personnel at the school; parents of pupils attending the school selected by such parents; and, in secondary schools, pupils selected by pupils attending the school. The current make-up of the SSC is as follows:

Name of Members	Principal	Classroom Teacher	Other School Staff	Parent or Community Member	Secondary Students
Joyce Frisch	X				
Annelis Verhagen		X			
Karen Cook		X			
Allison Kent			X		
Jennifer Williams				X	
Donna Hale				X	
Mikaiah DeLaCruz					X
Lynnet Phey					X
Numbers of members of each category:	1	2	1	2	2

At elementary schools, the school site council must be constituted to ensure parity between (a) the principal, classroom teachers, and other school personnel, and (b) parents of students attending the school or other community members. Classroom teachers must comprise a majority of persons represented under section (a). At secondary schools there must be, in addition, equal numbers of parents or other community members selected by parents, and students. Members must be selected by their peer group.

Recommendations and Assurances

The school site council (SSC) recommends this school plan and Proposed Expenditure(s) to the district governing board for approval and assures the board of the following:

1. The SSC is correctly constituted and was formed in accordance with district governing board policy and state law.
2. The SSC reviewed its responsibilities under state law and district governing board policies, including those board policies relating to material changes in the Single Plan for Student Achievement (SPSA) requiring board approval.
3. The SSC sought and considered all recommendations from the following groups or committees before adopting this plan (Check those that apply):

	State Compensatory Education Advisory Committee	_____ Signature
[]	English Learner Advisory Committee	_____ Signature
	Special Education Advisory Committee	_____ Signature
	Gifted and Talented Education Program Advisory Committee	_____ Signature
	District/School Liaison Team for schools in Program Improvement	_____ Signature
	Compensatory Education Advisory Committee	_____ Signature
	Departmental Advisory Committee (secondary)	_____ Signature
	Other committees established by the school or district (list):	_____ Signature

4. The SSC reviewed the content requirements for school plans of programs included in this SPSA and believes all such content requirements have been met, including those found in district governing board policies and in the local educational agency plan.
5. This SPSA is based on a thorough analysis of student academic performance. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to improve student academic performance.
6. This SPSA was adopted by the SSC at a public meeting on 11/29/2017.

Attested:

Joyce Frisch

 Typed Name of School Principal

Joyce Frisch

 Signature of School Principal

11-29-17

 Date

Jennifer Williams

 Typed Name of SSC Chairperson

Jennifer Williams

 Signature of SSC Chairperson

11-29-17

 Date

Center Joint Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	Curriculum & Instruction	
Date:	January 17, 2018	Action Item _____
To:	Board of Trustees	Information Item _____
From:	Mike Jordan Director of Curriculum Instruction	# Attached Pages ___
Administrator's Initials: <u>MOJ</u>		

SUBJECT: WCR English Department & SCOE Professional Development McGraw Hill's Study Sync ELA/ELD Curriculum

Please approve the Memorandum of Understanding (MOU)-Agreement #1138 between Sacramento County Office of Education and Center JUSD, to provide two (2) district based Study Sync Lesson Study ELA/ELD modules to 7th-8th grade teachers in Center Joint Unified School District on the following dates:

December 4, 2017 from 8am-3pm
 February 15, 2018 from 8am-3pm
 Both training days will take place at the District Office Annex

CONSENT AGENDA

MEMORANDUM OF UNDERSTANDING

Agreement EMS #1138

2017-2018

This Memorandum of Understanding (MOU) is between the **Sacramento County Office of Education**, hereinafter referred to as "SCOE," and **Center Unified School District**, hereinafter referred to as "District."

The purpose of this MOU is to detail the roles and responsibilities of SCOE and the District in regard to delivering instructional support services to staff. Once signed by both parties, this MOU is in effect, and may be terminated by either entity in writing, but not less than seven business days prior to the first day of service.

No audio or visual recording of the services provided under this agreement may be made by any means without the advance written authorization of SCOE.

A. SCOE agrees to:

1. Provide a primary contact person and service provider(s) for all work under this MOU.

MOU Contact:
Tami Wilson
(916) 228-2350
twilson@scoe.net

Services provided by:
Christine Anderson
(916) 228-2634
canderson@scoe.net

2. Provide two days of Study Sync lesson study for 7 teachers.
December 4, 2017, 8:00 AM–3:00 PM (with one-hour lunch on their own)
February 15, 2018, 8:00 AM–3:00 PM (with one-hour lunch on their own)
Location of the service
District Office Annex
3243 Center Court Lane
Antelope, CA 95843
3. SCOE will make every effort to accommodate changes in dates as needed, however rescheduling is not guaranteed as dates are dependent on availability.
4. Provide an evaluation of services.
5. Provide training materials. Any and all training material are the exclusive property of SCOE. District and its agents must obtain written permission from SCOE before it disseminates, markets, or otherwise uses the training materials.
6. Invoice District within 30 days of execution of this MOU:
Center Unified School District
8408 Watt Avenue
Antelope, CA 95843

01-3010-0-5200-103-1000-2700-019-822

MEMORANDUM OF UNDERSTANDING, Agreement EMS #1138

B. District agrees to:

1. Provide a primary contact person for all work under this MOU.
Becky Lawson
(916) 338-7584
rlawson@centerusd.org
2. Ensure the site principal/district representative is present during services.
3. Participate in an evaluation of services.
4. Provide facility for training.
5. Provide SCOE with a copy of attendance sign-in sheet upon request.
6. Provide the audio-visual equipment and table supplies.
7. Provide requested materials for participants (e.g., Teacher's Edition).

C. Fiscal: District agrees to pay SCOE \$4,000 within 60 days of invoicing.

D. General Provisions

1. **Indemnity.** Each party agrees to defend, indemnify, and hold harmless each of the other parties (including a party's directors, agents, officers and employees), from any claim, action, or proceeding arising from any actual or alleged act or omissions of the indemnifying party, its director, agents, officers, or employees arising from the indemnifying party's duties and obligations described in this agreement or imposed by law.
 - a. It is the intention of the parties that this section imposes on each party responsibility to the others for the acts and omissions of their respective elected and appointed officials, employees, representatives, agents, subcontractors and volunteers, and that the provisions of comparative fault shall apply. This provision shall survive the termination of this agreement for any claim related to this agreement.
2. **Independent Agents.** This MOU is by and between independent agents and does not create the relationship of agent, servant, employee, partnership, joint venture and/or association between the independent agents.
3. **Nondiscrimination.** Any service provided by the parties pursuant to this Agreement shall be without discrimination based on the actual or perceived race, religious creed, color, national origin, nationality, ethnicity, ethnic group identification, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, gender, gender identity, gender expression, sex, or sexual orientation, in accordance with all applicable Federal and State laws and regulations.
4. **Insurance.** All parties shall maintain in full force Commercial Liability Insurance with limits of no less than \$1,000,000 per occurrence. Such requirement may be satisfied by coverage through a joint powers authority. Evidence of insurance coverage shall be furnished upon request by a party to this agreement.

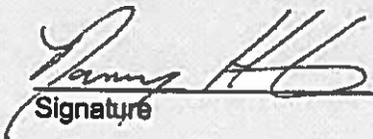
MEMORANDUM OF UNDERSTANDING, Agreement EMS #1138

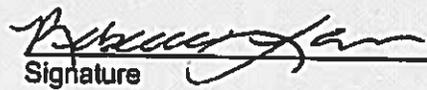
5. **Entire Agreement.** This MOU constitutes the entire agreement and understanding of the parties. All prior understandings, terms or conditions are deemed merged into this MOU. Any changes to this MOU must be agreed to in writing by all parties.

The undersigned represent that they are authorized representatives of the parties and hereby execute this MOU. This MOU may be executed in counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same document. Photographic copies of the signed counterparts may be used in lieu of the originals for any purpose.

Sacramento County Office of Education
Nancy Herota, Ed.D.
Assistant Superintendent, Educational Services

Center Unified School District
Becky Lawson, K-12 Curriculum Coordinator

 11/29/17
Signature Date

 12/5/17
Signature Date

 11/14/17
Director Approval Date

Sacramento

Office of Education

MAILING: P.O. Box 269003, Sacramento, CA 95826 9003
PHYSICAL LOCATION: 10474 Mather Boulevard, Mather, CA
(916) 228-2500 • www.scoe.net

David W. Gordon
Superintendent

BOARD OF EDUCATION

11/30/2017

Brian M. Rivas
President

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Vice President

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Heather Davis

Harold Fong, M.S.W.

Dina Lefkowitz

Jacquelyn Levy

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

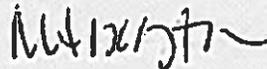
Dear Rebecca Lawson,

Enclosed are two signed copies of Memorandum of Understanding, Agreement #1138 for work at Center Joint Unified School District. Please sign and date both copies. Retain one original for your records and return the other original to me in the enclosed envelope provided. Remember to process a purchase order for payment.

11/6/17

If you have any questions, please feel free to contact me at (916) 228-2559 or by email at mabeyta@scoe.net.

Thank you,



Monica Abeyta, Project Specialist
K-12 Curriculum and Instruction

Enclosures: 2 original MOUs



Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

To: Board of Trustees

Action Item X

Date: December 13, 2017

Information Item

From: Craig Deason, Assist. Supt.

Attached Pages 1

Assist. Supt. Initials: CD

SUBJECT: Notice of Completion – Rua & Son Mechanical
North Country Metal Roof System Overlay on
CDC Rooms 2 and 3

The Center USD Metal Roof System Overly on CDC Rooms 2 and 3 at North Country Elementary School was awarded to Rua & Son Mechanical and has been completed.

The contractor has met the requirements set forth in the construction documents and work has been completed to the satisfaction of the Superintendent.

Upon approval by the Board, the Notice of Completion will be filed with the Sacramento County Recorder's Office.

Thirty-five (35) days following the filing of the Notice of Completion with the Sacramento County Recorder's Office, the District may release the 5% contractor's retention.

Recommendation: Approve the Notice of Completion for Rua & Son Mechanical North Country Metal Roof System Overlay on CDC Rooms 2 and 3.

CONSENT AGENDA

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO:

CENTER JOINT UNIFIED SCHOOL DISTRICT
8408 Watt Avenue
Antelope, CA 95843

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN

That the work of North Country Elementary – Metal Roof System Overlay on CDC Rooms 2 and 3 was completed on:

October 23, 2017.

That the name and address of owner of said property is:

CENTER JOINT UNIFIED SCHOOL DISTRICT
8408 Watt Avenue
Antelope, CA 95843

The nature of its title to said property is a fee simple.

No fee, per Government Code 6103.

That the name of the original contractor for the work is Rua & Son Mechanical, a licensed contractor of California. That the property herein above referred to are located at 8408 Watt Avenue, Antelope, CA 95843.

Center Joint unified School District
A Political Subdivision of the State of California

By: _____
Scott A. Loehr, Superintendent
Center Joint Unified School District
8408 Watt Avenue, Antelope, CA 95843

(STATE OF CALIFORNIA)
(City of Antelope)
(County of Sacramento)

Scott A. Loehr, being first duly sworn, deposes and says: That I am the Superintendent of the Center Joint Unified School District, which District is the owner of property described in the forgoing Notice of Completion and knows the contents thereof; that the facts therein stated are true of my own knowledge.

I declare under penalty of perjury under the laws of the State of California that the foregoing to true and correct.

Dated this 13th day of December, 2017.

Scott A. Loehr, Superintendent

Center Joint Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	Facilities & Operations Department	
To:	Board of Trustees	Action Item <u> X </u>
Date:	December 13, 2017	Information Item <u> </u>
From:	Craig Deason, Assist. Supt.	# Attached Pages <u> 1 </u>
Assist. Supt. Initials:	<u> CD </u>	

**SUBJECT: Notice of Completion – BRCO Constructors, Inc.
Campus Painting and Fencing Upgrades
Project No. 17-03 – Oak Hill Elementary School**

Campus Painting and Fencing Upgrades, Project No. 17-03 for Oak Hill Elementary School contract was awarded to BRCO Constructors, Inc. at the District’s June 7, 2017 Board meeting.

The contractor has met the requirements set forth in the construction documents and work has been completed to the satisfaction of the School District.

Upon approval by the Board, the District will file the Notice of Completion with the Sacramento County Recorder’s Office.

Thirty-five (35) days following the filing of the Notice of Completion with the Sacramento County Recorder’s Office, the District may release the 5% contractor’s retention. The 5% retention is included within the contract price, so there is no net fiscal impact to the District.

Recommendation: Approve the Notice of Completion for BRCO Constructors, Inc., for the Campus Painting and Fencing Upgrades, Project No. 17-03 for Oak Hill Elementary School.

CONSENT AGENDA

RECORDING REQUESTED BY

AND WHEN RECORDED MAIL TO:

CENTER JOINT UNIFIED SCHOOL DISTRICT
8408 Watt Avenue
Antelope, CA 95843

NOTICE OF COMPLETION

NOTICE IS HEREBY GIVEN

That the work of Campus Painting and Fencing Upgrades, Project No. 17-03 for Oak Hill Elementary School was completed on:

October 3, 2017

That the name and address of owner of said property is:

CENTER JOINT UNIFIED SCHOOL DISTRICT
8408 Watt Avenue
Antelope, CA 95843

The nature of its title to said property is a fee simple.

No fee, per Government Code 6103.

That the name of the original contractor for the work is BRCO Constructors, Inc. a licensed contractor of California. That the property herein above referred to are located at 8408 Watt Avenue, Antelope, CA 95843.

Center Joint unified School District
A Political Subdivision of the State of California

By: _____

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

(STATE OF CALIFORNIA)
(City of Antelope)
(County of Sacramento)

Scott A. Loehr, being first duly sworn, deposes and says: That I am the Superintendent of the Center Joint Unified School District, which District is the owner of property described in the forgoing Notice of Completion and knows the contents thereof; that the facts therein stated are true of my own knowledge.

I declare under penalty of perjury under the laws of the State of California that the foregoing to true and correct.

Dated this _____ day of _____, 2017.

Scott A. Loehr, Superintendent

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept./Site: Facilities & Operations Department

Date: December 13, 2017

Action Item XX

To: Board of Trustees

Information Item

From: Craig Deason, Asst. Superintendent

Attached Pages TBD

Asst. Superintendent Initials: CD

SUBJECT: Center High School Intercom Clock and Bell Replacement Project Design Proposal

The District is requesting the approval of the design proposal from The Engineering Enterprises for the Center High School Intercom Clock and Bell design.

RECOMMENDATION: That the Board of Trustees approves the design proposal from The Engineering Enterprise

CONSENT AGENDA

AGREEMENT
BETWEEN
CENTER JOINT UNIFIED SCHOOL DISTRICT
AND
THE ENGINEERING ENTERPRISE
FOR
CENTER HIGH SCHOOL
INTERCOM AND MASTER CLOCK SYSTEM UPGRADE
ELECTRICAL ENGINEERING SERVICES

DOCUMENTS BOUND HEREWITH

**Exhibit A: The Engineering Enterprise Proposal
 dated December 6, 2017**

AGREEMENT FOR ELECTRICAL ENGINEERING SERVICES

This AGREEMENT is made and entered into this 13th day of December in the year 2017 by and between the CENTER UNIFIED SCHOOL DISTRICT, hereinafter referred to as "DISTRICT," and The Engineering Enterprise, hereinafter referred to as "ELECTRICAL ENGINEER." This AGREEMENT shall include all terms and conditions set forth herein. The DISTRICT and the ELECTRICAL ENGINEER are sometimes referred to herein individually as a "PARTY" and collectively as the "PARTIES." This AGREEMENT is made with reference to the following facts:

WHEREAS, DISTRICT desires to obtain electrical engineering services for the Center High School Intercom and Master Clock System Upgrade, hereinafter referred to as the "PROJECT"; and

WHEREAS, ELECTRICAL ENGINEER is fully licensed to provide electrical engineering services in conformity with the laws of the State of California;

NOW, THEREFORE, the PARTIES hereto agree as follows:

ARTICLE I – ELECTRICAL ENGINEER'S SERVICES AND RESPONSIBILITIES

1. The ELECTRICAL ENGINEER's services shall consist of those services performed by the ELECTRICAL ENGINEER, ELECTRICAL ENGINEER's employees and ELECTRICAL ENGINEER's consultants, as enumerated in Articles II and III of this AGREEMENT and Exhibit A, The Engineering Enterprise proposal Dated December 6, 2017.

2. The ELECTRICAL ENGINEER's services shall be performed in a manner which is consistent with professional skill and care and the orderly progress of the work. The ELECTRICAL ENGINEER represents that it will follow the standards of its profession in performing all services under this AGREEMENT. The ELECTRICAL ENGINEER shall submit for the DISTRICT's approval a schedule for the performance of the ELECTRICAL ENGINEER's services. The schedule may be adjusted as the PROJECT proceeds by mutual written agreement of the PARTIES and shall include allowances for time required for the DISTRICT's review and for approval by authorities having jurisdiction over the PROJECT. The time limits established by this schedule shall not, except for reasonable cause, be exceeded by the ELECTRICAL ENGINEER.

3. The survey, design development and construction document services covered by this AGREEMENT shall be completed and submitted to the DISTRICT on or before a date to be agreed upon in writing by the DISTRICT.

4. If the PROJECT includes the replacement or repair of more than 25% of a roof or the replacement or repair of a roof that has a total cost of more than \$21,000, the

ELECTRICAL ENGINEER shall comply with the requirements set forth in Public Contract Code section 3000, et seq., including signing the required certification.

5. The ELECTRICAL ENGINEER has been selected based on ELECTRICAL ENGINEER's knowledge of California public schools and ELECTRICAL ENGINEER's knowledge of the educational system for funding and construction and is thoroughly familiar with the requirements of the OPSC for state funding, DSA for approvals of plans and specifications, and of the CDE for site approvals and educational requirements that are applicable to a public school project.

ARTICLE II - SCOPE OF ELECTRICAL ENGINEER'S SERVICES

1. The ELECTRICAL ENGINEER shall provide to the DISTRICT, on the terms herein set forth, all of the engineering services necessary to complete the PROJECT. The ELECTRICAL ENGINEER's services shall include those described in this AGREEMENT and its Exhibits, and include all services necessary to produce a complete and accurate set of "Construction Documents".

2. The ELECTRICAL ENGINEER shall be responsible for determining the capacity of existing utilities, and/or for any design or documentation required to make points of connection to existing utility services that may be located on or off the PROJECT site and which are required for the PROJECT.

3. The ELECTRICAL ENGINEER shall provide a PROJECT description which includes the DISTRICT's needs, Program, and the requirements of the PROJECT prior to preparing preliminary designs for the PROJECT.

4. The ELECTRICAL ENGINEER shall assist the DISTRICT in determining the phasing of the PROJECT that will most efficiently and timely complete the PROJECT.

5. The ELECTRICAL ENGINEER shall provide a written preliminary evaluation of the DISTRICT's PROJECT, schedule, and construction budget requirements. Such evaluation shall include alternative approaches to design and construction of the PROJECT.

6. The ELECTRICAL ENGINEER shall attend regular PROJECT coordination meetings between the ELECTRICAL ENGINEER, its consultants, the DISTRICT's representative(s), and other consultants of the DISTRICT during PROJECT development.

7. The ELECTRICAL ENGINEER shall make revisions in Drawings, Specifications, the Project Manual, or other documents when such revisions are necessary due to the ELECTRICAL ENGINEER's failure to comply with approvals or instructions previously given by the DISTRICT, including revisions made necessary by adjustments in the DISTRICT's Program or Budget as defined in Article IV.

8. The ELECTRICAL ENGINEER shall provide services required due to programmatic changes in the PROJECT including, but not limited to, size, quality,

complexity, method of bidding or negotiating the contract for construction. The ELECTRICAL ENGINEER shall be prepared to prioritize and prepare a priority list to address critical Program and PROJECT needs as opposed to optional items that may be dropped if there is inadequate Budget for the PROJECT. In the case where there are Budget constraints, the ELECTRICAL ENGINEER, shall prepare a priority list of critical programmatic needs and items that may be of lesser priority and review the Program with the DISTRICT.

9. To the extent the ELECTRICAL ENGINEER is not familiar or does not have experience with any materials or systems designed for the PROJECT, the ELECTRICAL ENGINEER shall visit suppliers, fabricators, and manufacturers' facilities, to review the quality or status of items being produced for the PROJECT.

10. The ELECTRICAL ENGINEER shall cooperate and consult with DISTRICT in use and selection of manufactured items on the PROJECT.

11. The ELECTRICAL ENGINEER shall consider operating or maintenance costs when selecting systems for the DISTRICT.

12. The duties, responsibilities and limitations of authority of the ELECTRICAL ENGINEER shall not be restricted, modified, or extended without written agreement between the DISTRICT and ELECTRICAL ENGINEER.

13. The ELECTRICAL ENGINEER shall comply with all federal, state, and local laws, rules, regulations and ordinances that are applicable to the PROJECT.

14. The ELECTRICAL ENGINEER shall have access to the work at all times.

15. The ELECTRICAL ENGINEER shall commit the same PROJECT representatives from the commencement of services under this AGREEMENT through the completion of the Project Close-Out Phase. Any change in staff will require the written approval of the DISTRICT.

16. Design Development Phase

a. The ELECTRICAL ENGINEER shall prepare Design Development Documents based on the Program that has been approved by the DISTRICT as referenced in Exhibit A.

b. The ELECTRICAL ENGINEER shall perform all Design Development Services to keep the PROJECT within all Budget and scope constraints set by the DISTRICT, unless otherwise modified by written authorization by the DISTRICT.

17. Construction Document Phase

a. When the ELECTRICAL ENGINEER is preparing the Construction Documents, the ELECTRICAL ENGINEER shall include provisions that require the Contractor to:

(1) Provide the DISTRICT with five (5) complete sets of operation manuals;

(2) Provide adequate training and consultation to DISTRICT personnel in the operation, testing, start-up, adjusting and balancing of mechanical, electrical, heating, air conditioning, and other systems installed by Contractor or its subcontractors.

b. The ELECTRICAL ENGINEER shall immediately notify the DISTRICT of adjustments in previous estimates of the Construction Cost arising from market fluctuations or approved changes in scope or requirements.

c. The ELECTRICAL ENGINEER shall perform Construction Document Services to keep the PROJECT within all Program scope constraints set by the DISTRICT, as well as approved Budget, unless otherwise modified by written authorization by the DISTRICT.

18. Bidding & Award Phase

a. Not Used

19. Construction Phase

a. The Construction Phase will commence with the award of the Construction Contract to Contractor.

b. The ELECTRICAL ENGINEER shall provide technical direction to a full or part-time Project Inspector employed by, and responsible to, the DISTRICT, as required by applicable law.

c. The ELECTRICAL ENGINEER shall be responsible for reviewing and ensuring, on a monthly basis, that the Contractor is maintaining an up-to-date set of as-built documents which will be furnished to the DISTRICT upon completion. The ELECTRICAL ENGINEER shall review the as-built documents prepared by the Contractor on a monthly basis and report whether they appear to be up to date, based upon the ELECTRICAL ENGINEER's observations of the PROJECT. If it appears the as-built documents are not being kept up to date by the Contractor, the ELECTRICAL ENGINEER shall recommend to the DISTRICT, in writing, an appropriate withholding from the Contractor's monthly payment application to account for the Contractor's failure to maintain such as-built documents.

d. The ELECTRICAL ENGINEER will endeavor to secure compliance by Contractor with the Contract requirements, but does not guarantee the performance of the Contractor's Contract.

e. The ELECTRICAL ENGINEER shall provide general administration of the Construction Documents including, but not limited to, the following:

(1) Visiting the PROJECT site to maintain such personal contact with the PROJECT as is necessary to assure the ELECTRICAL ENGINEER that the Contractor's work is being completed, in every material respect, in compliance with the approved Construction Documents in order to:

i. Become familiar with, and to keep the DISTRICT informed about, the progress and quality of the portion of the work completed.

ii. Endeavor to guard against nonconforming work and deficiencies in the work;

iii. Determine if the work is being performed in a manner indicating that the work, when fully completed, will be in accordance with the approved Construction Documents;

iv. Attend on-site construction meetings, and being otherwise available to the DISTRICT and the Project Inspector for site meetings on an "as-needed" basis;

v. Examine Contractor applications for payment and to issue certificates for payment in amounts approved by the necessary parties; and

vi. Verify, in coordination with the Project Inspector, that all as-built documents are being updated pursuant to the Contract between the DISTRICT and the Contractor.

(2) Making regular reports as may be required by all governmental agencies or authorities having jurisdiction over the PROJECT;

(3) Reviewing schedules and shop drawings for compliance with design;

(4) Approving substitution of materials, equipment, and the laboratory reports thereof for conformance to the DISTRICT's standards subject to DISTRICT knowledge and approval;

(5) Providing any other electrical engineering services to fulfill the requirements of the Construction Documents and this AGREEMENT.

f. ELECTRICAL ENGINEER shall provide the DISTRICT with written reports, as necessary, to inform the DISTRICT of any problems arising during construction, changes contemplated as a result of each problem, and the progress of work.

g. The ELECTRICAL ENGINEER, as part of the ELECTRICAL ENGINEER's Basic Services, shall advise the DISTRICT of any deficiencies in construction following the acceptance of the work and prior to the expiration of the guarantee period of the PROJECT.

h. The ELECTRICAL ENGINEER shall be the interpreter of the requirements of the Construction Documents and advise the DISTRICT as to the performance by the Contractor thereunder.

i. The ELECTRICAL ENGINEER shall make recommendations to the DISTRICT on claims relating to the execution and progress of the work and all matters and questions relating thereto. The ELECTRICAL ENGINEER's recommendations in matters relating to artistic effect shall be consistent with the intent of the Construction Documents.

j. The ELECTRICAL ENGINEER shall advise the DISTRICT to reject work which does not conform to the Construction Documents. The ELECTRICAL ENGINEER shall promptly inform the DISTRICT whenever, in the ELECTRICAL ENGINEER's opinion, it may be necessary to stop the work to avoid the improper performance of the AGREEMENT. The ELECTRICAL ENGINEER has authority to require additional inspection or testing of the work in accordance with the provisions of the Construction Documents, whether work is fabricated, installed, or completed.

k. The ELECTRICAL ENGINEER shall not issue orders to the Contractor that might commit the DISTRICT to extra expenses, or otherwise amend the Construction Documents, without first obtaining the written approval of the DISTRICT.

l. The ELECTRICAL ENGINEER shall prepare all documents and/or drawings made necessary by errors and omissions in the originally approved drawings or specifications, and such modifications therein as may be necessary to meet unanticipated conditions encountered during construction, at no additional cost or expense to the DISTRICT. In addition, the ELECTRICAL ENGINEER shall, at no additional cost, provide services made necessary by defect or deficiencies in the work of the Contractor which, through reasonable care, should have been discovered by the ELECTRICAL ENGINEER and promptly reported to the DISTRICT and Contractor, but which ELECTRICAL ENGINEER failed to do.

m. The ELECTRICAL ENGINEER shall review and approve, or take other appropriate action, upon the Contractor's submittals of shop drawings, product data, and samples for the purpose of checking for conformance with the

Construction Documents. The ELECTRICAL ENGINEER's actions shall not delay the work, but should allow for sufficient time, in the ELECTRICAL ENGINEER's professional judgment, to permit adequate review. The ELECTRICAL ENGINEER shall ensure that all deferred approval submittals are resolved prior to certification of the PROJECT.

n. The ELECTRICAL ENGINEER shall:

(1) Review all requests for information ("RFI"), submittals, and substitution requests that are submitted by the Contractor in connection with the PROJECT;

(2) Determine the data criteria required to evaluate requests for substitutions; and

(3) Be responsible for ensuring that all RFI's, submittals and substitution requests by the Contractor are responded to not later than seven (7) days, or as soon as the circumstances require.

o. The ELECTRICAL ENGINEER shall evaluate and render written recommendations within a reasonable time on all claims, disputes, or other matters at issue between the DISTRICT and Contractor relating to the execution or progress of the work as provided in the Contract between the DISTRICT and the Contractor. Under no circumstances should this evaluation take longer than 20 calendar days from the date the claim is received by the ELECTRICAL ENGINEER.

20. Project Close-Out

a. Within thirty (30) days after the completion of the PROJECT's construction and the ELECTRICAL ENGINEER's receipt of as-built documents from the Contractor, ELECTRICAL ENGINEER will review the as-built documents prepared by the Contractor. In the event the Contractor fails to provide its as-built documents within 30 days of the PROJECT's completion, the ELECTRICAL ENGINEER shall notify the DISTRICT, in writing, of the Contractor's failure and recommend the appropriate withholding from the Contractor's final payment under the Contract with the DISTRICT.

ARTICLE III - ADDITIONAL ELECTRICAL ENGINEER'S SERVICES

1. The ELECTRICAL ENGINEER shall notify the DISTRICT in writing of the need for additional services required due to circumstances beyond the ELECTRICAL ENGINEER's control ("Additional Services"). The ELECTRICAL ENGINEER shall obtain written authorization from the DISTRICT before rendering Additional Services. Compensation for all valid Additional Services shall be negotiated and approved in writing by the DISTRICT before such Additional Services are performed by the ELECTRICAL ENGINEER and paid hourly for authorized services rendered at the rates indicated in

Exhibit "A". No compensation shall be paid to the ELECTRICAL ENGINEER for any Additional Services that are not previously approved by the DISTRICT in writing. Additional Services may include:

- a. Making material revisions in drawings, specifications or other documents when such revisions are required by the enactment or revision of laws, rules, or regulations subsequent to the preparation and completion of the Construction Documents;
- b. Preparing drawings, specifications and other documentation and supporting data, and providing other services in connection with change orders required by causes beyond the control of the ELECTRICAL ENGINEER which are not the result of the direct or indirect negligence, errors, or omissions on the part of the ELECTRICAL ENGINEER;
- c. Providing consultation concerning the replacement of work damaged by fire and furnishing services required in connection with the replacement of such work;
- d. Providing services made necessary by the default of the Contractor, which does not arise directly or indirectly from negligence, errors, or omissions of ELECTRICAL ENGINEER;
- e. Providing any other services not otherwise included in this AGREEMENT or Exhibit A or not customarily furnished in accordance with generally accepted engineering practice.

ARTICLE IV - DISTRICT'S RESPONSIBILITIES

1. The DISTRICT shall provide to the ELECTRICAL ENGINEER information regarding requirements for the PROJECT, including information regarding the DISTRICT's objectives, schedule, and budget constraints, as well as any other criteria provided by the DISTRICT.

2. The DISTRICT shall notify the ELECTRICAL ENGINEER of administrative procedures required and name a representative authorized to act on its behalf. The DISTRICT shall promptly render decisions pertaining thereto to avoid unreasonable delay in the progress of the PROJECT. The DISTRICT shall observe the procedure of issuing any orders to Contractors only through the ELECTRICAL ENGINEER.

3. The DISTRICT shall give prompt written notice to the ELECTRICAL ENGINEER if the DISTRICT becomes aware of any fault or defect in the PROJECT or nonconformance with the Construction Documents. However, the DISTRICT's failure or omission to do so shall not relieve the ELECTRICAL ENGINEER of the ELECTRICAL ENGINEER's responsibilities under Title 21, Title 24, and the Field Act hereunder. The DISTRICT shall have no duty to observe, inspect, or investigate the PROJECT.

ARTICLE V - COST OF CONSTRUCTION

Not Used

ARTICLE VI - ESTIMATE OF PROJECT CONSTRUCTION COSTS

Not Used

ARTICLE VII - ELECTRICAL ENGINEER'S DRAWINGS AND SPECIFICATIONS

1. All documents including, but not limited to, plans, drawings, specifications, record drawings, models, mock-ups, renderings and other documents (including all computer files, BIM files and/or AutoCAD files) prepared by the ELECTRICAL ENGINEER or the ELECTRICAL ENGINEER's consultants for this PROJECT, shall be and remain the property of the DISTRICT pursuant to Education Code section 17316 for the purposes of repair, maintenance, renovation, modernization, or other purposes as they relate to the PROJECT. The DISTRICT, however, shall not be precluded from using the ELECTRICAL ENGINEER's or ELECTRICAL ENGINEER's consultant's documents enumerated above for the purposes of additions, alignments, or other development on the PROJECT site.

ARTICLE VIII - TERMINATION

1. This AGREEMENT may be terminated by either PARTY upon fourteen (14) days' written notice to the other PARTY in the event of a substantial failure of performance by such other PARTY, including insolvency of the ELECTRICAL ENGINEER, or if the DISTRICT should decide to abandon or indefinitely postpone the PROJECT.

2. In the event of a termination based upon abandonment or postponement by DISTRICT, the DISTRICT shall pay the ELECTRICAL ENGINEER for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records and expense reports, up until the date of the abandonment or postponement, plus any sums due the ELECTRICAL ENGINEER for Board approved Additional Services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents, whether delivered to the DISTRICT or in the possession of the ELECTRICAL ENGINEER. In the event termination is for a substantial failure of performance, all damages and costs associated with the termination, including increased consultant and replacement architect costs, shall be deducted from payments due the ELECTRICAL ENGINEER.

3. In the event a termination for cause is determined to have been made wrongfully or without cause, then the termination shall be treated as a termination for

convenience in accordance with Article VIII, Section 4, below, and ELECTRICAL ENGINEER shall have no greater rights than it would have had if a termination for convenience had been effected in the first instance. No other loss, cost, damage, expense, or liability may be claimed, requested, or recovered by ELECTRICAL ENGINEER.

4. This AGREEMENT may be terminated without cause by the DISTRICT upon fourteen (14) days' written notice to the ELECTRICAL ENGINEER. In the event of a termination without cause, the DISTRICT shall pay the ELECTRICAL ENGINEER for all services performed and all expenses incurred under this AGREEMENT supported by documentary evidence, including payroll records and expense reports, up until the date of notice of termination plus any sums due the ELECTRICAL ENGINEER for Board-approved Additional Services. In ascertaining the services actually rendered hereunder up to the date of termination of this AGREEMENT, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents, whether delivered to the DISTRICT or in the possession of the ELECTRICAL ENGINEER. In addition, ELECTRICAL ENGINEER will be reimbursed for reasonable termination costs through the payment of 3% beyond the sum due the ELECTRICAL ENGINEER under this Section through 50% completion of the ELECTRICAL ENGINEER's portion of the PROJECT and, if 50% completion is reached, payment of 3% of the unpaid balance of the contract to ELECTRICAL ENGINEER as termination cost. This 3% payment is agreed to compensate the ELECTRICAL ENGINEER for the unpaid profit ELECTRICAL ENGINEER would have made under the PROJECT on the date of termination and is consideration for entry into this termination for convenience clause.

5. In the event of a dispute between the PARTIES as to performance of the work or the interpretation of this AGREEMENT, or payment or nonpayment for work performed or not performed, the PARTIES shall attempt to resolve the dispute. Pending resolution of this dispute, ELECTRICAL ENGINEER agrees to continue the work diligently to completion. If the dispute is not resolved, ELECTRICAL ENGINEER agrees it will neither rescind the AGREEMENT nor stop the progress of the work, but ELECTRICAL ENGINEER's sole remedy shall be to submit such controversy to determination by a court having competent jurisdiction of the dispute after the PROJECT has been completed, and not before.

ARTICLE IX - ACCOUNTING RECORDS OF THE ELECTRICAL ENGINEER

1. Records of the ELECTRICAL ENGINEER's direct personnel and reimbursable expenses pertaining to the services performed on this PROJECT and records of accounts between the DISTRICT and Contractor shall be kept on a generally recognized accounting basis and shall be available to the DISTRICT or his authorized representative at mutually convenient times.

ARTICLE X - COMPENSATION TO THE ELECTRICAL ENGINEER

The DISTRICT shall compensate the ELECTRICAL ENGINEER as follows:

1. The ELECTRICAL ENGINEER's fees for performing Additional Services are paid as approved by the DISTRICT's Board.

2. The ELECTRICAL ENGINEER's compensation for performing all the Basic Services required by this AGREEMENT including, but not limited to, those services detailed in Article I and II, shall be as defined in Exhibit "A".

3. The ELECTRICAL ENGINEER shall invoice all fees and/or costs monthly for the Basic Services that are provided in accordance with this AGREEMENT from the time the ELECTRICAL ENGINEER begins work on the PROJECT. The ELECTRICAL ENGINEER shall submit one (1) invoice monthly to the DISTRICT detailing all the fees associated with the applicable progress to completion percentage, reimbursable expenses (if any), and Additional Services (if any) incurred for the monthly billing period. Invoices requesting reimbursement for expenses incurred during the billing period must clearly list items for which reimbursement is being requested and be accompanied by proper documentation (e.g., receipts, invoices), including a copy of the DISTRICT's authorization notice for the invoiced item(s), if applicable. Invoices requesting payment for Additional Services must reflect the negotiated compensation previously approved by the DISTRICT and include a copy of the DISTRICT's written authorization notice approving the Additional Services and the additional compensation approved by the DISTRICT. No payments will be made by the DISTRICT to the ELECTRICAL ENGINEER for monthly invoices requesting reimbursable expenses or Additional Services absent the prior written authorization of the DISTRICT. The DISTRICT's prior written authorization is an express condition precedent to any payment by the DISTRICT for Additional Services or reimbursable expenses and no claim by the ELECTRICAL ENGINEER for additional compensation related to Additional Services or reimbursable expenses shall be valid absent such prior written approval by the DISTRICT.

4. To the extent that the time initially established for the completion of ELECTRICAL ENGINEER's services is exceeded or extended through no fault of the ELECTRICAL ENGINEER, compensation for any services rendered during the additional period of time shall be negotiated and subject to the prior written approval of the DISTRICT. Assessment and collection of liquidated damages from the Contractor is a condition precedent to payment for extra services arising from Contractor-caused delays.

ARTICLE XI - REIMBURSABLE EXPENSES

Not Used

ARTICLE XII - EMPLOYEES AND CONSULTANTS

Not Used

ARTICLE XIII – MISCELLANEOUS

1. The ELECTRICAL ENGINEER shall make a written record of all meetings, conferences, discussions, and decisions made between or among the DISTRICT, ELECTRICAL ENGINEER, and Contractor during all phases of the PROJECT and concerning any material condition in the requirements, scope, performance and/or sequence of the work. The ELECTRICAL ENGINEER shall provide a copy of such record to the DISTRICT.

2. To the fullest extent permitted by law, ELECTRICAL ENGINEER agrees to indemnify and hold the DISTRICT harmless from all liability arising out of:

a. Workers' Compensation and Employer's Liability. Any and all claims under Workers' Compensation acts and other employee benefit acts with respect to ELECTRICAL ENGINEER's employees or ELECTRICAL ENGINEER's subcontractor's employees arising out of ELECTRICAL ENGINEER's work under this AGREEMENT; and

b. General Liability. If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ELECTRICAL ENGINEER, the ELECTRICAL ENGINEER shall indemnify and hold the DISTRICT harmless from any liability for damages for (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law; or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the ELECTRICAL ENGINEER or the DISTRICT, or any person, firm or corporation employed by the ELECTRICAL ENGINEER or the DISTRICT upon or in connection with the PROJECT, except for liability resulting from the sole or active negligence, or willful misconduct of the DISTRICT, its officers, employees, agents, or independent Architects who are directly employed by the DISTRICT. The ELECTRICAL ENGINEER, at its own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings that may be brought or instituted against the DISTRICT (other than professional negligence covered by Section c below), its officers, agents, or employees, that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the ELECTRICAL ENGINEER, and shall pay or satisfy any judgment that may be rendered against the DISTRICT, its officers, agents, or employees, in any action, suit or other proceedings as a result thereof; and

c. Professional Liability. If arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the ELECTRICAL ENGINEER, the ELECTRICAL ENGINEER shall indemnify and hold the DISTRICT harmless from any loss, injury to, death of persons, or damage to property caused by any

act, neglect, default, or omission of the ELECTRICAL ENGINEER, or any person, firm, or corporation employed by the ELECTRICAL ENGINEER, either directly or by independent contract, including all damages due to loss or theft, sustained by any person, firm, or corporation, including the DISTRICT, arising out of, or in any way connected with, the PROJECT, including injury or damage either on or off DISTRICT property; but not for any loss, injury, death, or damages caused by sole or active negligence, or willful misconduct of the DISTRICT. With regard to the ELECTRICAL ENGINEER's obligation to indemnify for acts of professional negligence, such obligation does not include the obligation to provide defense counsel or to pay for the defense of actions or proceedings brought against the DISTRICT, but rather to reimburse the DISTRICT for attorneys' fees and costs incurred by the DISTRICT in defending such actions or proceedings brought against the DISTRICT that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the ELECTRICAL ENGINEER.

d. The PARTIES understand and agree that Article XIII, Section 2, of this AGREEMENT shall be the sole indemnity, as defined by California Civil Code § 2772, between the DISTRICT and the ELECTRICAL ENGINEER related to the PROJECT. Any other indemnity that is attached to this AGREEMENT as part of any EXHIBIT shall be void and unenforceable between the PARTIES.

e. Any attempt to limit the ELECTRICAL ENGINEER's liability to the DISTRICT in any of the exhibits or attachments to this AGREEMENT shall be void and unenforceable between the PARTIES.

3. ELECTRICAL ENGINEER shall purchase and maintain policies of insurance with an insurer or insurers qualified to do business in the State of California and acceptable to DISTRICT, which will protect ELECTRICAL ENGINEER and DISTRICT from claims which may arise out of, or result from, ELECTRICAL ENGINEER's actions or inactions relating to the AGREEMENT, whether such actions or inactions be by themselves or by any subconsultant, subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

a. The ELECTRICAL ENGINEER shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California. However, such amount shall not be less than ONE MILLION DOLLARS (\$1,000,000).

b. Commercial general and auto liability insurance, with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) combined single limit, bodily injury and property damage liability per occurrence, including:

1. Owned, non-owned, and hired vehicles;
2. Blanket contractual;
3. Broad form property damage;
4. Products/completed operations; and

5. Personal injury.

d. Professional liability insurance, including contractual liability, with limits of TWO MILLION DOLLARS (\$2,000,000.00) per claim. Such insurance shall be maintained during the term of this AGREEMENT and renewed for a period of at least five (5) years thereafter and/or at rates consistent with the time of execution of this AGREEMENT adjusted for inflation. In the event that ELECTRICAL ENGINEER subcontracts any portion of ELECTRICAL ENGINEER's duties, ELECTRICAL ENGINEER shall require any such subcontractor to purchase and maintain insurance coverage as provided in this Section. Failure to maintain professional liability insurance is a material breach of this AGREEMENT and grounds for immediate termination.

e. Valuable Document Insurance. The ELECTRICAL ENGINEER shall carry adequate insurance on all drawings and specifications as may be required to protect the DISTRICT in the amount of its full equity in those drawings and specifications, and shall file with the DISTRICT a certificate of that insurance. The cost of that insurance shall be paid by the ELECTRICAL ENGINEER, and the DISTRICT shall be named as an additional insured.

f. Each policy of insurance required under Article XIII, Section 3(b), above, shall name the DISTRICT and its officers, agents, and employees as additional insureds; shall state that, with respect to the operations of ELECTRICAL ENGINEER hereunder, such policy is primary and any insurance carried by DISTRICT is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days' written notice shall be given to DISTRICT prior to cancellation; and, shall waive all rights of subrogation. ELECTRICAL ENGINEER shall notify DISTRICT in the event of material change in, or failure to renew, each policy. Prior to commencing work, the ELECTRICAL ENGINEER shall deliver to DISTRICT certificates of insurance as evidence of compliance with the requirements herein. In the event the ELECTRICAL ENGINEER fails to secure or maintain any policy of insurance required hereby, the DISTRICT may, at its sole discretion, secure such policy of insurance in the name of, and for the account of, ELECTRICAL ENGINEER, and in such event ELECTRICAL ENGINEER shall reimburse DISTRICT upon demand for the cost thereof.

g. In the event that the ELECTRICAL ENGINEER subcontracts any portion of the ELECTRICAL ENGINEER's duties, the ELECTRICAL ENGINEER shall require any such subcontractor to purchase and maintain insurance coverage for the types of insurance referenced in Article XIII, Sections 3(a), (b), (c) and (d), in amounts which are appropriate with respect to that subcontractor's part of work which shall in no event be less than \$500,000 per occurrence. The ELECTRICAL ENGINEER shall not subcontract any portion of the ELECTRICAL ENGINEER's duties under this AGREEMENT without the DISTRICT's prior written approval. Specification processing consultants are the only subcontractors exempt from maintaining professional liability insurance.

h. All insurance coverage amounts specified hereinabove shall cover only risks relating to, or arising out of, the PROJECT governed by this particular AGREEMENT. The insurance and required amounts of insurance specified above shall not be reduced or encumbered on account of any other projects of the ELECTRICAL ENGINEER.

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

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

DISTRICT:

Center Joint Unified School District
8408 Watt Avenue
Antelope, CA 95843
Attn: Craig Deason
Telephone: (916)338-7580
Email: cdeason@centerusd.org

ELECTRICAL ENGINEER:

The Engineering Enterprise
1125 High Street
Auburn, CA 95603
Attn: Scott Wheeler
Telephone: (530) 886-8556
Email: scott@engent.com

6. The ELECTRICAL ENGINEER, or any person, firm, or corporation employed by the ELECTRICAL ENGINEER, either directly or by independent contract, shall be prohibited from using tobacco products (smoking, chewing, etc.) on DISTRICT property at all times.

7. The ELECTRICAL ENGINEER, or any person, firm, or corporation employed by the ELECTRICAL ENGINEER, either directly or by independent contract,

shall be prohibited from using profanity on DISTRICT property including, but not limited to, all school sites and this prohibition shall include, but is not limited to, all racial, ethnic and/or sexual slurs or comments which could be considered harassment.

8. Appropriate dress by the ELECTRICAL ENGINEER, or any person, firm, or corporation employed by the ELECTRICAL ENGINEER, either directly or by independent contract, is mandatory. Therefore, tank tops, cut-offs and shorts shall not be allowed. Additionally, what is written or pictured on clothing must comply with the requirements of acceptable language as set forth above in Section above.

9. During the entire term of this AGREEMENT, the ELECTRICAL ENGINEER, if applicable, shall fully comply with the provision of Education Code section 45125.1 (Fingerprint Requirements) when it is determined that the ELECTRICAL ENGINEER will have contact with the DISTRICT's pupils while performing any services under this AGREEMENT.

10. Nothing contained in this AGREEMENT shall create a contractual relationship with, or a cause of action in favor of, any third party against either the DISTRICT or ELECTRICAL ENGINEER.

11. The DISTRICT and ELECTRICAL ENGINEER, respectively, bind themselves, their partners, officers, successors, assigns, and legal representatives to the other PARTY to this AGREEMENT with respect to the terms of this AGREEMENT. ELECTRICAL ENGINEER shall not assign this AGREEMENT.

12. This AGREEMENT shall be governed by the laws of the State of California.

13. This AGREEMENT represents the entire AGREEMENT between the DISTRICT and ELECTRICAL ENGINEER and supersedes all prior negotiations, representations, or agreements, either written or oral. This AGREEMENT may be amended or modified only by an agreement in writing signed by both the DISTRICT and the ELECTRICAL ENGINEER.

14. If either PARTY becomes involved in litigation arising out of this AGREEMENT or the performance thereof, each PARTY shall bear its own litigation costs and expenses, including reasonable attorneys' fees.

15. This AGREEMENT shall be liberally construed to effectuate the intention of the PARTIES with respect to the transaction described herein. In determining the meaning of, or resolving any ambiguity with respect to, any word, phrase, or provision of this AGREEMENT, neither this AGREEMENT nor any uncertainty or ambiguity herein will be construed or resolved against either PARTY (including the PARTY primarily responsible for drafting and preparation of this AGREEMENT), under any rule of construction or otherwise, it being expressly understood and agreed that the PARTIES have participated equally or have had equal opportunity to participate in the drafting hereof.

16. The ELECTRICAL ENGINEER is prohibited from capturing on any visual medium images of any property, logo, student, or employee of the DISTRICT, or any image that represents the DISTRICT without express written consent from the DISTRICT.

17. In accordance with Education Code section 17604, this AGREEMENT is not valid, binding, or an enforceable obligation against the DISTRICT until approved or ratified by motion of the Governing Board, duly passed and adopted.

The PARTIES, through their authorized representatives, have executed this AGREEMENT as of the day and year first written above.

ELECTRICAL ENGINEER:

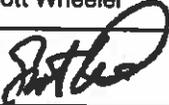
DISTRICT:

The Engineering Enterprise

Center Joint Unified School District

By: Scott Wheeler

By: _____

Its: 

Its: _____

APPROVED AS TO FORM:

Atkinson, Andelson, Loya, Ruud & Romo

David A. Soldani, Esq.
Attorneys for Center Unified School District



December 6, 2017

Craig Deason
District Assistant Superintendent
8408 Watt Ave.
Antelope, CA 95843

Project: Center High School Campus Intercom and Master Clock System Upgrade
Subject: Electrical Consulting Engineering Fee Proposal

Dear Craig:

The Engineering Enterprise is pleased to provide consulting electrical engineering services for the above referenced project as outlined below.

1.0 Project Description

1.1 Overview

- A. Provide construction bid drawings and specifications for the upgrade of a campus wide IP intercom and master clock systems for Center High School located at 3111 Center Court Lane, in the City of Antelope, California, 95843.
- B. Meet with the District to go over the process of gathering the required information and to better provide understanding of the conditions of the school.
- C. Reproduce scaled PDF drawings made from Cad drawings into Cad backgrounds of each building.
- D. Provide scaled drawings of the new required cable pathways, speaker and clock locations, and the new headend panel location.

1.2 Electrical systems required for intercom and clock upgrade

- A. Power required for the intercom and clock headend.

2.0 Basic Scope of Services:

2.1 Survey:

- A. Download owners as built drawings of each campus building. Scan pdf drawings into cad backgrounds.
 1. The proposal is based on owners pdf drawings that can be scanned and made into cad drawings. If the existing drawings are not able to be scanned and saved to Cad, then an architect may need to be brought onto the project team to provide this service.
- B. Provide a detailed survey of each building and room to identify cable routes, and pathway requirements.
- C. Review as-built intercom and clock drawings to become familiar with the building prior to the detailed survey.

2.2 Intercom and Master Clock Systems and/or Features

- A. Internet Protocol (IP) distributed system headend including, Intercom network server, Intercom Controller, IP to Analog Gateway/s, Network PoE switches, Intercom system software, IP speakers, 70V analog speakers, and speaker cabling.
- B. Master clock headend shall receive time through the network and wirelessly transmit time correction signals to each clock on the campus.
- C. Each clock will be powered by 24 volts and utilize the existing 24VAC cable system. Each clock will receive and transmit the master clock time correction signal and reset itself.
- D. The intercom and clock system is based on the Teradon Three Sixty Galaxy IP system.

3.0 Scope of Services

3.1 Design Development Phase

- A. Download as built drawings of the site and campus buildings to scan into CAD base plans.
- B. Conduct a detailed site walk of campus buildings to identify the intercom and master clock headends, clock and speaker locations, and pathway requirements for the speaker cabling.
- C. Prepare drawings to include the following:
 - 1. Site plan with all buildings and exterior speaker locations.
 - 2. Building floor plans with locations of interior clock and speakers.
 - 3. Clock and intercom single line riser diagrams.
- D. Validate the existing system cost estimate.

3.2 Construction Document Phase

- A. Prepare Construction Documents to include the following:
 - 1. Site plan with all buildings and exterior speaker locations.
 - 2. Building floor plans with locations of interior clock and speakers.
 - 3. Clock and intercom single line riser diagrams.
 - 4. Installation details
 - 5. Division 27 specifications.

3.3 Bidding Phase

- A. Attend pre-bid meeting with bidding contractors.
- B. Interpret construction documents and prepare written response to questions.
- C. Review contractor bids and help in the selection process.
- D. Prepare addenda as required to clarify the low voltage bid documents and/or make changes as requested by the District.

3.4 Construction Administration Phase

- A. Review shop drawings, submittal data, record "as-built" drawings and O&M documents..
- B. Respond to field RFI's and prepare clarification instructions as needed.
- C. Visit site to verify compliance with construction documents. Two trips to the site during construction are provided under this proposal.

- D. Review the final system/s installation with one (1) site visit and prepare a punch list of all deficient items requiring correction by the contractor.
- E. Review contractors As Built drawings, cable test results and O&M documents.

4.0 Extra Services Not Included

4.1 Special Studies

- A. Special environmental impact investigations and related research. Such studies are not anticipated under this proposed agreement.

4.2 Design Services

- A. Redesign for reasons not the fault of The Engineering Enterprise, including the following:
 - 1. Changes in project scope or District requirements following the approval of scope and compensation outlined in this document.
 - 2. Changes to project drawings following the District's approval of documents submitted by The Engineering Enterprise at the completion of the Design Development Phase.
 - 3. Changes to Contract Documents when the low construction bid for documents prepared by The Engineering Enterprise has exceeded the district budget including all approved changes thereto.
- B. Services to provide designs for deductive or additive alternate bid items.
- C. Employment of special sub-consultants at the request of the District or Architect.
- D. Structural analysis or structural and seismic design of equipment anchorage and support systems.
- E. Preparation of construction cost estimates and detailed quantity take-offs.
- F. Design of building management system or temperature control system.
- G. Design of voice / data equipment (LAN, WAN, PBX, phones, etc).
- H. Design of telecommunication cabling system other than the required cabling for the speaker system.
- I. Design of security systems.
- J. Design of any power requirements.
- K. Fire Alarm System design.
- L. Electrical design
- M. Lighting design.

4.3 Construction Administration Services

- A. Preparation of maintenance or operating manuals.
- B. Preparation of record "as-built" documents (Contractor shall be required to provide electronic As Built Drawings).
- C. System commissioning.
- D. Trips to the construction site in excess of those listed in Scope of Services above.

- E. Prolonged construction support services should construction time on any portion of the project be exceeded by more than 20 percent of the time for completion stipulated in the construction contract.
- F. Reviews of change orders that are the result of District generated changes, or are generated by other disciplines and/or consultants.

5.0 Additional Understandings

5.1 Materials and Services Provided by the Owner

- A. As Built floor plans and site plan(s) in pdf that have been directly made from a Cad program. PDF files shall not be scanned pdf files.
 - 1. In the event that pdf drawings are not capable of being converted to Cad base drawings then an architect may be required to draw the floor plans to scale at an additional cost.
- B. Reproduction of drawings, specifications and reports for in-house distribution to the Architect's staff and record copies of construction documents for the consultant's use.

6.0 Terms and Conditions of Service

6.1 Warranty

The Engineering Enterprise makes no warranty, either expressly or implied, as to our findings, recommendations, specifications or professional advice, except that these were promulgated after being prepared in accordance with generally accepted professional engineering practices.

6.2 Third Party Liability

The Engineering Enterprise does not guarantee the completion of performance contracts by the construction contractor(s) or other third parties, nor is it responsible for their acts or omissions, or for the safety of the contractor('s) work.

6.3 Insurance Limits

Fees proffered anticipate Professional Liability Insurance burden in the maximum amount of \$5,000,000.00. Should a greater amount of insurance be required, an upward adjustment of quoted fee will be necessary.

6.4 Segregation of Contract

The quoted fee and fee apportionments are predicated upon a single contract covering all of the work described herein. In the event that only a partial contract is assigned, the fees stipulated are void and a new proposal will be submitted reflecting an abbreviated scope of services.

6.5 Documents

The drawings and specifications prepared by the Consultant, whether in hard copy or machine-readable format, are instruments of service to be used only for the specific project(s) covered by this agreement. All drawings, including tracings and/or special masters as well as calculations shall remain the property of The Engineering Enterprise.

Because information and data delivered in an electronic format may be altered, either inadvertently or otherwise, The Engineering Enterprise reserves the right to remove from copies provided to architect all identification reflecting the involvement of The Engineering Enterprise in the preparation of the data.

7.0 Compensation

7.1 Basic Services

Services described under Section 2.0, Scope of Services, will be performed for the lump sum fee values outlined below:

NEVADA UNION HIGH SCHOOL- PROJECT PHASE	FEE
Base Cad Development	\$11,000
Design development	\$6,400
Construction Documents	\$10,400
Bidding Phase	\$1,600
Construction Administration Phase	\$4,500
TOTAL FEE	\$33,900

7.2 Extra Services

Compensation for Extra Services as defined in Section 3.0 shall be paid hourly for all authorized services rendered at the rates indicated below:

- A. Principal \$220/hour
- B. Associate \$200/hour
- C. Project Engineer/Project Manager \$170/hour
- D. Designer \$140/hour
- E. BIM Technician \$115/hour
- F. Administrative \$ 85/hour

8.0 Reimbursable Expenses

Travel, parking, delivery and reproduction costs will be billed separately on a direct costs basis with no additional markup by TEE.

9.0 Payment

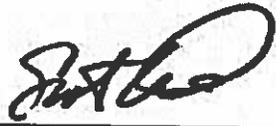
Invoices for services will be issued monthly and shall be due and payable upon receipt. A yearly carrying charge of eighteen percent (18%) will be added to each invoice thirty days delinquent. No carrying charge will be incurred if invoices are paid in full within sixty (60) days of the date of the invoice.

It is understood that this letter constitutes the entire agreement between the parties and that there are no conditions, agreements, or representations between the parties except as expressed herein.

If a court of competent jurisdiction finds this agreement, or any portion of this agreement, to be invalid, unlawful, or unenforceable in any respect, the validity, legality and enforceability of the remaining provisions contained in this agreement and all provisions of all other agreements between the parties shall not in any way be affected or impaired by the finding of invalidity, illegality, or unenforceability.

Please indicate your approval of the foregoing proposal by signing in the space provided below and by returning one copy of this agreement to our office at your earliest convenience.

By: _____ Date: _____
for Center Unified School District
Craig Deason, Assistant Superintendent

By:  _____ Date: December 6,
2017
for The Engineering Enterprise
Scott Wheeler, Principal

cc: Jonathan Friedman, TEE
Scott Wheeler, TEE

P:\00-Pending Projects\Center High School Intercom\Proposal

Center Joint Unified School District

AGENDA REQUEST FOR:

Dept. /Site: Business Department

Date: 12/01/2017

Action Item

To: Board of Trustees

Information Item

From: Lisa Coronado

Attached Page 1

SUBJECT:

**APPROVAL OF CENTER JOINT UNIFIED SCHOOL DISTRICT
PAYROLL ORDERS**

The Governing board is asked to approve the attached payroll Orders for July 2017 through November 2017.

RECOMMENDATION: That the CJUSD Board of Trustees approve the District Payroll Orders for July 2017 through November 2017.

CONSENT AGENDA

DISTRICT PAYROLL-SUMMARIZED FOR FISCAL YEAR ENDING JUNE 30,2018

	REGULAR	VARIABLE	SPECIAL	TOTAL PAYROLL	#OF TRANSACTIONS		
JULY	\$ 938,044.16	\$ 77,180.53		\$ 1,015,224.69	549		
AUG	\$ 2,518,721.16	\$ 167,176.65		\$ 2,685,897.81	942		
SEPT	\$ 2,512,850.08	\$ 135,559.90		\$ 2,648,409.98	791		
OCT	\$ 2,530,305.08	\$ 121,366.22		\$ 2,651,671.30	831		
NOV	\$ 3,012,043.61	\$ 153,331.98		\$ 3,165,375.59	854		
DEC				\$ -			
3-Jan				\$ -			
JAN				\$ -			
FEB				\$ -			
MARCH				\$ -			
APRIL				\$ -			
MAY				\$ -			
JUNE				\$ -			
SPECIAL				\$ -			
\$ 11,511,964.09				\$ 654,615.28	\$ -	\$ 12,166,579.37	3967

Center Joint Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	Business Department	
Date:	November, 2017	Action Item
To:	Board of Trustees	Information Item
From:	Lisa Coronado	# Attached Pages <u>68</u>

SUBJECT: Supplemental Agenda – Commercial Warrant Registers
November 02, 2017, \$207,462.75, November 8, 2017, \$242,554.48
November 15, 2017, \$532,776.45, November 30, 2017, \$ 392,197.83
The commercial warrant payments to vendors total
\$ 1,374,991.51
RECOMMENDATION: That the CJUSD Board of Trustees approve the Supplemental Agenda – Vendor Warrants as presented

CONSENT AGENDA

Batch status: A All

From batch: 0023

To batch: 0023

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
010564/00	APPLE COMPUTER						
1090 PO-181051	11/02/2017	4462916299	1 01-0000-0-4300-115-0000-7700-007-000 NN F			160.00	160.00
			TOTAL PAYMENT AMOUNT		160.00 *		160.00
010400/00	AT&T						
345 PO-180313	11/02/2017	81008413	1 01-0000-0-5930-106-0000-8110-007-000 NN P			9.31	9.31
			TOTAL PAYMENT AMOUNT		9.31 *		9.31
019624/00	B & H VIDEO						
995 PO-180984	11/02/2017	132485227	1 01-0000-0-4300-234-1110-1000-008-000 YN F			321.10	298.00
			TOTAL PAYMENT AMOUNT		298.00 *		298.00
			TOTAL USE TAX AMOUNT		23.10		
015623/00	BARRIGA, MARIA I. PEREZ						
1172 PO-181130	11/02/2017	AUGUST AND SEPTEMBER MILEAGE	1 01-6500-0-5800-102-5770-3600-019-000 NN P			415.82	415.82
			TOTAL PAYMENT AMOUNT		415.82 *		415.82
016665/00	BETTS SPRING CO.						
1124 PO-181086	11/02/2017	06-702599	1 01-0000-0-4300-112-0000-3600-007-000 NN F			107.88	107.88
			TOTAL PAYMENT AMOUNT		107.88 *		107.88
019736/00	BILTI, ALINA						
1138 PO-181106	11/02/2017	REIMB ART SUPPLIES	1 01-6300-0-4300-371-1110-1000-012-000 NN F			115.88	115.88
			TOTAL PAYMENT AMOUNT		115.88 *		115.88
016216/00	BORASI, CHRIS						
1139 PO-181107	11/02/2017	REIMB PIZZA	1 01-0000-0-4300-371-0000-2700-012-000 NN F			82.84	82.84
			TOTAL PAYMENT AMOUNT		82.84 *		82.84

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT GOAL	FUNC RRS DEP T9MPS		
018466/00	806 TECHNOLOGIES INC						
915 PO-180882	11/02/2017	5701	1	01-3010-0-5800-103-0000-2110-019-000	NN F	3,700.00	3,700.00
TOTAL PAYMENT AMOUNT						3,700.00 *	3,700.00
010002/00	ALDAR ACADEMY						
716 PO-180686	11/02/2017	SEPT 17	1	01-6500-0-5800-102-5750-1180-019-000	NN P	3,264.40	3,264.40
TOTAL PAYMENT AMOUNT						3,264.40 *	3,264.40
010669/00	ALHAMBRA & SIERRA SPRINGS						
24 PO-180024	11/02/2017	101917	2	01-0000-0-5600-112-0000-3600-007-000	NN P	7.50	7.50
24 PO-180024	11/02/2017	4781257101917	1	01-0000-0-4300-112-0000-3600-007-000	NN P	66.74	66.74
25 PO-180025	11/02/2017	2705338	1	01-8150-0-4300-106-0000-8110-007-000	NN P	36.15	36.15
25 PO-180025	11/02/2017	2705338	2	01-8150-0-5600-106-0000-8110-007-000	NN P	30.00	30.00
425 PO-180393	11/02/2017	4781839	1	01-0000-0-4300-475-3200-2700-015-740	NN P	18.82	18.82
425 PO-180393	11/03/2017	4781839	2	01-0000-0-5600-475-3200-2700-015-740	NN P	7.50	7.50
502 PO-180459	11/02/2017	4780794	1	01-0000-0-4300-110-0000-7200-004-000	NN P	43.27	43.27
502 PO-180459	11/02/2017	4780794	2	01-0000-0-5600-110-0000-7200-004-000	NN P	7.50	7.50
TOTAL PAYMENT AMOUNT						217.48 *	217.48
021763/00	ALL STAR RENTS						
137 PO-180112	11/02/2017	718381-10	1	01-8150-0-5600-106-0000-8110-007-000	NN P	440.17	440.17
TOTAL PAYMENT AMOUNT						440.17 *	440.17
016274/00	AMERICAN FLOOR MATS						
1146 PO-181123	11/02/2017	702443	1	01-0000-0-5800-472-0000-2700-014-000	NN F	405.56	405.56
TOTAL PAYMENT AMOUNT						405.56 *	405.56
017075/00	AMERICAN RIVER SPEECH INC.						
824 PO-180786	11/02/2017	1042	1	01-6500-0-5800-102-5750-1180-019-000	NN P	5,006.25	5,006.25
TOTAL PAYMENT AMOUNT						5,006.25 *	5,006.25

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT GOAL FUNC RES DEP T9MPS			

022282/00	BRIGHT START THERAPIES						
503 PO-180460	11/02/2017	CUEH930.17	1	01-6500-0-5800-102-5750-1180-019-000	NN P	630.00	630.00
503 PO-180460	11/02/2017	CUEH921.17	1	01-6500-0-5800-102-5750-1180-019-000	NN P	270.00	270.00
TOTAL PAYMENT AMOUNT				900.00 *			900.00
010150/00	BURKETTS OFFICE SUPPLIES						
1148 PO-181097	11/01/2017	1341392-0	1	01-0000-0-4300-105-0000-7200-005-000	NN F	152.61	152.61
TOTAL PAYMENT AMOUNT				152.61 *			152.61
014715/00	CALIFORNIA ACADEMY OF SCIENCES ██████████						
1136 PO-181105	11/02/2017	1118814	1	01-0036-0-5800-371-1110-1000-012-000	NY P	358.20	358.20
1136 PO-181105	11/02/2017	1118814	1	01-0036-0-5800-371-1110-1000-012-000	NY F	398.00	398.00
TOTAL PAYMENT AMOUNT				756.20 *			756.20
017917/00	CALIFORNIA CONTINUATION ██████████						
1043 PO-181000	11/01/2017	david french registration	1	01-3010-0-5200-475-3200-2700-015-000	NN F	400.00	400.00
TOTAL PAYMENT AMOUNT				400.00 *			400.00
022599/00	CALIFORNIA DEPT OF EDUCATION						
1182 PO-181137	11/02/2017	CJUSD 1ST QUARTER	1	01-0000-0-5800-105-0000-7200-005-000	NN F	40.00	40.00
TOTAL PAYMENT AMOUNT				40.00 *			40.00
020066/00	CALIFORNIA SCIENCE TEACHERS ██████████						
850 PO-180807	11/01/2017	46886	1	01-4035-0-5200-103-1110-1000-019-000	NN F	1,017.00	1,017.00
TOTAL PAYMENT AMOUNT				1,017.00 *			1,017.00
010575/00	CAPITOL CLUTCH & BRAKE INC.						
270 PO-180217	11/02/2017	1481685	1	01-0000-0-4300-112-0000-3600-007-000	NN P	26.37	26.37
270 PO-180217	11/02/2017	1482364	1	01-0000-0-4300-112-0000-3600-007-000	NN P	638.35	638.35
270 PO-180217	11/02/2017	1481139	1	01-0000-0-4300-112-0000-3600-007-000	NN M	0.00	-350.19
TOTAL PAYMENT AMOUNT				314.53 *			314.53

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT GOAL	ABA num FUNC RES DEP T9MPS	Account num	Liq Amt	Net Amount

021036/00	CCHAT CENTER							
914 PO-180881	11/02/2017	CENTERMS5917		1 01-6500-0-5800-102-5750-1180-019-000	NN P		313.16	313.16
TOTAL PAYMENT AMOUNT							313.16 *	313.16
014449/00	CENTER HIGH SCHOOL STUDENT							
1158 PO-181112	11/02/2017	REIMB-CHAPARONE REGISTRATION		1 01-6387-0-5200-472-1110-1000-019-000	NN F		105.00	105.00
TOTAL PAYMENT AMOUNT							105.00 *	105.00
022100/00	CHAVEZ, JASMINE							
1162 PO-181116	11/02/2017	mileage		1 01-5630-0-5800-601-1421-1000-017-000	NN F		99.51	99.51
1193 PO-181144	11/02/2017	OCTOBER MILEAGE		1 01-5630-0-5800-601-1421-1000-017-000	NN F		270.18	270.18
TOTAL PAYMENT AMOUNT							369.69 *	369.69
018180/00	CITRUS HEIGHTS SAW & MOWER							
388 PO-180362	11/02/2017	409628		1 01-0000-0-4300-106-0000-8110-007-000	NN P		155.68	155.68
388 PO-180362	11/02/2017	410533		1 01-0000-0-4300-106-0000-8110-007-000	NN P		386.90	386.90
1144 PO-181095	11/02/2017	410357		1 01-0000-0-6400-106-0000-8110-007-995	NN F		13,904.06	13,904.06
TOTAL PAYMENT AMOUNT							14,446.64 *	14,446.64
015699/00	CLARK SECURITY PRODUCTS							
20 PO-180020	11/02/2017	22K232002		1 01-8150-0-4300-106-0000-8110-007-000	NN P		149.22	149.22
20 PO-180020	11/02/2017	22K232003		1 01-8150-0-4300-106-0000-8110-007-000	NN P		113.37	113.37
TOTAL PAYMENT AMOUNT							262.59 *	262.59
017383/00	CMC-ASILOMAR							
1075 PO-181081	11/02/2017	CONF- CHHANG		1 01-0000-0-5200-472-0000-2700-014-000	NN P		235.00	235.00
1075 PO-181081	11/02/2017	CONF REIST-HENDERSON		1 01-0000-0-5200-472-0000-2700-014-000	NN P		235.00	235.00
1075 PO-181081	11/02/2017	CONF- REGIST- HENNESSY		1 01-0000-0-5200-472-0000-2700-014-000	NN F		235.00	235.00
TOTAL PAYMENT AMOUNT							705.00 *	705.00
020138/00	COMMUNITY MATTERS							
1150 PO-181080	11/02/2017	REGIST-CONF		1 01-0000-0-5200-234-1110-1000-008-605	NN F		500.00	500.00
TOTAL PAYMENT AMOUNT							500.00 *	500.00

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE	SIT GOAL	FUNC RES DEP T9MPS		
015603/00	CONSTANCIO, CLAUDIA						
1161 PO-181115	11/02/2017	mileage-September	1 01-5630-0-5800-601-1421-1000-017-000	NN	F	66.77	66.77
1194 PO-181145	11/02/2017	OCTOBER MILEAGE	1 01-5630-0-5800-601-1421-1000-017-000	NN	F	152.26	152.26
TOTAL PAYMENT AMOUNT						219.03 *	219.03
016285/00	CONSUMES OAKS HIGH SCHOOL						
1121 PO-181083	11/02/2017	JV BB 11/30-12/2	1 01-0076-0-5800-472-1110-4200-014-804	NN	F	350.00	350.00
TOTAL PAYMENT AMOUNT						350.00 *	350.00
021477/00	CUMMINGS, CATHY						
1190 PO-181143	11/02/2017	TRAVEL EXPENSE	1 01-6387-0-5200-472-1110-1000-019-000	NN	F	89.27	89.27
TOTAL PAYMENT AMOUNT						89.27 *	89.27
018277/00	EASTER SEAL SOCIETY OF CA. INC						
935 PO-180901	11/02/2017	SEPT 17	1 01-6500-0-5800-102-5750-1180-019-000	NN	P	2,572.50	2,572.50
TOTAL PAYMENT AMOUNT						2,572.50 *	2,572.50
019262/00	ENTERPRISE RENT A CAR						
1137 PO-181093	11/02/2017	8Z53F9	1 01-0076-0-5600-472-1110-4200-014-915	NN	P	99.63	99.63
1137 PO-181093	11/02/2017	941S4X	1 01-0076-0-5600-472-1110-4200-014-915	NN	F	100.12	100.12
TOTAL PAYMENT AMOUNT						199.75 *	199.75
020340/00	ENTERPRISE RENT A CAR						
1060 PO-181021	11/02/2017	7N9QHM	1 01-0000-0-6400-106-0000-8110-007-995	NN	F	37,200.58	37,200.58
TOTAL PAYMENT AMOUNT						37,200.58 *	37,200.58
022167/00	ESPINOZA, ANGELA						
1134 PO-181091	11/02/2017	REIMB POSTAGE	1 01-8150-0-5920-106-0000-8110-007-000	NN	F	7.15	7.15
1134 PO-181091	11/02/2017	REIMB CASE	2 01-0000-0-4300-106-0000-8110-007-000	NN	F	40.40	40.40
TOTAL PAYMENT AMOUNT						47.55 *	47.55

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
010592/00	EWING IRRIGATION PRODUCTS						
30 PO-180029	11/02/2017	4257787	1 01-0000-0-4300-106-0000-8110-007-000 NN P			1,000.90	1,000.90
			TOTAL PAYMENT AMOUNT	1,000.90 *			1,000.90
019704/00	FRISCH, JOYCE						
1143 PO-181108	11/02/2017	REIMB SNACKS-PARENT CONFERENCE	1 01-0000-0-4300-371-0000-2700-012-000 NN F			68.24	68.24
			TOTAL PAYMENT AMOUNT	68.24 *			68.24
018104/00	FRY'S ELECTRONICS						
1056 PO-181019	11/02/2017	18758034	1 01-8150-0-4300-106-0000-8110-007-000 NN P			1,772.90	1,772.90
			TOTAL PAYMENT AMOUNT	1,772.90 *			1,772.90
021775/00	HD SUPPLY FACILITIES MAINT.						
1047 PO-181003	11/02/2017	9158352895	1 01-8150-0-4300-106-0000-8110-007-000 NN F			985.80	1,240.18
			TOTAL PAYMENT AMOUNT	1,240.18 *			1,240.18
010602/00	HI-LINE ELECTRICAL & MECH						
42 PO-180039	11/02/2017	10575745	1 01-0000-0-4300-112-0000-3600-007-000 NN P			501.41	501.41
			TOTAL PAYMENT AMOUNT	501.41 *			501.41
014792/00	HOLLOWAY, KALA						
551 PO-180514	11/01/2017	SEPT 2017 MILEAGE	1 01-6500-0-5800-102-5770-3600-019-000 NN P			101.12	101.12
			TOTAL PAYMENT AMOUNT	101.12 *			101.12
014645/00	JOHNSON, KATIE						
1128 PO-181104	11/02/2017	TRAVEL OCT 11-13	1 01-6520-0-5200-472-5770-1110-019-000 NN F			252.46	252.46
			TOTAL PAYMENT AMOUNT	252.46 *			252.46
010728/00	JOHNSTONE SUPPLY OF SACRAMENTO						
405 PO-180371	11/02/2017	27-S2244281.001	1 01-8150-0-4300-106-0000-8110-007-000 NN P			71.60	71.60
			TOTAL PAYMENT AMOUNT	71.60 *			71.60

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS					

019175/00	LAWSON PRODUCTS							
634 PO-180594	11/01/2017	9305323205	1 01-0000-0-4300-112-0000-3600-007-000 NN P				40.34	40.34
			TOTAL PAYMENT AMOUNT	40.34 *				40.34
017726/00	LOS ANGELES FREIGHTLINER							
36 PO-180033	11/02/2017	BN92317	1 01-0000-0-4300-112-0000-3600-007-000 NN P				73.82	73.82
			TOTAL PAYMENT AMOUNT	73.82 *				73.82
022590/00	MICHAEL JONES							
1135 PO-181092	11/02/2017	TRIP 1423	1 01-0000-0-5800-112-0000-3600-007-000 NN P				9.04	9.04
			TOTAL PAYMENT AMOUNT	9.04 *				9.04
022290/00	N2Y LLC							
1117 PO-181077	11/01/2017	8383296	1 01-6500-0-5800-102-5750-1110-019-000 NN F				409.26	409.26
			TOTAL PAYMENT AMOUNT	409.26 *				409.26
017576/00	OFFICE DEPOT							
813 PO-180775	11/01/2017	968760755001	1 01-0000-0-4300-238-0000-2700-010-000 NN F				39.51	39.51
1004 PO-180968	11/02/2017	971320079001	1 01-0000-0-4300-371-1110-1000-012-000 NN F				12.05	11.20
1004 PO-180968	11/02/2017	971320078001	2 01-6300-0-4300-371-1110-1000-012-000 NN F				168.36	168.36
1057 PO-181023	11/01/2017	973334217001	1 01-0000-0-4300-234-0000-2700-008-000 NN P				32.70	32.70
1057 PO-181023	11/01/2017	973334216001	1 01-0000-0-4300-234-0000-2700-008-000 NN F				34.43	34.43
			TOTAL PAYMENT AMOUNT	286.20 *				286.20
021050/00	PACHECO, SHAWNA							
1126 PO-181102	11/02/2017	TRAVEL- OCT 11-13	1 01-6520-0-5200-472-5770-1110-019-000 NN F				278.01	278.01
			TOTAL PAYMENT AMOUNT	278.01 *				278.01
016692/00	PERFORMANCE CHEVROLET							
1109 PO-181065	10/31/2017	584697	1 01-0000-0-4300-112-0000-3600-007-000 NN P				153.33	153.33
1109 PO-181065	11/02/2017	584716	1 01-0000-0-4300-112-0000-3600-007-000 NN P				116.35	116.35
1109 PO-181065	11/02/2017	584762	1 01-0000-0-4300-112-0000-3600-007-000 NN P				306.66	306.66
			TOTAL PAYMENT AMOUNT	576.34 *				576.34

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
011345/00	PLACER LEARNING CENTER						
810 PO-180772	11/02/2017	SEPT 2017	1 01-6500-0-5800-102-5750-1180-019-000 NN P			29,969.06	29,969.06
			TOTAL PAYMENT AMOUNT			29,969.06 *	29,969.06
014069/00	PLATT ELECTRIC SUPPLY INC						
12 PO-180012	11/02/2017	O132472	1 01-8150-0-4300-106-0000-8110-007-000 NN P			30.83	30.83
12 PO-180012	11/02/2017	O264543	1 01-8150-0-4300-106-0000-8110-007-000 NN P			199.11	199.11
12 PO-180012	11/02/2017	N422416	1 01-8150-0-4300-106-0000-8110-007-000 NN M			0.00	-224.38
12 PO-180012	11/02/2017	Z206505	1 01-8150-0-4300-106-0000-8110-007-000 NN P			48.81	48.81
12 PO-180012	11/02/2017	N779504	1 01-8150-0-4300-106-0000-8110-007-000 NN P			297.06	297.06
12 PO-180012	11/02/2017	L296768	1 01-8150-0-4300-106-0000-8110-007-000 NN M			0.00	-267.22
			TOTAL PAYMENT AMOUNT			84.21 *	84.21
021401/00	PRACTI-CAL INC						
1159 PO-181113	11/02/2017	339002	1 01-5640-0-5800-109-0000-3140-017-000 NN F			84.45	84.45
1160 PO-181114	11/02/2017	339050	1 01-5640-0-5800-109-0000-3140-017-000 NN F			149.47	149.47
			TOTAL PAYMENT AMOUNT			233.92 *	233.92
020472/00	PRO-VISION INC						
1169 PO-181120	11/02/2017	5353	1 01-0000-0-5800-112-0000-3600-007-995 NN F			4,886.00	4,886.00
			TOTAL PAYMENT AMOUNT			4,886.00 *	4,886.00
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
18 PO-180018	11/02/2017	180290087	1 01-0000-0-5600-112-0000-3600-007-000 NN P			52.15	52.15
			TOTAL PAYMENT AMOUNT			52.15 *	52.15
011103/00	REGISTRATIONS FOR YOU						
1110 PO-181082	11/02/2017	AMY CHANEY	1 01-6385-0-5200-472-1110-1000-014-000 NN P			325.00	325.00
1110 PO-181082	11/02/2017	VERNON BISHO	1 01-6385-0-5200-472-1110-1000-014-000 NN P			325.00	325.00
1110 PO-181082	11/02/2017	MATT CHAMBERLAIN	1 01-6385-0-5200-472-1110-1000-014-000 NN P			325.00	325.00
1110 PO-181082	11/02/2017	BRINO JOPE	1 01-6385-0-5200-472-1110-1000-014-000 NN P			325.00	325.00
1110 PO-181082	11/02/2017	ROBERT MCINNES	1 01-6385-0-5200-472-1110-1000-014-000 NN F			325.00	325.00
			TOTAL PAYMENT AMOUNT			1,625.00 *	1,625.00

081 CENTER UNIFIED SCHOOL DISTRICT J4069
11-02-17

ACCOUNTS PAYABLE PRELIST
BATCH: 0023 11-2-17
FUND : 01 GENERAL FUND

APY500 L.00.12 11/02/17 10:14 PAGE 9
<< Open >>

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT GOAL FUNC	ABA num RES DEP T9MPS	Account num	Liq Amt	Net Amount

011238/00	RELIABLE TIRE							
1125 PO-181087	11/02/2017	155882		1 01-0000-0-4300-112-0000-3600-007-000	NN F		6.48	6.48
1125 PO-181087	11/02/2017	155882		2 01-0000-0-5600-112-0000-3600-007-000	NN F		42.00	42.00
TOTAL PAYMENT AMOUNT							48.48 *	48.48
017657/00	RENAISSANCE LEARNING INC. [REDACTED]							
1054 PO-181017	11/02/2017	INV4367943		1 01-3010-0-5800-236-1110-1000-009-000	NN F		5,699.00	5,699.00
TOTAL PAYMENT AMOUNT							5,699.00 *	5,699.00
010627/00	RIVERVIEW INTERNATIONAL TRUCKS							
267 PO-180215	11/02/2017	945024		1 01-0000-0-4300-112-0000-3600-007-000	NN P		36.56	36.56
267 PO-180215	11/01/2017	945987		1 01-0000-0-4300-112-0000-3600-007-000	NN P		54.82	54.82
267 PO-180215	11/01/2017	946112		1 01-0000-0-4300-112-0000-3600-007-000	NN P		489.79	489.79
TOTAL PAYMENT AMOUNT							581.17 *	581.17
010552/00	SAC VAL JANITORIAL							
788 PO-180748	11/02/2017	10265531		1 01-0000-0-9320-000-0000-0000-000-000	NN P		324.76	324.76
788 PO-180748	11/02/2017	10266523		1 01-0000-0-9320-000-0000-0000-000-000	NN P		69.47	69.47
788 PO-180748	11/02/2017	10265920		1 01-0000-0-9320-000-0000-0000-000-000	NN P		1,318.72	1,318.72
TOTAL PAYMENT AMOUNT							1,712.95 *	1,712.95
022398/00	SACRAMENTO COUNTY OFFICE OF ED							
901 PO-180866	11/01/2017	180814		1 01-0000-0-5200-103-0000-7200-019-000	NN F		40.00	40.00
TOTAL PAYMENT AMOUNT							40.00 *	40.00
010266/00	SACRAMENTO COUNTY UTILITIES							
21 PO-180021	11/01/2017	50000185866		1 01-0000-0-5520-106-0000-8110-007-000	N P		857.86	857.86
21 PO-180021	11/01/2017	50006974207		1 01-0000-0-5520-106-0000-8110-007-000	N P		1,764.86	1,764.86
21 PO-180021	11/01/2017	50000878608		1 01-0000-0-5520-106-0000-8110-007-000	N P		309.41	309.41
21 PO-180021	11/01/2017	50000878546		1 01-0000-0-5520-106-0000-8110-007-000	N P		724.93	724.93
TOTAL PAYMENT AMOUNT							3,657.06 *	3,657.06

081 CENTER UNIFIED SCHOOL DISTRICT J4069
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ACCOUNTS PAYABLE PRELIST
BATCH: 0023 11-2-17
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT GOAL	FUNC RES DEP T9MPS		
020981/00 SAVE MART SUPERMARKETS							
498 PO-180456	11/02/2017	2448172	1	01-6500-0-4300-102-5750-1110-019-000	NN P	29.62	29.62
498 PO-180456	11/02/2017	2448171	1	01-6500-0-4300-102-5750-1110-019-000	NN P	33.86	33.86
TOTAL PAYMENT AMOUNT				63.48 *			63.48
020695/00 SCHOOL OUTFITTERS							
1014 PO-180977	11/01/2017	inv12406684	1	01-0000-0-4300-236-1110-1000-009-000	NN F	351.48	351.48
1071 PO-181027	11/02/2017	INV12406928	1	01-6300-0-4300-236-1110-1000-009-000	NN F	1,980.43	1,980.43
TOTAL PAYMENT AMOUNT				2,331.91 *			2,331.91
014786/00 SCHOOL SPECIALTY							
1046 PO-181002	11/02/2017	208119481570	1	01-6300-0-4300-240-1110-1000-011-000	NN F	213.87	213.88
TOTAL PAYMENT AMOUNT				213.88 *			213.88
017106/00 SCHOOLS INSURANCE AUTHORITY							
PV-180025	11/01/2017	NOVEMBER 2017		01-0000-0-9552-000-0000-0000-000-000	NN		8,657.62
TOTAL PAYMENT AMOUNT				8,657.62 *			8,657.62
016043/00 SHELTONS UNLIMITED MECHANICAL							
1131 PO-181089	11/02/2017	17-19883	1	01-8150-0-4300-106-0000-8110-007-000	NN F	671.28	671.28
1131 PO-181089	11/02/2017	17-19883,17-20253	2	01-8150-0-5600-106-0000-8110-007-000	NN F	129.60	129.60
1131 PO-181089	11/02/2017	17-19883,17-20253	3	01-8150-0-5800-106-0000-8110-007-000	NN F	189.00	189.00
TOTAL PAYMENT AMOUNT				989.88 *			989.88
020811/00 SHRED-IT USA LLC							
73 PO-180049	11/01/2017	8123360760	1	01-0000-0-5800-472-0000-2700-014-000	NN P	38.57	38.57
TOTAL PAYMENT AMOUNT				38.57 *			38.57
017883/00 SIMPLEXGRINNELL LP							
38 PO-180035	11/02/2017	84069792	1	01-8150-0-5800-106-0000-8110-007-000	NN P	1,002.00	1,002.00
TOTAL PAYMENT AMOUNT				1,002.00 *			1,002.00

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
021452/00	SLAY, JENNIFER						
1171 PO-181129	11/02/2017	TRAVEL EXPENSES	1 01-0000-0-5200-103-1110-1000-019-916 NN F			897.18	897.18
		TOTAL PAYMENT AMOUNT		897.18 *			897.18
020252/00	STAPLES BUSINESS ADVANTAGE						
589 PO-180555	11/02/2017	3350641001	1 01-6512-0-4300-102-5001-3110-019-000 NN P			36.94	36.94
589 PO-180555	11/02/2017	3351719783	1 01-6512-0-4300-102-5001-3110-019-000 NN F			241.94	114.75
1000 PO-180985	11/01/2017	3356302514	1 01-0000-0-4300-234-1110-1000-008-000 NN F			123.02	123.02
		TOTAL PAYMENT AMOUNT		274.71 *			274.71
015259/00	SUNBELT RENTALS INC						
1130 PO-181088	11/02/2017	73024114	1 01-8150-0-5600-106-0000-8110-007-000 NN F			617.56	617.56
		TOTAL PAYMENT AMOUNT		617.56 *			617.56
019803/00	TECHLINE STUDIO						
96 PO-180088	11/02/2017	S33213	1 01-7220-0-4300-472-1110-1000-014-000 NN F			1,451.79	1,451.79
		TOTAL PAYMENT AMOUNT		1,451.79 *			1,451.79
014079/00	THYSSENKRUPP ELEVATOR CORP						
987 PO-180950	11/02/2017	6000275411	1 01-8150-0-5800-106-0000-8110-007-000 NN F			871.06	871.06
		TOTAL PAYMENT AMOUNT		871.06 *			871.06
018567/00	TRULITE GLASS & ALUMINUM SOL.						
13 PO-180013	11/02/2017	121680936	1 01-8150-0-4300-106-0000-8110-007-000 NN P			129.29	129.29
13 PO-180013	11/02/2017	121667817	1 01-8150-0-4300-106-0000-8110-007-000 NN P			65.53	65.53
13 PO-180013	11/02/2017	121668087	1 01-8150-0-4300-106-0000-8110-007-000 NN P			258.58	258.58
		TOTAL PAYMENT AMOUNT		453.40 *			453.40
018071/00	VOTAW, ASHLEY						
1127 PO-181103	11/02/2017	TRAVEL- OCT 11-13	1 01-6520-0-5200-472-5770-1110-019-000 NN F			264.95	264.95
		TOTAL PAYMENT AMOUNT		264.95 *			264.95

081 CENTER UNIFIED SCHOOL DISTRICT J4069
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ACCOUNTS PAYABLE PRELIST
BATCH: 0023 11-2-17
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
010307/00	WARDS NATURAL SCIENCE						
917 PO-180906	11/02/2017	8080219265	1 01-0000-0-4300-472-1600-1000-014-000	NN	P	103.11	103.11
917 PO-180906	11/02/2017	8080177608	1 01-0000-0-4300-472-1600-1000-014-000	NN	F	87.33	119.54
TOTAL PAYMENT AMOUNT						222.65 *	222.65
010843/00	WILCO SUPPLY						
160 PO-180125	11/02/2017	9070943-01	1 01-8150-0-4300-106-0000-8110-007-000	NN	P	146.06	146.06
TOTAL PAYMENT AMOUNT						146.06 *	146.06
TOTAL FUND PAYMENT						148,952.21 **	148,952.21
TOTAL USE TAX AMOUNT						23.10	

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ACCOUNTS PAYABLE PRELIST
BATCH: 0023 11-2-17
FUND : 11 ADULT EDUCATION FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE	SIT GOAL FUNC	RES DEP T9MPS		

016494/00	ANDERSON, ORRIN						
1152 PO-181109	11/02/2017	REIMB TOOLS	1	11-3926-0-4300-600-4130-1000-015-000	NN F	363.02	363.02
TOTAL PAYMENT AMOUNT						363.02 *	363.02
017221/00	KIMOCHIS						
801 PO-180766	11/02/2017	16175	1	11-0030-0-4300-600-4130-1000-015-000	NN F	64.43	75.02
TOTAL PAYMENT AMOUNT						75.02 *	75.02
TOTAL FUND PAYMENT						438.04 **	438.04

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RRSO P OBJE SIT GOAL FUNC	ABA num RES DEP T9MPS	Account num	Liq Amt	Net Amount
020098/00	BIG TRAY							
186 PO-180173	11/02/2017	633068		1	13-5310-0-4400-108-0000-3700-007-000	NN P	100.14	100.14
186 PO-180173	11/02/2017	632028		1	13-5310-0-4400-108-0000-3700-007-000	NN P	2,424.38	2,424.38
186 PO-180173	11/02/2017	801724		1	13-5310-0-4400-108-0000-3700-007-000	NN P	19.18	19.18
TOTAL PAYMENT AMOUNT							2,543.70 *	2,543.70
016965/00	ECOLAB FOOD SAFETY							
1157 PO-181126	11/02/2017	7283722		1	13-5310-0-4300-108-0000-3700-007-000	NN F	227.51	227.51
TOTAL PAYMENT AMOUNT							227.51 *	227.51
021080/00	GOLD STAR FOODS INC							
81 PO-180053	11/02/2017	2193825		1	13-5310-0-4700-108-0000-3700-007-000	NN P	7,227.89	7,227.89
81 PO-180053	11/02/2017	2193683		1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,881.94	1,881.94
TOTAL PAYMENT AMOUNT							9,109.83 *	9,109.83
022364/00	HEARTLAND SCHOOL SOLUTIONS							
190 PO-180177	11/02/2017	HSS0000030297		1	13-5310-0-5300-108-0000-3700-007-000	NN F	6,719.70	669.60
TOTAL PAYMENT AMOUNT							669.60 *	669.60
014098/00	JEW, JEANNENE							
195 PO-180182	11/01/2017	JUNE MILEAGE		1	13-5310-0-5210-108-0000-3700-007-000	NN P	6.31	6.31
1123 PO-181085	11/02/2017	REIMB SPECIAL FOOD		1	13-5310-0-4700-108-0000-3700-007-000	NN F	158.25	158.25
TOTAL PAYMENT AMOUNT							164.56 *	164.56
010122/00	PALFINGER LIFTGATES LLC							
1022 PO-180981	11/02/2017	0188938-IN		1	13-5310-0-4300-108-0000-3700-007-000	NN F	312.73	308.22
TOTAL PAYMENT AMOUNT							308.22 *	308.22
019993/00	PROPACIFIC FRESH							
82 PO-180054	11/02/2017	61169		1	13-5310-0-4700-108-0000-3700-007-000	NN P	2,449.15	2,449.15
82 PO-180054	11/02/2017	60270		1	13-5310-0-4700-108-0000-3700-007-000	NN P	7,284.65	7,284.65
82 PO-180054	11/02/2017	62230		1	13-5310-0-4700-108-0000-3700-007-000	NN P	2,724.38	2,724.38
82 PO-180054	11/02/2017	60507		1	13-5310-0-4700-108-0000-3700-007-000	NN P	2,334.89	2,334.89
82 PO-180054	11/02/2017	61883		1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,132.66	1,132.66

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				

019993	(CONTINUED)						
82 PO-180054	11/02/2017	61188					
			1 13-5310-0-4700-108-0000-3700-007-000 NN P			2,557.69	2,557.69
			TOTAL PAYMENT AMOUNT	18,483.42 *			18,483.42
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
113 PO-180097	11/02/2017	180291232					
			1 13-5310-0-5800-108-0000-3700-007-000 NN P			77.75	77.75
			TOTAL PAYMENT AMOUNT	77.75 *			77.75
016043/00	SHELTONS UNLIMITED MECHANICAL						
187 PO-180174	11/02/2017	17-11 NUTRI					
			1 13-5310-0-5600-108-0000-3700-007-000 NN P			2,040.00	2,040.00
			TOTAL PAYMENT AMOUNT	2,040.00 *			2,040.00
011422/00	SYSCO OF SAN FRANCISCO						
80 PO-180052	11/02/2017	131480675					
			1 13-5310-0-4700-108-0000-3700-007-000 NN P			3,521.71	3,521.71
			TOTAL PAYMENT AMOUNT	3,521.71 *			3,521.71
			TOTAL FUND	PAYMENT	37,146.30 **		37,146.30

081 CENTER UNIFIED SCHOOL DISTRICT J4069
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ACCOUNTS PAYABLE PRELIST
BATCH: 0023 11-2-17
FUND : 14 DEFERRED MAINTENANCE FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
016043/00	SHELTONS UNLIMITED MECHANICAL						
709 PO-180679	11/02/2017	17-20290	1 14-0024-0-4300-106-9265-8110-007-000 NN F			317.87	317.87
709 PO-180679	11/02/2017	17-20290	2 14-0024-0-4400-106-9265-8110-007-000 NN F			2,558.83	2,558.83
709 PO-180679	11/02/2017	17-20290	3 14-0024-0-5600-106-9265-8110-007-000 NN F			3,489.00	3,489.00
TOTAL PAYMENT AMOUNT						6,365.70 *	6,365.70
TOTAL FUND PAYMENT						6,365.70 **	6,365.70

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
019627/00	NACHT & LEWIS ARCHITECTS						
715 PO-180685	11/02/2017	00001	1 21-0000-0-6215-472-0000-8500-007-170 NN P			6,243.00	6,243.00
TOTAL PAYMENT AMOUNT						6,243.00 *	6,243.00
014533/00	SCHOOL FACILITY CONSULTANTS						
890 PO-180843	11/02/2017	0011057	1 21-0000-0-6200-106-0000-8500-007-000 NN P			903.75	903.75
965 PO-180927	11/02/2017	0011057	1 21-0000-0-6200-106-0000-8500-007-000 NN P			7,413.75	7,413.75
TOTAL PAYMENT AMOUNT						8,317.50 *	8,317.50
TOTAL FUND PAYMENT						14,560.50 **	14,560.50
TOTAL BATCH PAYMENT						207,462.75 ***	207,462.75
TOTAL USE TAX AMOUNT						23.10	23.10
TOTAL DISTRICT PAYMENT						207,462.75 ****	207,462.75
TOTAL USE TAX AMOUNT						23.10	23.10
TOTAL FOR ALL DISTRICTS:						207,462.75 ****	207,462.75
TOTAL USE TAX AMOUNT						23.10	23.10

Number of checks to be printed: 92, not counting voids due to stub overflows.

Batch status: A All
From batch: 0024
To batch: 0024
Include Revolving Cash: Y
Include Address: N
Include Object Desc: N
Include Vendor TIN: Y
Include Audit Date and Time in Sort: N

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
010669/00	ALHAMBRA & SIERRA SPRINGS						
183 PO-180154	11/08/2017	2704522	1 01-0000-0-4300-105-0000-7200-005-000 NN P			41.29	41.29
183 PO-180154	11/08/2017	27045224780818	2 01-0000-0-5600-105-0000-7200-005-000 NN P			5.99	5.99
311 PO-180399	11/06/2017	66330201	1 01-6500-0-4300-102-5001-2700-019-000 NN P			9.41	9.41
311 PO-180399	11/08/2017	66330201	2 01-6500-0-5600-102-5001-2700-019-000 NN P			3.00	3.00
311 PO-180399	11/08/2017	66330201	3 01-0000-0-4300-103-0000-7200-019-000 NN P			9.41	9.41
311 PO-180399	11/08/2017	66330201	4 01-0000-0-5600-103-0000-7200-019-000 NN P			4.99	4.99
			TOTAL PAYMENT AMOUNT		74.09 *		74.09
020392/00	ALPHA CERAMIC SUPPLIES INC						
1113 PO-181068	11/08/2017	328740	1 01-6300-0-4300-371-1110-1000-012-000 NN F			582.04	575.76
			TOTAL PAYMENT AMOUNT		575.76 *		575.76
021097/00	ASSOCIATED VALUATION SERVICES						
1058 PO-181024	11/08/2017	5699	1 01-0000-0-5800-106-0000-8200-007-000 NN F			1,245.00	1,245.00
			TOTAL PAYMENT AMOUNT		1,245.00 *		1,245.00
021604/00	ATLAS DISPOSAL INDUSTRIES						
27 PO-180026	11/08/2017	193697	1 01-0000-0-5525-106-0000-8110-007-000 NN P			2,351.00	2,351.00
			TOTAL PAYMENT AMOUNT		2,351.00 *		2,351.00
019624/00	B & H VIDEO						
1120 PO-181079	11/07/2017	132868847	1 01-6387-0-4300-472-1110-1000-019-000 YN F			4,839.80	4,436.74
			TOTAL PAYMENT AMOUNT		4,436.74 *		4,436.74
			TOTAL USE TAX AMOUNT		343.85		
011038/00	BUREAU OF EDUCATION & RESEARCH						
1188 PO-181142	11/08/2017	4763902	1 01-0000-0-5200-103-0000-7200-019-000 NN F			717.00	717.00
			TOTAL PAYMENT AMOUNT		717.00 *		717.00
010575/00	CAPITOL CLUTCH & BRAKE INC.						
270 PO-180217	11/07/2017	1482365	1 01-0000-0-4300-112-0000-3600-007-000 NN F			402.44	402.44
1132 PO-181090	11/08/2017	143690	1 01-0000-0-4300-112-0000-3600-007-000 NN P			1,110.32	1,110.32
1132 PO-181090	11/08/2017	1483746	1 01-0000-0-4300-112-0000-3600-007-000 NN M			0.00	-129.30

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
010575 (CONTINUED)							
1132 PO-181090	11/07/2017	1482365	1 01-0000-0-4300-112-0000-3600-007-000 NN P			235.91	235.91
			TOTAL PAYMENT AMOUNT	1,619.37 *			1,619.37
017158/00 CCSESA							
1200 PO-181157	11/08/2017	SCOTT LOEHR-LEADERSHIP	1 01-3010-0-5200-103-0000-2110-019-000 NN P			450.00	450.00
1200 PO-181157	11/08/2017	MIKE JORDAN- LEADERSHIP	1 01-3010-0-5200-103-0000-2110-019-000 NN P			450.00	450.00
1200 PO-181157	11/08/2017	REBECCA LAWSON- LEADERSHIP	1 01-3010-0-5200-103-0000-2110-019-000 NN F			450.00	450.00
			TOTAL PAYMENT AMOUNT	1,350.00 *			1,350.00
020305/00 CDW GOVERNMENT INC.							
896 PO-180862	11/08/2017	KJB6459	1 01-1100-0-4300-472-1110-1000-014-995 NN F			204.58	204.58
896 PO-180862	11/08/2017	KJW3741	2 01-1100-0-4400-472-1110-1000-014-995 YN F			716.22	716.23
1092 PO-181052	11/08/2017	KPQ0790	1 01-6500-0-4300-102-5001-2700-019-000 NN F			82.66	82.66
1101 PO-181062	11/08/2017	KPP6960	1 01-7220-0-4300-472-1110-1000-014-000 NN F			107.47	107.47
			TOTAL PAYMENT AMOUNT	1,110.94 *			1,110.94
			TOTAL USE TAX AMOUNT	55.51			
018180/00 CITRUS HEIGHTS SAW & MOWER							
388 PO-180362	11/06/2017	410832	1 01-0000-0-4300-106-0000-8110-007-000 NN F			196.77	196.77
1209 PO-181162	11/06/2017	410832	1 01-0000-0-4300-106-0000-8110-007-000 NN P			84.31	84.31
			TOTAL PAYMENT AMOUNT	281.08 *			281.08
015699/00 CLARK SECURITY PRODUCTS							
20 PO-180020	11/08/2017	22K233629	1 01-8150-0-4300-106-0000-8110-007-000 NN P			33.70	33.70
			TOTAL PAYMENT AMOUNT	33.70 *			33.70
016320/00 COLLIER, ALYSON							
1212 PO-181171	11/08/2017	REIMB SNACKS, LUNCHES	1 01-9315-0-4300-601-1110-1000-017-000 NN F			346.09	346.09
			TOTAL PAYMENT AMOUNT	346.09 *			346.09

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT GOAL	ABA num FUNC RES DEP T9MPS	Account num	Liq Amt	Net Amount
011129/00	CUSTOMINK							
1063 PO-181032	11/08/2017	15780303		1 01-5640-0-5800-601-1369-1000-017-000	YN F		140.10	130.02
				TOTAL PAYMENT AMOUNT				130.02
				TOTAL USE TAX AMOUNT				10.08
014731/00	DAVENPORT, LARRY							
1218 PO-181178	11/08/2017	TRAVEL EXPENSE		1 01-6387-0-5200-472-1110-1000-019-000	NN F		252.35	252.35
1218 PO-181178	11/08/2017	TRAVEL EXPENSE		2 01-6387-0-5800-472-1110-1000-019-000	NN F		99.00	99.00
				TOTAL PAYMENT AMOUNT				351.35
								351.35
010481/00	DEMCO INC							
1163 PO-181117	11/08/2017	6246312		1 01-0000-0-4300-103-0000-2420-019-000	NN F		234.18	254.83
				TOTAL PAYMENT AMOUNT				254.83
								254.83
015828/00	EARTEC							
641 PO-180622	11/08/2017	17ET5855		1 01-0000-0-4300-472-0000-8200-014-990	YN F		179.59	168.00
				TOTAL PAYMENT AMOUNT				168.00
				TOTAL USE TAX AMOUNT				13.02
016168/00	EDGENUITY INC.							
1100 PO-181061	11/08/2017	111286		1 01-0000-0-5800-103-1110-1000-019-000	NN F		12,000.00	12,000.00
				TOTAL PAYMENT AMOUNT				12,000.00
								12,000.00
019590/00	EDTECH TEAM INC							
1213 PO-181172	11/08/2017	0003558F		1 01-0370-0-5200-115-0000-7700-007-000	NN F		9,415.00	9,415.00
				TOTAL PAYMENT AMOUNT				9,415.00
								9,415.00
015567/00	FERGUSON, JERALD							
1141 PO-181149	11/08/2017	REIMB-HOSE		1 01-0000-0-4300-472-0000-2700-014-000	NN F		129.81	129.81
				TOTAL PAYMENT AMOUNT				129.81
								129.81

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017618/00	GOPHER SPORT							
990 PO-180960	11/08/2017	9383017		1 01-0000-0-4300-371-1110-1000-012-000 NN F			685.51	689.53
TOTAL PAYMENT AMOUNT							689.53 *	689.53
021775/00	HD SUPPLY FACILITIES MAINT.							
1215 PO-181174	11/08/2017	9158583186		1 01-8150-0-4300-106-0000-8110-007-000 NN P			438.11	438.11
1215 PO-181174	11/08/2017	9158550212		1 01-8150-0-4300-106-0000-8110-007-000 NN P			213.32	213.32
TOTAL PAYMENT AMOUNT							651.43 *	651.43
017002/02	HOME DEPOT							
347 PO-180331	11/08/2017	6035 3226 4903 3119		1 01-6387-0-4300-472-1110-1000-019-000 NN P			4,529.32	4,529.32
TOTAL PAYMENT AMOUNT							4,529.32 *	4,529.32
011341/00	HUNT & SONS INC							
43 PO-180040	11/08/2017	730101		1 01-0000-0-4340-112-0000-3600-007-000 NN P			17,610.37	17,610.37
TOTAL PAYMENT AMOUNT							17,610.37 *	17,610.37
017603/00	HUNT, CAROL							
1214 PO-181173	11/08/2017	REIMB- COFFEE		1 01-0000-0-4300-101-0000-7150-002-000 NN F			41.98	41.98
TOTAL PAYMENT AMOUNT							41.98 *	41.98
018929/00	INTELLI-TECH							
1048 PO-181013	11/08/2017	52651		3 01-6300-0-5800-236-1110-1000-009-000 NN F			2,808.00	2,808.00
1048 PO-181013	11/08/2017	52651		2 01-1100-0-4400-236-1110-1000-009-995 NN F			1,713.23	1,713.23
1048 PO-181013	11/08/2017	52651		1 01-6300-0-4300-236-1110-1000-009-000 NN F			20,904.75	20,904.75
1051 PO-181014	11/08/2017	52652		1 01-3010-0-4300-236-1110-1000-009-000 NN F			13,936.50	13,936.50
1051 PO-181014	11/08/2017	52652		2 01-3010-0-5800-236-1110-1000-009-000 NN F			1,872.00	1,872.00
1051 PO-181014	11/08/2017	52652		3 01-0000-0-4400-236-1110-1000-009-000 NN F			1,713.23	1,713.23
TOTAL PAYMENT AMOUNT							42,947.71 *	42,947.71
018343/00	JBEILY, TAMI							
1201 PO-181158	11/08/2017	REIMB TUTORING SNACKS		1 01-4203-0-4300-103-4760-1000-019-000 NN F			60.96	60.96
TOTAL PAYMENT AMOUNT							60.96 *	60.96

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014645/00	JOHNSON, KATIE							
1192 PO-181154	11/08/2017	MILEAGE		1 01-3410-0-5200-472-1110-1000-019-000 NN F			11.88	11.88
				TOTAL PAYMENT AMOUNT		11.88 *		11.88
016124/00	KENNEDY INDUSTRIES INC							
1080 PO-181043	11/08/2017	81696		1 01-0076-0-4300-472-1110-4200-014-000 YN F			253.81	237.83
				TOTAL PAYMENT AMOUNT		237.83 *		237.83
				TOTAL USE TAX AMOUNT		18.43		
015120/00	KERN COUNTY SUPERINTENDENT OF							
1217 PO-181176	11/08/2017	LISA CORONADO-WORKSHOP 2/8		1 01-0000-0-5200-105-0000-7200-005-000 NN F			150.00	150.00
				TOTAL PAYMENT AMOUNT		150.00 *		150.00
020767/00	LAW, JENNIFER							
1197 PO-181165	11/06/2017	MEAL REIMB		1 01-3010-0-5200-103-0000-2700-019-822 NN F			11.80	11.80
				TOTAL PAYMENT AMOUNT		11.80 *		11.80
017899/00	LAWSON, BECKY							
1202 PO-181159	11/03/2017	MILEAGE		1 01-0000-0-5210-103-0000-2110-019-000 N F			58.85	58.85
				TOTAL PAYMENT AMOUNT		58.85 *		58.85
016642/00	LEGAL BOOKS DISTRIBUTING							
1082 PO-181045	11/08/2017	503539		1 01-0000-0-4200-110-0000-7200-004-000 NN F			99.29	99.29
				TOTAL PAYMENT AMOUNT		99.29 *		99.29
017726/00	LOS ANGELES FREIGHTLINER							
36 PO-180033	11/08/2017	BN92972		1 01-0000-0-4300-112-0000-3600-007-000 NN P			33.92	33.92
36 PO-180033	11/08/2017	BN92692		1 01-0000-0-4300-112-0000-3600-007-000 NN P			106.53	106.53
				TOTAL PAYMENT AMOUNT		140.45 *		140.45

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	ABA num	Account num	Liq Amt	Net Amount
022406/00	MAXIM HEALTHCARE SERVICES INC							
975 PO-180939	11/08/2017	5279340262		1 01-0000-0-5800-109-0000-3140-004-000 NN P			2,780.00	2,780.00
				TOTAL PAYMENT AMOUNT		2,780.00 *		2,780.00
016078/00	MCGLAUGHLIN, DONNA							
818 PO-180783	11/08/2017	OCT 17		1 01-6500-0-5800-102-5750-1180-019-000 NY P			2,250.00	2,250.00
				TOTAL PAYMENT AMOUNT		2,250.00 *		2,250.00
021511/00	OCCUPATIONAL THERAPY FOR							
1204 PO-181166	11/08/2017	17-09-11		1 01-6500-0-5800-102-5750-1180-019-000 NN P			180.00	180.00
				TOTAL PAYMENT AMOUNT		180.00 *		180.00
017576/00	OFFICE DEPOT							
770 PO-180735	11/06/2017	963342759001		1 01-0000-0-4300-371-0000-2700-012-000 NN F			302.77	341.35
1073 PO-181054	11/08/2017	974942739001		1 01-0000-0-4300-238-0000-2700-010-000 NN F			261.06	261.06
1073 PO-181054	11/08/2017	974942740001		2 01-6300-0-4300-238-1110-1000-010-000 NN F			48.67	48.67
1164 PO-181118	11/08/2017	976038184001		1 01-0000-0-4300-103-0000-2420-019-000 NN F			399.89	399.89
				TOTAL PAYMENT AMOUNT		1,050.97 *		1,050.97
016692/00	PERFORMANCE CHEVROLET							
1109 PO-181065	11/08/2017	584839		1 01-0000-0-4300-112-0000-3600-007-000 NN F			117.00	117.00
1199 PO-181156	11/08/2017	584839		1 01-0000-0-4300-112-0000-3600-007-000 NN P			15.75	15.75
				TOTAL PAYMENT AMOUNT		132.75 *		132.75
014069/00	PLATT ELECTRIC SUPPLY INC							
12 PO-180012	11/08/2017	0306683		1 01-8150-0-4300-106-0000-8110-007-000 NN P			143.54	143.54
12 PO-180012	11/08/2017	N422438		1 01-8150-0-4300-106-0000-8110-007-000 NN M			0.00	-119.81
1206 PO-181161	11/08/2017	Y006070		1 01-6230-0-4300-106-0000-8500-007-165 NN F			303.86	303.86
				TOTAL PAYMENT AMOUNT		327.59 *		327.59
014974/00	PLUMMER, RENEE'							
582 PO-180547	11/08/2017	710		1 01-0000-0-5800-112-0000-3600-007-000 NN P			700.00	700.00
				TOTAL PAYMENT AMOUNT		700.00 *		700.00

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Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
022525/00	POST-IT LLC						
397 PO-180368	11/08/2017	LIVESCAN	1 01-0000-0-5800-110-0000-7200-004-000 NN P			200.00	200.00
			TOTAL PAYMENT AMOUNT	200.00 *			200.00
020472/00	PRO-VISION INC						
1232 PO-181186	11/07/2017	285473	1 01-0000-0-4300-112-0000-3600-007-995 YN F			37.71	35.00
			TOTAL PAYMENT AMOUNT	35.00 *			35.00
			TOTAL USE TAX AMOUNT	2.71			
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
18 PO-180018	11/07/2017	180291233	1 01-0000-0-5600-112-0000-3600-007-000 NN P			66.34	66.34
18 PO-180018	11/07/2017	180290657	1 01-0000-0-5600-112-0000-3600-007-000 NN P			68.84	68.84
			TOTAL PAYMENT AMOUNT	135.18 *			135.18
018847/00	PYRAMID EDUCATIONAL CONSULTANT						
1030 PO-181006	11/08/2017	00111415	1 01-6500-0-5200-102-5001-2700-019-000 NN P			399.00	399.00
1030 PO-181006	11/08/2017	00111413	1 01-6500-0-5200-102-5001-2700-019-000 NN P			350.00	350.00
1030 PO-181006	11/08/2017	00111414	1 01-6500-0-5200-102-5001-2700-019-000 NN P			350.00	350.00
			TOTAL PAYMENT AMOUNT	1,099.00 *			1,099.00
020456/00	RAMIREZ, DULCE						
1181 PO-181164	11/08/2017	REIMB REGIST	1 01-0000-0-5200-472-0000-2700-014-000 NN F			85.00	85.00
			TOTAL PAYMENT AMOUNT	85.00 *			85.00
019976/00	RAMIREZ, TRACY LAFAY						
760 PO-180731	11/08/2017	SEPT/OCT	1 01-6500-0-5210-102-5060-2110-019-000 NN P			46.17	46.17
			TOTAL PAYMENT AMOUNT	46.17 *			46.17
011103/00	REGISTRATIONS FOR YOU						
1198 PO-181155	11/08/2017	M.JORDAN 3/4-6	1 01-0000-0-5200-103-0000-7200-019-000 NY F			550.00	550.00
			TOTAL PAYMENT AMOUNT	550.00 *			550.00

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
018524/00	ROSS RECREATION EQUIP CO.INC.						
1210 PO-181169	11/06/2017	I11835	1 01-8150-0-4300-106-0000-8110-007-000 NN F			102.32	102.32
			TOTAL PAYMENT AMOUNT	102.32 *			102.32
010315/00	SAC CO OFFICE OF ED FIN SVCS						
1016 PO-181148	11/08/2017	180479	1 01-0000-0-5800-472-0000-2700-014-000 NN F			500.00	500.00
			TOTAL PAYMENT AMOUNT	500.00 *			500.00
010552/00	SAC VAL JANITORIAL						
788 PO-180748	11/08/2017	10267363	1 01-0000-0-9320-000-0000-0000-000-000 NN P			81.05	81.05
788 PO-180748	11/08/2017	10267365	1 01-0000-0-9320-000-0000-0000-000-000 NN P			2,097.45	2,097.45
788 PO-180748	11/08/2017	10267376	1 01-0000-0-9320-000-0000-0000-000-000 NN P			960.99	960.99
788 PO-180748	11/08/2017	10267415	1 01-0000-0-9320-000-0000-0000-000-000 NN P			23.66	23.66
788 PO-180748	11/08/2017	10267416	1 01-0000-0-9320-000-0000-0000-000-000 NN P			47.32	47.32
788 PO-180748	11/08/2017	10267364	1 01-0000-0-9320-000-0000-0000-000-000 NN P			1,234.71	1,234.71
			TOTAL PAYMENT AMOUNT	4,445.18 *			4,445.18
022398/00	SACRAMENTO COUNTY OFFICE OF ED						
1221 PO-181179	11/08/2017	CI180060X8P58	1 01-0000-0-5200-103-0000-2110-019-000 NN F			150.00	150.00
			TOTAL PAYMENT AMOUNT	150.00 *			150.00
020695/00	SCHOOL OUTFITTERS						
909 PO-180878	11/08/2017	INV12412542	1 01-0000-0-4300-103-0000-7200-019-995 NN F			18,504.90	18,504.50
1055 PO-181018	11/08/2017	inv12405110	1 01-0000-0-4300-106-0000-8200-007-000 NN F			171.30	171.30
			TOTAL PAYMENT AMOUNT	18,675.80 *			18,675.80
014786/00	SCHOOL SPECIALTY						
1122 PO-181084	11/08/2017	208119528498	1 01-0000-0-4300-472-1550-1000-014-000 NN F			68.64	68.64
			TOTAL PAYMENT AMOUNT	68.64 *			68.64
011500/00	SCHOOLS INSURANCE AUTHORITY						
FV-180026	11/08/2017	NOVEMBER PREMIUM	01-0000-0-9552-000-0000-0000-000-000 NN				52,077.90
			TOTAL PAYMENT AMOUNT	52,077.90 *			52,077.90

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Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				

015240/00	SF CABLE						
1081 PO-181044	11/06/2017	374521	1 01-0370-0-4300-115-0000-7700-007-000 NN F			237.10	236.00
			TOTAL PAYMENT AMOUNT	236.00 *			236.00
010263/00	SMUD						
22 PO-180022	11/08/2017	7000000347	1 01-0000-0-5510-106-0000-8110-007-000 NN P			6,245.26	6,245.26
			TOTAL PAYMENT AMOUNT	6,245.26 *			6,245.26
018370/00	STANLEY CONVERGENT SECURITY						
1216 PO-181175	11/06/2017	14999441	1 01-8150-0-5600-106-0000-8110-007-000 NN F			220.00	220.00
1216 PO-181175	11/06/2017	14999441	2 01-8150-0-5800-106-0000-8110-007-000 NN F			75.00	75.00
			TOTAL PAYMENT AMOUNT	295.00 *			295.00
020252/00	STAPLES BUSINESS ADVANTAGE						
831 PO-180798	11/08/2017	3353241256	1 01-6512-0-4300-102-5001-3110-019-000 NN F			595.32	0.00
831 PO-180798	11/08/2017	3353241256	2 01-6500-0-4300-102-5001-2700-019-000 NN F			159.76	156.92
			TOTAL PAYMENT AMOUNT	156.92 *			156.92
020465/00	SUPPORTED LIFE INSTITUTE						
1205 PO-181167	11/08/2017	SEPTEMBER	1 01-6500-0-5800-102-5750-1180-019-000 NN F			1,225.00	1,192.00
			TOTAL PAYMENT AMOUNT	1,192.00 *			1,192.00
014079/00	THYSSENKRUPP ELEVATOR CORP						
10 PO-180010	11/08/2017	6000275411	1 01-8150-0-5800-106-0000-8110-007-000 NN P			871.06	871.06
10 PO-180010	11/08/2017	3003508052	1 01-8150-0-5800-106-0000-8110-007-000 NN P			2,067.18	2,067.18
10 PO-180010	11/08/2017	3003509388	1 01-8150-0-5800-106-0000-8110-007-000 NN P			163.12	163.12
			TOTAL PAYMENT AMOUNT	3,101.36 *			3,101.36
011554/00	TRACTOR SUPPLY CO						
101 PO-180056	11/07/2017	6035301203476674	1 01-0000-0-4300-111-0000-8200-007-000 NN P			20.00	20.00
1038 PO-180995	11/07/2017	6035301203476674	1 01-0000-0-4300-106-0000-8110-007-000 NN P			97.89	97.89
			TOTAL PAYMENT AMOUNT	117.89 *			117.89

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010139/00	TROXELL COMMUNICATIONS INC							
751 PO-180716	11/08/2017	986429,982062		2 01-0370-0-4400-115-0000-7700-007-000 NN F			6,761.30	6,761.31
751 PO-180716	11/08/2017	983242		1 01-0370-0-4300-115-0000-7700-007-000 NN F			612.46	612.46
751 PO-180716	11/08/2017	983242		3 01-0370-0-5800-115-0000-7700-007-000 NN F			1,425.00	1,425.00
TOTAL PAYMENT AMOUNT							8,798.77 *	8,798.77
016370/00	TWIN RIVERS UNIFIED SCH DIST							
481 PO-180432	11/08/2017	180696		1 01-0000-0-5800-105-0000-8300-005-000 NN P			11,833.33	11,833.33
TOTAL PAYMENT AMOUNT							11,833.33 *	11,833.33
018071/00	VOTAW, ASHLEY							
1189 PO-181153	11/08/2017	mileage		1 01-6520-0-5200-472-5770-1110-019-000 NN F			41.94	41.94
TOTAL PAYMENT AMOUNT							41.94 *	41.94
015191/00	WACHOB, CYNTHIA							
1187 PO-181152	11/08/2017	parking		1 01-6500-0-5200-102-5001-2700-019-000 N F			11.25	11.25
TOTAL PAYMENT AMOUNT							11.25 *	11.25
011769/00	WRESTLINGMART.COM LLC							
1103 PO-181075	11/07/2017	inv118164		1 01-0000-0-4300-472-1550-1000-014-000 NN F			211.40	211.40
TOTAL PAYMENT AMOUNT							211.40 *	211.40
TOTAL FUND PAYMENT							221,663.80 **	221,663.80
TOTAL USE TAX AMOUNT							443.60	

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Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
020305/00	CDW GOVERNMENT INC.						
1067	PO-181035	11/07/2017	KPR0498	1	11-3926-0-4300-600-4130-1000-015-000 NN F	71.15	58.96
					TOTAL PAYMENT AMOUNT		58.96 *
							58.96
011129/00	CUSTOMINK						
1062	PO-181031	11/08/2017	15780120	1	11-6391-0-5800-600-4130-1000-015-000 YN F	210.63	195.48
					TOTAL PAYMENT AMOUNT		195.48 *
					TOTAL USE TAX AMOUNT		15.15
							195.48
015627/00	HOME DEPOT						
1013	PO-180986	11/08/2017	3012179	1	11-3926-0-4300-600-4130-1000-015-000 NN P	2,826.82	2,826.82
					TOTAL PAYMENT AMOUNT		2,826.82 *
							2,826.82
					TOTAL FUND PAYMENT		3,081.26 **
					TOTAL USE TAX AMOUNT		15.15
							3,081.26

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	ABA num	Account num	Liq Amt	Net Amount

011205/00	CULTURE SHOCK YOGURT							
181 PO-180172	11/08/2017	5756		1 13-5310-0-4700-108-0000-3700-007-000 NN P			144.45	144.45
TOTAL PAYMENT AMOUNT							144.45 *	144.45
021080/00	GOLD STAR FOODS INC							
81 PO-180053	11/08/2017	2201866		1 13-5310-0-4700-108-0000-3700-007-000 NN P			8,326.14	8,326.14
81 PO-180053	11/07/2017	2204340		1 13-5310-0-4700-108-0000-3700-007-000 NN P			356.34	356.34
81 PO-180053	11/08/2017	2203512		1 13-5310-0-4700-108-0000-3700-007-000 NN P			125.82	125.82
TOTAL PAYMENT AMOUNT							8,808.30 *	8,808.30
022464/00	KASEY, LAURA							
1224 PO-181181	11/08/2017	REIMB SUPPLIES		1 13-5310-0-4300-108-0000-3700-007-000 NN F			118.56	118.56
TOTAL PAYMENT AMOUNT							118.56 *	118.56
016279/00	P&R PAPER SUPPLY							
118 PO-180060	11/08/2017	30158818-00		1 13-5310-0-4300-108-0000-3700-007-000 NN P			1,949.60	1,949.60
TOTAL PAYMENT AMOUNT							1,949.60 *	1,949.60
021194/00	PRUDENTIAL OVERALL SUPPLY INC							
113 PO-180097	11/07/2017	180291802		1 13-5310-0-5800-108-0000-3700-007-000 NN P			77.75	77.75
TOTAL PAYMENT AMOUNT							77.75 *	77.75
011422/00	SYSKO OF SAN FRANCISCO							
80 PO-180052	11/07/2017	131489682		1 13-5310-0-4700-108-0000-3700-007-000 NN P			5,510.51	5,510.51
80 PO-180052	11/07/2017	131489683		1 13-5310-0-4700-108-0000-3700-007-000 NN P			154.70	154.70
80 PO-180052	11/07/2017	131489682		2 13-5310-0-4300-108-0000-3700-007-000 NN P			1,028.75	1,028.75
80 PO-180052	11/07/2017	131489683		2 13-5310-0-4300-108-0000-3700-007-000 NN P			16.80	16.80
TOTAL PAYMENT AMOUNT							6,710.76 *	6,710.76
TOTAL FUND PAYMENT						17,809.42 **	17,809.42	
TOTAL BATCH PAYMENT						242,554.48 ***	0.00	242,554.48
TOTAL USE TAX AMOUNT						458.75		
TOTAL DISTRICT PAYMENT						242,554.48 ****	0.00	242,554.48
TOTAL USE TAX AMOUNT						458.75		
TOTAL FOR ALL DISTRICTS:						242,554.48 ****	0.00	242,554.48
TOTAL USE TAX AMOUNT						458.75		

Number of checks to be printed: 75, not counting voids due to stub overflows.

Batch status: A All

From batch: 0026

To batch: 0026

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P	ABA num OBJE SIT GOAL FUNC	Account num RES DEP T9MPS	Liq Amt	Net Amount

010002/00	ALDAR ACADEMY							
716 PO-180686	11/15/2017	OCT-17		1 01-6500-0-5800-102-5750-1180-019-000	NN P		3,264.40	3,264.40
				TOTAL PAYMENT AMOUNT				3,264.40
021763/00	ALL STAR RENTS							
1266 PO-181224	11/15/2017	724224-10		1 01-0000-0-4300-106-0000-8200-007-000	NN F		68.82	68.82
				TOTAL PAYMENT AMOUNT				68.82
017075/00	AMERICAN RIVER SPEECH INC.							
824 PO-180786	11/15/2017	1059		1 01-6500-0-5800-102-5750-1180-019-000	NN P		2,250.00	2,250.00
				TOTAL PAYMENT AMOUNT				2,250.00
018131/00	APTOS HIGH WRESTLING							
1269 PO-181232	11/15/2017	TOURN 12/28-29		1 01-0076-0-5800-472-1110-4200-014-817	NN F		325.00	325.00
				TOTAL PAYMENT AMOUNT				325.00
021604/00	ATLAS DISPOSAL INDUSTRIES							
27 PO-180026	11/14/2017	1031		1 01-0000-0-5525-106-0000-8110-007-000	NN P		181.61	181.61
27 PO-180026	11/14/2017	149397		1 01-0000-0-5525-106-0000-8110-007-000	NN P		530.60	530.60
27 PO-180026	11/14/2017	149398		1 01-0000-0-5525-106-0000-8110-007-000	NN P		1,375.27	1,375.27
27 PO-180026	11/14/2017	149399		1 01-0000-0-5525-106-0000-8110-007-000	NN P		643.50	643.50
27 PO-180026	11/14/2017	149400		1 01-0000-0-5525-106-0000-8110-007-000	NN P		260.53	260.53
27 PO-180026	11/14/2017	149401		1 01-0000-0-5525-106-0000-8110-007-000	NN P		204.92	204.92
27 PO-180026	11/14/2017	149402		1 01-0000-0-5525-106-0000-8110-007-000	NN P		409.42	409.42
27 PO-180026	11/14/2017	149403		1 01-0000-0-5525-106-0000-8110-007-000	NN P		430.54	430.54
27 PO-180026	11/14/2017	149404		1 01-0000-0-5525-106-0000-8110-007-000	NN P		25.81	25.81
27 PO-180026	11/14/2017	189538		1 01-0000-0-5525-106-0000-8110-007-000	NN P		578.87	578.87
				TOTAL PAYMENT AMOUNT				4,641.07
019504/00	B & H PHOTO-VIDEO							
1106 PO-181053	11/15/2017	132763675		1 01-0000-0-4400-109-0000-3140-004-000	YN F		537.67	459.65
1106 PO-181053	11/15/2017	132763675		2 01-0000-0-4400-110-0000-7200-004-000	YN F		754.95	740.00
				TOTAL PAYMENT AMOUNT				1,199.65
				TOTAL USE TAX AMOUNT				92.97

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				

015718/00	BASIC PACIFIC						
	PV-180028	11/15/2017	11-30-2017		01-0000-0-9552-000-0000-0000-000-000 NN		5,876.35
					TOTAL PAYMENT AMOUNT	5,876.35 *	5,876.35
010988/00	BIDDLE, SHAHRZAD						
	1283 PO-181239	11/15/2017	MILEAGE		1 01-0000-0-5210-103-1110-1004-019-000 NN P	38.52	38.52
					TOTAL PAYMENT AMOUNT	38.52 *	38.52
022282/00	BRIGHT START THERAPIES						
	503 PO-180460	11/15/2017	CUAH1015.17		1 01-6500-0-5800-102-5750-1180-019-000 NN P	240.00	240.00
	503 PO-180460	11/15/2017	CUKH1015.17		1 01-6500-0-5800-102-5750-1180-019-000 NN P	360.00	360.00
					TOTAL PAYMENT AMOUNT	600.00 *	600.00
010340/00	CA DEPT OF JUSTICE						
	395 PO-180366	11/15/2017	265326		1 01-0000-0-5800-110-0000-7200-004-000 NN P	273.00	273.00
					TOTAL PAYMENT AMOUNT	273.00 *	273.00
019750/00	CAPITAL PROGRAM MGMT INC						
	545 PO-180511	11/14/2017	#34		1 01-6230-0-5800-106-9543-7200-007-000 NN P	4,227.00	4,227.00
					TOTAL PAYMENT AMOUNT	4,227.00 *	4,227.00
021678/00	CAPITOL ACADEMY						
	720 PO-180690	11/15/2017	CA0358		1 01-6500-0-5800-102-5750-1180-019-000 NN P	90.00	90.00
	720 PO-180690	11/15/2017	CA0333		1 01-6500-0-5800-102-5750-1180-019-000 NN P	315.00	315.00
	720 PO-180690	11/15/2017	CA0318		1 01-6500-0-5800-102-5750-1180-019-000 NN P	2,911.76	2,911.76
	720 PO-180690	11/15/2017	CA0343		1 01-6500-0-5800-102-5750-1180-019-000 NN P	1,198.96	1,198.96
					TOTAL PAYMENT AMOUNT	4,515.72 *	4,515.72
010575/00	CAPITOL CLUTCH & BRAKE INC.						
	1132 PO-181090	11/14/2017	1485350		1 01-0000-0-4300-112-0000-3600-007-000 NN P	384.12	384.12
	1132 PO-181090	11/14/2017	1484693		1 01-0000-0-4300-112-0000-3600-007-000 NN M	0.00	-150.85
					TOTAL PAYMENT AMOUNT	233.27 *	233.27

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
018802/00	CASA ROBLE WRESTLING						
1268 PO-181231	11/15/2017	TOURN 12/16	1 01-0076-0-5800-472-1110-4200-014-817 NN F			350.00	350.00
			TOTAL PAYMENT AMOUNT	350.00 *			350.00
020305/00	CDW GOVERNMENT INC.						
1220 PO-181177	11/14/2017	KSC5177	1 01-0000-0-4400-115-0000-7700-007-000 NN F			1,491.10	1,491.11
1220 PO-181177	11/14/2017	KSC5177	2 01-0000-0-4300-115-0000-7700-007-000 NN F			350.16	350.16
			TOTAL PAYMENT AMOUNT	1,841.27 *			1,841.27
013928/00	CINTAS LOCATION 622						
108 PO-180057	11/15/2017	622826336	1 01-0000-0-5800-111-0000-8200-007-000 NN P			189.79	189.79
			TOTAL PAYMENT AMOUNT	189.79 *			189.79
019943/00	DOCUMENT TRACKING SERVICES						
1281 PO-181238	11/15/2017	#T-958430011	1 01-0000-0-5800-103-4760-1000-019-740 NN F			804.58	804.58
			TOTAL PAYMENT AMOUNT	804.58 *			804.58
010336/00	ECOTECH PEST MANAGEMENT INC						
14 PO-180014	11/14/2017	17986	1 01-0000-0-5500-106-0000-8110-007-000 NN P			712.00	712.00
14 PO-180014	11/14/2017	17777	1 01-0000-0-5500-106-0000-8110-007-000 NN P			1,500.00	1,500.00
			TOTAL PAYMENT AMOUNT	2,212.00 *			2,212.00
019590/00	EDTECH TEAM INC						
1252 PO-181197	11/15/2017	0002910H	1 01-0370-0-5200-115-0000-7700-007-000 NN P			199.00	199.00
			TOTAL PAYMENT AMOUNT	199.00 *			199.00
020517/00	EDUCATIONAL DATA SYSTEMS						
1228 PO-181191	11/15/2017	111723155	1 01-0000-0-4300-103-0000-3160-019-000 NN F			392.22	392.22
			TOTAL PAYMENT AMOUNT	392.22 *			392.22

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
011543/00	EDWARDS, LORI						
1260 PO-181211	11/15/2017	REIMB STOP SIGNS	1 01-0000-0-4300-240-0000-2700-011-000 NN F			78.67	78.67
			TOTAL PAYMENT AMOUNT	78.67 *			78.67
017618/00	GOPHER SPORT						
1167 PO-181128	11/15/2017	9391644	1 01-0076-0-4300-371-1110-4200-012-000 NN F			910.46	909.35
			TOTAL PAYMENT AMOUNT	909.35 *			909.35
018404/00	GRANITE BAY WRESTLING						
1267 PO-181230	11/15/2017	TOURN 12/3	1 01-0076-0-5800-472-1110-4200-014-817 NN F			400.00	400.00
			TOTAL PAYMENT AMOUNT	400.00 *			400.00
017718/00	GUIDING HANDS INC.						
782 PO-180744	11/15/2017	4645	1 01-6500-0-5800-102-5750-1180-019-000 NN P			250.00	250.00
782 PO-180744	11/15/2017	4655	1 01-6500-0-5800-102-5750-1180-019-000 NN P			312.50	312.50
782 PO-180744	11/15/2017	4626	1 01-6500-0-5800-102-5750-1180-019-000 NN P			3,854.20	3,854.20
			TOTAL PAYMENT AMOUNT	4,416.70 *			4,416.70
014431/00	HEAR SAY SPEECH AND LANGUAGE						
1257 PO-181220	11/15/2017	1432	1 01-6500-0-5800-102-5750-1180-019-000 NN P			807.50	807.50
			TOTAL PAYMENT AMOUNT	807.50 *			807.50
010602/00	HI-LINE ELECTRICAL & MECH						
42 PO-180039	11/14/2017	10578207	1 01-0000-0-4300-112-0000-3600-007-000 NN P			10.35	10.35
			TOTAL PAYMENT AMOUNT	10.35 *			10.35
017002/00	HOME DEPOT CREDIT SERVICES						
11 PO-180011	11/14/2017	6035322503880209	1 01-8150-0-4300-106-0000-8110-007-000 NN P			1,761.09	1,761.09
486 PO-180437	11/14/2017	9023360	1 01-0000-0-4300-106-0000-8110-007-000 NN P			43.04	43.04
1142 PO-181094	11/14/2017	5060187	1 01-0000-0-4300-111-0000-8200-007-000 NN P			288.77	288.77
			TOTAL PAYMENT AMOUNT	2,092.90 *			2,092.90

081 CENTER UNIFIED SCHOOL DISTRICT J4380
11-15-17

ACCOUNTS PAYABLE PRELIST
BATCH: 0026 11-15-17
FUND : 01 GENERAL FUND

APY500 L.00.12 11/15/17 11:01 PAGE 5
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
014455/00	HOSE & FITTINGS ETC						
1276 PO-181228	11/13/2017	5728817	1 01-0000-0-4300-112-0000-3600-007-000 NN P			100.53	100.53
			TOTAL PAYMENT AMOUNT		100.53 *		100.53
018990/00	INTERSTATE BATTERIES						
44 PO-180041	11/14/2017	130005774	1 01-0000-0-4300-112-0000-3600-007-000 NN P			404.41	404.41
			TOTAL PAYMENT AMOUNT		404.41 *		404.41
021789/00	JABBERGYM INC						
675 PO-180665	11/15/2017	9017	1 01-6500-0-5800-102-5750-1180-019-000 NN F			4,045.00	4,045.00
1256 PO-181219	11/15/2017	9017	1 01-6500-0-5800-102-5750-1180-019-000 NN P			25,340.00	25,340.00
			TOTAL PAYMENT AMOUNT		29,385.00 *		29,385.00
017726/00	LOS ANGELES FREIGHTLINER						
36 PO-180033	11/14/2017	XA410000262:01	1 01-0000-0-4300-112-0000-3600-007-000 NN P			68.06	68.06
			TOTAL PAYMENT AMOUNT		68.06 *		68.06
019087/00	MCCARTY, MELADEE						
1258 PO-181221	11/15/2017	10-31-17	1 01-6500-0-5800-102-5750-1180-002-000 NY P			1,100.00	1,100.00
			TOTAL PAYMENT AMOUNT		1,100.00 *		1,100.00
016087/00	MICHAEL'S TRANSPORTATION SERV.						
555 PO-180518	11/15/2017	100011	1 01-0000-0-5800-112-0000-3600-007-000 NN P			4,050.00	4,050.00
			TOTAL PAYMENT AMOUNT		4,050.00 *		4,050.00
019059/00	MILLENNIUM TERMITES & PEST						
39 PO-180036	11/14/2017	TR-71099	1 01-0000-0-5500-106-0000-8110-007-000 NN P			91.00	91.00
39 PO-180036	11/14/2017	TR-72628	1 01-0000-0-5500-106-0000-8110-007-000 NN P			59.00	59.00
39 PO-180036	11/14/2017	TR-72628	1 01-0000-0-5500-106-0000-8110-007-000 NN P			57.00	57.00
			TOTAL PAYMENT AMOUNT		207.00 *		207.00

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				

017315/00	NAPA AUTO PARTS - GENUINE AUTO						
17 PO-180017	11/13/2017	1850	1 01-0000-0-4300-112-0000-3600-007-000 NN P			118.62	118.62
			TOTAL PAYMENT AMOUNT		118.62 *		118.62
011376/00	NATOMAS WRESTLING						
1265 PO-181229	11/15/2017	TOUN & CLINIC	1 01-0076-0-5800-472-1110-4200-014-817 NN F			425.00	425.00
			TOTAL PAYMENT AMOUNT		425.00 *		425.00
015787/00	O'REILLY AUTO PARTS						
16 PO-180016	11/15/2017	1333147	1 01-0000-0-4300-112-0000-3600-007-000 NN P			658.87	658.87
			TOTAL PAYMENT AMOUNT		658.87 *		658.87
021511/00	OCCUPATIONAL THERAPY FOR						
1204 PO-181166	11/13/2017	17-10-11	1 01-6500-0-5800-102-5750-1180-019-000 NN P			180.00	180.00
			TOTAL PAYMENT AMOUNT		180.00 *		180.00
014358/00	OPFER, JULIE						
1251 PO-181207	11/15/2017	REIMB BEE REGISTRATION	1 01-0000-0-5300-240-0000-2700-011-000 NN F			120.00	120.00
1251 PO-181207	11/15/2017	REIMBURSEMENT	2 01-0000-0-4300-240-0000-2700-011-000 NN F			16.22	16.22
			TOTAL PAYMENT AMOUNT		136.22 *		136.22
021050/00	PACHECO, SHAWNA						
1191 PO-181214	11/15/2017	PARKING	1 01-6520-0-5200-472-5770-1110-019-000 NN F			30.17	30.17
1191 PO-181214	11/15/2017	PARKING	2 01-3410-0-5200-472-1110-1000-019-000 NN F			20.00	20.00
			TOTAL PAYMENT AMOUNT		50.17 *		50.17
016973/00	PROJECT LEAD THE WAY						
334 PO-180351	11/14/2017	108618	1 01-6300-0-4300-472-1110-1000-014-000 NN P			560.30	560.30
334 PO-180351	11/14/2017	113299	1 01-6300-0-4300-472-1110-1000-014-000 NN P			1,764.65	1,764.65
334 PO-180351	11/14/2017	119147	1 01-6300-0-4300-472-1110-1000-014-000 NN P			365.27	365.27
334 PO-180351	11/14/2017	117273	1 01-6300-0-4300-472-1110-1000-014-000 NN F			843.15	843.14
335 PO-180352	11/14/2017	113285	1 01-6300-0-4300-472-1110-1000-014-000 NN P			3,521.36	3,521.36
335 PO-180352	11/14/2017	108619	1 01-6300-0-4300-472-1110-1000-014-000 NN P			344.80	344.80
335 PO-180352	11/14/2017	119389	1 01-6300-0-4300-472-1110-1000-014-000 NN P			431.00	431.00

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
016973 (CONTINUED)							
335 PO-180352	11/14/2017	117274	1 01-6300-0-4300-472-1110-1000-014-000 NN F			340.16	340.17
767 PO-180728	11/14/2017	109008	1 01-0000-0-5800-101-1110-1000-002-995 NN F			750.00	750.00
TOTAL PAYMENT AMOUNT						8,920.69 *	8,920.69
021194/00 PRUDENTIAL OVERALL SUPPLY INC							
18 PO-180018	11/14/2017	180291803	1 01-0000-0-5600-112-0000-3600-007-000 NN P			66.34	66.34
TOTAL PAYMENT AMOUNT						66.34 *	66.34
010627/00 RIVERVIEW INTERNATIONAL TRUCKS							
1275 PO-181227	11/15/2017	946112	1 01-0000-0-4300-112-0000-3600-007-000 NN P			489.79	489.79
1275 PO-181227	11/15/2017	946081	1 01-0000-0-4300-112-0000-3600-007-000 NN P			351.94	351.94
1275 PO-181227	11/15/2017	CM946081	1 01-0000-0-4300-112-0000-3600-007-000 NN M			0.00	-272.15
TOTAL PAYMENT AMOUNT						569.58 *	569.58
010229/00 RYLAND SCHOOL BUSINESS							
369 PO-180337	11/15/2017	1903	1 01-0000-0-5800-105-0000-7200-005-000 NN F			1,301.25	1,341.25
TOTAL PAYMENT AMOUNT						1,341.25 *	1,341.25
010552/00 SAC VAL JANITORIAL							
788 PO-180748	11/14/2017	10267593	1 01-0000-0-9320-000-0000-0000-000-000 NN P			68.82	68.82
788 PO-180748	11/15/2017	10268973	1 01-0000-0-9320-000-0000-0000-000-000 NN P			257.42	257.42
788 PO-180748	11/15/2017	10268479	1 01-0000-0-9320-000-0000-0000-000-000 NN P			803.82	803.82
TOTAL PAYMENT AMOUNT						1,130.06 *	1,130.06
020936/00 SACRAMENTO TRUCK CENTER							
1119 PO-181213	11/15/2017	R009068833:01	1 01-0000-0-5600-112-0000-3600-007-000 NN P			1,684.68	1,684.68
1286 PO-181240	11/15/2017	R009068833:01	1 01-0000-0-4300-112-0000-3600-007-000 NN F			356.73	356.73
TOTAL PAYMENT AMOUNT						2,041.41 *	2,041.41
014151/00 SARA HALL BCBA							
1253 PO-181218	11/15/2017	October 2017	1 01-6500-0-5800-102-5750-1180-019-000 NY P			6,975.00	6,975.00
TOTAL PAYMENT AMOUNT						6,975.00 *	6,975.00

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				

020981/00	SAVE MART SUPERMARKETS						
498 PO-180456	11/14/2017	2448173	1 01-6500-0-4300-102-5750-1110-019-000 NN P			30.54	30.54
498 PO-180456	11/14/2017	2448174	1 01-6500-0-4300-102-5750-1110-019-000 NN P			12.28	12.28
498 PO-180456	11/14/2017	2448175	1 01-6500-0-4300-102-5750-1110-019-000 NN P			13.32	13.32
			TOTAL PAYMENT AMOUNT	56.14 *			56.14
010373/00	SCHOOLS INSURANCE AUTHORITY						
255 PO-180209	11/15/2017	2018 UST-KAM.10	1 01-0000-0-5800-112-0000-3600-007-000 NN P			150.00	150.00
			TOTAL PAYMENT AMOUNT	150.00 *			150.00
010826/00	SHIFFLER EQUIPMENT SALES INC						
1273 PO-181226	11/13/2017	1729301700	1 01-8150-0-4300-106-0000-8110-007-000 NN P			422.04	422.04
1273 PO-181226	11/15/2017	1729301701	1 01-8150-0-4300-106-0000-8110-007-000 NN P			169.96	169.96
			TOTAL PAYMENT AMOUNT	592.00 *			592.00
019683/00	SIERRA FOOTHILLS ACADEMY						
578 PO-180543	11/15/2017	SP-RSY-102017-2	1 01-6500-0-5800-102-5750-1180-019-000 NN P			220.00	220.00
578 PO-180543	11/15/2017	OT-RSY-102017-2	1 01-6500-0-5800-102-5750-1180-019-000 NN P			200.00	200.00
578 PO-180543	11/15/2017	OCTOBER 2017	1 01-6500-0-5800-102-5750-1180-019-000 NN P			5,607.80	5,607.80
578 PO-180543	11/15/2017	SEPT2017	1 01-6500-0-5800-102-5750-1180-019-000 NN P			5,327.41	5,327.41
578 PO-180543	11/15/2017	SP-ASY 92017	1 01-6500-0-5800-102-5750-1180-019-000 NN P			220.00	220.00
578 PO-180543	11/15/2017	OT-RSY92017	1 01-6500-0-5800-102-5750-1180-019-000 NN P			200.00	200.00
			TOTAL PAYMENT AMOUNT	11,775.21 *			11,775.21
010010/00	SIERRA SCHOOL						
1250 PO-181196	11/15/2017	210845	1 01-6500-0-5800-102-5750-1180-019-000 NN P			2,513.00	2,513.00
1250 PO-181196	11/15/2017	210845	1 01-6500-0-5800-102-5750-1180-019-000 NN P			2,508.80	2,508.80
1250 PO-181196	11/15/2017	204922	1 01-6500-0-5800-102-5750-1180-019-000 NN P			1,187.90	1,187.90
1250 PO-181196	11/15/2017	213931	1 01-6500-0-5800-102-5750-1180-019-000 NN P			3,357.30	3,357.30
			TOTAL PAYMENT AMOUNT	9,567.00 *			9,567.00
010263/00	SMUD						
22 PO-180022	11/14/2017	7000000347	1 01-0000-0-5510-106-0000-8110-007-000 NN P			57,556.96	57,556.96
			TOTAL PAYMENT AMOUNT	57,556.96 *			57,556.96

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MPS		

014558/00	SPURR						
15	PO-180015	11/14/2017	87305	1	01-0000-0-5515-106-0000-8110-007-000 NN P	1,293.10	1,293.10
					TOTAL PAYMENT AMOUNT	1,293.10 *	1,293.10
018370/00	STANLEY CONVERGENT SECURITY						
46	PO-180043	11/14/2017	15029950	1	01-8150-0-5800-106-0000-8110-007-000 NN P	192.18	192.18
					TOTAL PAYMENT AMOUNT	192.18 *	192.18
020465/00	SUPPORTED LIFE INSTITUTE						
1223	PO-181190	11/15/2017	OCT 2017	1	01-6500-0-5800-102-5750-1180-019-000 NN P	447.00	447.00
1223	PO-181190	11/14/2017	AUGUST	1	01-6500-0-5800-102-5750-1180-019-000 NN P	670.50	670.50
1223	PO-181190	11/14/2017	SEPT 2017	1	01-6500-0-5800-102-5750-1180-019-000 NN P	968.50	1,192.00
					TOTAL PAYMENT AMOUNT	2,309.50 *	2,309.50
020800/00	SWIFT, WINDIGO						
1244	PO-181206	11/15/2017	REIMB SUPPLIES	1	01-6300-0-4300-371-1110-1000-012-000 NN P	81.60	81.60
					TOTAL PAYMENT AMOUNT	81.60 *	81.60
010139/00	TROXELL COMMUNICATIONS INC						
1086	PO-181049	11/15/2017	988047	1	01-0370-0-4400-115-0000-7700-007-000 NN P	67,760.44	67,760.44
1086	PO-181049	11/15/2017	988323	1	01-0370-0-4400-115-0000-7700-007-000 NN P	7,544.66	7,544.66
1086	PO-181049	11/15/2017	988414	1	01-0370-0-4400-115-0000-7700-007-000 NN P	8,189.99	8,190.00
1089	PO-181050	11/15/2017	987688	1	01-0370-0-4300-115-0000-7700-007-000 NN P	1,148.63	1,148.63
1089	PO-181050	11/15/2017	987810	2	01-0370-0-4400-115-0000-7700-007-000 NN P	2,215.33	2,215.33
1089	PO-181050	11/15/2017	988513	1	01-0370-0-4300-115-0000-7700-007-000 NN P	127.14	127.15
					TOTAL PAYMENT AMOUNT	86,986.21 *	86,986.21
021111/00	ULINE						
1270	PO-181225	11/15/2017	91804121	1	01-0000-0-4300-112-0000-3600-007-000 NN P	576.11	576.11
					TOTAL PAYMENT AMOUNT	576.11 *	576.11

081 CENTER UNIFIED SCHOOL DISTRICT J4380
11-15-17

ACCOUNTS PAYABLE PRELIST
BATCH: 0026 11-15-17
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS					
022179/00	US HEALTHWORKS							
399 PO-180370	11/15/2017	3221271-CA	1 01-0000-0-5800-110-0000-7200-004-000 NN P				28.00	28.00
			TOTAL PAYMENT AMOUNT	28.00 *				28.00
015191/00	WACHOB, CYNTHIA							
817 PO-180782	11/15/2017	OCTOBER MILEAGE	1 01-6500-0-5210-102-5060-2110-019-000 N P				140.98	140.98
			TOTAL PAYMENT AMOUNT	140.98 *				140.98
022338/00	WARRINER, JILL							
1277 PO-181235	11/15/2017	REIMB SUPPLIES	1 01-0000-0-4300-238-0000-2700-010-000 NN F				86.38	86.38
1277 PO-181235	11/15/2017	REIMB SUBSCRIPTION	2 01-6300-0-4300-238-1110-1000-010-000 NN F				100.90	100.90
			TOTAL PAYMENT AMOUNT	187.28 *				187.28
022221/00	WESTERN HEALTH ADVANTAGE							
PV-180027	11/15/2017	DECEMBER 2017	01-0000-0-9552-000-0000-0000-000-000 NN					124,946.48
			TOTAL PAYMENT AMOUNT	124,946.48 *				124,946.48
014510/00	WRIGHT, MICHAEL							
1255 PO-181209	11/15/2017	reimb supplies	1 01-0000-0-4300-472-1600-1000-014-000 N F				72.56	72.56
			TOTAL PAYMENT AMOUNT	72.56 *				72.56
017313/00	XEROX							
143 PO-180120	11/14/2017	7149057-001	1 01-0000-0-4300-116-0000-8200-007-992 NN P				3,867.86	3,867.86
142 PO-180121	11/14/2017	7149057-001	1 01-0000-0-5800-116-1920-8200-007-000 NN P				35,234.31	35,234.31
170 PO-180135	11/14/2017	230061044	1 01-0000-0-5800-116-1920-8200-007-000 NN P				1,796.67	1,796.67
			TOTAL PAYMENT AMOUNT	40,898.84 *				40,898.84
			TOTAL FUND PAYMENT	437,555.49 **				437,555.49
			TOTAL USE TAX AMOUNT	92.97				

081 CENTER UNIFIED SCHOOL DISTRICT J4380
11-15-17

ACCOUNTS PAYABLE PRELIST
BATCH: 0026 11-15-17
FUND : 11 ADULT EDUCATION FUND

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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	T9MPS	Liq Amt	Net Amount

010663/00	CARPENTERS TRAINING COMMITTEE								
1219 PO-181189	11/15/2017	DO1-1492	1	11-3926-0-4200-600-4130-1000-015-000	NY P			574.95	574.95
1219 PO-181189	11/13/2017	DO1-1527	1	11-3926-0-4200-600-4130-1000-015-000	NY F			1,030.44	1,030.44
TOTAL PAYMENT AMOUNT								1,605.39	1,605.39
016486/00	HDS WHITE CAP CONST.SUPPLY								
1154 PO-181110	11/14/2017	50007150249	1	11-3926-0-4300-600-4130-1000-015-000	NN P			123.79	123.79
TOTAL PAYMENT AMOUNT								123.79	123.79
TOTAL FUND			PAYMENT					1,729.18	1,729.18

081 CENTER UNIFIED SCHOOL DISTRICT J4380
11-15-17

ACCOUNTS PAYABLE PRELIST
BATCH: 0026 11-15-17
FUND : 12 CHILD DEVELOPMEN FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				

018143/00	CHILD DEVELOPMENT CENTERS INC						
600 PO-180563	11/14/2017	5030-OCT17	1	12-5025-0-5800-100-8500-1000-005-000	NN P	24,850.63	24,850.63
600 PO-180563	11/14/2017	5030-OCT17	2	12-6105-0-5800-100-8500-1000-005-000	NN P	33,953.52	33,953.52
TOTAL PAYMENT AMOUNT				58,804.15	*		58,804.15
TOTAL FUND PAYMENT				58,804.15	**		58,804.15

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 T9MPS				Liq Amt	Net Amount

011205/00	CULTURE SHOCK YOGURT							
181 PO-180172	11/14/2017	5787	1 13-5310-0-4700-108-0000-3700-007-000 NN P				144.45	144.45
			TOTAL PAYMENT AMOUNT				144.45 *	144.45
011602/00	DANIELSEN CO., THE							
78 PO-180050	11/14/2017	148525	1 13-5310-0-4700-108-0000-3700-007-000 N P				1,436.59	1,436.59
78 PO-180050	11/14/2017	148525	2 13-5310-0-4300-108-0000-3700-007-000 N P				8.00	8.00
			TOTAL PAYMENT AMOUNT				1,444.59 *	1,444.59
017051/00	DAVIS, LAURA							
1247 PO-181194	11/15/2017	REIMB CSNA REGIST	1 13-5310-0-5200-108-0000-3700-007-000 NN F				550.00	550.00
			TOTAL PAYMENT AMOUNT				550.00 *	550.00
016670/00	FATCAT BAKERY							
179 PO-180145	11/14/2017	13215	1 13-5310-0-4700-108-0000-3700-007-000 NN P				2,800.00	2,800.00
			TOTAL PAYMENT AMOUNT				2,800.00 *	2,800.00
021080/00	GOLD STAR FOODS INC							
81 PO-180053	11/14/2017	2211502	1 13-5310-0-4700-108-0000-3700-007-000 NN P				240.81	240.81
81 PO-180053	11/14/2017	2210307	1 13-5310-0-4700-108-0000-3700-007-000 NN P				6,933.35	6,933.35
			TOTAL PAYMENT AMOUNT				7,174.16 *	7,174.16
016279/00	P&R PAPER SUPPLY							
118 PO-180060	11/14/2017	30160977-00	1 13-5310-0-4300-108-0000-3700-007-000 NN P				2,356.65	2,356.65
			TOTAL PAYMENT AMOUNT				2,356.65 *	2,356.65
021194/00	PRUDENTIAL OVERALL SUPPLY INC							
113 PO-180097	11/14/2017	180292370	1 13-5310-0-5800-108-0000-3700-007-000 NN P				77.75	77.75
			TOTAL PAYMENT AMOUNT				77.75 *	77.75

081 CENTER UNIFIED SCHOOL DISTRICT J4380
11-15-17

ACCOUNTS PAYABLE PRELIST
BATCH: 0026 11-15-17
FUND : 13 CAFETERIA FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
011422/00	SYSKO OF SAN FRANCISCO						
80 PO-180052	11/14/2017	131501386	1 13-5310-0-4700-108-0000-3700-007-000 NN P			2,071.53	2,071.53
			TOTAL PAYMENT AMOUNT				2,071.53
			TOTAL FUND PAYMENT	16,619.13 **			16,619.13

081 CENTER UNIFIED SCHOOL DISTRICT J4380
11-15-17

ACCOUNTS PAYABLE PRELIST
BATCH: 0026 11-15-17
FUND : 21 BUILDING FUND

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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 T9MPS			Liq Amt	Net Amount	
019750/00	CAPITAL PROGRAM MGMT INC							
	PO-170807 11/14/2017 #16		1 21-0000-0-5800-106-9175-8100-007-000 NN P			18,068.50	18,068.50	
			TOTAL PAYMENT AMOUNT			18,068.50 *	18,068.50	
			TOTAL FUND PAYMENT			18,068.50 **	18,068.50	
			TOTAL BATCH PAYMENT			532,776.45 ***	532,776.45	0.00
			TOTAL USE TAX AMOUNT			92.97		
			TOTAL DISTRICT PAYMENT			532,776.45 ****	532,776.45	0.00
			TOTAL USE TAX AMOUNT			92.97		
			TOTAL FOR ALL DISTRICTS:			532,776.45 ****	532,776.45	0.00
			TOTAL USE TAX AMOUNT			92.97		

Number of checks to be printed: 77, not counting voids due to stub overflows.

Batch status: A All

From batch: 0027

To batch: 0027

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT GOAL FUNC	ABA num RES DEP T9MPS	Account num	Liq Amt	Net Amount	

019433/00	ADI								
994 PO-180955	11/30/2017	W6HBB201		1 01-8150-0-4300-106-0000-8110-007-000	NN P		449.17	449.17	
994 PO-180955	11/30/2017	W6VYJ001		1 01-8150-0-4300-106-0000-8110-007-000	NN P		370.03	370.03	
TOTAL PAYMENT AMOUNT								819.20 *	819.20
010669/00	ALHAMBRA & SIERRA SPRINGS								
24 PO-180024	11/30/2017	4781257111617		2 01-0000-0-5600-112-0000-3600-007-000	NN P		7.50	7.50	
24 PO-180024	11/30/2017	4781257111617		1 01-0000-0-4300-112-0000-3600-007-000	NN P		74.73	74.73	
25 PO-180025	11/30/2017	4782453111617		2 01-8150-0-5600-106-0000-8110-007-000	NN P		30.00	30.00	
25 PO-180025	11/30/2017	478245308111617		1 01-8150-0-4300-106-0000-8110-007-000	NN P		57.75	57.75	
425 PO-180393	11/30/2017	47981839111617		1 01-0000-0-4300-475-3200-2700-015-740	NN P		45.77	45.77	
425 PO-180393	11/30/2017	4781839111617		2 01-0000-0-5600-475-3200-2700-015-740	NN P		7.50	7.50	
502 PO-180459	11/30/2017	4780794111617		1 01-0000-0-4300-110-0000-7200-004-000	NN P		26.82	26.82	
502 PO-180459	11/30/2017	4780794111617		2 01-0000-0-5600-110-0000-7200-004-000	NN P		7.50	7.50	
TOTAL PAYMENT AMOUNT								257.57 *	257.57
019769/00	AMERICAN EXPRESS								
1336 PO-181297	11/30/2017	0-03000		1 01-0000-0-5800-103-0000-7200-019-000	NN F		59.00	59.00	
1342 PO-181302	11/30/2017	0-03000		1 01-0000-0-5800-101-0000-7150-002-000	NN F		69.99	69.99	
TOTAL PAYMENT AMOUNT								128.99 *	128.99
010564/00	APPLE COMPUTER								
1229 PO-181185	11/30/2017	6701465779		1 01-0000-0-4400-115-0000-7700-007-000	NN F		2,440.06	2,440.06	
1308 PO-181253	11/30/2017	6701543087		1 01-0370-0-4400-115-1110-1000-007-000	NN F		13,917.52	13,917.52	
TOTAL PAYMENT AMOUNT								16,357.58 *	16,357.58
011481/00	AT&T								
521 PO-180480	11/30/2017	9391028109		1 01-0000-0-5930-106-0000-8110-007-000	NN P		6,966.33	6,966.33	
TOTAL PAYMENT AMOUNT								6,966.33 *	6,966.33
018533/00	ATKINSON ANDELSON LOYA RUDD								
592 PO-180557	11/30/2017	532569		1 01-0000-0-5880-105-0000-7200-005-000	NE P		11,130.01	11,130.01	
TOTAL PAYMENT AMOUNT								11,130.01 *	11,130.01

081 CENTER UNIFIED SCHOOL DISTRICT J4912
11-30-17

ACCOUNTS PAYABLE PRELIST
BATCH: 0027 11-30-17
FUND : 01 GENERAL FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				

019624/00	B & H VIDEO						
1149 PO-181098	11/30/2017	133001778	1 01-6387-0-4300-472-1110-1000-019-000	YN	P	282.84	282.84
1149 PO-181098	11/30/2017	133083774	1 01-6387-0-4300-472-1110-1000-019-000	YN	F	313.36	270.48
TOTAL PAYMENT AMOUNT						553.32 *	553.32
TOTAL USE TAX AMOUNT						42.88	
021669/00	BAIONI, RON						
1245 PO-181243	11/30/2017	REIMB MILEAGE	1 01-0000-0-5210-371-0000-2700-012-000	NN	F	6.96	6.96
TOTAL PAYMENT AMOUNT						6.96 *	6.96
016106/00	BERGER, CHRISTINE						
1304 PO-181269	11/30/2017	REIMB CHILD SEATS	1 01-6500-0-4300-102-5770-1110-019-000	NN	F	75.73	75.73
TOTAL PAYMENT AMOUNT						75.73 *	75.73
018071/00	BRADY, ASHLEY						
1311 PO-181292	11/30/2017	MILEAGE-COMMUNITY MTG	1 01-6520-0-5200-472-5770-1110-019-000	NN	F	30.29	30.29
1311 PO-181292	11/30/2017	MILEAGE- DEPT OF REHAB	2 01-3410-0-5210-472-1110-1000-019-000	NN	F	11.88	11.88
TOTAL PAYMENT AMOUNT						42.17 *	42.17
019354/00	BREAKOUT INC						
1196 PO-181147	11/30/2017	10946	1 01-0000-0-4300-103-0000-2420-019-000	NN	F	538.75	538.75
TOTAL PAYMENT AMOUNT						538.75 *	538.75
022282/00	BRIGHT START THERAPIES						
503 PO-180460	11/30/2017	CUAH1031.17	1 01-6500-0-5800-102-5750-1180-019-000	NN	P	480.00	480.00
503 PO-180460	11/30/2017	CUEH1025.17	1 01-6500-0-5800-102-5750-1180-019-000	NN	P	250.00	250.00
503 PO-180460	11/30/2017	CUEH1031.17	1 01-6500-0-5800-102-5750-1180-019-000	NN	P	810.00	810.00
TOTAL PAYMENT AMOUNT						1,540.00 *	1,540.00
019453/00	BSN SPORTS LLC						
87 PO-180082	11/30/2017	60542369	1 01-0000-0-4300-472-1550-1000-014-000	NN	M	0.00	-275.39
87 PO-180082	11/30/2017	8419520	1 01-0000-0-4300-472-1550-1000-014-000	NN	F	2,150.23	2,150.22
TOTAL PAYMENT AMOUNT						1,874.83 *	1,874.83

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
010150/00	BURKETS OFFICE SUPPLIES						
1294 PO-181251	11/30/2017	1343144-0	1 01-0000-0-4300-105-0000-7200-005-000 NN F			95.01	95.01
			TOTAL PAYMENT AMOUNT	95.01 *			95.01
013988/00	BUTES/CENTER STATE PIPE &						
159 PO-180126	11/30/2017	S00987315.001	1 01-8150-0-4300-106-0000-8110-007-000 NN P			362.04	362.04
159 PO-180126	11/30/2017	S009881936.001	1 01-8150-0-4300-106-0000-8110-007-000 NN P			245.90	245.90
			TOTAL PAYMENT AMOUNT	607.94 *			607.94
017674/00	CALIFORNIA EDUCATIONAL						
725 PO-180695	11/30/2017	CERA0228POX	1 01-3010-0-5200-103-0000-2110-019-000 NY F			375.00	375.00
			TOTAL PAYMENT AMOUNT	375.00 *			375.00
011374/00	CAPITOL MECHANICAL INC						
829 PO-180791	11/30/2017	6988	1 01-8150-0-4300-106-0000-8110-007-000 NN P			170.00	170.00
			TOTAL PAYMENT AMOUNT	170.00 *			170.00
018659/00	CAPSTONE PRESS						
1203 PO-181160	11/30/2017	CI10599369	1 01-0000-0-4200-103-0000-2420-019-000 NN F			219.69	219.69
			TOTAL PAYMENT AMOUNT	219.69 *			219.69
016151/00	CATHERINE STEVENS						
635 PO-180595	11/30/2017	1257	1 01-0000-0-5800-112-0000-3600-007-000 NY P			437.50	437.50
			TOTAL PAYMENT AMOUNT	437.50 *			437.50
021036/00	CCHAT CENTER						
914 PO-180881	11/30/2017	CENTER10-17	1 01-6500-0-5800-102-5750-1180-019-000 NN P			343.16	343.16
			TOTAL PAYMENT AMOUNT	343.16 *			343.16

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC	RES DEP T9MPS			

020305/00	CDW GOVERNMENT INC.						
940 PO-180910	11/30/2017	KLC0003	1 01-7220-0-4300-472-1110-1000-014-000	NN F	260.65	260.65	
1053 PO-181016	11/30/2017	KNP8429	1 01-0000-0-5800-112-0000-3600-007-000	NN F	150.00	150.00	
1053 PO-181016	11/30/2017	KNP8429	2 01-0000-0-4300-112-0000-3600-007-000	NN F	22.43	22.43	
1070 PO-181026	11/30/2017	NES34001	1 01-3010-0-4300-475-3200-1000-015-000	NN M	0.00	-99.33	
1070 PO-181026	11/30/2017	KNR4355	1 01-3010-0-4300-475-3200-1000-015-000	NN F	117.92	117.92	
1096 PO-181058	11/30/2017	KTD4767	1 01-0000-0-4300-472-1110-1000-014-000	NN M	0.00	-70.89	
1096 PO-181058	11/30/2017	KPP3763	1 01-0000-0-4300-472-1110-1000-014-000	NN F	70.89	70.89	
1151 PO-181099	11/30/2017	KQM3666	1 01-6500-0-4300-102-5770-1110-019-000	NN F	183.47	182.55	
1183 PO-181138	11/30/2017	KTS0267	1 01-0000-0-4300-105-0000-7200-005-000	NN F	205.57	205.57	
1238 PO-181216	11/30/2017	KTR1163	1 01-0000-0-4300-472-1110-1000-014-000	NN F	81.02	81.02	
			TOTAL PAYMENT AMOUNT	920.81 *		920.81	
013928/00	CINTAS LOCATION 622						
108 PO-180057	11/30/2017	622838103THRU 622838110	1 01-0000-0-5800-111-0000-8200-007-000	NN P	171.12	171.12	
108 PO-180057	11/30/2017	622832813 THRU 62283220	1 01-0000-0-5800-111-0000-8200-007-000	NN P	171.12	171.12	
			TOTAL PAYMENT AMOUNT	342.24 *		342.24	
015699/00	CLARK SECURITY PRODUCTS						
20 PO-180020	11/30/2017	22K236854	1 01-8150-0-4300-106-0000-8110-007-000	NN P	36.82	36.82	
			TOTAL PAYMENT AMOUNT	36.82 *		36.82	
021813/00	CONSOLIDATED COMMUNICATIONS						
32 PO-180031	11/30/2017	916-773-4131/0	2 01-0000-0-5930-106-0000-8110-007-000	NN P	905.04	905.04	
			TOTAL PAYMENT AMOUNT	905.04 *		905.04	
014156/00	COUNTY OF SACRAMENTO						
1346 PO-181305	11/28/2017	AR0071160	1 01-0000-0-5800-106-0000-8200-007-000	NN F	157.00	157.00	
			TOTAL PAYMENT AMOUNT	157.00 *		157.00	
016961/00	DAKTRONICS INC.						
1184 PO-181139	11/30/2017	6760180	1 01-0076-0-5800-472-1110-4200-014-000	NN F	1,185.00	901.00	
			TOTAL PAYMENT AMOUNT	901.00 *		901.00	

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
010481/00	DEMCO INC						
1259 PO-181210	11/30/2017	6253976	1 01-0000-0-4300-240-0000-2700-011-000 NN F			32.31	41.41
			TOTAL PAYMENT AMOUNT	41.41 *			41.41
021794/00	EAGLE SOFTWARE						
125 PO-180107	11/30/2017	CONF-15536	1 01-0000-0-5200-115-0000-7700-007-000 NN F			1,050.00	1,050.00
252 PO-180218	11/30/2017	CONF-15569	1 01-0000-0-5200-234-1110-1000-008-000 NN F			300.00	300.00
309 PO-180279	11/30/2017	CONF-15585	1 01-0000-0-5200-105-0000-7200-005-000 NN F			525.00	525.00
666 PO-180636	11/30/2017	CONF-16122	1 01-0000-0-5200-238-0000-2700-010-000 NN F			1,200.00	1,200.00
667 PO-180637	11/30/2017	CONF-16123	1 01-0000-0-5200-238-0000-2700-010-000 NN F			150.00	150.00
667 PO-180637	11/30/2017	CONF-16123	2 01-0000-0-5200-234-1110-1000-008-000 NN F			150.00	150.00
			TOTAL PAYMENT AMOUNT	3,375.00 *			3,375.00
018277/00	EASTER SEAL SOCIETY OF CA. INC						
935 PO-180901	11/30/2017	OCT17	1 01-6500-0-5800-102-5750-1180-019-000 NN P			2,625.00	2,625.00
			TOTAL PAYMENT AMOUNT	2,625.00 *			2,625.00
011543/00	EDWARDS, LORI						
1347 PO-181306	11/30/2017	REIMB CABNETS	1 01-0000-0-4300-240-0000-2700-011-000 NN F			127.06	127.06
			TOTAL PAYMENT AMOUNT	127.06 *			127.06
020232/00	ENCORE GRAPHICS INC						
1324 PO-181284	11/30/2017	20648	1 01-0000-0-5800-106-0000-8110-007-000 NN F			566.13	572.00
			TOTAL PAYMENT AMOUNT	572.00 *			572.00
019262/00	ENTERPRISE RENT A CAR						
1352 PO-181314	11/30/2017	92NZ2S	1 01-0076-0-5600-472-1110-4200-014-915 NN F			100.12	100.12
			TOTAL PAYMENT AMOUNT	100.12 *			100.12
020340/00	ENTERPRISE RENT A CAR						
1061 PO-181022	11/30/2017	7N9QHM	1 01-0000-0-6400-106-0000-8110-007-995 NN F			37,200.58	37,200.58
			TOTAL PAYMENT AMOUNT	37,200.58 *			37,200.58

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 T9MPS				Liq Amt	Net Amount
019662/00	FARREL, JASON							
1312 PO-181274	11/30/2017	REIMB FOR REGISTRATIONS	1 01-3010-0-5200-236-0000-2700-009-000 NN F				900.00	900.00
		TOTAL PAYMENT AMOUNT		900.00 *				900.00
015172/00	FRENCH, DAVID L.							
1345 PO-181304	11/30/2017	REIMB FOOD	1 01-3010-0-4300-475-3200-2700-015-000 NN F				40.25	40.25
		TOTAL PAYMENT AMOUNT		40.25 *				40.25
018577/00	FULL COMPASS SYSTEMS LTD							
1262 PO-181222	11/30/2017	INC00535358	1 01-1100-0-4400-234-1110-1000-008-995 YN F				1,077.49	999.99
		TOTAL PAYMENT AMOUNT		999.99 *				999.99
		TOTAL USE TAX AMOUNT		77.50				
022347/00	GIVE SOMETHING BACK							
1240 PO-181203	11/30/2017	IN0680718	1 01-0000-0-4300-472-0000-2700-014-000 NN P				4.39	4.39
1240 PO-181203	11/30/2017	IN-0680402	1 01-0000-0-4300-472-0000-2700-014-000 NN F				453.18	453.19
		TOTAL PAYMENT AMOUNT		457.58 *				457.58
021906/00	GLOBAL EQUIPMENT COMPANY INC							
1287 PO-181241	11/30/2017	111841809	1 01-8150-0-4300-106-0000-8110-007-000 NN F				2,068.80	2,068.80
		TOTAL PAYMENT AMOUNT		2,068.80 *				2,068.80
017609/00	GUERGUY, CARLA							
1340 PO-181311	11/30/2017	REIMB CERT	1 01-0000-0-5800-475-3200-2700-015-740 NN F				29.95	29.95
		TOTAL PAYMENT AMOUNT		29.95 *				29.95
016486/00	HDS WHITE CAP CONST.SUPPLY							
1039 PO-180996	11/29/2017	50007269899	1 01-8150-0-4300-106-0000-8110-007-000 NN F				960.81	916.94
		TOTAL PAYMENT AMOUNT		916.94 *				916.94

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
010602/00	HI-LINE ELECTRICAL & MECH						
42	PO-180039	11/30/2017	10581298	1	01-0000-0-4300-112-0000-3600-007-000 NN P	391.78	391.78
					TOTAL PAYMENT AMOUNT	391.78 *	391.78
014792/00	HOLLOWAY, KALA						
551	PO-180514	11/30/2017	ADEN-OCT	1	01-6500-0-5800-102-5770-3600-019-000 NN P	13.49	13.49
551	PO-180514	11/30/2017	EVAN-OCT	1	01-6500-0-5800-102-5770-3600-019-000 NN P	163.80	163.80
					TOTAL PAYMENT AMOUNT	177.29 *	177.29
017002/00	HOME DEPOT CREDIT SERVICES						
347	PO-180331	11/30/2017	6035-3226-4903-3119	1	01-6387-0-4300-472-1110-1000-019-000 NN P	986.43	986.43
					TOTAL PAYMENT AMOUNT	986.43 *	986.43
017472/00	INDUSTRIAL PLUMBING SUPPLY LLC						
798	PO-180765	11/30/2017	65563	1	01-8150-0-4300-106-0000-8110-007-000 NN P	331.17	331.17
798	PO-180765	11/30/2017	65510	1	01-8150-0-4300-106-0000-8110-007-000 NN P	143.14	143.14
					TOTAL PAYMENT AMOUNT	474.31 *	474.31
010355/00	KAISER FOUNDATION HEALTH PLAN						
PV-180029	11/22/2017	DECEMBER 2017			01-0000-0-9552-000-0000-0000-000-000 NN		157,983.64
					TOTAL PAYMENT AMOUNT	157,983.64 *	157,983.64
020783/00	KIMBALL MIDWEST						
946	PO-180913	11/30/2017	5881093	1	01-0000-0-4300-112-0000-3600-007-000 NN P	237.99	237.99
					TOTAL PAYMENT AMOUNT	237.99 *	237.99
017899/00	LAWSON, BECKY						
1317	PO-181280	11/30/2017	MILEAGE	1	01-0000-0-5210-103-0000-2110-019-000 N P	22.47	22.47
					TOTAL PAYMENT AMOUNT	22.47 *	22.47

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
014389/00	LOMOVA, YELENA						
532 PO-180489	11/30/2017	TRIP 1457	1 01-0000-0-5800-112-0000-3600-007-000 NN P			13.51	13.51
TOTAL PAYMENT AMOUNT				13.51 *			13.51
017726/00	LOS ANGELES FREIGHTLINER						
36 PO-180033	11/30/2017	XA410000544:01	1 01-0000-0-4300-112-0000-3600-007-000 NN P			187.76	187.76
36 PO-180033	11/30/2017	XA410000484:01	1 01-0000-0-4300-112-0000-3600-007-000 NN P			73.47	73.47
36 PO-180033	11/30/2017	XA410000262:01	1 01-0000-0-4300-112-0000-3600-007-000 NN P			180.56	180.56
TOTAL PAYMENT AMOUNT				441.79 *			441.79
015309/00	MAKERBOT INC						
1174 PO-181163	11/30/2017	INV127226	1 01-1100-0-4400-371-1110-1000-012-995 NN F			3,484.87	3,484.87
1174 PO-181163	11/30/2017	INV127226	2 01-1100-0-5800-371-1110-1000-012-995 NN F			371.00	371.00
TOTAL PAYMENT AMOUNT				3,855.87 *			3,855.87
022230/00	MANAGED HEALTH NETWORK						
325 PO-180288	11/30/2017	PRM-016380	1 01-0000-0-3401-100-1110-1000-000-000 NN P			983.06	983.06
TOTAL PAYMENT AMOUNT				983.06 *			983.06
022590/00	MICHAEL JONES						
1135 PO-181092	11/30/2017	TRIP 1528	1 01-0000-0-5800-112-0000-3600-007-000 NN P			12.00	12.00
TOTAL PAYMENT AMOUNT				12.00 *			12.00
016087/00	MICHAEL'S TRANSPORTATION SERV.						
555 PO-180518	11/30/2017	100194	1 01-0000-0-5800-112-0000-3600-007-000 NN P			3,645.00	3,645.00
555 PO-180518	11/30/2017	100127	1 01-0000-0-5800-112-0000-3600-007-000 NN P			6,552.50	6,552.50
TOTAL PAYMENT AMOUNT				10,197.50 *			10,197.50
014726/00	MULDOON, PATRICK						
1274 PO-181244	11/30/2017	REIMB IPAF CASES	1 01-0000-0-4300-238-1110-1000-010-000 NN F			303.84	303.84
TOTAL PAYMENT AMOUNT				303.84 *			303.84

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	ABA num	Account num	Liq Amt	Net Amount
017576/00	OFFICE DEPOT							
894 PO-180846	11/30/2017	965427098001		1 01-6500-0-4300-102-5770-1110-019-000 NN P			58.35	58.35
894 PO-180846	11/30/2017	965427099001		1 01-6500-0-4300-102-5770-1110-019-000 NN P			69.70	69.70
894 PO-180846	11/30/2017	965427099001		1 01-6500-0-4300-102-5770-1110-019-000 NN F			6.24	6.24
1147 PO-181124	11/30/2017	977157282001		1 01-0000-0-4300-371-1110-1000-012-000 NN F			153.21	153.21
1147 PO-181124	11/30/2017	977157282001		2 01-6300-0-4300-371-1110-1000-012-000 NN F			117.93	137.47
1166 PO-181127	11/30/2017	977155403001		1 01-0000-0-4300-371-1110-1000-012-000 NN F			104.31	103.83
1186 PO-181141	11/30/2017	977156553001		1 01-6500-0-4300-102-5001-2700-019-000 NN P			161.61	161.61
1186 PO-181141	11/30/2017	977156552001		1 01-6500-0-4300-102-5001-2700-019-000 NN F			13.72	13.72
1208 PO-181168	11/30/2017	977326588001		1 01-0000-0-4300-238-0000-2700-010-000 NN P			109.30	109.30
1208 PO-181168	11/30/2017	977326589001		2 01-6300-0-4300-238-1110-1000-010-000 NN F			64.53	61.74
1227 PO-181184	11/30/2017	978143729001		1 01-4203-0-4300-103-4760-1000-019-000 NN F			355.62	355.62
1230 PO-181192	11/30/2017	978992769001		1 01-0000-0-4300-103-0000-2110-019-000 NN F			766.90	766.90
1249 PO-181195	11/30/2017	978991801001		1 01-6300-0-4300-371-1110-1000-012-000 NN F			94.60	94.16
1234 PO-181200	11/30/2017	979193939001		1 01-3010-0-4300-234-1110-1000-008-000 NN F			254.79	254.79
1261 PO-181212	11/30/2017	979193430001		1 01-0000-0-4300-115-0000-7700-007-000 NN P			17.02	17.02
1261 PO-181212	11/30/2017	979193429001		1 01-0000-0-4300-115-0000-7700-007-000 NN F			293.07	293.07
TOTAL PAYMENT AMOUNT							2,656.73 *	2,656.73
014196/00	ORTIZ, RUTH							
1327 PO-181279	11/30/2017	REIMB DENTAL PREMIUM		1 01-0000-0-9552-000-0000-0000-000-000 NN F			62.18	62.18
TOTAL PAYMENT AMOUNT							62.18 *	62.18
021139/00	PACIFIC COAST BREAKER LLC							
360 PO-180325	11/30/2017	PCB IN-1110607		1 01-8150-0-4300-106-0000-8110-007-000 NN P			293.08	293.08
TOTAL PAYMENT AMOUNT							293.08 *	293.08
010254/00	PEARSON EDUCATION							
1099 PO-181101	11/30/2017	BK86999984		1 01-0037-0-4100-103-1110-1000-019-000 NN F			1,631.55	1,631.55
TOTAL PAYMENT AMOUNT							1,631.55 *	1,631.55
021249/00	PERRY, HEATHER							
911 PO-180885	11/30/2017	NOV MILEAGE		1 01-6500-0-5210-102-5001-2700-019-000 NN P			18.73	18.73
TOTAL PAYMENT AMOUNT							18.73 *	18.73

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS	ABA num	Account num	Liq Amt	Net Amount
020192/00	PITNEY BOWES INC							
1293	PO-181250	11/30/2017	1005721074	1	01-0000-0-5800-105-0000-7200-005-000	NN F	753.00	753.00
				TOTAL PAYMENT AMOUNT	753.00 *			753.00
014069/00	PLATT ELECTRIC SUPPLY INC							
12	PO-180012	11/30/2017	PO19165	1	01-8150-0-4300-106-0000-8110-007-000	NN P	228.14	228.14
12	PO-180012	11/30/2017	O132472	1	01-8150-0-4300-106-0000-8110-007-000	NN P	30.83	30.83
12	PO-180012	11/30/2017	Z209911	1	01-8150-0-4300-106-0000-8110-007-000	NN P	416.22	416.22
12	PO-180012	11/30/2017	P074696	1	01-8150-0-4300-106-0000-8110-007-000	NN P	736.89	736.89
12	PO-180012	11/30/2017	N013926	1	01-8150-0-4300-106-0000-8110-007-000	NN M	0.00	-986.85
12	PO-180012	11/30/2017	O381620	1	01-8150-0-4300-106-0000-8110-007-000	NN P	28.02	28.02
12	PO-180012	11/30/2017	Y017734	1	01-8150-0-4300-106-0000-8110-007-000	NN P	161.53	161.53
12	PO-180012	11/30/2017	L111888	1	01-8150-0-4300-106-0000-8110-007-000	NN M	0.00	-48.22
1323	PO-181283	11/30/2017	Z217565	1	01-0000-0-4300-111-0000-8200-007-939	NN F	428.85	428.85
				TOTAL PAYMENT AMOUNT	995.41 *			995.41
021401/00	PRACTI-CAL INC							
1289	PO-181247	11/30/2017	339104	1	01-5640-0-5800-109-0000-3140-017-000	NN P	93.30	93.30
1289	PO-181247	11/30/2017	339158	1	01-5640-0-5800-109-0000-3140-017-000	NN F	456.99	456.99
				TOTAL PAYMENT AMOUNT	550.29 *			550.29
021194/00	PRUDENTIAL OVERALL SUPPLY INC							
18	PO-180018	11/30/2017	180292943	1	01-0000-0-5600-112-0000-3600-007-000	NN P	66.34	66.34
				TOTAL PAYMENT AMOUNT	66.34 *			66.34
016900/00	REALLY GOOD STUFF							
487	PO-180438	11/30/2017	6153686	1	01-6500-0-4300-102-5770-1110-019-000	NN F	207.87	159.02
				TOTAL PAYMENT AMOUNT	159.02 *			159.02
011330/00	RELIAS LEARNING LLC							
548	PO-180525	11/30/2017	SI-76465	1	01-6500-0-5200-102-5001-2700-019-000	NY F	249.00	249.00
				TOTAL PAYMENT AMOUNT	249.00 *			249.00

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				

010627/00	RIVERVIEW INTERNATIONAL TRUCKS						
1275 PO-181227	11/30/2017	947688	1 01-0000-0-4300-112-0000-3600-007-000 NN P			98.17	98.17
1275 PO-181227	11/30/2017	947587	1 01-0000-0-4300-112-0000-3600-007-000 NN P			402.29	402.29
1275 PO-181227	11/30/2017	947282	1 01-0000-0-4300-112-0000-3600-007-000 NN P			1,335.20	1,335.20
TOTAL PAYMENT AMOUNT						1,835.66 *	1,835.66
010552/00	SAC VAL JANITORIAL						
788 PO-180748	11/30/2017	10271072	1 01-0000-0-9320-000-0000-0000-000-000 NN P			1,026.77	1,026.77
1331 PO-181291	11/30/2017	10268966	1 01-0000-0-4300-112-0000-3600-007-000 NN F			279.79	279.79
1348 PO-181307	11/30/2017	10270510	1 01-0000-0-4300-112-0000-3600-007-000 NN F			254.55	254.55
TOTAL PAYMENT AMOUNT						1,561.11 *	1,561.11
020981/00	SAVE MART SUPERMARKETS						
498 PO-180456	11/30/2017	2581562	1 01-6500-0-4300-102-5750-1110-019-000 NN P			13.43	13.43
TOTAL PAYMENT AMOUNT						13.43 *	13.43
021066/00	SCHOOL SPECIALTY INC						
524 PO-180482	11/30/2017	302500160729	1 01-6500-0-4300-102-5770-1110-019-000 NN F			97.08	114.00
TOTAL PAYMENT AMOUNT						114.00 *	114.00
017106/00	SCHOOLS INSURANCE AUTHORITY						
PV-180030	11/28/2017	DECEMBER 2017	01-0000-0-9552-000-0000-0000-000-000 NN				8,450.32
TOTAL PAYMENT AMOUNT						8,450.32 *	8,450.32
016043/00	SHELTONS UNLIMITED MECHANICAL [REDACTED]						
1320 PO-181287	11/30/2017	17-20313	1 01-8150-0-4300-106-0000-8110-007-000 NN F			2,279.96	2,279.96
1320 PO-181287	11/30/2017	17-20313	2 01-8150-0-5600-106-0000-8110-007-000 NN F			576.00	576.00
1320 PO-181287	11/30/2017	17-20313	3 01-8150-0-5800-106-0000-8110-007-000 NN F			141.98	141.98
TOTAL PAYMENT AMOUNT						2,997.94 *	2,997.94
020811/00	SHRED-IT USA LLC						
463 PO-180422	11/30/2017	8123441443	1 01-0000-0-5800-371-0000-2700-012-000 NN P			77.14	77.14
1319 PO-181286	11/27/2017	13179810	1 01-0000-0-5800-106-0000-7200-007-000 NN P			800.80	800.80
TOTAL PAYMENT AMOUNT						877.94 *	877.94

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT GOAL FUNC	ABA num RES DEP T9MPS	Account num	Liq Amt	Net Amount	

010010/00	SIERRA SCHOOL								
1250 PO-181196	11/30/2017	218012		1 01-6500-0-5800-102-5750-1180-019-000	NN P		3,663.70	3,663.70	
1250 PO-181196	11/30/2017	213949		1 01-6500-0-5800-102-5750-1180-019-000	NN M		0.00	-2.10	
1250 PO-181196	11/30/2017	210845		1 01-6500-0-5800-102-5750-1180-019-000	NN M		0.00	-2,513.00	
TOTAL PAYMENT AMOUNT								1,148.60 *	1,148.60
010638/00	SILVERADO STAGES INC								
1330 PO-181290	11/30/2017	22921		1 01-0000-0-5865-112-0000-3600-007-000	NN F		1,173.83	1,173.83	
TOTAL PAYMENT AMOUNT								1,173.83 *	1,173.83
019771/00	SOCIAL THINKING								
1237 PO-181215	11/30/2017	81230		1 01-6500-0-5200-102-5001-2700-019-000	NN F		303.80	303.80	
TOTAL PAYMENT AMOUNT								303.80 *	303.80
022327/00	SOLUTION TREE								
1116 PO-181071	11/30/2017	907538		1 01-0000-0-4200-103-0000-7200-019-000	NN F		365.92	365.92	
TOTAL PAYMENT AMOUNT								365.92 *	365.92
018967/00	SPRINT CUSTOMER SERVICE								
23 PO-180023	11/30/2017	811116315-192		1 01-0000-0-5930-106-0000-8110-007-000	NN P		240.25	240.25	
139 PO-180110	11/30/2017	811116315-192		1 01-0000-0-5930-115-0000-7700-007-000	NN P		135.40	135.40	
132 PO-180115	11/30/2017	811116315-192		1 01-0000-0-5930-101-0000-7150-002-000	NN P		56.14	56.14	
477 PO-180430	11/30/2017	811116315-192		1 01-0000-0-5930-472-0000-2700-014-000	NN P		0.80	0.80	
543 PO-180509	11/30/2017	811116315-192		1 01-6500-0-5930-102-5060-2110-019-000	NN P		46.14	46.14	
608 PO-180573	11/30/2017	811116315-192		1 01-0000-0-5930-109-0000-3140-004-000	NN P		14.38	14.38	
783 PO-180745	11/30/2017	811116315-192		1 01-6387-0-5930-472-1110-1000-019-000	NN P		51.12	51.12	
TOTAL PAYMENT AMOUNT								544.23 *	544.23
020252/00	STAPLES BUSINESS ADVANTAGE								
1233 PO-181199	11/22/2017	3352875919		1 01-3010-0-4300-234-1110-1000-008-000	NN P		18.08	18.08	
1233 PO-181199	11/30/2017	3358257556		1 01-3010-0-4300-234-1110-1000-008-000	NN M		0.00	-18.08	
1233 PO-181199	11/30/2017	3359031094		1 01-3010-0-4300-234-1110-1000-008-000	NN F		109.03	127.11	
1235 PO-181201	11/30/2017	3359418493		1 01-0000-0-4300-234-1110-1000-008-000	NN P		49.11	49.11	
1235 PO-181201	11/30/2017	3359187339		1 01-0000-0-4300-234-1110-1000-008-000	NN P		4.72	4.72	
1235 PO-181201	11/30/2017	3359031095		1 01-0000-0-4300-234-1110-1000-008-000	NN P		581.76	581.76	
1235 PO-181201	11/30/2017	3359852605		1 01-0000-0-4300-234-1110-1000-008-000	NN F		16.91	16.91	

081 CENTER UNIFIED SCHOOL DISTRICT J4912
11-30-17

ACCOUNTS PAYABLE PRELIST
BATCH: 0027 11-30-17
FUND : 01 GENERAL FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type FD RESO P OBJE SIT GOAL FUNC	ABA num RES DEP T9MPS	Account num	Liq Amt	Net Amount
TOTAL PAYMENT AMOUNT							779.61 *	779.61
017943/00	STAR ENERGY MANAGEMENT INC							
1354 PO-181315	11/30/2017	17-01A		1 01-6230-0-6243-106-0000-8500-007-165	NN F		10,649.71	10,649.71
TOTAL PAYMENT AMOUNT							10,649.71 *	10,649.71
018875/00	SUMMIT PROFESSIONAL EDUCATION							
1175 PO-181151	11/30/2017	609982		1 01-6500-0-5200-102-5001-2700-019-000	NN F		999.95	999.95
1248 PO-181217	11/30/2017	611066		1 01-6500-0-5200-102-5001-2700-019-000	NN F		199.99	199.99
TOTAL PAYMENT AMOUNT							1,199.94 *	1,199.94
014079/00	THYSSENKRUPP ELEVATOR CORP							
10 PO-180010	11/30/2017	6000270119		1 01-8150-0-5800-106-0000-8110-007-000	NN P		390.75	390.75
TOTAL PAYMENT AMOUNT							390.75 *	390.75
019246/00	TOBII DYNAVOX LLC							
905 PO-180869	11/30/2017	inv000667086		1 01-6500-0-5800-102-5750-1110-019-000	NN F		392.04	67.79
TOTAL PAYMENT AMOUNT							67.79 *	67.79
018015/00	TOMPKINS, SHELLEY							
1288 PO-181246	11/30/2017	REIMB LUNCHES		1 01-9315-0-4300-601-1110-1000-017-000	NN F		233.80	233.80
TOTAL PAYMENT AMOUNT							233.80 *	233.80
010139/00	TROXELL COMMUNICATIONS INC							
1072 PO-181037	11/30/2017	987692		1 01-1100-0-4400-371-1110-1000-012-995	NN P		775.42	775.42
1072 PO-181037	11/30/2017	987546		1 01-1100-0-4400-371-1110-1000-012-995	NN P		4,781.81	4,781.81
1072 PO-181037	11/30/2017	988413		1 01-1100-0-4400-371-1110-1000-012-995	NN F		597.39	572.00
TOTAL PAYMENT AMOUNT							6,129.23 *	6,129.23
010127/00	UNITED PARCEL SERVICE							
1358 PO-181317	11/30/2017	00000YW013477		1 01-6500-0-5920-102-5001-2700-019-000	NN P		29.71	29.71
TOTAL PAYMENT AMOUNT							29.71 *	29.71

081 CENTER UNIFIED SCHOOL DISTRICT J4912
11-30-17

ACCOUNTS PAYABLE PRELIST
BATCH: 0027 11-30-17
FUND : 01 GENERAL FUND

APY500 L.00.12 11/30/17 11:03 PAGE 14
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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
020792/00	WEST INTERACTIVE SERVICES CORP						
1118 PO-181078	11/30/2017	87185	1 01-0000-0-5800-103-0000-7200-019-000 NN F			6,811.00	6,811.00
			TOTAL PAYMENT AMOUNT	6,811.00 *			6,811.00
022348/00	WILSON, SHERRY						
881 PO-180838	11/30/2017	trip 1578	1 01-0000-0-5800-112-0000-3600-007-000 NN P			13.00	13.00
861 PO-180838	11/30/2017	trip 1567	1 01-0000-0-5800-112-0000-3600-007-000 NN P			11.48	11.48
			TOTAL PAYMENT AMOUNT	24.48 *			24.48
017313/00	XEROX						
1 PO-180001	11/30/2017	091159898	1 01-3010-0-5600-240-1110-1000-011-000 NN P			26.55	26.55
			TOTAL PAYMENT AMOUNT	26.55 *			26.55
			TOTAL FUND PAYMENT	324,503.49 **			324,503.49
			TOTAL USE TAX AMOUNT	120.38			

081 CENTER UNIFIED SCHOOL DISTRICT J4912
11-30-17

ACCOUNTS PAYABLE PRELIST
BATCH: 0027 11-30-17
FUND : 11 ADULT EDUCATION FUND

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
			FD	RESO P	OBJE	SIT GOAL	FUNC RES DEP	T9MPS
020305/00	CDW GOVERNMENT INC.							
1153	PO-181125	11/30/2017 KRK7480						
			1	11-3926-0-4400-600-4130-1000-015-000	NN	F	445.09	339.43
			TOTAL PAYMENT AMOUNT					339.43
016486/00	HDS WHITE CAP CONST.SUPPLY							
1154	PO-181110	11/30/2017 50007160597						
			1	11-3926-0-4300-600-4130-1000-015-000	NN	F	195.86	195.86
			TOTAL PAYMENT AMOUNT					195.86
016825/00	NEWS FOR YOU							
655	PO-180631	11/30/2017 8503242						
			1	11-3905-0-4300-600-4130-1000-015-000	NN	F	265.32	246.20
			TOTAL PAYMENT AMOUNT					246.20
020252/00	STAPLES BUSINESS ADVANTAGE							
1156	PO-181187	11/30/2017 3359187338						
1156	PO-181187	11/30/2017 3359692932						
			1	11-6391-0-4300-600-4130-1000-015-000	NN	F	105.60	105.60
			1	11-6391-0-4300-600-4130-1000-015-000	NN	F	94.27	94.27
			TOTAL PAYMENT AMOUNT					199.87
			TOTAL FUND PAYMENT					981.36
								981.36

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
011205/00	CULTURE SHOCK YOGURT						
181 PO-180172	11/27/2017	5806	1 13-5310-0-4700-108-0000-3700-007-000 NN P			144.45	144.45
181 PO-180172	11/30/2017	5649	1 13-5310-0-4700-108-0000-3700-007-000 NN P			144.45	144.45
181 PO-180172	11/30/2017	5225	1 13-5310-0-4700-108-0000-3700-007-000 NN P			192.60	192.60
TOTAL PAYMENT AMOUNT						481.50 *	481.50
022586/00	D&P Creamery						
111 PO-180095	11/30/2017	0050135	1 13-5310-0-4700-108-0000-3700-007-000 NN P			1,610.93	1,610.93
111 PO-180095	11/30/2017	0050130	1 13-5310-0-4700-108-0000-3700-007-000 NN P			917.40	917.40
111 PO-180095	11/30/2017	0050125	1 13-5310-0-4700-108-0000-3700-007-000 NN P			1,509.57	1,509.57
111 PO-180095	11/30/2017	0050120	1 13-5310-0-4700-108-0000-3700-007-000 NN P			1,483.68	1,483.68
111 PO-180095	11/30/2017	0050110	1 13-5310-0-4700-108-0000-3700-007-000 NN P			1,851.70	1,851.70
111 PO-180095	11/30/2017	0050105	1 13-5310-0-4700-108-0000-3700-007-000 NN P			2,155.73	2,155.73
TOTAL PAYMENT AMOUNT						9,529.01 *	9,529.01
011602/00	DANIELSEN CO., THE						
78 PO-180050	11/30/2017	149945	1 13-5310-0-4700-108-0000-3700-007-000 N P			1,085.70	1,085.70
78 PO-180050	11/30/2017	148772	1 13-5310-0-4700-108-0000-3700-007-000 N P			2,020.08	2,020.08
78 PO-180050	11/30/2017	149945	2 13-5310-0-4300-108-0000-3700-007-000 N P			743.80	743.80
78 PO-180050	11/30/2017	148772	2 13-5310-0-4300-108-0000-3700-007-000 N P			8.00	8.00
TOTAL PAYMENT AMOUNT						3,857.58 *	3,857.58
017051/00	DAVIS, LAURA						
1299 PO-181264	11/30/2017	REIMB PARKING	1 13-5310-0-5200-108-0000-3700-007-000 NN F			56.00	56.00
TOTAL PAYMENT AMOUNT						56.00 *	56.00
017342/00	EKON-O-PAC LLC						
192 PO-180179	11/30/2017	89084	1 13-5310-0-4300-108-0000-3700-007-000 NN P			520.00	520.00
TOTAL PAYMENT AMOUNT						520.00 *	520.00
021080/00	GOLD STAR FOODS INC						
81 PO-180053	11/30/2017	2212594	2 13-5310-0-4300-108-0000-3700-007-000 NN P			56.00	56.00
81 PO-180053	11/30/2017	2218811	2 13-5310-0-4300-108-0000-3700-007-000 NN P			4,944.00	5,126.58
81 PO-180053	11/30/2017	2226565	2 13-5310-0-4300-108-0000-3700-007-000 NN P			0.00	8,602.51
TOTAL PAYMENT AMOUNT						13,785.09 *	13,785.09

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC	RES DEP T9MPS			
022364/00	HEARTLAND SCHOOL SOLUTIONS						
190 PO-180177	11/27/2017	HSS0000030335	2 13-5310-0-5300-108-0000-3700-007-000	NN P	587.25	587.25	
			TOTAL PAYMENT AMOUNT	587.25 *		587.25	
014098/00	JEW, JEANNENE						
1298 PO-181263	11/30/2017	REIMB PARKING	1 13-5310-0-5200-108-0000-3700-007-000	NN F	89.00	89.00	
1314 PO-181276	11/30/2017	REIMB SPECIAL FOOD	1 13-5310-0-4700-108-0000-3700-007-000	NN F	103.05	103.05	
			TOTAL PAYMENT AMOUNT	192.05 *		192.05	
014882/00	KARAMDEEP GREWAL						
1290 PO-181260	11/30/2017	REFUND	1 13-5310-0-8634-000-0000-0000-000-000	NN F	85.50	85.50	
			TOTAL PAYMENT AMOUNT	85.50 *		85.50	
016279/00	P&R PAPER SUPPLY						
118 PO-180060	11/30/2017	30160977-00	1 13-5310-0-4300-108-0000-3700-007-000	NN P	2,356.65	2,356.65	
			TOTAL PAYMENT AMOUNT	2,356.65 *		2,356.65	
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
113 PO-180097	11/30/2017	180292942	1 13-5310-0-5800-108-0000-3700-007-000	NN P	77.75	77.75	
113 PO-180097	11/30/2017	180293441	1 13-5310-0-5800-108-0000-3700-007-000	NN P	77.75	77.75	
			TOTAL PAYMENT AMOUNT	155.50 *		155.50	
016043/00	SHELTONS UNLIMITED MECHANICAL						
187 PO-180174	11/30/2017	17-DECPM	1 13-5310-0-5600-108-0000-3700-007-000	NN P	2,040.00	2,040.00	
			TOTAL PAYMENT AMOUNT	2,040.00 *		2,040.00	
018967/00	SPRINT CUSTOMER SERVICE						
177 PO-180143	11/30/2017	811116315-192	1 13-5310-0-5930-108-0000-3700-007-000	NN P	10.91	10.91	
			TOTAL PAYMENT AMOUNT	10.91 *		10.91	

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
020252/00	STAPLES BUSINESS ADVANTAGE						
1239 PO-181202	11/30/2017	3359031096					
			1	13-5310-0-4300-108-0000-3700-007-000	NN F	142.47	142.47
TOTAL PAYMENT AMOUNT						142.47 *	142.47
011422/00	SYSO OF SAN FRANCISCO						
80 PO-180052	11/30/2017	131509683	2	13-5310-0-4300-108-0000-3700-007-000	NN P	9.60	9.60
80 PO-180052	11/30/2017	131509682	2	13-5310-0-4300-108-0000-3700-007-000	NN P	357.64	357.64
80 PO-180052	11/30/2017	131526335	2	13-5310-0-4300-108-0000-3700-007-000	NN P	677.39	677.39
80 PO-180052	11/30/2017	131511525	1	13-5310-0-4700-108-0000-3700-007-000	NN M	0.00	-126.37
80 PO-180052	11/30/2017	131509683	1	13-5310-0-4700-108-0000-3700-007-000	NN P	88.52	88.52
80 PO-180052	11/30/2017	131509682	1	13-5310-0-4700-108-0000-3700-007-000	NN P	1,752.35	1,752.35
80 PO-180052	11/30/2017	131526335	1	13-5310-0-4700-108-0000-3700-007-000	NN P	2,086.12	2,086.12
TOTAL PAYMENT AMOUNT						4,845.25 *	4,845.25
014962/00	TANISH BYNUM						
1300 PO-181265	11/30/2017	REFUND	1	13-5310-0-8634-000-0000-0000-000-000	NN F	106.75	106.75
TOTAL PAYMENT AMOUNT						106.75 *	106.75
TOTAL FUND			PAYMENT			38,751.51 **	38,751.51

081 CENTER UNIFIED SCHOOL DISTRICT J4912
 11-30-17

ACCOUNTS PAYABLE PRELIST
 BATCH: 0027 11-30-17
 FUND : 14 DEFERRED MAINTENANCE FUND

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Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
016043/00	SHELTONS UNLIMITED MECHANICAL						
1178 PO-181134	11/30/2017	17-20448	1 14-0024-0-4300-106-9265-8110-007-000 NN F			215.50	215.50
1178 PO-181134	11/30/2017	17-20448	3 14-0024-0-5600-106-9265-8110-007-000 NN F			875.00	875.00
1178 PO-181134	11/30/2017	17-20448	2 14-0024-0-4400-106-9265-8110-007-000 NN F			4,645.62	4,645.62
TOTAL PAYMENT AMOUNT				5,736.12 *			5,736.12
TOTAL FUND PAYMENT				5,736.12 **			5,736.12

Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount						
			FD	RESO P	OBJE	SIT	GOAL	FUNC	RES	DEP	T9MPS			
021029/00	A.P.	CONSTRUCTION SERVICES												
1003	PO-180967	11/30/2017 RSFP-04		2	21-0000-0-6290-106-0000-8500-007-168	NY P	1,120.00	1,120.00						
			TOTAL PAYMENT AMOUNT					1,120.00 *						1,120.00
017213/00	DIVISION OF STATE ARCHITECT													
1360	PO-181319	11/30/2017 FEES		1	21-0000-0-6200-472-0000-8500-007-171	NN F	12,190.00	12,190.00						12,190.00
			TOTAL PAYMENT AMOUNT					12,190.00 *						12,190.00
019627/00	NACHT & LEWIS ARCHITECTS													
715	PO-180685	11/30/2017 00002		1	21-0000-0-6215-472-0000-8500-007-170	NN P	5,203.25	5,203.25						5,203.25
1350	PO-181308	11/28/2017 Y172000		1	21-0000-0-5800-106-0000-8500-007-000	NN F	890.00	890.00						890.00
			TOTAL PAYMENT AMOUNT					6,093.25 *						6,093.25
014069/00	PLATT ELECTRIC SUPPLY INC													
1001	PO-180965	11/30/2017 0327585		1	21-0000-0-6200-240-0000-8500-007-165	NN P	314.97	314.97						314.97
1001	PO-180965	11/30/2017 0327756		1	21-0000-0-6200-240-0000-8500-007-165	NN P	123.74	123.74						123.74
1001	PO-180965	11/30/2017 0327795		1	21-0000-0-6200-240-0000-8500-007-165	NN P	33.75	33.75						33.75
1001	PO-180965	11/30/2017 0056342		1	21-0000-0-6200-240-0000-8500-007-165	NN P	260.91	260.91						260.91
1001	PO-180965	11/30/2017 0327730		1	21-0000-0-6200-240-0000-8500-007-165	NN P	191.23	191.23						191.23
			TOTAL PAYMENT AMOUNT					924.60 *						924.60
014533/00	SCHOOL FACILITY CONSULTANTS		680100909											
1355	PO-181316	11/30/2017 0011173		1	21-0000-0-6200-106-0000-8500-007-000	NN F	1,897.50	1,897.50						1,897.50
			TOTAL PAYMENT AMOUNT					1,897.50 *						1,897.50
			TOTAL FUND	PAYMENT			22,225.35 **							22,225.35
			TOTAL BATCH PAYMENT				392,197.83 ***		0.00					392,197.83
			TOTAL USE TAX AMOUNT				120.38							
			TOTAL DISTRICT PAYMENT				392,197.83 ****		0.00					392,197.83
			TOTAL USE TAX AMOUNT				120.38							
			TOTAL FOR ALL DISTRICTS:				392,197.83 ****		0.00					392,197.83
			TOTAL USE TAX AMOUNT				120.38							

Number of checks to be printed: 114, not counting voids due to stub overflows.

Center Joint Unified School District

Dept./Site: Superintendent's Office	AGENDA REQUEST FOR:
To: Board of Trustees	Action Item <u> X </u>
Date: December 13, 2017	Information Item <u> </u>
From: Scott A. Loehr, Superintendent	# Attached Pages <u> </u>
Principal/Administrator Initials: _____	

SUBJECT: Annual Organizational Meeting for Governing Board

Education Code §3513 requires governing boards to conduct an annual organizational meeting. At this time, the Board will:

- 1) elect the Board President;
- 2) elect a Clerk of the Board;
- 3) appoint a Board Representative to the County School Boards Association;
- 4) establish the time, place and frequency of regular meetings of the Board.

RECOMMENDATION: The Center Joint Unified School District Board of Trustees Conduct the Annual Organizational Meeting of the Board.

Sacramento Office of Education County

10474 Mather Boulevard
P.O. Box 269003
Sacramento, CA 95826-9003
(916) 228-2500

www.scoe.net

OFFICE OF SUPERINTENDENT
OCT - 5 2017
CENTER JOINT
UNIFIED SCHOOL DISTRICT

Memorandum

TO: District Superintendents

FROM: David W. Gordon, County Superintendent *Dave*

DATE: October 4, 2017

SUBJECT: ANNUAL ORGANIZATIONAL MEETING FOR GOVERNING BOARDS

Under the provisions of Education Code section 35143, your governing board is required to set an annual organizational meeting "within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. Organizational meetings in years in which no such regular election for governing board members is conducted shall be held during the same 15-day period on the calendar." (Board members are seated the *first Friday* of December following the November election [Education Code § 5017])

**The 15-day period for 2017 is:
December 1 – 15**

The day and time of the annual meeting are to be selected by your governing board at its regular meeting held (in November) *immediately prior to the first day of such 15-day period*, and the board shall notify the County Superintendent of Schools of the day and time selected.

Following your regular meeting held immediately prior to December 1, please complete and return the enclosed form, notifying us of the date and time of your organizational meeting.

NOTE: Education Code section 35143 requires the County Superintendent of Schools to designate the date and time for the annual organizational meeting if your Board fails to do so. Therefore, it is important that we receive this form no later than 5:00 p.m. on November 15, 2017. If necessary, please send the form to us via fax at 916.228.2403.

After your organizational meeting has been held, please have the enclosed "Certificate of Election of Board President, Clerk, and Board Representative" (**yellow form**) completed, signed, and forwarded to this office. If you have any questions, please call Carla Miller at 916.228.2410.

Enclosures

CERTIFICATE OF ELECTION
OF
BOARD PRESIDENT, CLERK, AND BOARD REPRESENTATIVE

INSTRUCTIONS: *Please complete and forward this certificate to the County Superintendent of Schools immediately following your annual organizational meeting, which must be held between December 1 and December 15, 2017.*

It is hereby certified that at the annual organizational meeting of the governing board of the _____ District, held _____, 2017, the following officers and representatives were elected:

PRESIDENT: _____

Address: _____

CLERK: _____

Address: _____

BOARD REPRESENTATIVE: _____

Address: _____

Submitted by: _____

Title: _____

Return to: **Carla Miller**
Sacramento County Office of Education
P.O. Box 269003
Sacramento, CA 95826-9003

Education Code Section 35143

The governing board of each school district shall hold an annual **organizational meeting**. In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member elected at that election takes office.

Organizational meetings in years in which no such regular election for governing board members is conducted shall be held during the same 15-day period on the calendar. Unless otherwise provided by rule of the governing board, the day and time of the annual meeting shall be selected by the board at its regular meeting held immediately prior to the first day of such 15-day period, and the board shall notify the county superintendent of schools of the day and time selected. The clerk of the board shall, within 15 days prior to the date of the annual meeting, notify in writing all members and members-elect of the date and time selected for the meeting.

If the board fails to select a day and time for the meeting, the county superintendent of schools having jurisdiction over the district shall, prior to the first day of such 15-day period and after the regular meeting of the board held immediately prior to the first day of such 15-day period, designate the day and time of the annual meeting. The day designated shall be within the 15-day period. He shall notify in writing all members and members-elect of the date and time.

At the annual meeting the governing board of each high school district, union high school district, and joint union high school district shall organize by electing a president from its members and a clerk.

At the annual meeting each city board of education shall organize by electing a president from its members.

At the annual meeting the governing board of each other type of school district, except a community college district, shall elect one of its members clerk of the district.

As an alternative to the procedures set forth in this section, a city board of education whose members are elected in accordance with a city charter for terms of office commencing in December, may hold its annual organizational meeting required in this section between December 15 and January 14, inclusive, as provided in rules and regulations which shall be adopted by such board. At the annual meeting the city board of education shall organize by electing a president and vice president from its members who shall serve in such office during the period January 15 next to the following January 14, unless removed from such office by majority vote of all members of the city board of education.

**CENTER JOINT UNIFIED SCHOOL DISTRICT
FINANCING CORPORATION**

**ORGANIZATIONAL MEETING
December 13, 2017**

A G E N D A

- 1. Call to Order**
- 2. Approval of Prior Meeting Minutes: December 14, 2016**
- 3. Appointment of New Officers**
- 4. Other Business**
- 5. Public Comments**
- 6. Adjournment**

**CENTER JOINT UNIFIED SCHOOL DISTRICT
FINANCING CORPORATION**

**ORGANIZATIONAL MEETING
December 14, 2016**

MINUTES

1. Call to Order

President Pope, called a recess of the regular meeting of the Center Joint Unified Board of Trustees at 6:54 p.m., at which time the annual Organizational Meeting of the Board of Directors of the Center Joint Unified School District Financing Corporation was convened.

Roll Call: Members Present: Mrs. Nancy Anderson, Mr. Jeremy Hunt,
Mrs. Kelly Kelley, Mrs. Delrae Pope,
Mr. Donald Wilson

2. Adoption of Minutes: December 16, 2015

A motion to approve the adoption of the minutes of December 16, 2015 of the Center Joint Unified Financing Corporation, was made by Trustee Wilson and seconded by Trustee Anderson.

Vote: General Consent

3. Appointment of New Officers

A motion was made by Trustee Anderson, seconded by Trustee Kelley, to go with the same officers as appointed for the School Board of Trustees which would place Trustee Pope as President and Trustee Anderson as Secretary of the CJUSD Financing Corporation.

Vote: General Consent

4. Other Business - None

5. Public Comments - None

6. Adjournment – 6:54 p.m.

Motion: Wilson
Second: Hunt

Vote: General Consent

CJUSD FINANCING CORPORATION
ORGANIZATIONAL MEETING
December 14, 2016
Page 2

Nancy Anderson

Jeremy Hunt

Delrae Pope

Kelly Kelley

Date Adopted

Donald E. Wilson

Center Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	Business Department	
Date:	December 13, 2017	Action Item <u>X</u>
To:	CJUSD Board of Trustees	Information Item
From:	Lisa Coronado <i>fl</i> Director of Fiscal Services	
		# Attached Pages

SUBJECT:
<p style="text-align: center;">First Interim Report For Fiscal Year 2017-18</p> <p>Lisa Coronado, Director of Fiscal Services, is presenting the 2017-18 First Interim report for approval. This report is based on all known budget guidelines set forth by the Fiscal Crisis & Management Assistance Team, School Services of California and the adopted State budget. The expenditure and revenue activity covers the period of July 1, 2017 through October 31, 2017.</p> <p>RECOMMENDATION: To approve the 2017-18 First Interim Report as presented.</p>

Center Joint Unified School District
2017-18 First Interim Report and Multiyear Fiscal Projection
As of October 31, 2017
Presented December 13, 2017

Interim budget reports provide a picture of a district's financial condition during the fiscal year. The Governing Board of a school district certifies the district's financial condition to the county office of education through these reports. The First Interim Report is from July 1st through October 31st, and projects financial activity through June 30th. Illustrated below is a summary of the State budget and budget guidelines as provided by the county office of education, School Services of California, and other professional organizations. In addition, the First Interim Report contains summarized and detailed budget information, multi-year projections, and estimated cash flow reports.

Comparison of the State's Proposed and Enacted Budget

During the preparation of the Enacted State Budget, there were various components of the May Revision budget that were either changed, removed, or not included in the Enacted State Budget. Since the districts' budgets are prepared based on the May Revision, the First Interim incorporates such changes. Illustrated below are the primary provisions and how the Enacted State Budget compares to the May Revise.

Proposition 98 Funding: The Enacted State Budget set Proposition 98 funding for 2017-18 at \$74.5 billion, which was relatively close to the May Revise estimate of \$74.6 billion.

LCFF Gap Funding and Cost-of-Living-Adjustment (COLA): Funding for the LCFF increased by \$1.36 billion rather than by \$1.38 billion as projected in May. The increase in funding is still expected to bring the formula to 97% of full implementation. Illustrated below is a comparison of the gap funding percentages and COLA percentages between the proposed and Enacted State Budget:

Description	2016-17	2017-18	2018-19	2019-20
LCFF Gap Funding % – Proposed	55.03%	43.97%	71.53%	73.51%
LCFF Gap Funding % – Enacted	56.08%	43.19%	66.12%	64.92%
Annual COLA – Proposed	0.00%	1.56%	2.15%	2.35%
Annual COLA – Enacted	0.00%	1.56%	2.15%	2.35%

K-12 One-Time and Block Grant Mandate Funding: The Governor's May Revision included approximately \$1.01 billion in one-time discretionary funds for districts, which equaled approximately \$170 per student. However, it was recommended that districts not budget for the funds since the funds were being held in abeyance until a recertification of the 2017-18 funding was finalized which meant districts would not get the contingent funds until 2018-19. Fortunately, the Enacted State Budget does not contain the same conditions, which enables districts to budget the funds in 2017-18; however, it contained an apportionment of \$877 million (\$147 per ADA) instead of \$1.01 billion (\$170 per ADA).

In terms of the Mandate Block Grant, the Enacted State Budget includes the California Assessment of Student Performance and Progress (CAASPP) mandate as proposed in the May Revision. It also

includes mandated reporter training with an additional \$7.9 million to cover the inclusion of the mandate. Lastly, the Enacted State Budget provides an additional \$3.5 million relating to a COLA for the program. The sum of the additions amounts to an increase of approximately \$2 per ADA.

* Center JUSD has opted to participate in the traditional filing of claim reimbursement for mandates rather than the block grant. The traditional filing method should bring in increase funds, although the receipt of those funds will come later, after this fiscal year.

California Clean Energy Job (Proposition 39): The Enacted State Budget allocated \$376.2 million in funding to Proposition 39 for the 2017-18 fiscal year, which remains unchanged from what was proposed in May. This brings the five-year total to \$1.75 billion.

In addition, the newly adopted Senate Bill (SB) 110 establishes an ongoing but modified version of the Clean Energy Job Creation Program that would be operative only if funds are appropriated for this purpose. SB 110 also appropriates any unallocated funding that is not claimed by LEAs to support the following priorities:

- The first \$75 million would support school bus retrofit or replacement. Priority shall be to school districts and county offices operating the oldest school buses or school buses operating in disadvantaged communities
- The next \$100 million would support a competitive program that provides low-interest and no-interest loans for eligible projects and technical assistance to improve energy efficiency and expand clean energy generation

Any remaining funds would support the ongoing, but modified, version of the Clean Energy Job Creation Program.

Routine Restricted Maintenance Account

Due to the passage of Proposition 51, any local educational agency that applies for state bond funds and receives a Proposition 51 apportionment from the State Allocation Board (SAB) would be subject to conditions set forth by the bond measure. The Proposition 51 ballot initiative contained language that the School Facility Program (SFP) is administered as it existed on January 1, 2015 which includes the provision of contributing the full three percent of General Fund expenditures into the routine restricted maintenance account (RRMA). This requirement, however, does not apply to projects funded by Propositions 1A, 47, and 55 as those bond measures did not contain similar language. Therefore, districts would either be required to contribute the three percent if participating in Proposition 51 (timing of contribution yet to be determined), or continue to follow the guidance of AB 104 and gradually increase their contributions as follows:

- 2016-17:
 - The minimum contribution shall be the lesser of 2014-15 contributions or three percent of total General Fund expenditures
- 2017-18 to 2019-20:
 - The greater of the following:
 - the lesser of 2014-15 contributions or three percent of total General Fund expenditures
 - or
 - two percent of the total General Fund expenditures for that year
- 2020-21:
 - Three percent of General Fund expenditures

* Center JUSD contributed \$810,000 to the RRMA during 2014-15. In 2014-15, three percent of General Fund expenditures totaled \$1,133,891. The lesser of the two is \$810,000.

Two percent of current year General Fund expenditures is projected to be \$973,936.

The greater of the two final figures, and the minimum amount to be contributed in 2017-18 to the RRMA is \$973,936. Center JUSD is projected to contribute \$1,030,634 to the RRMA.

Reserves

District Reserve Requirements (Senate Bill 858): The 2014 State Budget Act and the passage of Proposition 2 in November 2014 established a hard cap on district reserves, if all of the following conditions are met:

- The Proposition 98 maintenance factor must be fully repaid
- Proposition 98 must be funded based on Test 1
- Proposition 98 provides sufficient funds to support enrollment growth and the statutory COLA
- A deposit must be made into the Proposition 98 reserve when capital gains revenues exceed 8% of General Fund revenues

Existing law specifies that in any fiscal year immediately following a year in which a transfer of any amount is made to the Public School System Stabilization Account, a district's assigned or unassigned fund balance (including Fund 01 and Fund 17) may not exceed two times the reserve for economic uncertainty (three times the reserve for economic uncertainty for districts with more than 400,000 ADA).

On October 11, 2017, Governor Jerry Brown signed Senate Bill (SB) 751 (effective January 1, 2018), which makes changes to the existing school district reserve cap law in the following manner:

- It requires that the reserve cap is triggered in a fiscal year immediately after a fiscal year in which the amount of moneys in the Public School System Stabilization Account is equal to or exceeds 3 percent of the combined total of General Fund revenues appropriated for school districts and allocated local proceeds of taxes (Proposition 98 funding), as specified, for that fiscal year
- Adjusts the reserve cap from a combined assigned and unassigned ending fund balance based on the size of the district to a combined assigned or unassigned ending balance, in the General Fund (01) and the Special Reserve Fund for Other Than Capital Outlay (17), of 10% of those Funds for all districts (pending clarifying legislation)
- Reserves would be capped at 10% as long as the amount in the Public School System Stabilization Account remained at 3% or greater of the Proposition 98 amount in each preceding year
 - The State must notify local educational agencies when the conditions are and are no longer applicable
- Basic aid school districts and districts with fewer than 2,501 average daily attendance are exempt from the reserve cap requirement

Currently, the cap is not expected to be in effect for fiscal year 2017-18 since Proposition 98 funding is expected to be based on Test 2 instead of Test 1. However, the Legislative Analyst

Office (LAO) indicated that under a mild recession scenario, Proposition 98 could be funded based on Test 1 in 2019-20.

Senate Bill (SB) 858 continues to require that school districts, starting with the 2015-16 adopted budgets, must add new procedures to the public hearing. The new required procedure consists of providing the following disclosures at the public hearing beginning with the 2015-16 budget:

- The minimum reserve level required in each year
- The amount of assigned and unassigned ending fund balance that exceeds the minimum in each year
- Reasons for the reserve being greater than the minimum

2017-18 Center Joint Unified School District Primary Budget Components

- Average Daily Attendance (ADA) is estimated at 4,168.45 (excludes COE ADA of 83.34).
 - Due to declining enrollment the funded ADA will be based on the prior year ADA of 4,199.4.
- The District’s estimated unduplicated pupil percentage for supplemental & concentration funding is estimated to be 66.36%. The percentage will be revised based on actual data.
- Lottery revenue is estimated to be \$146 per ADA for unrestricted purposes and \$48 per ADA for restricted purposes.
- One-Time Mandate Funds are estimated at \$147 for K-12 ADA.
- Except as illustrated under Contributions to Restricted Programs, all federal and state restricted categorical programs are self-funded.

General Fund Revenue Components

The District receives funding for its general operations from various sources. A summary of the major funding sources is illustrated below:

Description	Unrestricted	Restricted	Combined
General Purpose Revenue (LCFF)	\$39,804,478	\$0	\$39,804,478
Federal Revenues	\$7,258	\$3,124,128	\$3,131,386
Other State Revenues	\$1,258,364	\$1,442,790	\$2,701,154
Other Local Revenues	\$242,452	\$1,925,053	\$2,167,505
TOTAL	\$41,312,552	\$6,491,971	\$47,804,523

Education Protection Account

As approved by the voters on November 6, 2012, The Schools and Local Public Safety Protection Act of 2012 (Proposition 30) temporarily increased the State’s sales tax rate and the personal income tax rates for taxpayers in high tax brackets.

The creation of Proposition 30 provides that a portion of K-14 general purpose funds must be utilized for instructional purposes. Revenues generated from Proposition 30 are deposited into an account called the Education Protection Account (EPA). The District will receive funds from the EPA based on its proportionate share of statewide general purpose funds. A corresponding reduction is made to its state aid funds.

K-14 local agencies have the sole authority to determine how the funds received from the EPA are spent, but with these provisions:

- The spending plan must be approved by the governing board during a public meeting
- EPA funds cannot be used for the salaries or benefits of administrators or any other administrative costs (as determined through the account code structure)
- Each year, the local agency must publish on its website an accounting of how much money was received from the EPA and how the funds were expended

Further, the annual financial audit includes verification that the EPA funds were used as specified by Proposition 30. If EPA funds are not expended in accordance with the requirements of Proposition 30, civil or criminal penalties could be incurred.

Illustrated below is how the District's EPA funds are appropriated for 2017-18. The amounts will be revised throughout the year based on information received from the state.

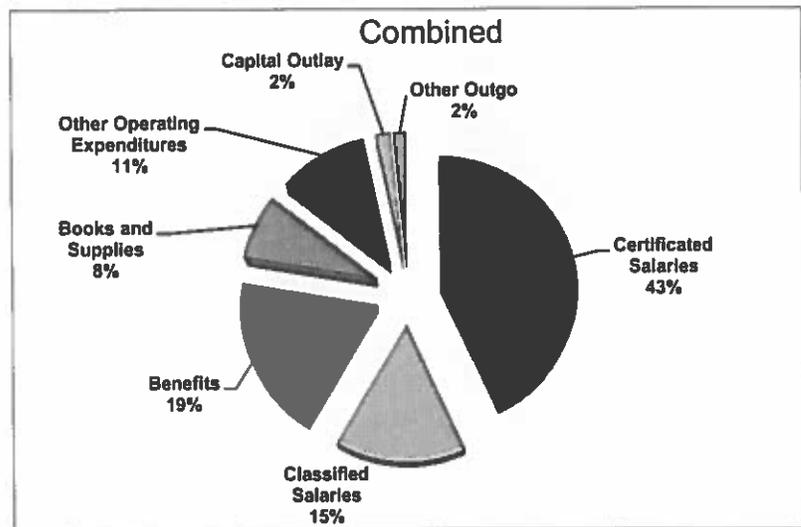
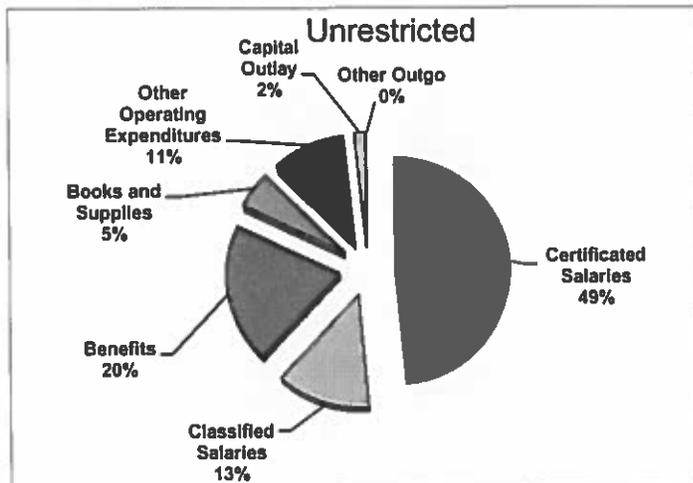
Education Protection Account (EPA) Budget	
2017-18 Fiscal Year	
Description	Amount
BEGINNING BALANCE	\$307,981
BUDGETED EPA REVENUES:	
<i>Estimated EPA Funds</i>	\$5,304,231
BUDGETED EPA EXPENDITURES:	
<i>Certificated Instructional Salaries</i>	\$4,237,259
<i>Certificated Instructional Benefits</i>	\$1,265,829
TOTAL	\$5,503,088
ENDING BALANCE	\$109,124

Operating Expenditure Components

The General Fund is used for the majority of the functions within the District. As illustrated below, this year, salaries and benefits comprise of approximately 82% of the District's unrestricted budget, and approximately 78% of the total General Fund budget. It should be noted that one-time expenditures lower the percentage of the budget allocated for salaries and benefits.

Description	Unrestricted	Combined
Certificated Salaries	\$16,932,048	\$21,081,839
Classified Salaries	\$4,568,125	\$7,371,121
Benefits (Payroll Taxes and Health & Welfare Contributions)	\$7,099,335	\$9,408,496
Books and Supplies	\$1,921,571	\$3,918,131
Other Operating Expenditures	\$3,736,652	\$5,399,589
Capital Outlay	\$558,326	\$843,845
Other Outgo	\$0	\$704,554
TOTAL	\$34,816,057	\$48,727,575

Following is a graphical representation of expenditures by percentage:



General Fund Contributions to Restricted Programs

The following contributions and transfers of unrestricted resources to restricted programs are necessary as required by law and to cover restricted program expenditures in excess of revenue:

Description	Amount
Special Education - Instruction	\$5,902,016
Restricted Maintenance Account	\$1,029,634
TOTAL CONTRIBUTIONS	\$6,931,650

General Fund Ending Fund Balance Components

The District's 2017-18 Unrestricted General Fund projects a total operating deficit of \$632,566 resulting in an estimated ending fund balance of \$6,933,200. The components of the District's fund balance are as follows: revolving cash & other nonspendables - \$14,505; economic uncertainty - \$1,476,339; and unassigned/unappropriated - \$5,442,356.

General Fund Budget Variances of 10% or More

Revenue

- Federal: Increase in 2017-18 due to accounting for unearned revenue for Title I, II, and III.
- State: Increase due to the addition of one-time mandate funding. The mandate block grant revenue was removed since CJUSD will participate in the traditional filing method. CTEIG revenue is higher than originally budgeted.
- Local: Increase to reflect new SUMS Grant award.

Expenditures

- Salaries: Administrator/Supervisor costs have increased due to the addition of the Director of Special Education and Curriculum and Instruction. “Other Classified Salaries” and “Instructional Aides Salaries” show an increase because increased funding related to their bargaining unit’s Tentative Agreement is temporarily placed under those two budget code headings . Those funds will be appropriately allocated if the Tentative Agreement is ratified.
- Benefits: CJUSD has made a commitment to contribute to the Other Postemployment Benefits Trust. This contribution was not included in the adopted budget.
- Books and supplies: \$245,097 of one-time funding has been added to the budget. Also, efforts are being made to reduce Federal Revenue carryover which means Federal program expenditures have increased.
- Capital Outlay: \$582,056 of one-time funding has been added to the budget.

Cash Flow

The District is anticipating having positive monthly cash balances during the 2017-18 school year.

Fund Summaries

Illustrated below is a summary of each Fund’s fund balance and corresponding change.

	FUND	2016-17	Est. Net Change	2017-18
1	GENERAL (UNRESTRICTED & RESTRICTED)	\$9,530,856	(\$1,406,751)	\$8,124,105
11	ADULT EDUCATION	\$173,199	(\$44,697)	\$128,502
12	CHILD DEVELOPMENT FUND	\$29,223	\$1,088	\$30,311
13	CAFETERIA FUND	\$31,491	\$109,222	\$140,713
14	DEFERRED MAINTENANCE	\$305,576	(\$55,576)	\$250,000
17	SPECIAL RESERVE	\$2,384,283	\$7,500	\$2,391,783
20	SPECIAL RESERVE FUND FOR OPEB	\$250,668	\$250,193	\$500,861
21	BUILDING FUND (BOND)	\$4,556,119	(\$2,279,540)	\$2,276,579
25	CAPITAL FACILITIES	(\$991,135)	\$262,500	(\$728,635)
	TOTAL	\$16,270,280	(\$3,156,061)	\$13,114,219

Fund 25: Developer fees from new housing developments are deposited into Fund 25 which has brought up the negative balance. Fund 17 covers the current shortfall.

Multiyear Projection

General Planning Factors:

Illustrated below are the latest factors released by the Department of Finance (DOF) that districts are expected to utilize as planning factors:

<i>Planning Factor</i>	<i>Fiscal Year</i>			
	2016-17	2017-18	2018-19	2019-20
COLA (DOF)	0.00%	1.56%	2.15%	2.35%
LCFF Gap Funding Percentage (DOF)	56.08%	43.19%	66.12%	64.92%
STRS Employer Rates	12.58%	14.43%	16.28%	18.13%
PERS Employer Rates (PERS Board / Actuary)	13.888%	15.531%	18.10%	20.80%
Lottery – unrestricted per ADA	\$144	\$146	\$146	\$146
Lottery – Prop. 20 per ADA	\$45	\$48	\$48	\$48
Mandated Cost per ADA / One Time Allocations (DOF)	\$214	\$147	\$0	\$0
Mandate Block Grant for Districts: K-8 per ADA	\$28	\$30	\$30	\$30
Mandate Block Grant for Districts: 9-12 per ADA	\$56	\$58	\$58	\$58
Mandate Block Grant for Charters: K-8 per ADA	\$14	\$16	\$16	\$16
Mandate Block Grant for Charters: 9-12 per ADA	\$42	\$44	\$44	\$44
Routine Restricted Maintenance Account * <i>Percentage of total general fund expenditures</i> <i>(Note: Due to the November 2016 facility bond proposition passing, the RRMA requirement may revert to 3% for applicable LEAs. Please refer to description noted above.)</i>	Lesser of: 3%* or 2014-15 Amount	Greater of: Lesser of 3%* / 2014-15 Amount or 2%*	Greater of: Lesser of 3%* / 2014-15 Amount or 2%*	Greater of: Lesser of 3%* / 2014-15 Amount or 2%*

Various aspects of the planning factors illustrated above will be further discussed below with the District’s specific revenue and expenditure assumptions.

Revenue Assumptions:

The Department of Finance (DOF) released the following estimated COLA percentages. Illustrated below is a comparison of the estimated gap funding factors for DOF and School Services of California (SSC):

<i>Description</i>	2016-17	2017-18	2018-19	2019-20
COLA (DOF & SSC)	0.00%	1.56%	2.15%	2.35%
LCFF Gap Funding Percentage (DOF)	56.08%	43.19%	66.12%	64.92%
LCFF Gap Funding Percentage (SSC)	56.08%	43.19%	39.12%	41.60%

Due to anticipated housing growth, the District anticipates enrollment to remain steady through 2018-19 then increase each year thereafter. Revenue is based on the assumption that ADA will equal 4,168.45 for 2017-18 and 2018-19 then increase by 25.19 to 4,193.64 ADA in 2019-20. This increase estimate was calculated using 25% of the expected student generation rate determined during CJUSD’s developer fee study.

The Local Control Funding Formula is estimated to be adjusted per Department of Finance's estimates of COLA and funding percentages towards the District's LCFF Target, referenced in the chart above.

Federal revenue is expected to remain relatively constant for subsequent years. Because Federal Revenue is considered earned when spent, and the District is working on spending down Federal Revenue reserves in excess of 15%, it will appear as though Federal Revenue will decline from this year to next.

State revenue related to Clean Energy Proposition 39 and the Career Technical Education Incentive Grant (CTEIG) have been reduced since those grants will end after 2017-18. The District is currently completing the application process to continue receiving CTEIG funds. The District opted not to participate in the Mandate Block Grant for the 2017-18 year and will instead file reimbursement claims individually. It is believed this will bring in higher revenue, although the receipt of that revenue will be delayed. If it is determined that the District needs or wants to receive the Mandate Block Grant, approximately \$160,000 can be added to State Revenue in out years.

Local revenue is expected to remain constant with the exception of the reduction in revenue from the SUMS Grant.

Expenditure Assumptions:

Salary increases reflect step and column movement and negotiated increases. In 2019-20, salary costs for an additional teacher was added to support anticipated increased enrollment. And, as illustrated in the charts below, salary increases take into account increased retirement contribution costs.

CalPERS Rate Comparison								
Description	2016-17 Actual	2017-18 Projected	2018-19 Projected	2019-20 Projected	2020-21 Projected	2021-22 Projected	2022-23 Projected	2023-24 Projected
Employer Rates	13.888%	15.531%	18.10%	20.80%	23.80%	25.20%	26.10%	26.80%
Member (Pre-PEPRA)	7%	7%	7%	7%	7%	7%	7%	7%
Member (Post-PEPRA)	6%	6%	6%	6%	6%	6%	6%	6%

CalSTRS Rates per Education Code Sections 22901.7 and 22950.5								
Description	2016-17 Actual	2017-18 Actual	2018-19 Approved	2019-20 Approved	2020-21 Approved	2021-22 Projected	2022-23 Projected	2023-24 Projected
Employer Rates	12.58%	14.43%	16.28%	18.13%	19.10%	20.10% (Max.)	21.10% (Max.)	22.10% (Max.)
Member (2% at 60)	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%	10.25%
Member (2% at 62)	9.205%	9.205%	9.205%	9.205%	9.205%	9.205%	9.205%	9.205%

Supplies, services, and capital outlay are expected to decrease for subsequent years due to the ending of grants and a decrease in one-time funding spending. Other outgo will decrease due to removing one-time spending related to Other Postemployment Benefits (OPEB) from ongoing expenditures. An OPEB contribution will still be made using one-time funds in out years.

Estimated Ending Fund Balances:

During 2017-18, the decrease in Restricted Ending Fund Balances is due to expending the carryover for Educator Effectiveness, College and Career Readiness, and MediCal funds. The Unrestricted General Fund is projected to deficit spend by 632,566 resulting in an ending General Fund balance of approximately \$6.93 million.

During 2018-19, the District estimates that the unrestricted General Fund is projected to have an excess of \$87,863 resulting in an unrestricted ending General Fund balance of approximately \$7.02 million.

During 2019-20, the District estimates that the unrestricted General Fund is projected to have an excess of \$720,860 million resulting in an unrestricted ending General Fund balance of approximately \$7.74 million.

In accordance with the disclosure requirements of Senate Bill 858, amounts over the State mandated reserve of three percent of total general fund outgo are reserved for the following activities:

Fund 01 Unrestricted			
Description	2017-18	2018-19	2019-20
Projected Deficit	\$632,566		
Curriculum Adoption		\$1,000,000	\$1,000,000
OPEB Trust Contribution		\$500,000	\$500,000
Technology Upgrades		\$250,000	\$250,000
Transportation		\$600,000	\$300,000
Facility Upgrades		\$500,000	\$500,000
Additional 2% Reserve	\$984,226	\$950,721	\$973,176
Amount Disclosed per SB 858 Requirements	\$1,616,792	\$3,800,721	\$3,523,176
Add: Nonspendable Reserves	\$14,505	\$14,505	\$14,505
Add: State Reserve for Economic Uncertainty (REU) - 3%	\$1,476,339	\$1,426,081	\$1,459,764
Add: Restricted Fund Balance	\$0	\$0	\$0
Add: Unallocated	\$3,825,563	\$1,779,756	\$2,744,477
Estimated Ending Fund Balance	\$6,933,199	\$7,021,063	\$7,741,922

Conclusion:

The multi-year projection supports that the District will be able to meet its financial obligations for the current and subsequent years, Therefore, the Center Joint Unified School District certifies that its financial condition is positive.

2017-18 First Interim
General Fund
Unrestricted (Resources 0000-1999)
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 (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	39,635,292.00	39,635,292.00	9,109,333.96	39,604,478.00	169,186.00	0.4%
2) Federal Revenue		8100-8299	7,258.00	7,258.00	1,848.88	7,258.00	0.00	0.0%
3) Other State Revenue		8300-8599	779,019.00	779,019.00	24,273.41	1,258,384.00	479,345.00	61.5%
4) Other Local Revenue		8600-8799	200,215.00	200,215.00	174,711.61	242,452.00	42,237.00	21.1%
5) TOTAL REVENUES			40,621,784.00	40,621,784.00	9,310,167.86	41,312,552.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	16,317,448.00	16,317,448.00	4,980,243.72	16,932,048.19	(614,600.19)	-3.8%
2) Classified Salaries		2000-2999	4,277,985.00	4,277,985.00	1,421,147.12	4,568,125.00	(290,140.00)	-6.8%
3) Employee Benefits		3000-3999	7,428,379.00	7,428,379.00	2,374,482.55	7,099,335.01	329,043.99	4.4%
4) Books and Supplies		4000-4999	1,666,988.00	1,666,988.00	726,228.29	1,821,570.79	(254,584.79)	-15.3%
5) Services and Other Operating Expenditures		5000-5999	3,450,238.00	3,450,238.00	1,095,303.33	3,738,852.00	(288,414.00)	-8.3%
6) Capital Outlay		6000-6999	194,470.00	194,470.00	(19,631.05)	558,326.00	(363,856.00)	-187.1%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	0.00	0.00	895.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(182,573.00)	(182,573.00)	0.00	(317,048.00)	134,476.00	-73.7%
9) TOTAL EXPENDITURES			33,152,933.00	33,152,933.00	10,578,668.98	34,499,007.99		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			7,468,851.00	7,468,851.00	(1,268,501.10)	6,813,544.01		
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	500,000.00	500,000.00	0.00	514,460.00	(14,460.00)	-2.9%
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	(6,806,791.00)	(6,806,791.00)	0.00	(6,931,650.00)	(124,859.00)	1.8%
4) TOTAL OTHER FINANCING SOURCES/USES			(7,306,791.00)	(7,306,791.00)	0.00	(7,448,110.00)		

2017-18 First Interim
General Fund
Unrestricted (Resources 0000-1999)
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 (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			162,080.00	162,060.00	(1,268,501.10)	(632,565.99)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	7,565,765.85	7,565,765.85		7,565,765.85	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)			7,565,765.85	7,565,765.85		7,565,765.85		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			7,565,765.85	7,565,765.85		7,565,765.85		
2) Ending Balance, June 30 (E + F1e)			7,727,625.85	7,727,625.85		6,933,199.86		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	10,000.00	10,000.00		10,000.00		
Stores		9712	83,100.00	83,100.00		4,505.00		
Prepaid Expenditures		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	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	1,388,045.00	1,388,045.00		1,476,338.00		
Unassigned/Unappropriated Amount		9790	6,248,680.85	6,248,680.85		5,442,355.86		

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LCFF SOURCES								
Principal Apportionment State Aid - Current Year		8011	27,009,584.00	27,009,584.00	7,842,582.00	28,716,854.00	(292,730.00)	-1.1%
Education Protection Account State Aid - Current Year		8012	5,348,562.00	5,348,562.00	1,365,180.00	5,304,231.00	(44,331.00)	-0.8%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions Homeowners' Exemptions		8021	50,718.00	50,718.00	0.00	50,615.00	(103.00)	-0.2%
Timbar 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	4,820,725.00	4,820,725.00	0.00	5,114,945.00	294,220.00	6.1%
Unsecured Roll Taxes		8042	142,341.00	142,341.00	32,287.32	141,291.00	(1,050.00)	-0.7%
Prior Years' Taxes		8043	43,681.00	43,681.00	69,137.87	29,754.00	(13,907.00)	-31.9%
Supplemental Taxes		8044	207,870.00	207,870.00	0.00	214,189.00	6,319.00	3.0%
Education Revenue Augmentation Fund (ERAF)		8045	2,011,481.00	2,011,481.00	0.00	2,232,599.00	221,118.00	11.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604) Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	700.00	700.00	166.77	0.00	(700.00)	-100.0%
Less: Non-LCFF (50%) Adjustment		8089	(350.00)	(350.00)	0.00	0.00	350.00	-100.0%
Subtotal, LCFF Sources			39,635,292.00	39,635,292.00	9,109,333.96	39,804,478.00	169,188.00	0.4%
LCFF Transfers								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			39,635,292.00	39,635,292.00	9,109,333.96	39,804,478.00	169,188.00	0.4%
FEDERAL REVENUE								
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		
Special Education Discretionary Grants		8182	0.00	0.00	0.00	0.00		
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00		
Donated Food Commodities		8221	0.00	0.00	0.00	0.00		
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.0%
Flood Control Funds		8270	0.00	0.00	0.00	0.00	0.00	0.0%
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		8287	0.00	0.00	0.00	0.00		
Title I, Part A, Basic	3010	8290						
Title I, Part D, Local Delinquent Programs	3025	8290						
Title II, Part A, Educator Quality	4035	8290						

2017-18 First Interim
General Fund
Unrestricted (Resources 0000-1999)
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 (E/B) (F)
Title III, Part A, Immigrant Education Program	4201	8290						
Title III, Part A, English Learner Program	4203	8290						
Title V, Part B, Public Charter Schools Grant Program (PCSGP) (NCLB)	4810	8290						
Other NCLB / Every Student Succeeds Act	3012-3020, 3030-3199, 4036-4126, 5510	8290						
Career and Technical Education	3500-3599	8290						
All Other Federal Revenue	All Other	8290	7,258.00	7,258.00	1,848.88	7,258.00	0.00	0.0%
TOTAL, FEDERAL REVENUE			7,258.00	7,258.00	1,848.88	7,258.00	0.00	0.0%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement								
Prior Years	6360	8319						
Special Education Master Plan								
Current Year	6500	8311						
Prior Years	6500	8319						
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%
Child Nutrition Programs		8520	0.00	0.00	0.00	0.00		
Mandated Costs Reimbursements		8550	157,398.00	157,398.00	0.00	618,519.00	461,121.00	293.0%
Lottery - Unrestricted and Instructional Materials		8560	618,621.00	618,621.00	10,057.46	625,629.00	9,008.00	1.5%
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	0.0%
After School Education and Safety (ASES)	6010	8590						
Charter School Facility Grant	6030	8590						
Career Technical Education Incentive Grant Program	6387	8590						
Drug/Alcohol/Tobacco Funds	6650, 6690	8590						
California Clean Energy Jobs Act	6230	8590						
Specialized Secondary	7370	8590						
American Indian Early Childhood Education	7210	8590						
Quality Education Investment Act	7400	8590						
Common Core State Standards Implementation	7405	8590						
All Other State Revenue	All Other	8590	5,000.00	5,000.00	14,215.95	14,216.00	9,216.00	184.3%
TOTAL, OTHER STATE REVENUE			779,019.00	779,019.00	24,273.41	1,258,384.00	479,345.00	61.5%

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)
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00		
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								
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 LCFF Deduction		8625	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Non-LCFF 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	33.00	33.00	261.91	262.00	229.00	693.9%
Leases and Rentals		8650	65,000.00	65,000.00	32,264.00	65,000.00	0.00	0.0%
Interest		8660	46,541.00	46,541.00	43,953.79	46,541.00	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%
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	18,000.00	18,000.00	6,889.04	18,000.00	0.00	0.0%
Interagency Services		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	0.0%
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-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00		
All Other Local Revenue		8699	10,641.00	10,641.00	44,378.87	52,649.00	42,008.00	394.8%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	60,000.00	60,000.00	46,964.00	60,000.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791						
From County Offices	6500	8792						
From JPAs	6500	8793						
ROC/P Transfers								
From Districts or Charter Schools	6360	8791						
From County Offices	6360	8792						
From JPAs	6360	8793						
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	0.00	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			200,215.00	200,215.00	174,711.61	242,452.00	42,237.00	21.1%
TOTAL REVENUES			40,621,764.00	40,621,764.00	9,310,167.66	41,312,552.00	690,768.00	1.7%

2017-18 First Interim
General Fund
Unrestricted (Resources 0000-1999)
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 (E/B) (F)
Certificated Teachers' Salaries		1100	14,288,589.00	14,288,589.00	4,270,861.05	14,719,482.19	(430,893.19)	-3.0%
Certificated Pupil Support Salaries		1200	388,647.00	388,647.00	124,400.38	391,185.00	(2,538.00)	-0.7%
Certificated Supervisors' and Administrators' Salaries		1300	1,509,865.00	1,509,865.00	540,795.88	1,688,077.00	(178,212.00)	-11.7%
Other Certificated Salaries		1900	130,347.00	130,347.00	44,086.43	135,304.00	(4,957.00)	-3.8%
TOTAL, CERTIFICATED SALARIES			16,317,448.00	16,317,448.00	4,980,243.72	16,932,048.19	(614,600.19)	-3.8%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	211,288.00	211,288.00	51,456.54	360,772.00	(149,484.00)	-70.7%
Classified Support Salaries		2200	1,944,861.00	1,944,861.00	635,359.88	1,921,239.00	23,622.00	1.2%
Classified Supervisors' and Administrators' Salaries		2300	389,832.00	389,832.00	122,831.40	387,330.00	2,502.00	0.7%
Clerical, Technical and Office Salaries		2400	1,544,974.00	1,544,974.00	559,802.62	1,688,100.00	(143,126.00)	-9.3%
Other Classified Salaries		2900	207,030.00	207,030.00	51,698.88	230,684.00	(23,654.00)	-11.4%
TOTAL, CLASSIFIED SALARIES			4,277,985.00	4,277,985.00	1,421,147.12	4,568,125.00	(290,140.00)	-8.8%
EMPLOYEE BENEFITS								
STRS		3101-3102	2,298,689.00	2,298,689.00	724,254.12	2,331,430.03	(32,741.03)	-1.4%
PERS		3201-3202	673,080.00	673,080.00	195,133.35	678,069.00	(2,989.00)	-0.4%
OASDI/Medicare/Alternative		3301-3302	558,855.00	558,855.00	170,343.98	531,787.88	27,067.12	4.8%
Health and Welfare Benefits		3401-3402	3,509,575.00	3,509,575.00	890,713.23	2,867,182.78	642,392.22	18.3%
Unemployment Insurance		3501-3502	10,325.00	10,325.00	3,222.60	10,898.03	(573.03)	-5.5%
Workers' Compensation		3601-3602	349,386.00	349,386.00	105,142.79	338,398.29	10,987.71	3.1%
OPEB, Allocated		3701-3702	1,469.00	1,469.00	253,155.84	253,157.00	(251,688.00)	-17133.3%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	27,000.00	27,000.00	32,516.84	90,412.00	(63,412.00)	-234.9%
TOTAL, EMPLOYEE BENEFITS			7,428,379.00	7,428,379.00	2,374,482.55	7,099,335.01	329,043.99	4.4%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	440,250.00	440,250.00	327,565.01	441,425.00	(1,175.00)	-0.3%
Books and Other Reference Materials		4200	28,313.00	28,313.00	814.58	33,010.00	(4,697.00)	-16.6%
Materials and Supplies		4300	781,760.00	781,760.00	205,635.72	899,403.79	(117,643.79)	-15.0%
Noncapitalized Equipment		4400	416,683.00	416,683.00	192,212.98	547,732.00	(131,069.00)	-31.5%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			1,666,986.00	1,666,986.00	726,228.29	1,921,570.79	(254,584.79)	-15.3%
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	55,248.00	55,248.00	14,011.18	132,868.00	(77,622.00)	-140.5%
Dues and Memberships		5300	22,614.00	22,614.00	14,885.30	22,854.00	(240.00)	-1.1%
Insurance		5400-5450	285,170.00	285,170.00	135,005.00	285,170.00	0.00	0.0%
Operations and Housekeeping Services		5500	1,198,000.00	1,198,000.00	402,432.80	1,198,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	147,544.00	147,544.00	28,089.44	179,184.00	(31,640.00)	-21.4%
Transfers of Direct Costs		5710	(68,032.00)	(68,032.00)	(407.97)	(68,145.00)	(1,887.00)	2.8%
Transfers of Direct Costs - Interfund		5750	(2,000.00)	(2,000.00)	11,345.00	(2,000.00)	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	1,674,127.00	1,674,127.00	461,869.48	1,848,802.00	(174,675.00)	-10.4%
Communications		5900	137,569.00	137,569.00	30,273.10	137,919.00	(350.00)	-0.3%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			3,450,238.00	3,450,238.00	1,095,303.33	3,736,852.00	(286,414.00)	-8.3%

2017-18 First Interim
General Fund
Unrestricted (Resources 0000-1999)
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 (E/B) (F)
CAPITAL OUTLAY								
Land		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		6170	0.00	0.00	0.00	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	188,295.00	188,295.00	0.00	532,151.00	(363,856.00)	-216.2%
Equipment Replacement		6500	26,175.00	26,175.00	(19,631.05)	26,175.00	0.00	0.0%
TOTAL CAPITAL OUTLAY			194,470.00	194,470.00	(19,631.05)	558,328.00	(363,856.00)	-187.1%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	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	895.00	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 Apportionments								
To Districts or Charter Schools	6500	7221						
To County Offices	6500	7222						
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						
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	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	895.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	(153,473.00)	(153,473.00)	0.00	(288,288.00)	132,815.00	-88.5%
Transfers of Indirect Costs - Interfund		7350	(29,100.00)	(29,100.00)	0.00	(30,761.00)	1,861.00	-5.7%
TOTAL OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(182,573.00)	(182,573.00)	0.00	(317,049.00)	134,476.00	-73.7%
TOTAL EXPENDITURES			33,152,933.00	33,152,933.00	10,578,668.96	34,499,007.99	(1,346,074.99)	-4.1%

2017-18 First Interim
General Fund
Unrestricted (Resources 0000-1999)
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 (E/B) (F)
INTERFUND TRANSFERS								
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	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								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	250,000.00	250,000.00	0.00	250,000.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	250,000.00	250,000.00	0.00	264,480.00	(14,480.00)	-5.6%
(b) TOTAL, INTERFUND TRANSFERS OUT			500,000.00	500,000.00	0.00	514,480.00	(14,480.00)	-2.9%
OTHER SOURCES/USES								
SOURCES								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
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%
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								
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	(6,808,791.00)	(6,808,791.00)	0.00	(6,931,650.00)	(124,859.00)	1.8%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			(6,808,791.00)	(6,808,791.00)	0.00	(6,931,650.00)	(124,859.00)	1.8%
TOTAL, OTHER FINANCING SOURCES/USES								
(a - b + c - d + e)			(7,308,791.00)	(7,308,791.00)	0.00	(7,448,110.00)	(139,319.00)	1.9%

2017-18 First Interim
General Fund
Restricted (Resources 2000-9999)
Revenue, 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 (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	2,507,533.00	2,507,533.00	96,745.42	3,124,128.00	616,595.00	24.6%
3) Other State Revenue		8300-8599	1,281,275.00	1,281,275.00	219,081.85	1,442,790.00	181,515.00	14.4%
4) Other Local Revenue		8600-8799	1,923,928.00	1,923,928.00	542,294.04	1,925,053.00	1,125.00	0.1%
5) TOTAL REVENUES			5,692,736.00	5,692,736.00	858,101.31	6,491,971.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	3,863,866.00	3,863,866.00	1,258,328.77	4,149,791.00	(285,925.00)	-7.4%
2) Classified Salaries		2000-2999	2,836,066.00	2,836,066.00	878,877.72	2,802,996.00	33,070.00	1.2%
3) Employee Benefits		3000-3999	2,425,235.00	2,425,235.00	707,031.48	2,309,161.00	116,074.00	4.8%
4) Books and Supplies		4000-4999	1,041,786.00	1,041,786.00	279,081.48	1,998,580.00	(954,794.00)	-91.7%
5) Services and Other Operating Expenditures		5000-5999	1,353,945.00	1,353,945.00	421,113.24	1,662,937.00	(308,992.00)	-22.8%
6) Capital Outlay		6000-8999	239,700.00	239,700.00	103,667.69	285,519.00	(45,819.00)	-19.1%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	701,180.00	701,180.00	21,723.00	704,554.00	(3,374.00)	-0.5%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	153,473.00	153,473.00	0.00	286,288.00	(132,815.00)	-86.5%
9) TOTAL EXPENDITURES			12,615,231.00	12,615,231.00	3,667,823.36	14,197,808.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			(6,922,495.00)	(6,922,495.00)	(2,809,722.05)	(7,705,835.00)		
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%
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	6,806,791.00	6,806,791.00	0.00	6,931,650.00	124,859.00	1.8%
4) TOTAL OTHER FINANCING SOURCES/USES			6,806,791.00	6,806,791.00	0.00	6,931,650.00		

2017-18 First Interim
General Fund
Restricted (Resources 2000-9999)
Revenue, 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 (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			(115,704.00)	(115,704.00)	(2,809,722.05)	(774,185.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	1,965,089.87	1,965,089.87		1,965,089.87	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)			1,965,089.87	1,965,089.87		1,965,089.87		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			1,965,089.87	1,965,089.87		1,965,089.87		
2) Ending Balance, June 30 (E + F1e)			1,849,385.87	1,849,385.87		1,190,904.87		
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			1,856,445.87	1,856,445.87		1,190,904.87		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount			(7,060.00)	(7,060.00)		0.00		

2017-18 First Interim
General Fund
Restricted (Resources 2000-9999)
Revenue, 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 (E/B) (F)
LCFF SOURCES								
Principal Apportionment								
State Aid - Current Year		8011	0.00	0.00	0.00	0.00		
Education Protection Account State Aid - Current Year		8012	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	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 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		8048	0.00	0.00	0.00	0.00		
Miscellaneous Funds (EC 41604)								
Royalties 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-LCFF (50%) Adjustment		8089	0.00	0.00	0.00	0.00		
Subtotal, LCFF Sources			0.00	0.00	0.00	0.00		
LCFF Transfers								
Unrestricted LCFF Transfers - Current Year	0000	8091						
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8098	0.00	0.00	0.00	0.00		
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	848,229.00	848,229.00	0.00	848,229.00	0.00	0.0%
Special Education Discretionary Grants		8182	134,886.00	134,886.00	0.00	140,858.00	6,172.00	4.8%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00		
Flood Control Funds		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	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		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	1,050,000.00	1,050,000.00	0.00	1,520,940.00	470,940.00	44.9%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Educator Quality	4035	8290	116,953.00	116,953.00	0.00	185,738.00	68,783.00	58.8%

2017-18 First Interim
General Fund
Restricted (Resources 2000-9999)
Revenue, 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 (E/B) (F)
Title III, Part A, Immigrant Education Program	4201	8290	11,085.00	11,085.00	0.00	0.00	(11,085.00)	-100.0%
Title III, Part A, English Learner Program	4203	8290	81,344.00	81,344.00	0.00	138,035.00	78,691.00	125.0%
Title V, Part B, Public Charter Schools Grant Program (PCSGP) (NCLB)	4810	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3012-3020, 3030-3199, 4038-4128, 5510	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	285,258.00	285,258.00	96,745.42	290,330.00	5,074.00	1.8%
TOTAL, FEDERAL REVENUE			2,507,533.00	2,507,533.00	96,745.42	3,124,128.00	616,595.00	24.6%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement Prior Years	6360	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	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	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	192,695.00	192,695.00	17,336.83	205,887.00	12,992.00	6.7%
Tax Relief Subventions								
Restricted Levies - Other								
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%
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	289,741.00	289,741.00	0.00	478,184.00	208,443.00	77.3%
Drug/Alcohol/Tobacco Funds	6650, 6690	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	354,954.00	354,954.00	0.00	246,643.00	(108,311.00)	-30.5%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	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%
Common Core State Standards Implementation	7405	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	443,885.00	443,885.00	201,725.02	512,278.00	68,391.00	15.4%
TOTAL, OTHER STATE REVENUE			1,261,275.00	1,261,275.00	219,061.85	1,442,790.00	181,515.00	14.4%

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)
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
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	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	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes								
		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
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	105,000.00	105,000.00	40,374.55	105,000.00	0.00	0.0%
Interest		8660	0.00	0.00	0.00	0.00	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%
Fees and Contracts								
Adult Education Fees		8671	0.00	0.00	0.00	0.00		
Non-Resident Students		8672	0.00	0.00	0.00	0.00		
Transportation Fees From Individuals		8675	0.00	0.00	0.00	0.00	0.00	0.0%
Interagency Services		8677	11,500.00	11,500.00	0.00	11,500.00	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-LCFF (50%) Adjustme		8691	0.00	0.00	0.00	0.00		
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	0.00	0.00	355.49	1,125.00	1,125.00	New
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	8500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	8500	8792	1,807,428.00	1,807,428.00	501,564.00	1,807,428.00	0.00	0.0%
From JPAs	8500	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	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			1,923,928.00	1,923,928.00	542,294.04	1,925,053.00	1,125.00	0.1%
TOTAL, REVENUES			5,692,738.00	5,692,738.00	858,101.31	6,491,971.00	799,235.00	14.0%

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)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	3,046,156.00	3,046,156.00	998,921.30	3,340,627.00	(294,471.00)	-9.7%
Certificated Pupil Support Salaries		1200	521,949.00	521,949.00	170,858.06	533,019.00	(11,070.00)	-2.1%
Certificated Supervisors' and Administrators' Salaries		1300	45,245.00	45,245.00	18,858.40	58,238.00	(10,991.00)	-24.3%
Other Certificated Salaries		1900	250,518.00	250,518.00	67,893.01	219,909.00	30,607.00	12.2%
TOTAL, CERTIFICATED SALARIES			3,863,868.00	3,863,868.00	1,256,328.77	4,149,791.00	(285,925.00)	-7.4%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	2,099,984.00	2,099,984.00	625,012.84	2,010,402.00	89,582.00	4.3%
Classified Support Salaries		2200	472,254.00	472,254.00	170,741.03	510,709.00	(38,455.00)	-8.1%
Classified Supervisors' and Administrators' Salaries		2300	70,517.00	70,517.00	23,505.52	73,385.00	(2,848.00)	-4.0%
Clerical, Technical and Office Salaries		2400	174,592.00	174,592.00	58,594.58	183,709.00	(9,117.00)	-5.2%
Other Classified Salaries		2900	18,719.00	18,719.00	1,023.77	24,811.00	(6,092.00)	-32.5%
TOTAL, CLASSIFIED SALARIES			2,836,066.00	2,836,066.00	878,877.72	2,802,996.00	33,070.00	1.2%
EMPLOYEE BENEFITS								
STRS		3101-3102	583,998.00	583,998.00	179,944.14	547,748.00	16,252.00	2.9%
PERS		3201-3202	388,152.00	388,152.00	128,332.01	420,460.00	(32,308.00)	-8.3%
OASDI/Medicare/Alternative		3301-3302	244,242.00	244,242.00	81,994.19	258,881.00	(14,619.00)	-6.0%
Health and Welfare Benefits		3401-3402	1,117,509.00	1,117,509.00	288,337.23	929,886.00	187,623.00	16.8%
Unemployment Insurance		3501-3502	3,229.00	3,229.00	1,074.83	3,781.00	(532.00)	-16.5%
Workers' Compensation		3601-3602	108,105.00	108,105.00	35,085.38	110,510.00	(2,405.00)	-2.2%
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%
Other Employee Benefits		3901-3902	0.00	0.00	12,283.68	37,937.00	(37,937.00)	New
TOTAL, EMPLOYEE BENEFITS			2,425,235.00	2,425,235.00	707,031.48	2,309,181.00	118,074.00	4.8%
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	18,324.00	18,324.00	1,029.75	22,816.00	(4,292.00)	-23.4%
Materials and Supplies		4300	742,065.00	742,065.00	144,891.41	1,625,651.00	(883,586.00)	-119.1%
Noncapitalized Equipment		4400	281,377.00	281,377.00	133,160.32	348,293.00	(66,916.00)	-23.8%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			1,041,768.00	1,041,768.00	279,081.48	1,998,560.00	(954,794.00)	-91.7%
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	66,481.00	66,481.00	24,028.95	122,897.00	(56,416.00)	-84.9%
Dues and Memberships		5300	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	65,254.00	65,254.00	2,009.43	65,602.00	(348.00)	-0.5%
Transfers of Direct Costs		5710	68,032.00	68,032.00	407.97	68,145.00	1,887.00	2.8%
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	1,153,218.00	1,153,218.00	394,228.50	1,406,031.00	(252,815.00)	-21.9%
Communications		5900	982.00	982.00	438.39	2,282.00	(1,300.00)	-135.1%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			1,353,945.00	1,353,945.00	421,113.24	1,662,937.00	(308,992.00)	-22.8%

2017-18 First Interim
General Fund
Restricted (Resources 2000-9999)
Revenue, 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 (E/B) (F)
CAPITAL OUTLAY								
Land		8100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		8170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	206,500.00	206,500.00	69,042.19	217,319.00	(10,819.00)	-5.2%
Books and Media for New School Libraries or Major Expansion of School Libraries		8300	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment		6400	30,000.00	30,000.00	0.00	30,000.00	0.00	0.0%
Equipment Replacement		6500	3,200.00	3,200.00	34,625.50	38,200.00	(35,000.00)	-1093.6%
TOTAL, CAPITAL OUTLAY			239,700.00	239,700.00	103,667.69	285,519.00	(45,819.00)	-19.1%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	3,373.00	3,374.00	(3,374.00)	New
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	701,180.00	701,180.00	18,350.00	701,180.00	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 Apportionments								
To Districts or Charter Schools	8500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	8500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	8500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	8360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	8360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	8360	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	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)			701,180.00	701,180.00	21,723.00	704,554.00	(3,374.00)	-0.5%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs		7310	153,473.00	153,473.00	0.00	288,288.00	(132,815.00)	-86.5%
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			153,473.00	153,473.00	0.00	288,288.00	(132,815.00)	-86.5%
TOTAL, EXPENDITURES			12,815,231.00	12,815,231.00	3,667,823.36	14,197,806.00	(1,582,575.00)	-12.5%

2017-18 First Interim
General Fund
Restricted (Resources 2000-9999)
Revenue, 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 (E/B) (F)
INTERFUND TRANSFERS								
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			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
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	0.0%
To: Cafeteria Fund		7616	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								
State Apportionments Emergency Apportionments Proceeds		8931	0.00	0.00	0.00	0.00		
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
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%
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								
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	6,806,791.00	6,806,791.00	0.00	6,931,650.00	124,859.00	1.8%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
(e) TOTAL, CONTRIBUTIONS			6,806,791.00	6,806,791.00	0.00	6,931,650.00	124,859.00	1.8%
TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)			6,806,791.00	6,806,791.00	0.00	6,931,650.00	(124,859.00)	1.8%

2017-18 First Interim
General Fund
Summary - Unrestricted/Restricted
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 (E/B) (F)
A. REVENUES								
1) LCFF Sources		8010-8099	39,835,292.00	39,835,292.00	9,109,333.98	39,804,478.00	169,186.00	0.4%
2) Federal Revenue		8100-8299	2,514,791.00	2,514,791.00	98,594.30	3,131,386.00	616,595.00	24.5%
3) Other State Revenue		8300-8599	2,040,294.00	2,040,294.00	243,335.26	2,701,154.00	660,860.00	32.4%
4) Other Local Revenue		8600-8799	2,124,143.00	2,124,143.00	717,005.65	2,167,505.00	43,362.00	2.0%
5) TOTAL, REVENUES			48,314,520.00	48,314,520.00	10,168,269.17	47,804,523.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	20,181,314.00	20,181,314.00	6,238,572.49	21,081,839.19	(900,525.19)	-4.5%
2) Classified Salaries		2000-2999	7,114,051.00	7,114,051.00	2,300,024.84	7,371,121.00	(257,070.00)	-3.6%
3) Employee Benefits		3000-3999	9,853,614.00	9,853,614.00	3,061,514.01	9,408,496.01	445,117.99	4.5%
4) Books and Supplies		4000-4999	2,708,752.00	2,708,752.00	1,005,309.77	3,918,130.79	(1,209,378.79)	-44.6%
5) Services and Other Operating Expenditures		5000-5999	4,804,183.00	4,804,183.00	1,516,416.57	5,399,589.00	(595,406.00)	-12.4%
6) Capital Outlay		6000-6999	434,170.00	434,170.00	84,038.64	843,845.00	(409,675.00)	-94.4%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	701,180.00	701,180.00	22,618.00	704,554.00	(3,374.00)	-0.5%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	(29,100.00)	(29,100.00)	0.00	(30,761.00)	1,661.00	-5.7%
9) TOTAL, EXPENDITURES			45,768,164.00	45,768,164.00	14,246,492.32	48,696,613.99		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			546,356.00	546,356.00	(4,078,223.15)	(892,290.99)		
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	500,000.00	500,000.00	0.00	514,460.00	(14,460.00)	-2.9%
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			(500,000.00)	(500,000.00)	0.00	(514,460.00)		

2017-18 First Interim
General Fund
Summary - Unrestricted/Restricted
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 (E/B) (F)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			46,356.00	46,356.00	(4,078,223.15)	(1,408,750.99)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	9,530,855.72	9,530,855.72		9,530,855.72	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)			9,530,855.72	9,530,855.72		9,530,855.72		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			9,530,855.72	9,530,855.72		9,530,855.72		
2) Ending Balance, June 30 (E + F1e)			9,577,211.72	9,577,211.72		8,124,104.73		
Components of Ending Fund Balance								
a) Nonspendable								
Revolving Cash		9711	10,000.00	10,000.00		10,000.00		
Stores		9712	83,100.00	83,100.00		4,505.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted			1,858,445.87	1,858,445.87		1,190,904.87		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	1,388,045.00	1,388,045.00		1,478,339.00		
Unassigned/Unappropriated Amount			8,239,620.85	8,239,620.85		5,442,355.86		

2017-18 First Interim
General Fund
Summary - Unrestricted/Restricted
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 (E/B) (F)
LCFF SOURCES								
Principal Apportionment State Aid - Current Year		8011	27,009,584.00	27,009,584.00	7,642,582.00	26,716,854.00	(292,730.00)	-1.1%
Education Protection Account State Aid - Current Year		8012	5,348,562.00	5,348,562.00	1,365,180.00	5,304,231.00	(44,331.00)	-0.8%
State Aid - Prior Years		8019	0.00	0.00	0.00	0.00	0.00	0.0%
Tax Relief Subventions Homeowners' Exemptions		8021	50,718.00	50,718.00	0.00	50,615.00	(103.00)	-0.2%
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	4,820,725.00	4,820,725.00	0.00	5,114,945.00	294,220.00	6.1%
Unsecured Roll Taxes		8042	142,341.00	142,341.00	32,267.32	141,291.00	(1,050.00)	-0.7%
Prior Years' Taxes		8043	43,661.00	43,661.00	69,137.87	29,754.00	(13,907.00)	-31.9%
Supplemental Taxes		8044	207,870.00	207,870.00	0.00	214,189.00	6,319.00	3.0%
Education Revenue Augmentation Fund (ERAF)		8045	2,011,481.00	2,011,481.00	0.00	2,232,599.00	221,118.00	11.0%
Community Redevelopment Funds (SB 617/899/1992)		8047	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Taxes		8048	0.00	0.00	0.00	0.00	0.00	0.0%
Miscellaneous Funds (EC 41604) Royalties and Bonuses		8081	0.00	0.00	0.00	0.00	0.00	0.0%
Other In-Lieu Taxes		8082	700.00	700.00	166.77	0.00	(700.00)	-100.0%
Less: Non-LCFF (50%) Adjustment		8089	(350.00)	(350.00)	0.00	0.00	350.00	-100.0%
Subtotal, LCFF Sources			39,635,292.00	39,635,292.00	9,109,333.96	39,804,478.00	169,186.00	0.4%
LCFF Transfers								
Unrestricted LCFF Transfers - Current Year	0000	8091	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools in Lieu of Property Taxes		8096	0.00	0.00	0.00	0.00	0.00	0.0%
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			39,635,292.00	39,635,292.00	9,109,333.96	39,804,478.00	169,186.00	0.4%
FEDERAL REVENUE								
Maintenance and Operations		8110	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Entitlement		8181	848,229.00	848,229.00	0.00	848,229.00	0.00	0.0%
Special Education Discretionary Grants		8182	134,686.00	134,686.00	0.00	140,858.00	6,172.00	4.6%
Child Nutrition Programs		8220	0.00	0.00	0.00	0.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
Forest Reserve Funds		8260	0.00	0.00	0.00	0.00	0.00	0.0%
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		8287	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part A, Basic	3010	8290	1,050,000.00	1,050,000.00	0.00	1,520,940.00	470,940.00	44.9%
Title I, Part D, Local Delinquent Programs	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Educator Quality	4035	8290	116,953.00	116,953.00	0.00	185,736.00	68,783.00	58.8%

2017-18 First Interim
General Fund
Summary - Unrestricted/Restricted
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 (E/B) (F)
Title III, Part A, Immigrant Education Program	4201	8290	11,065.00	11,065.00	0.00	0.00	(11,065.00)	-100.0%
Title III, Part A, English Learner Program	4203	6290	61,344.00	61,344.00	0.00	138,035.00	76,691.00	125.0%
Title V, Part B, Public Charter Schools Grant Program (PCSGP) (NCLB)	4810	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Act	3012-3020, 3030-3199, 4038-4128, 5510	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	292,514.00	292,514.00	98,594.30	297,588.00	5,074.00	1.7%
TOTAL, FEDERAL REVENUE			2,514,791.00	2,514,791.00	98,594.30	3,131,386.00	616,595.00	24.5%
OTHER STATE REVENUE								
Other State Apportionments								
ROC/P Entitlement								
Prior Years	6380	8319	0.00	0.00	0.00	0.00	0.00	0.0%
Special Education Master Plan								
Current Year	6500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	6500	8319	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	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	157,398.00	157,398.00	0.00	618,519.00	461,121.00	293.0%
Lottery - Unrestricted and Instructional Materk		8560	809,316.00	809,316.00	27,384.29	831,316.00	22,000.00	2.7%
Tax Relief Subventions								
Restricted Levies - Other								
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								
After School Education and Safety (ASES)	6010	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Career Technical Education Incentive Grant Program	6387	8590	269,741.00	269,741.00	0.00	478,184.00	208,443.00	77.3%
Drug/Alcohol/Tobacco Funds	6650, 6690	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	354,954.00	354,954.00	0.00	246,643.00	(108,311.00)	-30.5%
Specialized Secondary	7370	8590	0.00	0.00	0.00	0.00	0.00	0.0%
American Indian Early Childhood Education	7210	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%
Common Core State Standards Implementation	7405	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	448,885.00	448,885.00	215,940.97	526,492.00	77,607.00	17.3%
TOTAL, OTHER STATE REVENUE			2,040,294.00	2,040,294.00	243,335.26	2,701,154.00	660,860.00	32.4%

2017-18 First Interim
General Fund
Summary - Unrestricted/Restricted
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 (E/B) (F)
OTHER LOCAL REVENUE								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8615	0.00	0.00	0.00	0.00	0.00	0.0%
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	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	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes								
		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
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	33.00	33.00	281.91	282.00	229.00	693.9%
Leases and Rentals		8650	170,000.00	170,000.00	72,638.55	170,000.00	0.00	0.0%
Interest		8680	46,541.00	46,541.00	43,953.79	46,541.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8682	0.00	0.00	0.00	0.00	0.00	0.0%
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	18,000.00	18,000.00	6,889.04	18,000.00	0.00	0.0%
Interagency Services		8677	11,500.00	11,500.00	0.00	11,500.00	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-LCFF (50%) Adjustment		8691	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8697	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8699	10,641.00	10,641.00	44,734.36	53,774.00	43,133.00	405.3%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers In		8781-8783	60,000.00	60,000.00	46,964.00	60,000.00	0.00	0.0%
Transfers Of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	1,807,428.00	1,807,428.00	501,584.00	1,807,428.00	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	0.00	0.00	0.0%
From County Offices	6360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6360	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			2,124,143.00	2,124,143.00	717,005.65	2,167,505.00	43,362.00	2.0%
TOTAL, REVENUES			46,314,520.00	46,314,520.00	10,188,289.17	47,804,523.00	1,490,003.00	3.2%

2017-18 First Interim
General Fund
Summary - Unrestricted/Restricted
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 (E/B) (F)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	17,334,745.00	17,334,745.00	5,289,882.35	18,060,109.19	(725,364.19)	-4.2%
Certificated Pupil Support Salaries		1200	910,598.00	910,598.00	295,058.42	924,204.00	(13,608.00)	-1.5%
Certificated Supervisors' and Administrators' Salaries		1300	1,555,110.00	1,555,110.00	559,852.28	1,742,313.00	(187,203.00)	-12.0%
Other Certificated Salaries		1900	380,863.00	380,863.00	111,979.44	355,213.00	25,650.00	6.7%
TOTAL, CERTIFICATED SALARIES			20,181,314.00	20,181,314.00	6,236,572.49	21,081,839.19	(900,525.19)	-4.5%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	2,311,272.00	2,311,272.00	676,489.38	2,371,174.00	(59,902.00)	-2.6%
Classified Support Salaries		2200	2,417,115.00	2,417,115.00	806,100.91	2,431,948.00	(14,833.00)	-0.6%
Classified Supervisors' and Administrators' Salaries		2300	440,349.00	440,349.00	148,338.92	440,895.00	(348.00)	-0.1%
Clerical, Technical and Office Salaries		2400	1,719,586.00	1,719,586.00	818,397.18	1,871,809.00	(152,243.00)	-8.9%
Other Classified Salaries		2900	225,749.00	225,749.00	52,720.45	255,495.00	(29,746.00)	-13.2%
TOTAL, CLASSIFIED SALARIES			7,114,051.00	7,114,051.00	2,300,024.84	7,371,121.00	(257,070.00)	-3.6%
EMPLOYEE BENEFITS								
STRS		3101-3102	2,862,687.00	2,862,687.00	904,198.28	2,879,178.03	(16,489.03)	-0.6%
PERS		3201-3202	1,081,232.00	1,081,232.00	323,465.38	1,086,529.00	(35,297.00)	-3.3%
OASDI/Medicare/Alternative		3301-3302	803,097.00	803,097.00	252,338.17	790,648.88	12,448.12	1.6%
Health and Welfare Benefits		3401-3402	4,827,084.00	4,827,084.00	1,159,050.48	3,797,088.78	830,015.22	17.9%
Unemployment Insurance		3501-3502	13,554.00	13,554.00	4,297.43	14,859.03	(1,105.03)	-8.2%
Workers' Compensation		3601-3602	457,491.00	457,491.00	140,228.17	448,908.29	8,582.71	1.9%
OPEB, Allocated		3701-3702	1,469.00	1,469.00	253,155.84	253,157.00	(251,688.00)	-17133.3%
OPEB, Active Employees		3751-3752	0.00	0.00	0.00	0.00	0.00	0.0%
Other Employee Benefits		3901-3902	27,000.00	27,000.00	44,780.32	128,349.00	(101,349.00)	-375.4%
TOTAL, EMPLOYEE BENEFITS			9,853,614.00	9,853,614.00	3,081,514.01	9,408,498.01	445,117.99	4.5%
BOOKS AND SUPPLIES								
Approved Textbooks and Core Curricula Materials		4100	440,250.00	440,250.00	327,565.01	441,425.00	(1,175.00)	-0.3%
Books and Other Reference Materials		4200	48,837.00	48,837.00	1,844.33	55,628.00	(8,989.00)	-19.3%
Materials and Supplies		4300	1,523,825.00	1,523,825.00	350,527.13	2,525,054.79	(1,001,229.79)	-65.7%
Noncapitalized Equipment		4400	698,040.00	698,040.00	325,373.30	896,025.00	(197,985.00)	-28.4%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			2,708,752.00	2,708,752.00	1,005,309.77	3,918,130.79	(1,209,378.79)	-44.6%
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	121,727.00	121,727.00	38,040.13	255,785.00	(134,038.00)	-110.1%
Dues and Memberships		5300	22,614.00	22,614.00	14,685.30	22,854.00	(240.00)	-1.1%
Insurance		5400-5450	285,170.00	285,170.00	135,005.00	285,170.00	0.00	0.0%
Operations and Housekeeping Services		5500	1,198,000.00	1,198,000.00	402,432.80	1,198,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	212,798.00	212,798.00	28,098.87	244,788.00	(31,988.00)	-15.0%
Transfers of Direct Costs		5710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		5750	(2,000.00)	(2,000.00)	11,345.00	(2,000.00)	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	2,827,343.00	2,827,343.00	858,097.98	3,254,833.00	(427,490.00)	-15.1%
Communications		5900	138,531.00	138,531.00	30,711.49	140,181.00	(1,650.00)	-1.2%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			4,804,183.00	4,804,183.00	1,516,418.57	5,399,589.00	(595,406.00)	-12.4%

2017-18 First Interim
General Fund
Summary - Unrestricted/Restricted
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 (E/B) (F)
CAPITAL OUTLAY								
Land		8100	0.00	0.00	0.00	0.00	0.00	0.0%
Land Improvements		8170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		8200	208,500.00	208,500.00	69,042.19	217,319.00	(10,819.00)	-5.2%
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		8400	198,295.00	198,295.00	0.00	582,151.00	(383,856.00)	-183.5%
Equipment Replacement		8500	29,375.00	29,375.00	14,994.45	84,375.00	(54,980.55)	-187.1%
TOTAL CAPITAL OUTLAY			434,170.00	434,170.00	84,036.64	843,845.00	(409,675.00)	-94.4%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
State Special Schools		7130	0.00	0.00	3,373.00	3,374.00	(3,374.00)	New
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	701,180.00	701,180.00	19,245.00	701,180.00	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								
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 Apportionments To Districts or Charter Schools	8500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	8500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	8500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments To Districts or Charter Schools								
To Districts or Charter Schools	8360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	8360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	8360	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	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)			701,180.00	701,180.00	22,618.00	704,554.00	(3,374.00)	-0.5%
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	(29,100.00)	(29,100.00)	0.00	(30,781.00)	1,681.00	-5.7%
TOTAL OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			(29,100.00)	(29,100.00)	0.00	(30,781.00)	1,681.00	-5.7%
TOTAL EXPENDITURES			45,768,164.00	45,768,164.00	14,248,492.32	48,698,813.99	(2,928,649.99)	-8.4%

2017-18 First Interim
General Fund
Summary - Unrestricted/Restricted
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 (E/B) (F)
INTERFUND TRANSFERS								
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	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								
To: Child Development Fund		7611	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7612	250,000.00	250,000.00	0.00	250,000.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	0.00	0.00	0.0%
To: Cafeteria Fund		7616	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7619	250,000.00	250,000.00	0.00	264,480.00	(14,480.00)	-5.8%
(b) TOTAL, INTERFUND TRANSFERS OUT			500,000.00	500,000.00	0.00	514,480.00	(14,480.00)	-2.9%
OTHER SOURCES/USES								
SOURCES								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
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%
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								
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		
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00		
(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)			(500,000.00)	(500,000.00)	0.00	(514,480.00)	14,480.00	2.9%

<u>Resource</u>	<u>Description</u>	<u>2017-18 Projected Year Totals</u>
5640	Medi-Cal Billing Option	121,578.26
6230	California Clean Energy Jobs Act	0.44
6264	Educator Effectiveness (15-16)	0.47
6300	Lottery: Instructional Materials	37,892.25
7338	College Readiness Block Grant	0.46
8150	Ongoing & Major Maintenance Account (RM,	0.73
9010	Other Restricted Local	1,031,432.26
Total, Restricted Balance		<u>1,190,904.87</u>

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) LCFF Sources		8010-8099	0.00	0.00	(24.19)	25.00	25.00	New
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	378.58	133,418.00	133,419.00	New
4) Other Local Revenue		8600-8799	0.00	0.00	114.00	0.00	0.00	0.0%
5) TOTAL REVENUES			0.00	0.00	468.37	133,444.00		
B. EXPENDITURES								
1) Certificated 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	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	6,578.53	135,119.00	(135,119.00)	New
7) 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			0.00	0.00	6,578.53	135,119.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)								
			0.00	0.00	(6,110.16)	(1,675.00)		
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%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7830-7899	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		

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	(8,110.18)	(1,878.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9781	321,053.23	321,053.23		321,053.23	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)			321,053.23	321,053.23		321,053.23		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			321,053.23	321,053.23		321,053.23		
2) Ending Balance, June 30 (E + F1e)			321,053.23	321,053.23		319,378.23		
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			237,001.70	237,001.70		236,301.70		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9780	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	84,051.53	84,051.53		84,078.53		
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)
LCFF SOURCES								
Principal Apportionment State Aid - Current Year		8011	0.00	0.00	0.00	0.00	0.00	0.0%
Education Protection Account State Aid - Current Year		8012	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%
LCFF Transfers								
Unrestricted LCFF Transfers - Current Year	0000	8081	0.00	0.00	0.00	0.00	0.00	0.0%
All Other LCFF Transfers - Current Year	All Other	8091	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers to Charter Schools In Lieu of Property Taxes		8096	0.00	0.00	(24.19)	25.00	25.00	New
Property Taxes Transfers		8097	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	(24.19)	25.00	25.00	New
FEDERAL REVENUE								
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%
Donated Food Commodities		8221	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%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title I, Part D, Local Delinquent Program	3025	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title II, Part A, Educator Quality	4035	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, Immigrant Education Program	4201	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title III, Part A, English Learner Program	4203	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Title V, Part B, Public Charter Schools Grant Program (PCSGP) (NCLB)	4610	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Other NCLB / Every Student Succeeds Acts	3012-3020, 3030-3199, 4036-4126, 5510	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	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								
Other State Apportionments								
Special Education Master Plan 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%
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%
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	0.00	0.00	378.56	0.00	0.00	0.0%
After School Education and Safety (ASES)	6010	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)
Charter School Facility Grant	6030	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Drug/Alcohol/Tobacco Funds	6690	8590	0.00	0.00	0.00	0.00	0.00	0.0%
California Clean Energy Jobs Act	6230	8590	0.00	0.00	0.00	133,419.00	133,419.00	New
Career Technical Education Incentive Grant Program	6387	8590	0.00	0.00	0.00	0.00	0.00	0.0%
Specialized Secondary	7370	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%
Common Core State Standards Implementation	7405	8590	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			0.00	0.00	376.56	133,419.00	133,419.00	New
OTHER LOCAL REVENUE								
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	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	114.00	0.00	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%
Fees 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%
Interagency Services		8677	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								
All Other Local Revenue		8699	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00	0.0%
Transfers of Apportionments								
Special Education SELPA Transfers								
From Districts or Charter Schools	6500	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	6500	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	6500	8793	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments								
From Districts or Charter Schools	All Other	8791	0.00	0.00	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.00	0.0%
TOTAL, OTHER LOCAL REVENUE			0.00	0.00	114.00	0.00	0.00	0.0%
TOTAL, REVENUES			0.00	0.00	490.56	133,444.00		

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)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	0.00	0.00	0.00	0.00	0.00	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	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	0.00	0.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	0.00	0.00	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	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/Alternative		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' Compensation		3601-3802	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%
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	0.00	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	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	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.00	0.00	0.0%
Dues and Memberships		5300	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	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			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)
CAPITAL OUTLAY								
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	6,576.53	135,119.00	(135,119.00)	New
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	6,576.53	135,119.00	(135,119.00)	New
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
Tuition for Instruction Under Interdistrict Attendance Agreements		7110	0.00	0.00	0.00	0.00	0.00	0.0%
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	0.00	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	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		7436	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 Costs)			0.00	0.00	0.00	0.00	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 - Intertund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENDITURES			0.00	0.00	6,576.53	135,119.00		

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)
INTERFUND TRANSFERS								
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			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 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								
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		8990	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 (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	22,930.00	22,930.00	0.38	46,769.00	23,829.00	103.9%
3) Other State Revenue		8300-8599	270,725.00	270,725.00	15,417.89	282,272.00	(8,453.00)	-3.1%
4) Other Local Revenue		8800-8799	40,500.00	40,500.00	8,009.99	40,500.00	0.00	0.0%
5) TOTAL REVENUES			334,155.00	334,155.00	23,428.04	349,531.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	143,331.00	143,331.00	87,370.90	182,098.00	(48,768.00)	-34.0%
2) Classified Salaries		2000-2999	0.00	0.00	6,753.75	26,083.00	(26,083.00)	New
3) Employee Benefits		3000-3999	51,040.00	51,040.00	18,879.52	54,419.00	(3,379.00)	-6.6%
4) Books and Supplies		4000-4999	76,954.00	76,954.00	(7,894.58)	90,270.00	(13,316.00)	-17.3%
5) Services and Other Operating Expenditures		5000-5999	33,776.00	33,776.00	5,203.99	30,817.00	2,959.00	8.8%
6) Capital Outlay		6000-6999	15,000.00	15,000.00	0.00	15,000.00	0.00	0.0%
7) 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			320,101.00	320,101.00	88,513.57	408,658.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			14,054.00	14,054.00	(65,085.53)	(59,157.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	14,460.00	14,460.00	New
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			0.00	0.00	0.00	14,460.00		

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)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			14,054.00	14,054.00	(65,085.53)	(44,697.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	173,199.36	173,199.36		173,199.36	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)			173,199.36	173,199.36		173,199.36		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			173,199.36	173,199.36		173,199.36		
2) Ending Balance, June 30 (E + F1e)			187,253.36	187,253.36		126,502.36		
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								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9780	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	49,487.48	49,487.48		63,948.48		
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)
LCFF SOURCES								
LCFF Transfers								
LCFF Transfers - Current Year		8091	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8098	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL LCFF SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
FEDERAL REVENUE								
Interagency Contracts Between LEAs		8285	0.00	0.00	0.00	0.00	0.00	0.0%
No Child Left Behind	3105, 4045	8290	0.00	0.00	0.00	0.00	0.00	0.0%
Career and Technical Education	3500-3599	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	22,930.00	22,930.00	0.38	48,759.00	23,829.00	103.9%
TOTAL FEDERAL REVENUE			22,930.00	22,930.00	0.38	48,759.00	23,829.00	103.9%
OTHER STATE REVENUE								
Other State Apportionments								
All Other State Apportionments - Current Year		8311	0.00	0.00	0.00	0.00	0.00	0.0%
All Other State Apportionments - Prior Years		8319	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%
Adult Education Block Grant Program	6391	8590	250,000.00	250,000.00	15,417.69	247,389.00	(2,611.00)	-1.0%
All Other State Revenue	All Other	8590	20,725.00	20,725.00	0.00	14,883.00	(5,842.00)	-28.2%
TOTAL OTHER STATE REVENUE			270,725.00	270,725.00	15,417.69	262,272.00	(8,453.00)	-3.1%
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	500.00	500.00	42.00	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%
Fees and Contracts								
Adult Education Fees		8671	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	40,000.00	40,000.00	7,967.99	40,000.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL OTHER LOCAL REVENUE			40,500.00	40,500.00	8,009.99	40,500.00	0.00	0.0%
TOTAL REVENUES			334,155.00	334,155.00	23,428.04	349,531.00		

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)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	122,493.00	122,493.00	44,343.54	142,790.00	(20,297.00)	-16.6%
Certificated Pupil Support Salaries		1200	9,507.00	9,507.00	19,250.44	37,479.00	(27,972.00)	-294.2%
Certificated Supervisors' and Administrators' Salaries		1300	11,331.00	11,331.00	3,778.92	11,830.00	(499.00)	-4.4%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CERTIFICATED SALARIES			143,331.00	143,331.00	67,370.90	192,099.00	(48,768.00)	-34.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	0.00	0.00	1,229.11	1,928.00	(1,928.00)	New
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	0.00	0.00	5,524.64	24,157.00	(24,157.00)	New
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	6,753.75	26,083.00	(26,083.00)	New
EMPLOYEE BENEFITS								
STRS		3101-3102	24,612.00	24,612.00	7,467.46	24,183.00	429.00	1.7%
PERS		3201-3202	2,576.00	2,576.00	3,184.96	4,963.00	(2,387.00)	-92.7%
QASDI/Medicare/Alternative		3301-3302	3,724.00	3,724.00	2,382.56	4,914.00	(1,190.00)	-32.0%
Health and Welfare Benefits		3401-3402	16,817.00	16,817.00	2,607.54	16,875.00	(58.00)	-0.3%
Unemployment Insurance		3501-3502	96.00	96.00	37.06	102.00	(6.00)	-6.3%
Workers' Compensation		3601-3602	3,215.00	3,215.00	1,209.94	3,382.00	(167.00)	-5.2%
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%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			51,040.00	51,040.00	16,679.52	54,419.00	(3,379.00)	-6.6%
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	15,965.00	15,965.00	0.00	16,640.00	(675.00)	-4.2%
Materials and Supplies		4300	43,596.00	43,596.00	(8,626.52)	55,821.00	(12,025.00)	-27.6%
Noncapitalized Equipment		4400	17,393.00	17,393.00	1,131.93	18,009.00	(616.00)	-3.5%
TOTAL, BOOKS AND SUPPLIES			76,954.00	76,954.00	(7,694.59)	80,270.00	(13,316.00)	-17.3%

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)
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	9,538.00	9,538.00	34.24	9,206.00	334.00	3.5%
Dues and Memberships		5300	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		5400-5460	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		5800	1,000.00	1,000.00	0.00	1,000.00	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	1,000.00	1,000.00	0.00	1,000.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	21,887.00	21,887.00	5,189.75	19,262.00	2,625.00	12.0%
Communications		5900	350.00	350.00	0.00	350.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			33,776.00	33,776.00	5,203.99	30,817.00	2,959.00	8.8%
CAPITAL OUTLAY								
Land		6100	15,000.00	15,000.00	0.00	15,000.00	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%
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			15,000.00	15,000.00	0.00	15,000.00	0.00	0.0%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Tuition								
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	0.00	0.0%
Payments to JPAs		7143	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers Out								
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%
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 Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - 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			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EXPENDITURES			320,101.00	320,101.00	89,513.57	408,689.00		

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)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	14,460.00	14,460.00	New
(a) TOTAL, INTERFUND TRANSFERS IN			0.00	0.00	0.00	14,460.00	14,460.00	New
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		8985	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Certificates of Participation		8972	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								
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	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	14,460.00		

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)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	278,499.00	278,499.00	95,838.00	287,801.00	9,302.00	3.3%
3) Other State Revenue		8300-8599	328,828.00	328,828.00	130,967.00	393,298.00	64,469.00	19.7%
4) Other Local Revenue		8600-8799	0.00	0.00	1,082.00	1,088.00	1,088.00	New
5) TOTAL REVENUES			607,127.00	607,127.00	227,887.00	682,186.00		
B. EXPENDITURES								
1) Certificated 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	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	578,027.00	578,027.00	155,024.77	650,336.00	(72,309.00)	-12.5%
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	0.00	0.00	0.00	0.00	0.00	0.0%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	29,100.00	29,100.00	0.00	30,781.00	(1,681.00)	-5.7%
9) TOTAL EXPENDITURES			607,127.00	607,127.00	155,024.77	681,097.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)								
			0.00	0.00	72,872.23	1,088.00		
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%
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			0.00	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)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	72,972.33	1,088.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	29,222.93	29,222.93		29,222.93	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)			29,222.93	29,222.93		29,222.93		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			29,222.93	29,222.93		29,222.93		
2) Ending Balance, June 30 (E + F1e)			29,222.93	29,222.93		30,310.93		
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			0.00	0.00		1,088.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	29,222.93	29,222.93		29,222.93		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

2017-18 First Interim
Child Development 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)
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%
Title I, Part A, Basic	3010	8290	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue	All Other	8290	278,499.00	278,499.00	95,838.00	287,801.00	9,302.00	3.3%
TOTAL, FEDERAL REVENUE			278,499.00	278,499.00	95,838.00	287,801.00	9,302.00	3.3%
OTHER STATE REVENUE								
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	6105	8590	328,828.00	328,828.00	130,967.00	393,298.00	64,668.00	19.7%
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, OTHER STATE REVENUE			328,828.00	328,828.00	130,967.00	393,298.00	64,668.00	19.7%
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	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%
Interest		8680	0.00	0.00	1,092.00	1,088.00	1,088.00	New
Net Increase (Decrease) in the Fair Value of Investments		8682	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Child Development Parent Fees		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		8688	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8689	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	0.00	1,092.00	1,088.00	1,088.00	New
TOTAL, REVENUES			607,127.00	607,127.00	227,897.00	682,185.00		

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)
CERTIFICATED SALARIES								
Certificated Teachers' Salaries		1100	0.00	0.00	0.00	0.00	0.00	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	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	0.00	0.0%
CLASSIFIED SALARIES								
Classified Instructional Salaries		2100	0.00	0.00	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	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/Alternative		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' 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%
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	0.00	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	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	0.00	0.00	0.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			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)
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		6200	0.00	0.00	0.00	0.00	0.00	0.0%
Dues and Memberships		6300	0.00	0.00	0.00	0.00	0.00	0.0%
Insurance		6400-6450	0.00	0.00	0.00	0.00	0.00	0.0%
Operations and Housekeeping Services		6500	0.00	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		6800	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs		6710	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Direct Costs - Interfund		6750	0.00	0.00	0.00	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		6800	578,027.00	578,027.00	155,024.77	650,336.00	(72,309.00)	-12.5%
Communications		6800	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			578,027.00	578,027.00	155,024.77	650,336.00	(72,309.00)	-12.5%
CAPITAL OUTLAY								
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%
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)								
Other Transfers Out								
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 Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - TRANSFERS OF INDIRECT COSTS								
Transfers of Indirect Costs - Interfund		7380	29,100.00	29,100.00	0.00	30,781.00	(1,681.00)	-5.7%
TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS			29,100.00	29,100.00	0.00	30,781.00	(1,681.00)	-5.7%
TOTAL EXPENDITURES			607,127.00	607,127.00	155,024.77	681,097.00		

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)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: General Fund		8811	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers In		8818	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		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	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		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		8978	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								
Transfers of Funds from Lapsed/Reorganized LEAs		7851	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		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	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)
A. REVENUES								
1) LCFF Sources		8010-8099	0.00	0.00	0.00	0.00	0.00	0.0%
2) Federal Revenue		8100-8299	1,574,367.00	1,574,367.00	306,634.22	1,574,367.00	0.00	0.0%
3) Other State Revenue		8300-8599	125,000.00	125,000.00	22,279.93	125,000.00	0.00	0.0%
4) Other Local Revenue		8600-8799	306,050.00	306,050.00	79,463.42	306,050.00	0.00	0.0%
5) TOTAL REVENUES			2,005,417.00	2,005,417.00	411,267.47	2,005,417.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	638,591.00	638,591.00	203,229.57	646,303.00	(6,712.00)	-1.1%
3) Employee Benefits		3000-3999	431,633.00	431,633.00	96,631.39	284,899.00	146,934.00	34.0%
4) Books and Supplies		4000-4999	863,093.00	863,093.00	168,024.59	894,093.00	(31,000.00)	-3.6%
5) Services and Other Operating Expenditures		5000-5999	72,100.00	72,100.00	10,492.80	72,100.00	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	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			2,005,417.00	2,005,417.00	488,378.36	1,886,195.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A6 - 99)								
			0.00	0.00	(87,110.88)	109,222.00		
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%
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			0.00	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)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	(57,110.58)	109,222.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	31,490.94	31,490.94		31,490.94	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)			31,490.94	31,490.94		31,490.94		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			31,490.94	31,490.94		31,490.94		
2) Ending Balance, June 30 (E + F1e)			31,490.94	31,490.94		140,712.94		
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			31,490.94	31,490.94		140,712.94		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9780	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	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								
Child Nutrition Programs		8220	1,574,367.00	1,574,367.00	309,534.22	1,574,367.00	0.00	0.0%
Donated Food Commodities		8221	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue		8290	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL FEDERAL REVENUE			1,574,367.00	1,574,367.00	309,534.22	1,574,367.00	0.00	0.0%
OTHER STATE REVENUE								
Child Nutrition Programs		8520	125,000.00	125,000.00	22,279.83	125,000.00	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			125,000.00	125,000.00	22,279.83	125,000.00	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%
Food Service Sales		8634	303,600.00	303,600.00	79,904.40	303,600.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	50.00	50.00	(362.00)	50.00	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%
Fees and Contracts								
Interagency Services		8677	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		8699	2,500.00	2,500.00	11.02	2,500.00	0.00	0.0%
TOTAL OTHER LOCAL REVENUE			306,050.00	306,050.00	79,453.42	306,050.00	0.00	0.0%
TOTAL REVENUES			2,005,417.00	2,005,417.00	411,267.47	2,005,417.00		

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)
CERTIFICATED SALARIES								
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	0.00	0.0%
CLASSIFIED SALARIES								
Classified Support Salaries		2200	488,288.00	488,288.00	150,903.73	492,780.00	(4,482.00)	-0.9%
Classified Supervisors' and Administrators' Salaries		2300	76,523.00	76,523.00	25,507.48	76,523.00	0.00	0.0%
Clerical, Technical and Office Salaries		2400	73,770.00	73,770.00	26,819.38	76,000.00	(2,230.00)	-3.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			638,581.00	638,581.00	203,229.57	645,303.00	(6,712.00)	-1.1%
EMPLOYEE BENEFITS								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	98,808.00	98,808.00	24,373.58	85,108.00	11,698.00	12.1%
OASDI/Medicare/Alternative		3301-3302	46,879.00	46,879.00	14,653.72	46,417.00	462.00	1.0%
Health and Welfare Benefits		3401-3402	277,105.00	277,105.00	42,764.27	137,538.00	139,569.00	50.4%
Unemployment Insurance		3501-3502	312.00	312.00	102.19	324.00	(12.00)	-3.8%
Workers' Compensation		3601-3602	10,531.00	10,531.00	3,341.87	10,659.00	(128.00)	-1.2%
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%
Other Employee Benefits		3901-3902	0.00	0.00	1,395.96	4,655.00	(4,655.00)	New
TOTAL, EMPLOYEE BENEFITS			431,633.00	431,633.00	86,631.39	284,698.00	146,934.00	34.0%
BOOKS AND SUPPLIES								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	123,760.00	123,760.00	8,948.84	123,760.00	0.00	0.0%
Noncapitalized Equipment		4400	25,000.00	25,000.00	(2,548.58)	25,000.00	0.00	0.0%
Food		4700	714,333.00	714,333.00	181,824.33	746,333.00	(31,000.00)	-4.3%
TOTAL, BOOKS AND SUPPLIES			863,093.00	863,093.00	168,024.59	894,093.00	(31,000.00)	-3.6%

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)
SERVICES AND OTHER OPERATING EXPENDITURES								
Subagreements for Services		6100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	4,660.00	4,660.00	1,036.00	4,660.00	0.00	0.0%
Dues and Memberships		5300	10,562.00	10,562.00	336.40	10,562.00	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		5800	27,500.00	27,500.00	9,148.06	27,500.00	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	1,000.00	1,000.00	(1,346.00)	1,000.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	27,969.00	27,969.00	1,346.09	27,969.00	0.00	0.0%
Communications		5900	410.00	410.00	(27.75)	410.00	0.00	0.0%
TOTAL SERVICES AND OTHER OPERATING EXPENDITURES			72,100.00	72,100.00	10,462.80	72,100.00	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	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)								
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 Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER OUTGO - 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			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENDITURES			2,005,417.00	2,005,417.00	468,378.35	1,896,195.00		

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)
INTERFUND TRANSFERS								
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								
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	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 Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8978	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								
Transfers of Funds from Lapsed/Reorganized LEAs		7851	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		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 (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF 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	0.00	0.00	(9.00)	0.00	0.00	0.0%
5) TOTAL REVENUES			0.00	0.00	(9.00)	0.00		
B. EXPENDITURES								
1) Certificated 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	0.0%
4) Books and Supplies		4000-4999	59,530.00	59,530.00	17,160.80	88,683.00	(9,153.00)	-15.4%
5) Services and Other Operating Expenditures		5000-5999	170,324.00	170,324.00	110,285.81	223,554.00	(53,230.00)	-31.3%
6) Capital Outlay		6000-6999	20,146.00	20,146.00	0.00	13,339.00	6,807.00	33.8%
7) 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			250,000.00	250,000.00	127,466.61	305,576.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A3 - 99)			(250,000.00)	(250,000.00)	(127,475.41)	(305,576.00)		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	250,000.00	250,000.00	0.00	250,000.00	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			250,000.00	250,000.00	0.00	250,000.00		

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)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	(127,475.41)	(55,578.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9781	55,578.11	55,578.11		55,578.11	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)			55,578.11	55,578.11		55,578.11		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			55,578.11	55,578.11		55,578.11		
2) Ending Balance, June 30 (E + F1e)			55,578.11	55,578.11		0.11		
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	0.00	0.00		0.00		
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9780	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	55,578.11	55,578.11		0.11		
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)
LCFF SOURCES								
LCFF Transfers								
LCFF Transfers - Current Year		8091	0.00	0.00	0.00	0.00	0.00	0.0%
LCFF/Revenue Limit Transfers - Prior Years		8099	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, LCFF SOURCES			0.00	0.00	0.00	0.00	0.00	0.0%
OTHER STATE REVENUE								
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								
Community Redevelopment Funds Not Subject to LCFF Deduction		8825	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8831	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8860	0.00	0.00	(9.00)	0.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8862	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			0.00	0.00	(9.00)	0.00	0.00	0.0%
TOTAL, REVENUES			0.00	0.00	(9.00)	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)
CLASSIFIED SALARIES								
Classified Support Salaries		2200	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	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/Alternative		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' 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%
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	0.00	0.0%
BOOKS AND SUPPLIES								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	16,869.00	16,869.00	7,504.71	26,022.00	(9,153.00)	-54.3%
Noncapitalized Equipment		4400	42,661.00	42,661.00	9,675.69	42,661.00	0.00	0.0%
TOTAL, BOOKS AND SUPPLIES			59,530.00	59,530.00	17,180.60	68,683.00	(9,153.00)	-15.4%
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	0.00	0.00	0.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	182,824.00	182,824.00	94,030.81	159,490.00	3,334.00	2.0%
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	(10,000.00)	0.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	7,500.00	7,500.00	26,256.00	64,064.00	(56,564.00)	-754.2%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			170,324.00	170,324.00	110,285.81	223,554.00	(53,230.00)	-31.3%
CAPITAL OUTLAY								
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%
Equipment		6400	0.00	0.00	0.00	0.00	0.00	0.0%
Equipment Replacement		6500	20,146.00	20,146.00	0.00	13,339.00	6,807.00	33.8%
TOTAL, CAPITAL OUTLAY			20,146.00	20,146.00	0.00	13,339.00	6,807.00	33.8%
OTHER OUTGO (excluding Transfers of Indirect Costs)								
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 Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENDITURES			250,000.00	250,000.00	127,466.41	305,576.00		

2017-18 First Interim
Deferred Maintenance 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)
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
Other Authorized Interfund Transfers In		8919	250,000.00	250,000.00	0.00	250,000.00	0.00	0.0%
(a) TOTAL, INTERFUND TRANSFERS IN			250,000.00	250,000.00	0.00	250,000.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
Other Authorized Interfund Transfers Out		7818	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		8985	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
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								
Transfers of Funds from Lapsed/Reorganized LEAs		7851	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7889	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)			250,000.00	250,000.00	0.00	250,000.00		

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)
A. REVENUES								
1) LCFF 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	7,500.00	7,500.00	1,849.00	7,500.00	0.00	0.0%
5) TOTAL REVENUES			7,500.00	7,500.00	1,849.00	7,500.00		
B. EXPENDITURES								
1) Certificated 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	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%
7) 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			0.00	0.00	0.00	0.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			7,500.00	7,500.00	1,849.00	7,500.00		
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%
2) Other Sources/Uses								
a) Sources		8930-8979	0.00	0.00	0.00	0.00	0.00	0.0%
b) Uses		7830-7899	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		

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)			7,500.00	7,500.00	-1,849.00	7,500.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	2,384,282.71	2,384,282.71		2,384,282.71	0.00	0.0%
b) Audit Adjustments		9783	0.00	0.00		0.00	0.00	0.0%
c) As of July 1 - Audited (F1a + F1b)			2,384,282.71	2,384,282.71		2,384,282.71		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			2,384,282.71	2,384,282.71		2,384,282.71		
2) Ending Balance, June 30 (E + F1e)			2,391,782.71	2,391,782.71		2,391,782.71		
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		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	1,042,142.00	1,042,142.00		728,636.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	1,349,640.71	1,349,640.71		1,663,146.71		
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)
OTHER LOCAL REVENUE								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	7,500.00	7,500.00	1,849.00	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			7,500.00	7,500.00	1,849.00	7,500.00	0.00	0.0%
TOTAL REVENUES			7,500.00	7,500.00	1,849.00	7,500.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: General Fund/CSSF		8912	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								
To: General Fund/CSSF		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	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%
(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	0.00	0.0%
CONTRIBUTIONS								
Contributions from Restricted Revenues		8980	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 (B)	Actuals To Date (C)	Projected Year Totals (D)	Difference (Col B & D) (E)	% Diff Column B & D (F)
A. REVENUES								
1) LCFF 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	0.00	0.00	195.00	193.00	193.00	New
5) TOTAL REVENUES			0.00	0.00	195.00	193.00		
B. EXPENDITURES								
1) Certificated 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	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%
7) 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			0.00	0.00	0.00	0.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			0.00	0.00	195.00	193.00		
D. OTHER FINANCING SOURCES/USES								
1) Interfund Transfers								
a) Transfers In		8900-8929	250,000.00	250,000.00	0.00	250,000.00	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			250,000.00	250,000.00	0.00	250,000.00		

2017-18 First Interim
Special Reserve Fund for Postemployment Benefits
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)			250,000.00	250,000.00	195.00	250,193.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	250,668.00	250,668.00		250,668.00	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)			250,668.00	250,668.00		250,668.00		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			250,668.00	250,668.00		250,668.00		
2) Ending Balance, June 30 (E + F1e)			500,668.00	500,668.00		500,661.00		
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								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	500,668.00	500,668.00		500,661.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

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)
OTHER LOCAL REVENUE								
Interest		8660	0.00	0.00	195.00	193.00	193.00	New
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			0.00	0.00	195.00	193.00	193.00	New
TOTAL REVENUES			0.00	0.00	195.00	193.00		
INTERFUND TRANSFERS								
INTERFUND TRANSFERS IN								
From: General Fund/CSSF		8912	250,000.00	250,000.00	0.00	250,000.00	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			250,000.00	250,000.00	0.00	250,000.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: General Fund/CSSF		7812	0.00	0.00	0.00	0.00	0.00	0.0%
To: State School Building Fund/ County School Facilities Fund		7813	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	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8665	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								
Transfers of Funds from Lapsed/Reorganized LEAs		7851	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 Restricted Revenues		8860	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)			250,000.00	250,000.00	0.00	250,000.00		

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)
A. REVENUES								
1) LCFF 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	0.00	0.00	1,202.00	1,189.00	1,189.00	New
5) TOTAL REVENUES			0.00	0.00	1,202.00	1,189.00		
B. EXPENDITURES								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	0.00	0.00	3,285.00	3,286.00	(3,286.00)	New
3) Employee Benefits		3000-3999	0.00	0.00	308.52	309.00	(308.00)	New
4) Books and Supplies		4000-4999	0.00	0.00	28,836.53	314,078.00	(314,078.00)	New
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	179,279.25	832,811.00	(832,811.00)	New
6) Capital Outlay		6000-6999	0.00	0.00	788,631.74	1,130,246.00	(1,130,246.00)	New
7) 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			0.00	0.00	978,138.04	2,280,729.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - 99)			0.00	0.00	(974,936.04)	(2,279,540.00)		
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		7800-7829	0.00	0.00	0.00	0.00	0.00	0.0%
2) Other Sources/Uses								
a) Sources		8930-8979	325,000.00	325,000.00	0.00	0.00	(325,000.00)	-100.0%
b) Uses		7830-7899	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			325,000.00	325,000.00	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)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			325,000.00	325,000.00	(974,938.04)	(2,279,540.00)		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	4,556,118.91	4,556,118.91		4,556,118.91	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)			4,556,118.91	4,556,118.91		4,556,118.91		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,556,118.91	4,556,118.91		4,556,118.91		
2) Ending Balance, June 30 (E + F1e)			4,881,118.91	4,881,118.91		2,276,578.91		
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		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	4,881,118.91	4,881,118.91		2,276,578.91		
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								
FEMA		8281	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Federal Revenue		8280	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								
Tax Relief Subventions Restricted Levies - Other								
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%
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								
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%
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	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction								
		8625	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes								
		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8660	0.00	0.00	1,202.00	1,189.00	1,189.00	New
Net Increase (Decrease) in the Fair Value of Investments		8662	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	0.00	1,202.00	1,189.00	1,189.00	New
TOTAL REVENUES			0.00	0.00	1,202.00	1,189.00		

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)
CLASSIFIED SALARIES								
Classified Support Salaries		2200	0.00	0.00	3,285.00	3,286.00	(3,286.00)	New
Classified Supervisors' and Administrators' Salaries		2300	0.00	0.00	0.00	0.00	0.00	0.0%
Clerical, 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	0.00	0.0%
TOTAL, CLASSIFIED SALARIES			0.00	0.00	3,285.00	3,286.00	(3,286.00)	New
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/Alternative		3301-3302	0.00	0.00	251.30	252.00	(252.00)	New
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	1.65	2.00	(2.00)	New
Workers' Compensation		3601-3602	0.00	0.00	53.57	54.00	(54.00)	New
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%
Other Employee Benefits		3901-3902	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, EMPLOYEE BENEFITS			0.00	0.00	306.52	306.00	(306.00)	New
BOOKS AND SUPPLIES								
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	18,171.57	305,613.00	(305,613.00)	New
Noncapitalized Equipment		4400	0.00	0.00	8,483.98	8,485.00	(8,485.00)	New
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	26,655.55	314,078.00	(314,078.00)	New
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	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	61.44	58.00	(58.00)	New
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	179,217.81	832,753.00	(832,753.00)	New
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	179,279.25	832,811.00	(832,811.00)	New

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)
CAPITAL OUTLAY								
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	766,631.74	1,130,246.00	(1,130,246.00)	New
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	766,631.74	1,130,246.00	(1,130,246.00)	New
OTHER OUTGO (excluding Transfers of Indirect Costs)								
Other Transfers Out								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Repayment of State School Building Fund Aid - Proceeds from Bonds		7435	0.00	0.00	0.00	0.00	0.00	0.0%
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 Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENDITURES			0.00	0.00	976,138.04	2,260,729.00		

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)
INTERFUND TRANSFERS								
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			0.00	0.00	0.00	0.00	0.00	0.0%
INTERFUND TRANSFERS OUT								
To: State School Building Fund/ County School Facilities Fund		7813	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	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Proceeds								
Proceeds from Sale of Bonds		8951	325,000.00	325,000.00	0.00	0.00	(325,000.00)	-100.0%
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	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			325,000.00	325,000.00	0.00	0.00	(325,000.00)	-100.0%
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		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		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)			325,000.00	325,000.00	0.00	0.00		

2017-18 First 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)
A. REVENUES								
1) LCFF 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	197,500.00	197,500.00	187,630.32	262,500.00	65,000.00	32.9%
5) TOTAL REVENUES			197,500.00	197,500.00	187,630.32	262,500.00		
B. EXPENDITURES								
1) Certificated 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	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%
7) 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			0.00	0.00	0.00	0.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A1 - B9)			197,500.00	197,500.00	187,630.32	262,500.00		
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%
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			0.00	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)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			197,500.00	197,500.00	197,630.32	262,500.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	(991,135.21)	(991,135.21)		(991,135.21)	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)			(991,135.21)	(991,135.21)		(991,135.21)		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			(991,135.21)	(991,135.21)		(991,135.21)		
2) Ending Balance, June 30 (E + F1e)			(793,635.21)	(793,635.21)		(728,635.21)		
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		9740	0.00	0.00		0.00		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9780	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	(793,635.21)	(793,635.21)		(728,635.21)		

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)
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 Subventions/In-Lieu Taxes		8576	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								
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%
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	0.00	0.0%
Other		8622	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds								
Not Subject to LCFF Deduction								
Penalties and Interest from Delinquent Non-LCFF Taxes		8629	0.00	0.00	0.00	0.00	0.00	0.0%
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8680	(2,500.00)	(2,500.00)	(5,998.00)	(2,500.00)	0.00	0.0%
Net Increase (Decrease) In the Fair Value of Investments		8682	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Mitigation/Developer Fees		8681	200,000.00	200,000.00	173,598.32	285,000.00	85,000.00	32.5%
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			187,500.00	197,500.00	167,630.32	282,500.00	85,000.00	32.6%
TOTAL REVENUES			187,500.00	197,500.00	167,630.32	282,500.00		

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)
CERTIFICATED SALARIES								
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	0.00	0.0%
CLASSIFIED SALARIES								
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	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	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/Alternative		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' 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%
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	0.00	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	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%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.0%
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	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	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			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)
CAPITAL OUTLAY								
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)								
Other Transfers Out								
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 Costs)			0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL EXPENDITURES			0.00	0.00	0.00	0.00		

2017-18 First 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)
INTERFUND TRANSFERS								
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			0.00	0.00	0.00	0.00	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								
Proceeds								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
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%
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								
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	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		

2017-18 First 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)
A. REVENUES								
1) LCFF 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		8800-8799	0.00	0.00	(9.00)	0.00	0.00	0.0%
5) TOTAL REVENUES			0.00	0.00	(9.00)	0.00		
B. EXPENDITURES								
1) Certificated 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	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%
7) 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			0.00	0.00	0.00	0.00		
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)			0.00	0.00	(9.00)	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	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			0.00	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)
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)			0.00	0.00	(0.00)	0.00		
F. FUND BALANCE, RESERVES								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9791	4,062.66	4,062.66		4,062.66	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)			4,062.66	4,062.66		4,062.66		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,062.66	4,062.66		4,062.66		
2) Ending Balance, June 30 (E + F1e)			4,062.66	4,062.66		4,062.66		
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			4,062.66	4,062.66		4,062.66		
c) Committed								
Stabilization Arrangements		9750	0.00	0.00		0.00		
Other Commitments		9760	0.00	0.00		0.00		
d) Assigned								
Other Assignments		9760	0.00	0.00		0.00		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9769	0.00	0.00		0.00		
Unassigned/Unappropriated Amount			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								
All Other Federal Revenue		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		8587	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	0.00	0.00	(9.00)	0.00	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%
Other Local Revenue								
All Other Local Revenue		8669	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	0.00	(9.00)	0.00	0.00	0.0%
TOTAL REVENUES			0.00	0.00	(9.00)	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)
CLASSIFIED SALARIES								
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	0.00	0.00	0.00	0.00	0.00	0.0%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	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/Alternative		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' 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%
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	0.00	0.0%
BOOKS AND SUPPLIES								
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%
TOTAL, BOOKS AND SUPPLIES			0.00	0.00	0.00	0.00	0.00	0.0%
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	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	0.00	0.0%
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES			0.00	0.00	0.00	0.00	0.00	0.0%

2017-18 First 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)
CAPITAL OUTLAY								
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)								
Other Transfers Out								
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%
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		7436	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 Costs)			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 (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								
To: State School Building Fund/ County School Facilities Fund From: All Other Funds		8913	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								
To: State School Building Fund/ County School Facilities Fund		7813	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	0.00	0.0%
OTHER SOURCES/USES								
SOURCES								
Proceeds								
Proceeds from Sale/Lease- Purchase of Land/Buildings		8953	0.00	0.00	0.00	0.00	0.00	0.0%
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
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%
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								
Transfers of Funds from Lapsed/Reorganized LEAs		7851	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	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2018-19 Projection (C)	% Change (Cols. E-C/C) (D)	2019-20 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099	39,804,478.00	4.16%	41,460,953.00	4.23%	43,216,698.00
2. Federal Revenues	8100-8299	7,258.00	0.00%	7,258.00	0.00%	7,258.00
3. Other State Revenues	8300-8599	1,258,364.00	-49.15%	639,845.00	0.00%	639,845.00
4. Other Local Revenues	8600-8799	242,452.00	-14.92%	206,276.00	0.00%	206,276.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	(6,931,650.00)	14.92%	(7,965,596.00)	2.88%	(8,194,999.00)
6. Total (Sum lines A1 thru A5c)		34,380,902.00	-0.09%	34,348,736.00	4.44%	35,875,078.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				16,932,048.19		17,213,815.19
b. Step & Column Adjustment				281,767.00		205,409.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		70,000.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	16,932,048.19	1.66%	17,213,815.19	1.60%	17,489,224.19
2. Classified Salaries						
a. Base Salaries				4,568,125.00		4,686,483.00
b. Step & Column Adjustment				118,358.00		83,745.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	4,568,125.00	2.59%	4,686,483.00	1.79%	4,770,228.00
3. Employee Benefits	3000-3999	7,099,335.01	4.23%	7,399,312.00	7.08%	7,923,503.00
4. Books and Supplies	4000-4999	1,921,570.79	-29.09%	1,362,641.00	0.73%	1,372,641.00
5. Services and Other Operating Expenditures	5000-5999	3,736,652.00	-3.38%	3,610,372.00	0.00%	3,610,372.00
6. Capital Outlay	6000-6999	558,326.00	-94.63%	30,000.00	0.00%	30,000.00
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	(317,049.00)	-7.98%	(291,750.00)	0.00%	(291,750.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	514,460.00	-51.41%	250,000.00	0.00%	250,000.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section F below)				0.00		0.00
11. Total (Sum lines B1 thru B10)		35,013,467.99	-2.15%	34,260,873.19	2.61%	35,154,218.19
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)						
		(632,565.99)		87,862.81		770,859.81
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 011, line F1e)		7,565,765.85		6,933,199.86		7,021,062.67
2. Ending Fund Balance (Sum lines C and D1)		6,933,199.86		7,021,062.67		7,741,922.48
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	14,505.00		14,505.00		14,505.00
b. Restricted	9740					
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	0.00		1,500,000.00		1,500,000.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	1,476,339.00		1,426,081.00		1,459,764.00
2. Unassigned/Unappropriated	9790	5,442,355.86		4,080,476.67		4,767,653.48
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		6,933,199.86		7,021,062.67		7,741,922.48

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2018-19 Projection (C)	% Change (Cols. E-C/C) (D)	2019-20 Projection (E)
E. AVAILABLE RESERVES						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	1,476,339.00		1,426,081.00		1,459,764.00
c. Unassigned/Unappropriated	9790	5,442,355.86		4,080,476.67		4,767,653.48
(Enter other reserve projections in Columns C and E for subsequent years 1 and 2; current year - Column A - is extracted)						
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	728,636.00		466,136.00		203,636.00
b. Reserve for Economic Uncertainties	9789	0.00		1,933,147.00		2,203,147.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves (Sum lines E1a thru E2c)		7,647,330.86		7,905,840.67		8,634,200.48
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.						
"Adjustment" - Salary costs for an additional teacher was added in 2019-20 to support increased enrollment. "Assigned" - In 2018-19 and 2019-20, funds are earmarked for curriculum adoption and contributions to the OPEB Trust.						

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2018-19 Projection (C)	% Change (Cols. E-C/C) (D)	2019-20 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099	0.00	0.00%	0.00	0.00%	0.00
2. Federal Revenues	8100-8299	3,124,128.00	-14.64%	2,666,655.00	0.00%	2,666,655.00
3. Other State Revenues	8300-8599	1,442,790.00	-50.25%	717,848.00	0.00%	717,848.00
4. Other Local Revenues	8600-8799	1,925,053.00	0.00%	1,925,053.00	0.00%	1,925,053.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	6,931,650.00	14.92%	7,965,596.00	2.88%	8,194,999.00
6. Total (Sum lines A1 thru A5c)		13,423,621.00	-1.11%	13,275,152.00	1.73%	13,504,555.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				4,149,791.00		4,184,057.00
b. Step & Column Adjustment				34,266.00		25,940.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	4,149,791.00	0.83%	4,184,057.00	0.62%	4,209,997.00
2. Classified Salaries						
a. Base Salaries				2,802,996.00		2,867,390.00
b. Step & Column Adjustment				64,394.00		20,545.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	2,802,996.00	2.30%	2,867,390.00	0.72%	2,887,935.00
3. Employee Benefits	3000-3999	2,309,161.00	7.81%	2,489,544.00	7.35%	2,672,462.00
4. Books and Supplies	4000-4999	1,996,560.00	-30.47%	1,388,270.00	0.00%	1,388,270.00
5. Services and Other Operating Expenditures	5000-5999	1,662,937.00	-21.78%	1,300,738.00	0.00%	1,300,738.00
6. Capital Outlay	6000-6999	285,519.00	-72.12%	79,610.00	0.00%	79,610.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	704,554.00	0.00%	704,554.00	0.00%	704,554.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	286,288.00	-8.84%	260,989.00	0.00%	260,989.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section F below)				0.00		0.00
11. Total (Sum lines B1 thru B10)		14,197,806.00	-6.50%	13,275,152.00	1.73%	13,504,555.00
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)						
		(774,185.00)		0.00		0.00
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 011, line F1e)		1,965,089.87		1,190,904.87		1,190,904.87
2. Ending Fund Balance (Sum lines C and D1)		1,190,904.87		1,190,904.87		1,190,904.87
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	0.00		0.00		0.00
b. Restricted	9740	1,190,904.87		1,190,904.87		1,190,904.87
c. Committed						
1. Stabilization Arrangements	9750					
2. Other Commitments	9760					
d. Assigned	9780					
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789					
2. Unassigned/Unappropriated	9790	0.00		0.00		0.00
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		1,190,904.87		1,190,904.87		1,190,904.87

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2018-19 Projection (C)	% Change (Cols. E-C/C) (D)	2019-20 Projection (E)
E. AVAILABLE RESERVES						
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					
c. Unassigned/Unappropriated	9790					
3. Total Available Reserves (Sum lines E1a thru E2c)						
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.						

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2018-19 Projection (C)	% Change (Cols. E-C/C) (D)	2019-20 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099	39,804,478.00	4.16%	41,460,953.00	4.23%	43,216,698.00
2. Federal Revenues	8100-8299	3,131,386.00	-14.61%	2,673,913.00	0.00%	2,673,913.00
3. Other State Revenues	8300-8599	2,701,154.00	-49.74%	1,357,693.00	0.00%	1,357,693.00
4. Other Local Revenues	8600-8799	2,167,505.00	-1.67%	2,131,329.00	0.00%	2,131,329.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		47,804,523.00	-0.38%	47,623,888.00	3.69%	49,179,633.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries						
a. Base Salaries				21,081,839.19		21,397,872.19
b. Step & Column Adjustment				316,033.00		231,349.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		70,000.00
e. Total Certificated Salaries (Sum lines B1a thru B1d)	1000-1999	21,081,839.19	1.50%	21,397,872.19	1.41%	21,699,221.19
2. Classified Salaries						
a. Base Salaries				7,371,121.00		7,553,873.00
b. Step & Column Adjustment				182,752.00		104,290.00
c. Cost-of-Living Adjustment				0.00		0.00
d. Other Adjustments				0.00		0.00
e. Total Classified Salaries (Sum lines B2a thru B2d)	2000-2999	7,371,121.00	2.48%	7,553,873.00	1.38%	7,658,163.00
3. Employee Benefits	3000-3999	9,408,496.01	5.11%	9,888,856.00	7.15%	10,595,965.00
4. Books and Supplies	4000-4999	3,918,130.79	-29.79%	2,750,911.00	0.36%	2,760,911.00
5. Services and Other Operating Expenditures	5000-5999	5,399,589.00	-9.05%	4,911,110.00	0.00%	4,911,110.00
6. Capital Outlay	6000-6999	843,845.00	-87.01%	109,610.00	0.00%	109,610.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	704,554.00	0.00%	704,554.00	0.00%	704,554.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	(30,761.00)	0.00%	(30,761.00)	0.00%	(30,761.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	514,460.00	-51.41%	250,000.00	0.00%	250,000.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments				0.00		0.00
11. Total (Sum lines B1 thru B10)		49,211,273.99	-3.40%	47,536,025.19	2.36%	48,658,773.19
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)						
		(1,406,750.99)		87,862.81		720,859.81
D. FUND BALANCE						
1. Net Beginning Fund Balance (Form 011, line F1e)		9,530,855.72		8,124,104.73		8,211,967.54
2. Ending Fund Balance (Sum lines C and D1)		8,124,104.73		8,211,967.54		8,932,827.35
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	14,505.00		14,505.00		14,505.00
b. Restricted	9740	1,190,904.87		1,190,904.87		1,190,904.87
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	0.00		1,500,000.00		1,500,000.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	1,476,339.00		1,426,081.00		1,459,764.00
2. Unassigned/Unappropriated	9790	5,442,355.86		4,080,476.67		4,767,653.48
f. Total Components of Ending Fund Balance (Line D3f must agree with line D2)		8,124,104.73		8,211,967.54		8,932,827.35

Description	Object Codes	Projected Year Totals (Form 011) (A)	% Change (Cols. C-A/A) (B)	2018-19 Projection (C)	% Change (Cols. E-C/C) (D)	2019-20 Projection (E)
E. AVAILABLE RESERVES (Unrestricted except as noted)						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	1,476,339.00		1,426,081.00		1,459,764.00
c. Unassigned/Unappropriated	9790	5,442,355.86		4,080,476.67		4,767,653.48
d. Negative Restricted Ending Balances (Negative resources 2000-9999)	979Z			0.00		0.00
2. Special Reserve Fund - Noncapital Outlay (Fund 17)						
a. Stabilization Arrangements	9750	728,636.00		466,136.00		203,636.00
b. Reserve for Economic Uncertainties	9789	0.00		1,933,147.00		2,203,147.00
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1 thru E2c)		7,647,330.86		7,905,840.67		8,634,200.48
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		15.54%		16.63%		17.74%
F. RECOMMENDED RESERVES						
1. Special Education Pass-through Exclusions						
For districts that serve as the administrative unit (AU) of a special education local plan area (SELPA):						
a. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?	No					
b. If you are the SELPA AU and are excluding special education pass-through funds: 1. Enter the name(s) of the SELPA(s):						
2. Special education pass-through funds						
(Column A: Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223; enter projections for subsequent years 1 and 2 in Columns C and E)						
		0.00		0.00		0.00
2. District ADA						
Used to determine the reserve standard percentage level on line F3d (Col. A: Form A1, Estimated P-2 ADA column, Lines A4 and C4; enter projections)						
		4,168.45		4,168.45		4,193.64
3. Calculating the Reserves						
a. Expenditures and Other Financing Uses (Line B11)		49,211,273.99		47,536,025.19		48,658,773.19
b. Plus: Special Education Pass-through Funds (Line F1b2, if Line F1a is No)		0.00		0.00		0.00
c. Total Expenditures and Other Financing Uses (Line F3a plus line F3b)		49,211,273.99		47,536,025.19		48,658,773.19
d. Reserve Standard Percentage Level (Refer to Form 01CSI, Criterion 10 for calculation details)		3%		3%		3%
e. Reserve Standard - By Percent (Line F3c times F3d)		1,476,338.22		1,426,080.76		1,459,763.20
f. Reserve Standard - By Amount (Refer to Form 01CSI, Criterion 10 for calculation details)		0.00		0.00		0.00
g. Reserve Standard (Greater of Line F3e or F3f)		1,476,338.22		1,426,080.76		1,459,763.20
h. Available Reserves (Line E3) Meet Reserve Standard (Line F3g)		YES		YES		YES

Description	Object Codes	Projected Year Totals (A)	% Change (Cols. C-A/A) (B)	2018-19 Projection (C)	% Change (Cols. E-C/C) (D)	2019-20 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099	0.00	0.00%	0.00	0.00%	0.00
2. Federal Revenues	8100-8299	1,574,367.00	0.00%	1,574,367.00	0.00%	1,574,367.00
3. Other State Revenues	8300-8399	125,000.00	0.00%	125,000.00	0.00%	125,000.00
4. Other Local Revenues	8600-8799	306,050.00	0.00%	306,050.00	0.00%	306,050.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		2,005,417.00	0.00%	2,005,417.00	0.00%	2,005,417.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries	1000-1999	0.00	0.00%	0.00	0.00%	0.00
2. Classified Salaries	2000-2999	645,303.00	2.32%	660,170.00	1.65%	671,157.00
3. Employee Benefits	3000-3999	284,699.00	8.66%	309,358.00	7.28%	331,883.00
4. Books and Supplies	4000-4999	894,093.00	0.00%	894,093.00	0.00%	894,093.00
5. Services and Other Operating Expenditures	5000-5999	72,100.00	0.00%	72,100.00	0.00%	72,100.00
6. Capital Outlay	6000-6999	0.00	0.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0.00%	0.00	0.00%	0.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00%	0.00	0.00%	0.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section E below)				0.00		0.00
11. Total (Sum lines B1 thru B10)		1,896,195.00	2.09%	1,935,821.00	1.73%	1,969,233.00
C. NET INCREASE (DECREASE) IN FUND BALANCE						
(Line A6 minus line B11)						
		109,222.00		69,596.00		36,184.00
D. FUND BALANCE						
1. Net Beginning Fund Balance	9791-9795	31,490.94		140,712.94		210,308.94
2. Ending Fund Balance (Sum lines C and D1)		140,712.94		210,308.94		246,492.94
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	0.00		0.00		0.00
b. Restricted	9740	140,712.94		230,758.94		306,540.94
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	0.00		0.00		0.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
2. Unassigned/Unappropriated	9790	0.00		(20,450.00)		(60,048.00)
f. Total Components of Ending Fund Balance (Line D3f must agree with Line D2)		140,712.94		210,308.94		246,492.94
E. ASSUMPTIONS						
Please provide below or on a separate attachment the assumptions used to determine the projections for the first and second subsequent fiscal years.						

Description	Object Codes	Projected Year Totals (A)	% Change (Cols. C-A/A) (B)	2018-19 Projection (C)	% Change (Cols. E-C/C) (D)	2019-20 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFF/Revenue Limit Sources	8010-8099	0.00	0.00%	0.00	0.00%	0.00
2. Federal Revenues	8100-8299	0.00	0.00%	0.00	0.00%	0.00
3. Other State Revenues	8300-8599	0.00	0.00%	0.00	0.00%	0.00
4. Other Local Revenues	8600-8799	7,500.00	0.00%	7,500.00	0.00%	7,500.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		7,500.00	0.00%	7,500.00	0.00%	7,500.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries	1000-1999	0.00	0.00%	0.00	0.00%	0.00
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
4. Books and Supplies	4000-4999	0.00	0.00%	0.00	0.00%	0.00
5. Services and Other Operating Expenditures	5000-5999	0.00	0.00%	0.00	0.00%	0.00
6. Capital Outlay	6000-6999	0.00	0.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0.00%	0.00	0.00%	0.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00%	0.00	0.00%	0.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section E below)						
11. Total (Sum lines B1 thru B10)		0.00	0.00%	0.00	0.00%	0.00
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)						
		7,500.00		7,500.00		7,500.00
D. FUND BALANCE						
1. Net Beginning Fund Balance	9791-9795	2,384,282.71		2,391,782.71		2,399,282.71
2. Ending Fund Balance (Sum lines C and D1)		2,391,782.71		2,399,282.71		2,406,782.71
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	0.00		0.00		0.00
b. Restricted	9740	0.00		0.00		0.00
c. Committed						
1. Stabilization Arrangements	9750	728,636.00		466,136.00		203,636.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	0.00		0.00		0.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
2. Unassigned/Unappropriated	9790	1,663,146.71		1,933,146.71		2,203,146.71
f. Total Components of Ending Fund Balance (Line D3f must agree with Line D2)		2,391,782.71		2,399,282.71		2,406,782.71
E. ASSUMPTIONS Please provide below or on a separate attachment the assumptions used to determine the projections for the first and second subsequent fiscal years.						

Description	Object Codes	Projected Year Totals (A)	% Change (Cols. C-A/A) (B)	2018-19 Projection (C)	% Change (Cols. E-C/C) (D)	2019-20 Projection (E)
(Enter projections for subsequent years 1 and 2 in Columns C and E; current year - Column A - is extracted)						
A. REVENUES AND OTHER FINANCING SOURCES						
1. LCFE/Revenue Limit Sources	8010-8099	0.00	0.00%	0.00	0.00%	0.00
2. Federal Revenues	8100-8299	0.00	0.00%	0.00	0.00%	0.00
3. Other State Revenues	8300-8399	0.00	0.00%	0.00	0.00%	0.00
4. Other Local Revenues	8600-8799	262,500.00	0.00%	262,500.00	0.00%	262,500.00
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%	0.00	0.00%	0.00
b. Other Sources	8930-8979	0.00	0.00%	0.00	0.00%	0.00
c. Contributions	8980-8999	0.00	0.00%	0.00	0.00%	0.00
6. Total (Sum lines A1 thru A5c)		262,500.00	0.00%	262,500.00	0.00%	262,500.00
B. EXPENDITURES AND OTHER FINANCING USES						
1. Certificated Salaries	1000-1999	0.00	0.00%	0.00	0.00%	0.00
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
4. Books and Supplies	4000-4999	0.00	0.00%	0.00	0.00%	0.00
5. Services and Other Operating Expenditures	5000-5999	0.00	0.00%	0.00	0.00%	0.00
6. Capital Outlay	6000-6999	0.00	0.00%	0.00	0.00%	0.00
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0.00%	0.00	0.00%	0.00
8. Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00%	0.00	0.00%	0.00
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%	0.00	0.00%	0.00
b. Other Uses	7630-7699	0.00	0.00%	0.00	0.00%	0.00
10. Other Adjustments (Explain in Section E below)				0.00		0.00
11. Total (Sum lines B1 thru B10)		0.00	0.00%	0.00	0.00%	0.00
C. NET INCREASE (DECREASE) IN FUND BALANCE (Line A6 minus line B11)						
		262,500.00		262,500.00		262,500.00
D. FUND BALANCE						
1. Net Beginning Fund Balance	9791-9795	(991,135.21)		(728,635.21)		(466,135.21)
2. Ending Fund Balance (Sum lines C and D1)		(728,635.21)		(466,135.21)		(203,635.21)
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	0.00		0.00		0.00
b. Restricted	9740	0.00		0.00		0.00
c. Committed						
1. Stabilization Arrangements	9750	0.00		0.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	0.00		0.00		0.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	0.00		0.00		0.00
2. Unassigned/Unappropriated	9790	(728,635.21)		(466,135.21)		(203,635.21)
f. Total Components of Ending Fund Balance (Line D3f must agree with Line D2)		(728,635.21)		(466,135.21)		(203,635.21)
E. ASSUMPTIONS Please provide below or on a separate attachment the assumptions used to determine the projections for the first and second subsequent fiscal years.						

Description	ESTIMATED FUNDED ADA Original Budget (A)	ESTIMATED FUNDED ADA Board Approved Operating Budget (B)	ESTIMATED P-2 REPORT ADA Projected Year Totals (C)	ESTIMATED FUNDED ADA Projected Year Totals (D)	DIFFERENCE (Col. D - B) (E)	PERCENTAGE DIFFERENCE (Col. E / B) (F)
A. DISTRICT						
1. Total District Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (Includes Necessary Small School ADA)	4,199.04	4,199.04	4,188.45	4,199.40	0.36	0%
2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
3. Total Basic Aid Open Enrollment Regular ADA Includes Opportunity Classes, Home & Hospital, Special Day Class, Continuation Education, Special Education NPS/LCI and Extended Year, and Community Day School (ADA not included in Line A1 above)	0.00	0.00	0.00	0.00	0.00	0%
4. Total, District Regular ADA (Sum of Lines A1 through A3)	4,199.04	4,199.04	4,188.45	4,199.40	0.36	0%
5. District Funded County Program ADA						
a. County Community Schools	43.91	43.91	43.91	43.91	0.00	0%
b. Special Education-Special Day Class	37.54	37.54	37.83	37.83	0.29	1%
c. Special Education-NPS/LCI	0.00	0.00	0.00	0.00	0.00	0%
d. Special Education Extended Year	1.60	1.60	1.60	1.60	0.00	0%
e. Other County Operated Programs: Opportunity Schools and Full Day Opportunity Classes, Specialized Secondary Schools, Technical, Agricultural, and Natural Resource Conservation Schools	0.00	0.00	0.00	0.00	0.00	0%
f. County School Tuition Fund (Out of State Tuition) [EC 2000 and 46380]	0.00	0.00	0.00	0.00	0.00	0%
g. Total, District Funded County Program ADA (Sum of Lines A5a through A5f)	83.05	83.05	83.34	83.34	0.29	0%
6. TOTAL DISTRICT ADA (Sum of Line A4 and Line A5g)	4,282.09	4,282.09	4,251.79	4,282.74	0.65	0%
7. Adults in Correctional Facilities	0.00	0.00	0.00	0.00	0.00	0%
8. Charter School ADA (Enter Charter School ADA using Tab C. Charter School ADA)						

Object		July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name):									
A. BEGINNING CASH									
B. RECEIPTS		11,244,462.00	10,059,341.00	7,533,790.00	8,004,138.00	5,811,114.00	4,615,161.00	7,138,336.00	8,217,230.00
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019	1,364,747.00	1,364,747.00	3,821,724.00	2,458,544.00	2,256,697.00	3,729,308.00	2,392,167.00	2,392,167.00
Property Taxes	8020-8079	0.00	69,948.00	(796.00)	32,254.00	81,331.00	92,632.00	4,485,230.00	0.00
Miscellaneous Funds	8080-8099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299	28,739.00	28,115.00	54,617.00	(15,064.00)	155,002.00	339,239.00	503,237.00	339,239.00
Other State Revenue	8300-8599	22,366.00	51,447.00	365,376.00	(193,666.00)	40,694.00	697,564.00	332,269.00	40,694.00
Other Local Revenue	8600-8799	111,314.00	91,159.00	227,551.00	186,720.00	191,447.00	191,447.00	191,447.00	191,447.00
Interfund Transfers In	8910-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS		1,527,168.00	1,605,416.00	4,468,472.00	2,466,788.00	2,725,171.00	5,050,190.00	7,904,350.00	2,963,547.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	595,969.00	1,831,863.00	1,912,937.00	1,895,804.00	2,349,689.00	185,000.00	3,780,000.00	1,987,376.00
Classified Salaries	2000-2999	309,410.00	659,464.00	660,589.00	670,562.00	684,535.00	658,922.00	693,311.00	693,310.00
Employee Benefits	3000-3999	310,299.00	1,082,211.00	844,461.00	844,542.00	924,081.00	310,000.00	1,386,530.00	849,255.00
Books and Supplies	4000-4999	(2,342.00)	214,115.00	275,039.00	518,498.00	225,662.00	408,557.00	408,557.00	408,557.00
Services	5000-5999	61,663.00	354,269.00	492,533.00	607,890.00	334,033.00	531,436.00	531,436.00	531,436.00
Capital Outlay	6000-6599	0.00	15,139.00	47,750.00	21,148.00	51,105.00	433,100.00	25,622.00	25,622.00
Other Outgo	7000-7499	0.00	18,350.00	4,268.00	0.00	0.00	0.00	0.00	0.00
Interfund Transfers Out	7600-7629	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00
All Other Financing Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DISBURSEMENTS		1,274,999.00	4,175,411.00	4,237,577.00	4,558,244.00	4,569,105.00	2,527,015.00	6,825,456.00	4,620,556.00
D. BALANCE SHEET ITEMS									
<u>Assets and Deferred Outflows</u>									
Cash Not in Treasury	9111-9199	11,254,461.55							
Accounts Receivable	9200-9299	547,448.20	(2,516.00)	(30,003.00)	(8,213.00)	236,873.00	34,078.00		
Due From Other Funds	9310	140,159.44							
Stores	9320	4,504.43							
Prepaid Expenditures	9330	262,364.50							
Other Current Assets	9340	0.00							
Deferred Outflows of Resources	9490	0.00							
SUBTOTAL		12,208,938.12	(2,516.00)	(30,003.00)	(8,213.00)	236,873.00	34,078.00	0.00	0.00
<u>Liabilities and Deferred Inflows</u>									
Accounts Payable	9500-9599	(1,716,584.65)	1,434,772.00	(74,447.00)	(247,666.00)	338,441.00	(613,903.00)		
Due To Other Funds	9610	(367,814.63)							
Current Loans	9640	0.00							
Unearned Revenues	9650	(593,683.12)							
Deferred Inflows of Resources	9690	0.00							
SUBTOTAL		(2,678,082.40)	1,434,772.00	(74,447.00)	(247,666.00)	338,441.00	(613,903.00)	0.00	0.00
<u>Nonoperating</u>									
Suspense Clearing	9910	0.00							
TOTAL BALANCE SHEET ITEMS		14,887,020.52	(1,437,288.00)	44,444.00	239,453.00	(101,588.00)	647,981.00	0.00	0.00
E. NET INCREASE/DECREASE (B - C + D)			(1,185,121.00)	(2,525,551.00)	470,348.00	(2,193,024.00)	2,523,175.00	-1,078,894.00	(1,657,009.00)
F. ENDING CASH (A + E)			10,059,341.00	7,533,790.00	8,004,138.00	5,811,114.00	4,615,161.00	7,138,336.00	6,560,221.00
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS									

	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF (Enter Month Name):									
A. BEGINNING CASH									
		6,560,221.00	6,132,351.00	6,434,247.00	5,543,926.00				
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019	3,729,308.00	2,392,167.00	2,392,167.00	3,729,342.00	0.00	0.00	32,021,085.00	32,021,085.00
Property Taxes	8020-8079	43,117.00	1,834,205.00	791,403.00	354,069.00	0.00	0.00	7,783,393.00	7,783,393.00
Miscellaneous Funds	8080-8099	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Revenue	8100-8299	339,239.00	503,237.00	339,239.00	339,240.00	177,307.00	0.00	3,131,386.00	3,131,386.00
Other State Revenue	8300-8599	385,376.00	62,537.00	40,694.00	525,375.00	330,426.00	0.00	2,701,154.00	2,701,154.00
Other Local Revenue	8600-8799	191,447.00	191,447.00	191,447.00	173,632.00	37,000.00	0.00	2,167,505.00	2,167,505.00
Interfund Transfers In	8910-8929	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
All Other Financing Sources	8930-8979	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL RECEIPTS		4,688,487.00	4,983,593.00	3,754,950.00	5,121,658.00	544,735.00	0.00	47,804,523.00	47,804,523.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	1,987,376.00	1,987,376.00	1,987,376.00	581,073.19	0.00	0.00	21,081,839.19	21,081,839.19
Classified Salaries	2000-2999	693,310.00	693,310.00	693,310.00	261,088.00	0.00	0.00	7,371,121.00	7,371,121.00
Employee Benefits	3000-3999	849,255.00	849,255.00	849,255.00	309,352.01	0.00	0.00	9,408,496.01	9,408,496.01
Books and Supplies	4000-4999	580,955.00	580,955.00	164,788.00	134,789.79	0.00	0.00	3,918,130.79	3,918,130.79
Services	5000-5999	531,436.00	531,436.00	614,020.00	278,201.00	0.00	0.00	5,399,589.00	5,399,589.00
Capital Outlay	6000-6599	133,750.00	39,365.00	25,622.00	25,622.00	0.00	0.00	843,845.00	843,845.00
Other Outgo	7000-7499	340,275.00	0.00	310,900.00	0.00	0.00	0.00	673,793.00	673,793.00
Interfund Transfers Out	7600-7629	0.00	0.00	0.00	389,460.00	0.00	0.00	514,460.00	514,460.00
All Other Financing Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DISBURSEMENTS		5,116,357.00	4,681,697.00	4,645,271.00	1,979,585.99	0.00	0.00	49,211,273.99	49,211,273.99
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not in Treasury	9111-9199							0.00	
Accounts Receivable	9200-9299							230,219.00	
Due From Other Funds	9310							0.00	
Stores	9320							0.00	
Prepaid Expenditures	9330							0.00	
Other Current Assets	9340							0.00	
Deferred Outflows of Resources	9490							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	230,219.00	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599							837,197.00	
Due To Other Funds	9610							0.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							0.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		0.00	0.00	0.00	0.00	0.00	0.00	837,197.00	
Nonoperating									
Suspense Clearing	9910							0.00	
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	0.00	0.00	0.00	(606,978.00)	
E. NET INCREASE/DECREASE (B - C + D)									
		(427,870.00)	301,896.00	(890,321.00)	3,142,072.01	544,735.00	0.00	(2,013,728.99)	(1,406,750.99)
F. ENDING CASH (A + E)									
		6,132,351.00	6,434,247.00	5,543,926.00	8,685,998.01				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS									
								9,230,733.01	

Part I - General Administrative Share of Plant Services Costs

California's indirect cost plan allows that the general administrative costs in the indirect cost pool may include that portion of plant services costs (maintenance and operations costs and facilities rents and leases costs) attributable to the general administrative offices. The calculation of the plant services costs attributed to general administration and included in the pool is standardized and automated using the percentage of salaries and benefits relating to general administration as proxy for the percentage of square footage occupied by general administration.

A. Salaries and Benefits - Other General Administration and Centralized Data Processing

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 7200-7700, goals 0000 and 9000) 1,406,047.00
- 2. Contracted general administrative positions not paid through payroll
 - a. Enter the costs, if any, of general administrative positions performing services ON SITE but paid through a contract, rather than through payroll, in functions 7200-7700, goals 0000 and 9000, Object 5800. _____
 - b. If an amount is entered on Line A2a, provide the title, duties, and approximate FTE of each general administrative position paid through a contract. Retain supporting documentation in case of audit. _____

B. Salaries and Benefits - All Other Activities

- 1. Salaries and benefits paid through payroll (Funds 01, 09, and 62, objects 1000-3999 except 3701-3702)
(Functions 1000-6999, 7100-7180, & 8100-8400; Functions 7200-7700, all goals except 0000 & 9000) 36,202,252.20

C. Percentage of Plant Services Costs Attributable to General Administration

- (Line A1 plus Line A2a, divided by Line B1; zero if negative) (See Part III, Lines A5 and A6) 3.88%

Part II - Adjustments for Employment Separation Costs

When an employee separates from service, the local educational agency (LEA) may incur costs associated with the separation in addition to the employee's regular salary and benefits for the final pay period. These additional costs can be categorized as "normal" or "abnormal or mass" separation costs.

Normal separation costs include items such as pay for accumulated unused leave or routine severance pay authorized by governing board policy. Normal separation costs are not allowable as direct costs to federal programs, but are allowable as indirect costs. State programs may have similar restrictions. Where federal or state program guidelines required that the LEA charge an employee's normal separation costs to an unrestricted resource rather than to the restricted program in which the employee worked, the LEA may identify and enter these costs on Line A for inclusion in the indirect cost pool.

Abnormal or mass separation costs are those costs resulting from actions taken by an LEA to influence employees to terminate their employment earlier than they normally would have. Abnormal or mass separation costs include retirement incentives such as a Golden Handshake or severance packages negotiated to effect termination. Abnormal or mass separation costs may not be charged to federal programs as either direct costs or indirect costs. Where an LEA paid abnormal or mass separation costs on behalf of positions in general administrative functions included in the indirect cost pool, the LEA must identify and enter these costs on Line B for exclusion from the pool.

A. Normal Separation Costs (optional)

- Enter any normal separation costs paid on behalf of employees of restricted state or federal programs that were charged to an unrestricted resource (0000-1999) in funds 01, 09, and 62 with functions 1000-6999 or 8100-8400 rather than to the restricted program. These costs will be moved in Part III from base costs to the indirect cost pool. 0.00
Retain supporting documentation.

B. Abnormal or Mass Separation Costs (required)

- Enter any abnormal or mass separation costs paid on behalf of general administrative positions charged to unrestricted resources (0000-1999) in funds 01, 09, and 62 with functions 7200-7700. These costs will be moved in Part III from the indirect cost pool to base costs. If none, enter zero. 0.00

Part III - Indirect Cost Rate Calculation (Funds 01, 09, and 62, unless indicated otherwise)

A. Indirect Costs

1. Other General Administration, less portion charged to restricted resources or specific goals (Functions 7200-7600, objects 1000-5999, minus Line B9)	2,011,598.00
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	801,657.00
3. External Financial Audit - Single Audit (Function 7190, resources 0000-1999, goals 0000 and 9000, objects 5000-5999)	27,500.00
4. Staff Relations and Negotiations (Function 7120, resources 0000-1999, goals 0000 and 9000, objects 1000-5999)	0.00
5. Plant Maintenance and Operations (portion relating to general administrative offices only) (Functions 8100-8400, objects 1000-5999 except 5100, times Part I, Line C)	216,332.66
6. Facilities Rents and Leases (portion relating to general administrative offices only) (Function 8700, resources 0000-1999, objects 1000-5999 except 5100, times Part I, Line C)	0.00
7. Adjustment for Employment Separation Costs	
a. Plus: Normal Separation Costs (Part II, Line A)	0.00
b. Less: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
8. Total Indirect Costs (Lines A1 through A7a, minus Line A7b)	3,057,087.66
9. Carry-Forward Adjustment (Part IV, Line F)	719,728.02
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	3,776,815.68

B. Base Costs

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	29,777,653.99
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	4,783,654.00
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	3,183,636.00
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	458,300.00
5. Community Services (Functions 5000-5999, objects 1000-5999 except 5100)	0.00
6. Enterprise (Function 6000, objects 1000-5999 except 5100)	0.00
7. Board and Superintendent (Functions 7100-7180, objects 1000-5999, minus Part III, Line A4)	458,392.00
8. External Financial Audit - Single Audit and Other (Functions 7190-7191, objects 5000-5999, minus Part III, Line A3)	0.00
9. Other General Administration (portion charged to restricted resources or specific goals only) (Functions 7200-7600, resources 2000-9999, objects 1000-5999; Functions 7200-7600, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	77,077.00
10. Centralized Data Processing (portion charged to restricted resources or specific goals only) (Function 7700, resources 2000-9999, objects 1000-5999; Function 7700, resources 0000-1999, all goals except 0000 and 9000, objects 1000-5999)	0.00
11. Plant Maintenance and Operations (all except portion relating to general administrative offices) (Functions 8100-8400, objects 1000-5999 except 5100, minus Part III, Line A5)	5,359,251.34
12. Facilities Rents and Leases (all except portion relating to general administrative offices) (Function 8700, objects 1000-5999 except 5100, minus Part III, Line A6)	0.00
13. Adjustment for Employment Separation Costs	
a. Less: Normal Separation Costs (Part II, Line A)	0.00
b. Plus: Abnormal or Mass Separation Costs (Part II, Line B)	0.00
14. Adult Education (Fund 11, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	393,688.00
15. Child Development (Fund 12, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	650,336.00
16. Cafeteria (Funds 13 and 61, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	1,896,195.00
17. Foundation (Funds 19 and 57, functions 1000-6999, 8100-8400, and 8700, objects 1000-5999 except 5100)	0.00
18. Total Base Costs (Lines B1 through B12 and Lines B13b through B17, minus Line B13a)	47,038,183.33

C. Straight Indirect Cost Percentage Before Carry-Forward Adjustment

(For information only - not for use when claiming/recovering indirect costs) (Line A8 divided by Line B18)	6.50%
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D. Preliminary Proposed Indirect Cost Rate

(For final approved fixed-with-carry-forward rate for use in 2019-20 see www.cde.ca.gov/fg/ac/lc/) (Line A10 divided by Line B18)	8.03%
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Part IV - Carry-forward Adjustment

The carry-forward adjustment is an after-the-fact adjustment for the difference between indirect costs recoverable using the indirect cost rate approved for use in a given year, and the actual indirect costs incurred in that year. The carry-forward adjustment eliminates the need for LEAs to file amended federal reports when their actual indirect costs vary from the estimated indirect costs on which the approved rate was based.

Where the ratio of indirect costs incurred in the current year is less than the estimated ratio of indirect costs on which the approved rate for use in the current year was based, the carry-forward adjustment is limited by using either the approved rate times current year base costs, or the highest rate actually used to recover costs from any program times current year base costs, if the highest rate used was less than the approved rate. Rates used to recover costs from programs are displayed in Exhibit A.

A. Indirect costs incurred in the current year (Part III, Line A8)	<u>3,057,087.66</u>
B. Carry-forward adjustment from prior year(s)	
1. Carry-forward adjustment from the second prior year	<u>(112,453.57)</u>
2. Carry-forward adjustment amount deferred from prior year(s), if any	<u>0.00</u>
C. Carry-forward adjustment for under- or over-recovery in the current year	
1. Under-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus (approved indirect cost rate (4.73%) times Part III, Line B18); zero if negative	<u>719,728.02</u>
2. Over-recovery: Part III, Line A8, plus carry-forward adjustment from prior years, minus the lesser of (approved indirect cost rate (4.73%) times Part III, Line B18) or (the highest rate used to recover costs from any program (4.73%) times Part III, Line B18); zero if positive	<u>0.00</u>
D. Preliminary carry-forward adjustment (Line C1 or C2)	<u>719,728.02</u>
E. Optional allocation of negative carry-forward adjustment over more than one year	
<p>Where a negative carry-forward adjustment causes the proposed approved rate to fall below zero or would reduce the rate at which the LEA could recover indirect costs to such an extent that it would cause the LEA significant fiscal harm, the LEA may request that the carry-forward adjustment be allocated over more than one year. Where allocation of a negative carry-forward adjustment over more than one year does not resolve a negative rate, the CDE will work with the LEA on a case-by-case basis to establish an approved rate.</p>	
Option 1. Preliminary proposed approved rate (Part III, Line D) if entire negative carry-forward adjustment is applied to the current year calculation:	<u>not applicable</u>
Option 2. Preliminary proposed approved rate (Part III, Line D) if one-half of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
Option 3. Preliminary proposed approved rate (Part III, Line D) if one-third of negative carry-forward adjustment is applied to the current year calculation and the remainder is deferred to one or more future years:	<u>not applicable</u>
LEA request for Option 1, Option 2, or Option 3	<u>1</u>
F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)	<u>719,728.02</u>

Approved indirect cost rate: 4.73%
Highest rate used in any program: 4.73%

Fund	Resource	Eligible Expenditures (Objects 1000-5999 except Object 5100)	Indirect Costs Charged (Objects 7310 and 7350)	Rate Used
01	3010	1,452,589.00	68,351.00	4.71%
01	3310	1,725,998.00	76,414.00	4.43%
01	3315	35,889.00	1,697.00	4.73%
01	3320	112,030.00	5,299.00	4.73%
01	3327	35,002.00	1,655.00	4.73%
01	3410	99,646.00	4,710.00	4.73%
01	4035	177,535.00	8,201.00	4.62%
01	4203	131,866.00	6,169.00	4.68%
01	5630	34,353.00	1,621.00	4.72%
01	6230	131,397.00	5,917.00	4.50%
01	6385	31,712.00	1,488.00	4.69%
01	6387	433,352.00	19,832.00	4.58%
01	6512	267,174.00	12,607.00	4.72%
01	6520	94,665.00	4,400.00	4.65%
01	7220	85,345.00	4,000.00	4.69%
01	7338	111,492.00	5,077.00	4.55%
01	8150	1,255,188.00	58,850.00	4.69%
12	5025	274,803.00	12,998.00	4.73%
12	6105	375,533.00	17,763.00	4.73%

Provide methodology and assumptions used to estimate ADA, enrollment, revenues, expenditures, reserves and fund balance, and multiyear commitments (including cost-of-living adjustments).

Deviations from the standards must be explained and may affect the interim certification.

CRITERIA AND STANDARDS

1. CRITERION: Average Daily Attendance

STANDARD: Funded average daily attendance (ADA) for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since budget adoption.

District's ADA Standard Percentage Range: -2.0% to +2.0%

1A. Calculating the District's ADA Variances

DATA ENTRY: Budget Adoption data that exist for the current year will be extracted; otherwise, enter data into the first column for all fiscal years. First Interim Projected Year Totals data that exist for the current year will be extracted; otherwise, enter data for all fiscal years. Enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for all fiscal years.

Estimated Funded ADA

Fiscal Year	Budget Adoption Budget (Form 01CS, Item 1A)	First Interim Projected Year Totals (Form AI, Lines A4 and C4)	Percent Change	Status	
Current Year (2017-18)	District Regular	4,199.04	4,199.40		
	Charter School		0.00		
	Total ADA	4,199.04	4,199.40	0.0%	Met
1st Subsequent Year (2018-19)	District Regular	4,180.04	4,168.45		
	Charter School				
	Total ADA	4,180.04	4,168.45	-0.3%	Met
2nd Subsequent Year (2019-20)	District Regular	4,216.04	4,202.45		
	Charter School				
	Total ADA	4,216.04	4,202.45	-0.3%	Met

1B. Comparison of District ADA to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Funded ADA has not changed since budget adoption by more than two percent in any of the current year or two subsequent fiscal years.

Explanation:
(required if NOT met)

2. CRITERION: Enrollment

STANDARD: Projected enrollment for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since budget adoption.

District's Enrollment Standard Percentage Range: -2.0% to +2.0%

2A. Calculating the District's Enrollment Variances

DATA ENTRY: Budget Adoption 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 fiscal years. Enter district regular enrollment and charter school enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	Enrollment		Percent Change	Status
	Budget Adoption (Form 01CS, Item 3B)	First Interim CBEDS/Projected		
Current Year (2017-18)				
District Regular	4,408	4,327		
Charter School				
Total Enrollment	4,408	4,327	-1.8%	Met
1st Subsequent Year (2018-19)				
District Regular	4,408	4,327		
Charter School				
Total Enrollment	4,408	4,327	-1.8%	Met
2nd Subsequent Year (2019-20)				
District Regular	4,445	4,364		
Charter School				
Total Enrollment	4,445	4,364	-1.8%	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 budget adoption 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. Budget Adoption data that exist will be extracted into the Enrollment column; otherwise, enter Enrollment data for all fiscal years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years.

Fiscal Year	P-2 ADA Unaudited Actuals (Form A, Lines A4 and C4)	Enrollment CBEDS Actual (Form 01CS, Item 2A)	Historical Ratio of ADA to Enrollment
Third Prior Year (2014-15)			
District Regular	4,212	4,533	
Charter School			
Total ADA/Enrollment	4,212	4,533	92.9%
Second Prior Year (2015-16)			
District Regular	4,247	4,523	
Charter School			
Total ADA/Enrollment	4,247	4,523	93.9%
First Prior Year (2016-17)			
District Regular	4,199	4,428	
Charter School	0		
Total ADA/Enrollment	4,199	4,428	94.8%
		Historical Average Ratio:	93.9%
		District's ADA to Enrollment Standard (historical average ratio plus 0.5%):	94.4%

3B. Calculating the District's Projected Ratio of ADA to Enrollment

DATA ENTRY: Estimated P-2 ADA will be extracted into the first column for the Current Year; enter data in the first column for the subsequent fiscal years. Data should reflect district regular and charter school ADA/enrollment corresponding to financial data reported in the General Fund, only, for all fiscal years. All other data are extracted.

Fiscal Year	Estimated P-2 ADA (Form A), Lines A4 and C4)	Enrollment CBEDS/Projected (Criterion 2, Item 2A)	Ratio of ADA to Enrollment	Status
Current Year (2017-18)				
District Regular	4,168	4,327		
Charter School	0			
Total ADA/Enrollment	4,168	4,327	96.3%	Not Met
1st Subsequent Year (2018-19)				
District Regular	4,168	4,327		
Charter School				
Total ADA/Enrollment	4,168	4,327	96.3%	Not Met
2nd Subsequent Year (2019-20)				
District Regular	4,202	4,364		
Charter School				
Total ADA/Enrollment	4,202	4,364	96.3%	Not Met

3C. Comparison of District ADA to Enrollment Ratio to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. **STANDARD NOT MET** - Projected P-2 ADA to enrollment ratio exceeds the standard in any of the current year or two subsequent fiscal years. Provide reasons why the projected ratio exceeds the district's historical average ratio by more than 0.5%.

Explanation:
(required if NOT met)

Current actual figures reflect a higher ratio. These figures will be monitored closely and adjusted at Second Interim, if needed.

4. CRITERION: LCFF Revenue

STANDARD: Projected LCFF revenue for any of the current fiscal year or two subsequent fiscal years has not changed by more than two percent since budget adoption.

District's LCFF Revenue Standard Percentage Range: -2.0% to +2.0%

4A. Calculating the District's Projected Change in LCFF Revenue

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. In the First Interim column, Current Year data are extracted; enter data for the two subsequent years.

Fiscal Year	LCFF Revenue (Fund 01, Objects 8011, 8012, 8020-8089)		Percent Change	Status
	Budget Adoption (Form 01CS, Item 4B)	First Interim Projected Year Totals		
	Current Year (2017-18)	39,635,292.00		
1st Subsequent Year (2018-19)	41,223,304.00	41,460,953.00	0.6%	Met
2nd Subsequent Year (2019-20)	42,764,520.00	43,216,696.00	1.1%	Met

4B. Comparison of District LCFF Revenue to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

- 1a. STANDARD MET - LCFF revenue has not changed since budget adoption by more than two percent for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

5. CRITERION: Salaries and Benefits

STANDARD: Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures for any of the 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 years are preloaded.

Fiscal Year	Unaudited Actuals - Unrestricted (Resources 0000-1999)		Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures
	Salaries and Benefits (Form 01, Objects 1000-3999)	Total Expenditures (Form 01, Objects 1000-7499)	
Third Prior Year (2014-15)	23,573,481.00	27,333,692.17	86.2%
Second Prior Year (2015-16)	25,223,058.61	30,208,506.08	83.5%
First Prior Year (2016-17)	26,721,919.45	31,428,311.97	85.0%
	Historical Average Ratio:		84.9%

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
District's Reserve Standard Percentage (Criterion 10B, Line 4)	3.0%	3.0%	3.0%
District's Salaries and Benefits Standard (historical average ratio, plus/minus the greater of 3% or the district's reserve standard percentage):	81.9% to 87.9%	81.9% to 87.9%	81.9% to 87.9%

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 Year are extracted.

Fiscal Year	Projected Year Totals - Unrestricted (Resources 0000-1999)		Ratio of Unrestricted Salaries and Benefits to Total Unrestricted Expenditures	Status
	Salaries and Benefits (Form 011, Objects 1000-3999) (Form MYPI, Lines B1-B3)	Total Expenditures (Form 011, Objects 1000-7499) (Form MYPI, Lines B1-B8, B10)		
Current Year (2017-18)	28,599,508.20	34,499,007.99	82.9%	Met
1st Subsequent Year (2018-19)	29,299,810.19	34,010,873.19	86.1%	Met
2nd Subsequent Year (2019-20)	30,182,955.19	34,904,218.19	86.5%	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 budget adoption.

Changes that exceed five percent in any major object category must be explained.

District's Other Revenues and Expenditures Standard Percentage Range:	-5.0% to +5.0%
District's Other Revenues and Expenditures Explanation Percentage Range:	-5.0% to +5.0%

6A. Calculating the District's Change by Major Object Category and Comparison to the Explanation Percentage Range

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. First Interim data for the Current Year are extracted. If First Interim Form MYP1 exists, data for the two subsequent years will be extracted; if not, enter data for the two subsequent years into the second column.

Explanations must be entered for each category if the percent change for any year exceeds the district's explanation percentage range.

Object Range / Fiscal Year	Budget Adoption Budget (Form 01CS, Item 6B)	First Interim Projected Year Totals (Fund 01) (Form MYP1)	Percent Change	Change Is Outside Explanation Range
Federal Revenue (Fund 01, Objects 8100-8299) (Form MYP1, Line A2)				
Current Year (2017-18)	2,514,791.00	3,131,386.00	24.5%	Yes
1st Subsequent Year (2018-19)	2,514,791.00	2,673,913.00	6.3%	Yes
2nd Subsequent Year (2019-20)	2,514,791.00	2,673,913.00	6.3%	Yes

Explanation:
(required if Yes)

Federal Revenue was adjusted using actual figures that were release after Budget Adoption. For current year, Federal Revenue includes carryover (unearned revenue) from the prior year. Title I, II, and III each had a substantial carryover amount.

Other State Revenue (Fund 01, Objects 8300-8599) (Form MYP1, Line A3)				
Current Year (2017-18)	2,040,294.00	2,701,154.00	32.4%	Yes
1st Subsequent Year (2018-19)	1,685,340.00	1,357,693.00	-19.4%	Yes
2nd Subsequent Year (2019-20)	1,692,044.00	1,357,693.00	-19.8%	Yes

Explanation:
(required if Yes)

17-18) At Budget Adoption, \$0 was budgeted for outstanding mandate claims. In this First Interim Report, \$618,519 has been budgeted. 18-19 and 19-20) The reduction in state revenue reflects the end of our Prop 30 and CTE grants.

Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYP1, Line A4)				
Current Year (2017-18)	2,124,143.00	2,167,505.00	2.0%	No
1st Subsequent Year (2018-19)	2,124,143.00	2,131,329.00	0.3%	No
2nd Subsequent Year (2019-20)	2,124,143.00	2,131,329.00	0.3%	No

Explanation:
(required if Yes)

Books and Supplies (Fund 01, Objects 4000-4999) (Form MYP1, Line B4)				
Current Year (2017-18)	2,708,752.00	3,918,130.79	44.6%	Yes
1st Subsequent Year (2018-19)	2,654,187.00	2,750,911.00	3.6%	No
2nd Subsequent Year (2019-20)	2,667,981.00	2,760,911.00	3.5%	No

Explanation:
(required if Yes)

Undesignated site and department budgets are typically put in a 4000 budget code. In addition, one-time funds are being expended.

Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYP1, Line B5)				
Current Year (2017-18)	4,804,183.00	5,399,589.00	12.4%	Yes
1st Subsequent Year (2018-19)	4,627,622.00	4,911,110.00	6.1%	Yes
2nd Subsequent Year (2019-20)	4,634,622.00	4,911,110.00	6.0%	Yes

Explanation:
(required if Yes)

Title I and II unearned revenue are being expended for services and other operating expenditures. In addition, one-time funds are being used to draw down our ending fund balance. We will continue to expend one-time funds and bring down our federal revenue carryover.

6B. Calculating the District's Change in Total Operating Revenues and Expenditures

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	Budget Adoption Budget	First Interim Projected Year Totals	Percent Change	Status
Total Federal, Other State, and Other Local Revenue (Section 6A)				
Current Year (2017-18)	6,879,228.00	8,000,045.00	19.8%	Not Met
1st Subsequent Year (2018-19)	6,324,274.00	6,162,935.00	-2.6%	Met
2nd Subsequent Year (2019-20)	6,330,978.00	6,162,935.00	-2.7%	Met
Total Books and Supplies, and Services and Other Operating Expenditures (Section 6A)				
Current Year (2017-18)	7,512,935.00	9,317,719.79	24.0%	Not Met
1st Subsequent Year (2018-19)	7,281,809.00	7,662,021.00	5.2%	Not Met
2nd Subsequent Year (2019-20)	7,302,603.00	7,672,021.00	5.1%	Not Met

6C. Comparison of District Total Operating Revenues and Expenditures to the Standard Percentage Range

DATA ENTRY: Explanations are linked from Section 6A if the status in Section 6B is Not Met; no entry is allowed below.

- 1a. STANDARD NOT MET - One or more projected operating revenue have changed since budget adoption by more than the standard in one or more of the current year or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating revenues within the standard must be entered in Section 6A above and will also display in the explanation box below.

Explanation:
Federal Revenue
(linked from 6A
if NOT met)

Federal Revenue was adjusted using actual figures that were release after Budget Adoption. For current year, Federal Revenue includes carryover (unearned revenue) from the prior year. Title I, II, and III each had a substantial carryover amount.

Explanation:
Other State Revenue
(linked from 6A
if NOT met)

17-18) At Budget Adoption, \$0 was budgeted for outstanding mandate claims. In this First Interim Report, \$618,519 has been budgeted. 18-19 and 19-20) The reduction in state revenue reflects the end of our Prop 30 and CTE grants.

Explanation:
Other Local Revenue
(linked from 6A
if NOT met)

- 1b. STANDARD NOT MET - One or more total operating expenditures have changed since budget adoption by more than the standard in one or more of the current year or two subsequent fiscal years. Reasons for the projected change, descriptions of the methods and assumptions used in the projections, and what changes, if any, will be made to bring the projected operating revenues within the standard must be entered in Section 6A above and will also display in the explanation box below.

Explanation:
Books and Supplies
(linked from 6A
if NOT met)

Undesignated site and department budgets are typically put in a 4000 budget code. In addition, one-time funds are being expended.

Explanation:
Services and Other Exps
(linked from 6A
if NOT met)

Title I and II unearned revenue are being expended for services and other operating expenditures. In addition, one-time funds are being used to draw down our ending fund balance. We will continue to expend one-time funds and bring down our federal revenue carryover.

7. CRITERION: Facilities Maintenance

STANDARD: Identify changes that have occurred since budget adoption in the projected contributions for facilities maintenance funding as required pursuant to Education Code Section 17070.75, or in how the district is providing adequately to preserve the functionality of its facilities for their normal life in accordance with Education Code sections 52060(d)(1) and 17002(d)(1).

Determining the District's Compliance with the Contribution Requirement for EC Section 17070.75, as amended by AB 104 (Chapter 13, Statutes of 2015), effective 2017-18 to 2019-20 - Ongoing and Major Maintenance/Restricted Maintenance Account (OMMA/RMA)

NOTE: AB 104 (Chapter 13, Statutes of 2015) requires the district to deposit into the account, for the 2017-18 to 2019-20 fiscal years, a minimum amount that is the greater of the following amounts:

- A. The lesser of three percent of the total general fund expenditures and other financing uses for that fiscal year or the amount that the district deposited into the account for the 2014-15 fiscal year; or
- B. Two percent of the total general fund expenditures and other financing uses for that fiscal year.

DATA ENTRY: Enter the Required Minimum Contribution if Budget data does not exist. If EC 17070.75(a)(1) and (a)(2) apply, input 3%. Budget data that exist will be extracted; otherwise, enter budget data into lines 1 and 2. All other data are extracted.

	Required Minimum Contribution	First Interim Contribution Projected Year Totals (Fund 01, Resource 8150, Objects 8900-8999)	Status
1. OMMA/RMA Contribution	973,938.00	1,029,834.00	Met
2. Budget Adoption Contribution (information only) (Form 01CS, Criterion 7, Line 2e)		1,029,834.00	

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. Greene School Facilities Act of 1998)
- Exempt (due to district's small size [EC Section 17070.75 (b)(2)(E)])
- 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 reserves¹ as a percentage of total expenditures and other financing uses² in any of the current fiscal year or two subsequent fiscal years.

¹Available 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.

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
District's Available Reserve Percentages (Criterion 10C, Line 9)	15.5%	16.6%	17.7%
District's Deficit Spending Standard Percentage Levels (one-third of available reserve percentage):	5.2%	5.5%	5.9%

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.

Fiscal Year	Projected Year Totals		Deficit Spending Level (If Net Change in Unrestricted Fund Balance is negative, else N/A)	Status
	Net Change in Unrestricted Fund Balance (Form 011, Section E) (Form MYPI, Line C)	Total Unrestricted Expenditures and Other Financing Uses (Form 011, Objects 1000-7999) (Form MYPI, Line B11)		
Current Year (2017-18)	(632,565.99)	35,013,467.89	1.8%	Met
1st Subsequent Year (2018-19)	87,862.81	34,260,873.19	N/A	Met
2nd Subsequent Year (2019-20)	720,859.81	35,154,218.19	N/A	Met

8C. Comparison of District Deficit Spending to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Unrestricted deficit spending, if any, has not exceeded the standard percentage level in any of the current year or two subsequent fiscal years.

Explanation:
(required if NOT met)

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.

9A-1. Determining if the District's General Fund Ending Balance is Positive

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.

Fiscal Year	Ending Fund Balance General Fund Projected Year Totals		Status
	(Form 011, Line F2)	(Form MYPI, Line D2)	
Current Year (2017-18)	8,124,104.73		Met
1st Subsequent Year (2018-19)	8,211,987.54		Met
2nd Subsequent Year (2019-20)	8,932,827.35		Met

9A-2. Comparison of the District's Ending Fund Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund ending balance is positive for the current fiscal year and two subsequent fiscal years.

Explanation:
(required if NOT met)

B. CASH BALANCE STANDARD: Projected general fund cash balance will be positive at the end of the current fiscal year.

9B-1. Determining if the District's Ending Cash Balance is Positive

DATA ENTRY: If Form CASH exists, data will be extracted; if not, data must be entered below.

Fiscal Year	Ending Cash Balance General Fund		Status
	(Form CASH, Line F, June Column)		
Current Year (2017-18)	8,685,998.01		Met

9B-2. Comparison of the District's Ending Cash Balance to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Projected general fund cash balance will be positive at the end of the current fiscal year.

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:

DATA ENTRY: Current Year data are extracted. If Form MYPI exists, 1st and 2nd Subsequent Year data will be extracted. If not, enter district regular ADA and charter school ADA corresponding to financial data reported in the General Fund, only, for the two subsequent years.

Percentage Level	District ADA		
5% or \$66,000 (greater of)	0	to	300
4% or \$66,000 (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.

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.

³ 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 (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
District Estimated P-2 ADA (Current Year, Form AI, Lines A4 and C4. Subsequent Years, Form MYPI, Line F2, if available.)	4,168	4,168	4,194
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):

1. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?
2. If you are the SELPA AU and are excluding special education pass-through funds:
 - a. Enter the name(s) of the SELPA(s): _____

	Current Year Projected Year Totals (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
b. Special Education Pass-through Funds (Fund 10, resources 3300-3499 and 6500-6540, objects 7211-7213 and 7221-7223)	0.00	0.00	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.

	Current Year Projected Year Totals (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
1. Expenditures and Other Financing Uses (Form 011, objects 1000-7999) (Form MYPI, Line B11)	49,211,273.99	47,538,025.19	48,658,773.19
2. Plus: Special Education Pass-through (Criterion 10A, Line 2b, if Criterion 10A, Line 1 is No)	0.00	0.00	0.00
3. Total Expenditures and Other Financing Uses (Line B1 plus Line B2)	49,211,273.99	47,538,025.19	48,658,773.19
4. Reserve Standard Percentage Level	3%	3%	3%
5. Reserve Standard - by Percent (Line B3 times Line B4)	1,476,338.22	1,426,080.76	1,459,763.20
6. Reserve Standard - by Amount (\$66,000 for districts with less than 1,001 ADA, else 0)	0.00	0.00	0.00
7. District's Reserve Standard (Greater of Line B5 or Line B6)	1,476,338.22	1,426,080.76	1,459,763.20

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.

Reserve Amounts (Unrestricted resources 0000-1999 except Line 4)	Current Year Projected Year Totals (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
1. General Fund - Stabilization Arrangements (Fund 01, Object 9750) (Form MYPI, Line E1a)	0.00	0.00	0.00
2. General Fund - Reserve for Economic Uncertainties (Fund 01, Object 9789) (Form MYPI, Line E1b)	1,476,339.00	1,426,081.00	1,459,784.00
3. General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYPI, Line E1c)	5,442,355.86	4,080,476.67	4,767,653.48
4. General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 979Z, if negative, for each of resources 2000-9999) (Form MYPI, Line E1d)	0.00	0.00	0.00
5. Special Reserve Fund - Stabilization Arrangements (Fund 17, Object 9750) (Form MYPI, Line E2a)	728,636.00	466,136.00	203,636.00
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYPI, Line E2b)	0.00	1,933,147.00	2,203,147.00
7. Special Reserve Fund - Unassigned/Unappropriated Amount (Fund 17, Object 9790) (Form MYPI, Line E2c)	0.00	0.00	0.00
8. District's Available Reserve Amount (Lines C1 thru C7)	7,647,330.86	7,905,840.67	8,634,200.48
9. District's Available Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	15.54%	16.63%	17.74%
District's Reserve Standard (Section 10B, Line 7):	1,476,338.22	1,426,080.76	1,459,783.20
Status:	Met	Met	Met

10D. Comparison of District Reserve Amount to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Available reserves have met the standard for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

SUPPLEMENTAL INFORMATION

DATA ENTRY: Click the appropriate Yes or No button for items S1 through S4. Enter an explanation for each Yes answer.

S1. Contingent Liabilities

1a. Does your district have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) that have occurred since budget adoption that may impact the budget?

No

1b. If Yes, identify the liabilities and how they may impact the budget:

S2. Use of One-time Revenues for Ongoing Expenditures

1a. Does your district have ongoing general fund expenditures funded with one-time revenues that have changed since budget adoption by more than five percent?

No

1b. If Yes, identify the expenditures and explain how the one-time resources will be replaced to continue funding the ongoing expenditures in the following fiscal years:

S3. 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)?

No

1b. If Yes, identify any of these revenues that are dedicated for ongoing expenses and explain how the revenues will be replaced or expenditures reduced:

S5. Contributions

Identify projected contributions from unrestricted resources in the general fund to restricted resources in the general fund for the 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 budget adoption.

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 budget adoption.

Identify capital project cost overruns that have occurred since budget adoption that may impact the general fund budget.

District's Contributions and Transfers Standard: -5.0% to +5.0%
or -\$20,000 to +\$20,000

S5A. Identification of the District's Projected Contributions, Transfers, and Capital Projects that may Impact the General Fund

DATA ENTRY: Budget Adoption data that exist will be extracted; otherwise, enter data into the first column. For Contributions, the First Interim's Current Year data will be extracted. Enter First Interim Contributions for the 1st and 2nd Subsequent Years. For Transfers In and Transfers Out, if Form MYP exists, the data will be extracted into the First Interim column for the Current Year, and 1st and 2nd Subsequent Years. If Form MYP does not exist, enter data in the Current Year, and 1st and 2nd Subsequent Years. Click on the appropriate button for Item 1d; all other data will be calculated.

Description / Fiscal Year	Budget Adoption (Form 01CS, Item S5A)	First Interim Projected Year Totals	Percent Change	Amount of Change	Status
1a. Contributions, Unrestricted General Fund (Fund 01, Resources 0000-1999, Object 8980)					
Current Year (2017-18)	(6,808,791.00)	(6,931,650.00)	1.8%	124,859.00	Met
1st Subsequent Year (2018-19)	(7,131,311.00)	(7,809,998.00)	9.5%	678,687.00	Not Met
2nd Subsequent Year (2019-20)	(7,435,432.00)	(7,888,842.00)	6.1%	453,410.00	Not Met
1b. Transfers In, General Fund *					
Current Year (2017-18)	0.00	0.00	0.0%	0.00	Met
1st Subsequent Year (2018-19)	0.00	0.00	0.0%	0.00	Met
2nd Subsequent Year (2019-20)	0.00	0.00	0.0%	0.00	Met
1c. Transfers Out, General Fund *					
Current Year (2017-18)	500,000.00	514,460.00	2.9%	14,460.00	Met
1st Subsequent Year (2018-19)	500,000.00	250,000.00	-50.0%	(250,000.00)	Not Met
2nd Subsequent Year (2019-20)	500,000.00	250,000.00	-50.0%	(250,000.00)	Not Met

1d. Capital Project Cost Overruns

Have capital project cost overruns occurred since budget adoption that may impact the general fund operational budget?

No

* Include transfers used to cover operating deficits in either the general fund or any other fund.

S5B. Status of the District's Projected Contributions, Transfers, and Capital Projects

DATA ENTRY: Enter an explanation if Not Met for items 1a-1c or if Yes for item 1d.

1a. NOT MET - The projected contributions from the unrestricted general fund to restricted general fund programs have changed since budget adoption by more than the standard for any of the current year or subsequent two fiscal years. Identify restricted programs and contribution amount for each program and whether contributions are ongoing or one-time in nature. Explain the district's plan, with timeframes, for reducing or eliminating the contribution.

Explanation:
(required if NOT met)

Increased contributions are reflective of increased salary and benefit costs, increased STRS and PERS contributions, and reflective of program needs in out years.

1b. MET - Projected transfers in have not changed since budget adoption by more than the standard for the current year and two subsequent fiscal years.

Explanation:
(required if NOT met)

- 1c. NOT MET - The projected transfers out of the general fund have changed since budget adoption by more than the standard for any of the current year or subsequent two fiscal 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)

\$250,000 of one time funds will be transferred into Fund 20 (Special Reserve for OPEB) during 2017-18. This amount is not included in the ongoing budget for 2018-19 and 2019-20. However, one-time funds will used to make the transfer and this designation is shown on the "assigned" line of the ending fund balance.

- 1d. NO - There have been no capital project cost overruns occurring since budget adoption that may impact the general fund operational budget.

Project Information:
(required if YES)

S6B. Comparison of the District's Annual Payments to Prior Year Annual Payment

DATA ENTRY: Enter an explanation if Yes.

- 1a. No - Annual payments for long-term commitments have not increased in one or more of the current and two subsequent fiscal years.

Explanation:
(Required if Yes
to increase in total
annual payments)

S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments

DATA ENTRY: Click the appropriate Yes or No button in Item 1; if Yes, an explanation is required in Item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

n/a

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)

S7. Unfunded Liabilities

Identify any changes in estimates for unfunded liabilities since budget adoption, and indicate whether the changes are the result of a new actuarial valuation.

S7A. Identification of the District's Estimated Unfunded Liability for Postemployment Benefits Other Than Pensions (OPEB)

DATA ENTRY: Click the appropriate button(s) for items 1a-1c, as applicable. Budget Adoption data that exist (Form 01CSI, Item S7A) will be extracted; otherwise, enter Budget Adoption and First Interim data in items 2-4.

1. a. Does your district provide postemployment benefits other than pensions (OPEB)? (If No, skip items 1b-4)
- b. If Yes to Item 1a, have there been changes since budget adoption in OPEB liabilities?
- c. If Yes to Item 1a, have there been changes since budget adoption in OPEB contributions?

2. OPEB Liabilities

	Budget Adoption (Form 01CSI, Item S7A)	First Interim
a. OPEB actuarial accrued liability (AAL)	12,981,348.00	12,981,348.00
b. OPEB unfunded actuarial accrued liability (UAAL)	8,495,149.00	8,495,149.00
c. Are AAL and UAAL based on the district's estimate or an actuarial valuation?	Actuarial	Actuarial
d. If based on an actuarial valuation, indicate the date of the OPEB valuation.	Jul 01, 2015	Jul 01, 2015

3. OPEB Contributions

	Budget Adoption (Form 01CSI, Item S7A)	First Interim
a. OPEB annual required contribution (ARC) per actuarial valuation or Alternative Measurement Method		
Current Year (2017-18)	1,123,156.00	1,123,156.00
1st Subsequent Year (2018-19)	1,123,156.00	1,123,156.00
2nd Subsequent Year (2019-20)	1,123,156.00	1,123,156.00
b. OPEB amount contributed (for this purpose, include premiums paid to a self-insurance fund) (Funds 01-70, objects 3701-3752)		
Current Year (2017-18)	1,469.00	253,157.00
1st Subsequent Year (2018-19)	25,000.00	252,500.00
2nd Subsequent Year (2019-20)	30,000.00	252,500.00
c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)		
Current Year (2017-18)	350,000.00	218,832.00
1st Subsequent Year (2018-19)	382,500.00	268,000.00
2nd Subsequent Year (2019-20)	414,800.00	310,000.00
d. Number of retirees receiving OPEB benefits		
Current Year (2017-18)	54	43
1st Subsequent Year (2018-19)	59	53
2nd Subsequent Year (2019-20)	64	63

4. Comments:

A \$250,000 contribution was made to the California Employers' Retiree Benefit Trust (CERBT) Fund.

S7B. Identification of the District's Unfunded Liability for Self-Insurance Programs

DATA ENTRY: Click the appropriate button(s) for Items 1a-1c, as applicable. Budget Adoption data that exist (Form 01CS, Item S7B) will be extracted; otherwise, enter Budget Adoption and First Interim data in items 2-4.

1. a. 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 budget adoption in self-insurance liabilities?

n/a

c. If Yes to item 1a, have there been changes since budget adoption in self-insurance contributions?

n/a

2. Self-Insurance Liabilities

- a. Accrued liability for self-insurance programs
- b. Unfunded liability for self-insurance programs

Budget Adoption (Form 01CS, Item S7B)	First Interim

3. Self-Insurance Contributions

- a. Required contribution (funding) for self-insurance programs
 - Current Year (2017-18)
 - 1st Subsequent Year (2018-19)
 - 2nd Subsequent Year (2019-20)
- b. Amount contributed (funded) for self-insurance programs
 - Current Year (2017-18)
 - 1st Subsequent Year (2018-19)
 - 2nd Subsequent Year (2019-20)

Budget Adoption (Form 01CS, Item S7B)	First Interim

4. Comments:

--

S8. Status of Labor Agreements

Analyze the status of employee labor agreements. Identify new labor agreements that have been ratified since budget adoption, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues and explain how these commitments will be funded in future fiscal years.

If salary and benefit negotiations are not finalized, upon settlement with certificated or classified staff:

The school district must determine the cost of the settlement, including salaries, benefits, and any other agreements that change costs, and provide the county office of education (COE) with an analysis of the cost of the settlement and its impact on the operating budget.

The county superintendent shall review the analysis relative to the criteria and standards and may provide written comments to the president of the district governing board and superintendent.

S8A. Cost Analysis of District's Labor Agreements - Certificated (Non-management) Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Certificated Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Certificated Labor Agreements as of the Previous Reporting Period

Were all certificated labor negotiations settled as of budget adoption?

No

If Yes, complete number of FTEs, then skip to section S8B.

If No, continue with section S8A.

Certificated (Non-management) Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2016-17)	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Number of certificated (non-management) full-time-equivalent (FTE) positions	233.4	235.0	235.0	236.0

1a. Have any salary and benefit negotiations been settled since budget adoption?

Yes

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.

If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.

If No, complete questions 6 and 7.

1b. Are any salary and benefit negotiations still unsettled?

No

If Yes, complete questions 6 and 7.

Negotiations Settled Since Budget Adoption

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

Oct 18, 2017

2b. Per Government Code Section 3547.5(b), was the collective bargaining agreement certified by the district superintendent and chief business official?

Yes

If Yes, date of Superintendent and CBO certification:

Oct 03, 2017

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the collective bargaining agreement?

Yes

If Yes, date of budget revision board adoption:

Oct 18, 2017

4. Period covered by the agreement:

Begin Date: End Date:

5. Salary settlement:

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
--	---------------------------	----------------------------------	----------------------------------

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

--	--	--

One Year Agreement

Total cost of salary settlement

--	--	--

% change in salary schedule from prior year
or

--	--	--

Multiyear Agreement

Total cost of salary settlement

--	--	--

% change in salary schedule from prior year
(may enter text, such as "Reopener")

--	--	--

Identify the source of funding that will be used to support multiyear salary commitments:

Negotiations Not Settled

6. Cost of a one percent increase in salary and statutory benefits

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
---------------------------	----------------------------------	----------------------------------

7. Amount included for any tentative salary schedule increases

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
---------------------------	----------------------------------	----------------------------------

Certificated (Non-management) Health and Welfare (H&W) Benefits

- Are costs of H&W benefit changes included in the interim and MYPs?
- Total cost of H&W benefits
- Percent of H&W cost paid by employer
- Percent projected change in H&W cost over prior year

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Yes	Yes	Yes
2,783,648	2,783,648	2,783,648
60.0%	60.0%	60.0%
0.0%	0.0%	0.0%

Certificated (Non-management) Prior Year Settlements Negotiated Since Budget Adoption

Are any new costs negotiated since budget adoption for prior year settlements included in the interim?

No		
----	--	--

If Yes, amount of new costs included in the interim and MYPs
If Yes, explain the nature of the new costs:

Certificated (Non-management) Step and Column Adjustments

- Are step & column adjustments included in the interim and MYPs?
- Cost of step & column adjustments
- Percent change in step & column over prior year

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Yes	Yes	Yes
900,525	800,384	621,559
4.4%	3.8%	2.9%

Certificated (Non-management) Attrition (layoffs and retirements)

- Are savings from attrition included in the budget and MYPs?
- Are additional H&W benefits for those laid-off or retired employees included in the interim and MYPs?

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Yes	No	No
Yes	Yes	Yes

Certificated (Non-management) - Other

List other significant contract changes that have occurred since budget adoption and the cost impact of each change (i.e., class size, hours of employment, leave of absence, bonuses, etc.):

S8B. Cost Analysis of District's Labor Agreements - Classified (Non-management) Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Classified Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Classified Labor Agreements as of the Previous Reporting Period

Were all classified labor negotiations settled as of budget adoption?

If Yes, complete number of FTEs, then skip to section S8C.
If No, continue with section S8B.

No

Classified (Non-management) Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2016-17)	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Number of classified (non-management) FTE positions	197.2	209.6	209.6	209.6

1a. Have any salary and benefit negotiations been settled since budget adoption?

If Yes, and the corresponding public disclosure documents have been filed with the COE, complete questions 2 and 3.
If Yes, and the corresponding public disclosure documents have not been filed with the COE, complete questions 2-5.
If No, complete questions 6 and 7.

No

1b. Are any salary and benefit negotiations still unsettled?

If Yes, complete questions 6 and 7.

Yes

Negotiations Settled Since Budget Adoption

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

2b. Per Government Code Section 3547.5(b), was the collective bargaining agreement certified by the district superintendent and chief business official?

If Yes, date of Superintendent and CBO certification:

3. Per Government Code Section 3547.5(c), was a budget revision adopted to meet the costs of the collective bargaining agreement?

If Yes, date of budget revision board adoption:

n/a

4. Period covered by the agreement:

Begin Date:

End Date:

5. Salary settlement:

Current Year
(2017-18)

1st Subsequent Year
(2018-19)

2nd Subsequent Year
(2019-20)

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

--	--	--

One Year Agreement

Total cost of salary settlement

--	--	--

% change in salary schedule from prior year
or

--	--	--

Multiyear Agreement

Total cost of salary settlement

--	--	--

% change in salary schedule from prior year
(may enter text, such as "Reopener")

--	--	--

Identify the source of funding that will be used to support multiyear salary commitments:

Negotiations Not Settled

6. Cost of a one percent increase in salary and statutory benefits

82,691

7. Amount included for any tentative salary schedule increases

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
	378,215	80,000	0

Classified (Non-management) Health and Welfare (H&W) Benefits

1. Are costs of H&W benefit changes included in the interim and MYPs?
2. Total cost of H&W benefits
3. Percent of H&W cost paid by employer
4. Percent projected change in H&W cost over prior year

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Yes	Yes	Yes
1,808,042	1,808,042	1,808,042
60.0%	60.0%	60.0%
0.0%	0.0%	0.0%

Classified (Non-management) Prior Year Settlements Negotiated Since Budget Adoption

Are any new costs negotiated since budget adoption for prior year settlements included in the interim?

No		
----	--	--

If Yes, amount of new costs included in the interim and MYPs
If Yes, explain the nature of the new costs:

Classified (Non-management) Step and Column Adjustments

1. Are step & column adjustments included in the interim and MYPs?
2. Cost of step & column adjustments
3. Percent change in step & column over prior year

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Yes	Yes	Yes
257,070	350,895	368,258
3.6%	4.8%	4.9%

Classified (Non-management) Attrition (layoffs and retirements)

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?

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Yes	No	No
Yes	Yes	Yes

Classified (Non-management) - Other

List other significant contract changes that have occurred since budget adoption and the cost impact of each (i.e., hours of employment, leave of absence, bonuses, etc.):

S8C. Cost Analysis of District's Labor Agreements - Management/Supervisor/Confidential Employees

DATA ENTRY: Click the appropriate Yes or No button for "Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period." There are no extractions in this section.

Status of Management/Supervisor/Confidential Labor Agreements as of the Previous Reporting Period

Were all managerial/confidential labor negotiations settled as of budget adoption?
If Yes or n/a, complete number of FTEs, then skip to S9.
If No, continue with section S8C.

Management/Supervisor/Confidential Salary and Benefit Negotiations

	Prior Year (2nd Interim) (2016-17)	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Number of management, supervisor, and confidential FTE positions	23.6	24.7	24.7	24.7

- 1a. Have any salary and benefit negotiations been settled since budget adoption?
If Yes, complete question 2.
If No, complete questions 3 and 4.
- 1b. Are any salary and benefit negotiations still unsettled?
If Yes, complete questions 3 and 4.

Negotiations Settled Since Budget Adoption

2. Salary settlement:

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Is the cost of salary settlement included in the Interim and multiyear projections (MYPs)?	Yes	Yes	Yes
Total cost of salary settlement	143,923	0	0
Change in salary schedule from prior year (may enter text, such as "Reopener")	Equates to 5% Increase	0.0%	0.0%

Negotiations Not Settled

3. Cost of a one percent increase in salary and statutory benefits

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
4. Amount Included for any tentative salary schedule increases			

Management/Supervisor/Confidential Health and Welfare (H&W) Benefits

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
1. Are costs of H&W benefit changes included in the interim and MYPs?	Yes	Yes	Yes
2. Total cost of H&W benefits	837,458	837,458	837,458
3. Percent of H&W cost paid by employer	60.0%	60.0%	60.0%
4. Percent projected change in H&W cost over prior year	0.0%	0.0%	0.0%

Management/Supervisor/Confidential Step and Column Adjustments

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
1. Are step & column adjustments included in the budget and MYPs?	Yes	Yes	Yes
2. Cost of step & column adjustments	143,923	11,134	8,023
3. Percent change in step and column over prior year		0.0%	0.0%

Management/Supervisor/Confidential Other Benefits (mileage, bonuses, etc.)

	Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
1. Are costs of other benefits included in the interim and MYPs?	No	No	No
2. Total cost of other benefits	0	0	0
3. Percent change in cost of other benefits over prior year	0.0%	0.0%	0.0%

59. Status of Other Funds

Analyze the status of other funds that may have negative fund balances at the end of the current fiscal year. If any other fund has a projected negative fund balance, prepare an interim report and multiyear projection for that fund. Explain plans for how and when the negative fund balance will be addressed.

S9A. Identification 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?

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 will have a negative balance with Fund 17 reserving funds to cover the shortfall. Developer fees are deposited into Fund 25 bringing up the bal

ADDITIONAL FISCAL INDICATORS

The following fiscal indicators are designed to provide additional data for reviewing agencies. A "Yes" answer to any single indicator does not necessarily suggest a cause for concern, but may alert the reviewing agency to the need for additional review.

DATA ENTRY: Click the appropriate Yes or No button for items A2 through A9; Item A1 is automatically completed based on data from Criterion 9.

- 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)

- A2. Is the system of personnel position control independent from the payroll system?

- A3. Is enrollment decreasing in both the prior and current fiscal years?

- A4. Are new charter schools operating in district boundaries that impact the district's enrollment, either in the prior or current fiscal year?

- A5. 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?

- A6. Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?

- A7. Is the district's financial system independent of the county office system?

- A8. Does the district have any reports that indicate fiscal distress pursuant to Education Code Section 42127.6(a)? (If Yes, provide copies to the county office of education.)

- A9. Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

Comments:
(optional)

End of School District First Interim Criteria and Standards Review

NOTICE OF CRITERIA AND STANDARDS REVIEW. This interim report was based upon and reviewed using the state-adopted Criteria and Standards. (Pursuant to Education Code (EC) sections 33129 and 42130)

Signed: _____ Date: _____
District Superintendent or Designee

NOTICE OF INTERIM REVIEW. All action shall be taken on this report during a regular or authorized special meeting of the governing board.

To the County Superintendent of Schools:

This interim report and certification of financial condition are hereby filed by the governing board of the school district. (Pursuant to EC Section 42131)

Meeting Date: December 13, 2017 Signed: _____
President of the Governing Board

CERTIFICATION OF FINANCIAL CONDITION

POSITIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will meet its financial obligations for the current fiscal year and subsequent two fiscal years.

QUALIFIED CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district may not meet its financial obligations for the current fiscal year or two subsequent fiscal years.

NEGATIVE CERTIFICATION

As President of the Governing Board of this school district, I certify that based upon current projections this district will be unable to meet its financial obligations for the remainder of the current fiscal year or for the subsequent fiscal year.

Contact person for additional information on the interim report:

Name: Lisa Coronado Telephone: (916) 338-6400
Title: Director of Fiscal Services E-mail: coronado@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.

CRITERIA AND STANDARDS			Met	Not Met
1	Average Daily Attendance	Funded ADA for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.	X	

CRITERIA AND STANDARDS (continued)			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 budget adoption.	X	
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	Local Control Funding Formula (LCFF) Revenue	Projected LCFF revenue for any of the current or two subsequent fiscal years has not changed by more than two percent since budget adoption.	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 budget adoption.		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 budget adoption.		X
7	Ongoing and Major Maintenance Account	If applicable, changes occurring since budget adoption 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.	X	
9a	Fund Balance	Projected general fund balance will be positive at the end of the current and two subsequent fiscal years.	X	
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	

SUPPLEMENTAL INFORMATION			No	Yes
S1	Contingent Liabilities	Have any known or contingent liabilities (e.g., financial or program audits, litigation, state compliance reviews) occurred since budget adoption 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 budget adoption 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 taxes, 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 budget adoption by more than \$20,000 and more than 5% for any of the current or two subsequent fiscal years?		X

SUPPLEMENTAL INFORMATION (continued)			No	Yes
S6	Long-term Commitments	Does the district have long-term (multiyear) commitments or debt agreements?	X	
		• If yes, have annual payments for the current or two subsequent fiscal years increased over prior year's (2016-17) annual payment?	n/a	
		• 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?	n/a	
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?		X
		• If yes, have there been changes since budget adoption in OPEB liabilities?	X	
S7b	Other Self-Insurance Benefits	Does the district operate any self-insurance programs (e.g., workers' compensation)?	X	
		• If yes, have there been changes since budget adoption in self-insurance liabilities?	n/a	
S8	Status of Labor Agreements	As of first interim projections, are salary and benefit negotiations still unsettled for:		
		• Certificated? (Section S8A, Line 1b)	X	
		• Classified? (Section S8B, Line 1b)		X
S8	Labor Agreement Budget Revisions	• Management/supervisor/confidential? (Section S8C, Line 1b)	X	
		For negotiations settled since budget adoption, 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)	X	
S8	Labor Agreement Budget Revisions	• Classified? (Section S8B, Line 3)	n/a	
		S9	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?

ADDITIONAL FISCAL INDICATORS			No	Yes
A1	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?	X	
A2	Independent Position Control	Is personnel position control independent from the payroll system?	X	
A3	Declining Enrollment	Is enrollment decreasing in both the prior 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?	X	
A7	Independent Financial System	Is the district's financial system independent from the county office system?	X	
A8	Fiscal Distress Reports	Does the district have any reports that indicate fiscal distress? If yes, provide copies to the COE, pursuant to EC 42127.6(a).	X	
A9	Change of CBO or Superintendent	Have there been personnel changes in the superintendent or chief business official (CBO) positions within the last 12 months?	X	

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34-73973-0000000

First Interim
2017-18 Actuals to Date
Technical Review Checks

Center Joint Unified

Sacramento County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
- W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
- O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

GENERAL LEDGER CHECKS

SUPPLEMENTAL CHECKS

EXPORT CHECKS

Checks Completed.

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First Interim
2017-18 Projected Totals
Technical Review Checks

Center Joint Unified

Sacramento County

Following is a chart of the various types of technical review checks and related requirements:

- F - Fatal (Data must be corrected; an explanation is not allowed)
W/WC - Warning/Warning with Calculation (If data are not correct, correct the data; if data are correct an explanation is required)
O - Informational (If data are not correct, correct the data; if data are correct an explanation is optional, but encouraged)

IMPORT CHECKS

GENERAL LEDGER CHECKS

EFB-POSITIVE - (W) - Ending balance (Object 979Z) is negative for the following resources. Please explain the cause of the negative balances and your plan to resolve them. NOTE: Negative ending balances in Fund 01 restricted resources will be offset against available reserves calculated in Form 01CSI and Form MYPI, which can negatively affect the criteria and standards.

EXCEPTION

FUND	RESOURCE	NEG. EFB
25	0000	-728,635.21

Explanation: The negative fund balance is due to past, properly made, payments for COP's. Developer fees will bring in funds necessary to clear the deficit. In the meantime, Fund 17 is reserving funds to cover the shortfall.

Total of negative resource balances for Fund 25	-728,635.21
---	-------------

OBJ-POSITIVE - (W) - The following objects have a negative balance by resource, by fund:

EXCEPTION

FUND	RESOURCE	OBJECT	VALUE
25	0000	8660	-2,500.00

Explanation: A negative balance in Fund 25 generates negative interest. Fund 17 is covering the shortfall.

25	0000	9790	-728,635.21
----	------	------	-------------

Explanation: The negative fund balance is due to past, properly made, payments for COP's. Developer fees will bring in funds necessary to clear the deficit. In the meantime, Fund 17 is reserving funds to cover the shortfall.

SUPPLEMENTAL CHECKS

EXPORT CHECKS

Checks Completed.

Export Log
Period: First Interim
Type of Export: Official

=====
LEA: 34-73973-0000000 Center Joint Unified

Official Check for LEA: 34-73973-0000000 is good

Export of USER General Ledger started at 11/30/2017 10:49:55 AM

OFFICIAL Header for LEA: 34-73973-0000000 Center Joint Unified
VERSION 2017.2.0

Fiscal Year: 2017-18
Type of Data: Actuals to Date
Number of records exported in group 1: 1021

Fiscal Year: 2017-18
Type of Data: Board Approved Operating Budget
Number of records exported in group 2: 1059

Fiscal Year: 2017-18
Type of Data: Original Budget
Number of records exported in group 3: 1059

Fiscal Year: 2017-18
Type of Data: Projected Totals
Number of records exported in group 4: 1227

Export USER General Ledger completed at 11/30/2017 10:49:56 AM

Export of Supplementals (USER ELEMENTs) started at 11/30/2017 10:49:56 AM

Fiscal Year: 2017-18
Type of Data: Actuals to Date
Number of records exported in group 5: 100

Fiscal Year: 2017-18
Type of Data: Board Approved Operating Budget
Number of records exported in group 6: 175

Fiscal Year: 2017-18
Type of Data: Original Budget
Number of records exported in group 7: 174

Fiscal Year: 2017-18
Type of Data: Projected Totals
Number of records exported in group 8: 2596

Export of Supplemental (USER ELEMENTs) completed at 11/30/2017 10:49:57 AM

Export of Explanations started at 11/30/2017 10:49:57 AM

Fiscal Year: 2017-18
Type of Data: Board Approved Operating Budget
Number of records exported in group 9: 6

Fiscal Year: 2017-18
Type of Data: Original Budget
Number of records exported in group 10: 6

Fiscal Year: 2017-18
Type of Data: Projected Totals
Number of records exported in group 11: 3

Export of Explanations completed at 11/30/2017 10:49:57 AM

Export of TRC Log started at 11/30/2017 10:49:57 AM

Fiscal Year: 2017-18
Type of Data: Actuals to Date
Number of records exported in group 12: 32

Fiscal Year: 2017-18
Type of Data: Board Approved Operating Budget
Number of records exported in group 13: 46

Fiscal Year: 2017-18
Type of Data: Original Budget
Number of records exported in group 14: 46

Fiscal Year: 2017-18
Type of Data: Projected Totals
Number of records exported in group 15: 55

Export of TRC Log completed at 11/30/2017 10:49:57 AM

OFFICIAL END for LEA: 34-73973-0000000 Center Joint Unified

Exported to file: C:\SACS2017ALL\Official\347397300000001.DAT

End of Official Export Process

LCFF Calculator Universal Assumptions
Center Joint Unified (73973) - Center JUSD 17-18 1st Interim

LEA: **Center Joint Unified**
 District
 b)

Projection Title: Projection Date:

	2012-13	2016-17	2017-18	2018-19	2019-20
Annual COLA <i>(prefiled as calculated by the Department of Finance, DOF)</i>	0.00%	1.56%	2.15%	2.35%	
LCFF Gap Closed Percentage <i>(prefiled as calculated by the Department of Finance, DOF)</i>	56.07679980%	43.19%	66.12%	64.92%	
LCFF Gap Closed Percentage - May Revise <i>(prefiled as calculated by the Department of Finance, DOF)</i>	54.85%	43.97%	66.12%	64.92%	
Statewide 90th percentile rate <i>(used in Economic Recovery Target, ERT, calculation only)</i>	--	--	--	--	
EPA Entitlement as % of statewide adjusted Revenue Limit	21.5165%	24.75704809%	23.5000%	22.5000%	22.5000%

PER ADA FUNDING LEVELS (calculated at TARGET)

Base Grants

Grades TK-3	\$ 7,083	\$ 7,193	\$ 7,348	\$ 7,521
Grades 4-6	\$ 7,189	\$ 7,301	\$ 7,458	\$ 7,633
Grades 7-8	\$ 7,403	\$ 7,518	\$ 7,680	\$ 7,860
Grades 9-12	\$ 8,578	\$ 8,712	\$ 8,899	\$ 9,108

Grade Span Adjustment

Grades TK-3	\$ 737	\$ 748	\$ 764	\$ 782
Grades 9-12	\$ 223	\$ 227	\$ 231	\$ 237

Maximum Supplemental Grant (100% UPC)

	20.00%	20.00%	20.00%	20.00%
Grades TK-3	\$ 1,564	\$ 1,588	\$ 1,622	\$ 1,661
Grades 4-6	\$ 1,438	\$ 1,460	\$ 1,492	\$ 1,527
Grades 7-8	\$ 1,481	\$ 1,504	\$ 1,536	\$ 1,572
Grades 9-12	\$ 1,760	\$ 1,788	\$ 1,826	\$ 1,869

Concentration Grant (>55% population)

	50.00%	50.00%	50.00%	50.00%
Grades TK-3	\$ 3,910	\$ 3,971	\$ 4,056	\$ 4,152
Grades 4-6	\$ 3,595	\$ 3,651	\$ 3,729	\$ 3,817
Grades 7-8	\$ 3,702	\$ 3,759	\$ 3,840	\$ 3,930
Grades 9-12	\$ 4,401	\$ 4,470	\$ 4,565	\$ 4,673

NECESSARY SMALL SCHOOL SELECTION (if applicable)

NSS #1	LCFF	LCFF	LCFF	LCFF
NSS #2	LCFF	LCFF	LCFF	LCFF
NSS #3	LCFF	LCFF	LCFF	LCFF
NSS #4	LCFF	LCFF	LCFF	LCFF
NSS #5	LCFF	LCFF	LCFF	LCFF

Created by:
 Email:
 Phone:

STATE FUNDING INCORPORATED INTO LCFF

Center Joint Unified (73973) - Center JUSD 17-18 1st Interim

11/14/17

2012-13 REVENUE LIMIT DATA

Line	CDE Exhibit	Annual Certific.	Adjustments	12-13 RL DATA
------	-------------	------------------	-------------	---------------

School District per ADA Calculations

2012-13 ADA for Rates

A-1	2012-13 Adj DI RL /ADA Rate	Revenue Limit ADA (Excl NSS)	4,498.35		4,498.35
A-2	2012-13 Adj DI RL /ADA Rate	Charter School Block Grant Offset ADA	-		-
A-3	2012-13 Adj DI RL /ADA Rate	Necessary Small School ADA	-		-
A-4	2012-13 Adj DI RL /ADA Rate	Total District ADA (A-1 - A-2 + A-3)	4,498.35	-	4,498.35

2012-13 Revenue Limit Data Elements

B-1	2012-13 Adj DI RL /ADA Rate	Base Revenue Limit per ADA (excl Add-ons)	\$ 6,693.46		\$ 6,693.46
B-2	2012-13 Adj DI RL /ADA Rate	Meals/BTSA/Adj Add-on per ADA (AB851)	\$ 14.29		\$ 14.29
B-3	2012-13 Adj DI RL /ADA Rate	Total Undef. BRL/ADA and AB951 Adj (B-1 + B-2)	\$ 6,707.75	\$ -	\$ 6,707.75

2012-13 Other Revenue Limit Funding and Adjustments (subject to deficit)

B-4	2012-13 Adj DI RL /ADA Rate	Special Revenue Limit Adjustments	\$ -		\$ -
B-5	2012-13 Adj DI RL /ADA Rate	Center for Advance Research and Technology	\$ -		\$ -
B-6	2012-13 Adj DI RL /ADA Rate	All Charter District Revenue Limit Adjustment	\$ -		\$ -
B-7	2012-13 Adj DI RL /ADA Rate	Total Other RL Fdg & Adj (B-4 + B-5 - B-6)	\$ -	\$ -	\$ -

2012-13 Other Revenue Limit Funding and Adjustments (not subject to deficit)

B-8	2012-13 Adj DI RL /ADA Rate	Unemployment Insurance	\$ 298,573		\$ 298,573
B-9	2012-13 Adj DI RL /ADA Rate	PERS Safety Adjustment	\$ -		\$ -
B-10	2012-13 Adj DI RL /ADA Rate	SFUSD PERS Adjustment	\$ -		\$ -
B-11	2012-13 Adj DI RL /ADA Rate	PERS Adjustment	\$ 44,563		\$ 44,563
B-12	2012-13 Adj DI RL /ADA Rate	Total Other RL Fdg & Adj (Sum of B8:B10 - B11)	\$ 254,010	\$ -	\$ 254,010
B-13	2012-13 Adj DI RL /ADA Rate	Deficit Factor	0.77728	-	0.77728

Calculated Rates per ADA

C-1	2012-13 Adj DI RL /ADA Rate	Rate 1: Floor BRL Rate per ADA Deficited BRL per ADA (B-3 * B-13)	\$ 5,213.80		\$ 5,213.80
C-2	2012-13 Adj DI RL /ADA Rate	Rate 2: Floor Other BRL per ADA Other RL per ADA (((B-7 * B-13) + B-12)/A-4)	\$ 56.47		\$ 56.47
C-3	2012-13 Adj DI RL /ADA Rate	Rate 3: Minimum State Aid Funding per ADA Adjusted RL per ADA for Min. State Aid ((((A-1 - A-2) * B-3) + B-7) * B-13) + B-12) / A-4)	\$ 5,270.27		\$ 5,270.27
B-11	School District LCFF Transition Calculation	Prior Year Cumulative Gap Rate (manual entry ONLY for school districts without certified CDE principal apportionment exhibits)	\$ -		\$ -

Necessary Small School Data

G-4	N/A Sch District Revenue Limit	Necessary Small School Add-on Amount Allowance for Necessary Small School (deficited)	\$ 305.60		\$ 305.60
			\$ -		\$ -

Historical information for School Districts in existence in 2012-13:

E-1	Sch District Revenue Limit	Total Revenue Limit	\$ 23,707,507		\$ 23,707,507
E-2	Sch District Revenue Limit	Local Revenue	\$ 4,299,885		\$ 4,299,885
E-3	Sch District Revenue Limit	Charter Sch Gen Purpose BG Offset	\$ -		\$ -

State Aid for Revenue Limit

19,407,622

STATE FUNDING INCORPORATED INTO LCFF

Center Joint Unified (73973) - Center JUSD 17-18 1st Interim

11/14/17

2012-13 CHARTER SCHOOL DATA

Charter School per ADA calculations

2012-13 Elements

B-1	Charter School LCFF Transition Calculation	2012-13 General Purpose Funding	\$ -		\$ -
B-2	Charter School LCFF Transition Calculation	2012-13 Funded ADA	\$ -		-

2012-13 Calculated Floor Rates

B-3	Charter School LCFF Transition Calculation	Base Floor Rate per ADA (B-1 / B-2)	\$ -	\$ -	\$ -
B-7	Charter School LCFF Transition Calculation	Categorical Program Entitlement Rate per ADA	\$ -		\$ -
B-9	Charter School LCFF Transition Calculation	Base Floor Rate per ADA - New Charter	\$ -		\$ -

Other Calculated Rates per ADA

B-11	Charter School LCFF Transition Calculation	Prior Year Cumulative Gap Rate (manual entry ONLY for charter school without certified CDE principal apportionment exhibits)	\$ -		\$ -
N/A	N/A	Minimum State Funding per ADA (B-1 / B-2)	\$ -	\$ -	\$ -

Historical Information for Charter Schools in existence in 2012-13

B-5 EHS	Charter Block Grant (COE,	Adjusted Total			
B-3 COE	EHS & SBC)	In Lieu of Property Taxes	-		-
E-5	Charter Block Grant (Unified)	Adjusted Total In Lieu of Property Taxes	-		-

State Aid for Charter General Purpose Block Grant

BASIC AID DISTRICTS FAIR SHARE

8.92%

	CDE Schedule Re-Certified June 2013	2011-12 Fair Share taken in 2012-13	\$ -		
	2013-14 Exhibit: 2012-13 Cat Program Entitle.				
A-50	Subsumed into LCFF	2012-13 Fair Share (2013-14 only)	\$ -		
A-51	2012-13 Cat Program Entitl. Subsumed into LCFF	Adjusted 2012-13 Fair Share (2014-15 through full statewide Implementation) [E.C. 42238.03(a)(2)(B)]	-		

CATEGORICAL FUNDING REPEALED WITH LCFF

Exhibit	Title	2012-13 Deficited
2012-13 Categorical Programs Entitlements Subsumed into LCFF (2015-16 P-1 Certification)		
A-1	Remedial Program	86,833
A-2	Retained and Recommended for Retention	3,581
A-3	Low STAR Score and At Risk of Retention	24,686
A-4	Core Academic Program	83,392
A-5	Regional Occupational Centers/Programs	-
A-6	County Offices of Education Fiscal Oversight	-
A-7	Middle and High School Counseling	165,741
A-8	Pupil Transportation	270,028
A-8	Pupil Transportation - AB 104 adjustment	-
A-9	Small District/COE Bus Replacement	-
A-10	Gifted and Talented Education	38,259
A-11	Economic Impact Aid	555,201
A-12	Math and Reading Professional Development	22,046
A-13	Math and Reading Professional Development - English Learners	19,039
A-14	Administrator Training Program	-
A-15	Adult Education	81,978
A-16	Education Technology - California Technology Assistance Project	-
A-17	Education Technology - Statewide Education Technology Services	-
A-18	Deferred Maintenance	193,221
A-19	Instructional Materials Fund Realignment Program	296,997
A-20	Community Day School Additional Funding	-
A-21	Bilingual Teacher Training	-
A-22	Peer Assistance and Review	20,649
A-23	Reader Services for Blind Teachers	-
A-24	National Board Certification for Teachers	-
A-25	California School Age Families Education	-
A-26	California High School Exit Exam Intensive Instruction	49,123
A-27	Teacher Dismissal Apportionments	-
A-28	Community Based English Tutoring	17,906
A-29	School Safety and Violence Prevention	69,551
A-30	Class Size Reduction Grade 9	127,409
A-31	International Baccalaureate Diploma Program	-
A-32	Advance Placement Fee Reimbursement	-
A-33	Pupil Retention Block Grant	134,936
A-34	Teacher Credentialing Block Grant	-
A-35	Teacher Credentialing Block Grant Regional Support	-
A-36	Professional Development Block Grant	146,822
A-37	Targeted Instructional Improvement Block Grant	231,213
A-38	School and Library Improvement Block Grant	316,915
A-39	School Safety Competitive Block Grant	-
A-40	School Safety Competitive Block Grant (Prov 1)	-
A-41	Physical Education Teacher Incentive Program	-
A-42	Arts and Music Block Grant	76,258
A-43	Williams County Oversight	-
A-44	Valenzuela County Oversight	-
A-45	Certificated Staff Mentoring	-
A-46	Child Oral Health Assessments	2,518
A-47	Standards for Preparation and Licensing of Teachers	-
A-48	Community Day School Additional Funding for Mandatory Expelled Pupils	-
A-49	Class Size Reduction Grades K - 3	659,736
A-53	Charter School Categorical Block Grant	-
A-54	Charter School In-Lieu of Economic Impact Aid	-
A-55	New Charter Supplemental Categorical Block Grant	-
A-8	Pupil Transportation (Manual Adjustment)	
A-9	Small District/COE Bus Replacement (Manual Adjustment)	
A-37	Targeted Instructional Improvement Block Grant (Manual Adjustment)	
OTHER MANUAL ADJUSTMENTS TO PRE-FILL AMOUNTS		
Total Categorical Program Funding incorporated into LCFF		3,694,038
Total Categorical Program Funding before Section 12.42 reduction		
Categorical funding per ADA incorporated into ERT		

District Charter

STATE FUNDING INCORPORATED INTO LCFF

Center Joint Unified (73973) - Center JUSD 17-18 1st Interim

11/14/17

TOTAL STATE AID

23,101,660

-

TOTAL ENTITLEMENT (RI/BG + CATEGORICALS LESS FAIR SHARE)

27,401,545

-

TOTAL ENTITLEMENT PER ADA

6,091

SCHOOL DISTRICT DATA ELEMENTS REQUIRED TO

Center Joint Unified (73973) - Center JUSD 1

11/14/17

	2016-17	2017-18	2018-19	2019-20
COLA	0.00%	1.56%	2.15%	2.35%
GAP Funding rate	56.08%	43.19%	66.12%	64.92%
Estimated Property Taxes (with RDA)	A-6 7,227,825	7,783,393	7,783,393	7,783,393
Less In-Lieu transfer	\$(73,555)	\$ -	\$ -	\$ -
Total Local Revenue	\$ 7,204,270	\$ 7,783,393	\$ 7,783,393	\$ 7,783,393
Statewide 90th percentile rate	---	---	---	---

OTHER LCFF TRANSITION INFORMATION

Enter class size penalties, longer day/longer year penalstic LCFF Transition Calculation exhibit.
Class size penalties are entered on Miscellaneous Adj(G-5).

	2016-17	2017-18	2018-19	2019-20
Floor Adjustments	B-10			
Miscellaneous Adjustments	E-1			
Minimum State Aid Adjustments	G-5			
Funded Based on Target Formula	True/False	FALSE	FALSE	FALSE

UNDUPLICATED PUPIL PERCENTAGE

	2016-17	2017-18	2018-19	2019-20
District Enrollment	A-1 / A-3 4,428	4,327	4,327	4,354
COE Enrollment	A-2 / A-4 47	47	47	47
Total Enrollment	4,475	4,374	4,374	4,411
District Unduplicated Pupil Count	B-1 / B-3 2,923	2,927	2,927	2,990
COE Unduplicated Pupil Count	B-2 / B-4 26	36	36	36
Total Unduplicated Pupil Count	2,949	3,013	3,013	3,026
	<i>3-yr rolling percentage</i>	<i>3-yr rolling percentage</i>	<i>3-yr rolling percentage</i>	<i>3-yr rolling percentage</i>
Single Year Unduplicated Pupil Percentage	65.90%	68.88%	68.88%	68.60%
Unduplicated Pupil Percentage (%)	64.51%	66.36%	67.87%	68.79%

AVERAGE DAILY ATTENDANCE (ADA)

Enter ADA. Calculator will use greater of total current Charter School General Purpose BG offset: enter ONLY the District Enter Regular ADA by grade span. Enter 'Ungraded' ADA

ADA	ADA to use:	2012-13	2016-17	2017-18	2018-19	2019-20
CURRENT YEAR ADA:						
Grades TK-3	B-1	1,358.19	1,288.18	1,281.17	1,281.17	1,288.17
Grades 4-6	B-2	1,000.08	976.94	954.13	954.13	961.13
Grades 7-8	B-3	665.49	605.12	619.13	619.13	629.13
Grades 9-12	B-4	1,358.13	1,320.35	1,305.23	1,305.23	1,315.23
NPS, NPS-LCI, CDS:						
TK-3	E-1	1.95	1.95	1.95	1.95	1.95
4-6	E-2	1.29	1.29	1.29	1.29	1.29
7-8	E-3	1.44	1.44	1.44	1.44	1.44
9-12	E-4	4.13	4.13	4.13	4.13	4.13
COE operated (Community School, Special Ed):						
TK-3	E-6 & E-11	4.12	4.12	4.12	4.12	4.12
4-6	E-7 & E-12	9.97	9.97	9.97	9.97	9.97
7-8	E-8 & E-13	31.23	31.23	31.23	31.23	31.23
9-12	E-9 & E-14	38.02	38.02	38.02	38.02	38.02
TOTAL			4,282.68	4,251.79	4,251.79	4,285.79
RATIO: District ADA to Enrollment			0.95	0.96	0.96	0.96
RATIO: Combined ADA to Enrollment			0.96	0.97	0.97	0.97
CHARTER ADA ADJUSTMENT						
ADA transfer: Student from District to Charter (cross fi:			2016-17	2017-18	2018-19	2019-20
Grades TK-3	A-6					
Grades 4-6	A-7					
Grades 7-8	A-8					
Grades 9-12	A-9					

SCHOOL DISTRICT DATA ELEMENTS REQUIRED TO

Center-Joint Unified (73973) - Center-JUSD 1

11/14/17

		2016-17	2017-18	2018-19	2019-20
ADA transfer: Student from Charter to District (cross fit)					
Grades TK-3	A-11				
Grades 4-6	A-12				
Grades 7-8	A-13				
Grades 9-12	A-14				
Difference (if diff. < 0, no adj. to PY ADA)		-	-	-	-

SCHOOL DISTRICT DATA ELEMENTS REQUIRED TO

Center Joint Unified (73973) - Center JUSD 1

11/14/17

	2016-17	2017-18	2018-19	2019-20
LCFF ADA				
ADA Guarantee - Prior Year				
	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Grades TK-3	1,276.64	1,288.18	1,281.17	1,281.17
Grades 4-6	1,017.13	976.94	954.13	954.13
Grades 7-8	631.69	605.12	619.11	619.11
Grades 9-12	1,313.12	1,320.35	1,305.23	1,305.23
LCFF Subtotal	4,238.58	4,190.59	4,159.64	4,159.64
NSS	-	-	-	-
TOTAL	4,238.58	4,190.59	4,159.64	4,159.64
ADA Guarantee - Current Year				
Grades TK-3	1,288.18	1,281.17	1,281.17	1,288.17
Grades 4-6	976.94	954.13	954.13	961.13
Grades 7-8	605.12	619.11	619.11	629.11
Grades 9-12	1,320.35	1,305.23	1,305.23	1,315.23
LCFF Subtotal	4,190.59	4,159.64	4,159.64	4,193.64
NSS	-	-	-	-
TOTAL	4,190.59	4,159.64	4,159.64	4,193.64
Change in LCFF ADA (excludes NSS ADA)	(47.99) Decline	(30.95) Decline	- No Change	34.00 Increase
Funded LCFF ADA				
Grades TK-3	1,276.64	1,288.18	1,281.17	1,288.17
Grades 4-6	1,017.13	976.94	954.13	961.13
Grades 7-8	631.69	605.12	619.11	629.11
Grades 9-12	1,313.12	1,320.35	1,305.23	1,315.23
Subtotal	4,238.58	4,190.59	4,159.64	4,193.64
	<i>Prior</i>	<i>Prior</i>	<i>Current</i>	<i>Current</i>
Funded NSS ADA				
Grades TK-3	-	-	-	-
Grades 4-6	-	-	-	-
Grades 7-8	-	-	-	-
Grades 9-12	-	-	-	-
Subtotal	-	-	-	-
	<i>Prior</i>	<i>Prior</i>	<i>Prior</i>	<i>Prior</i>
NPS, CDS, & COE Operated				
Grades TK-3	6.07	6.07	6.07	6.07
Grades 4-6	11.20	11.26	11.26	11.26
Grades 7-8	32.67	32.67	32.67	32.67
Grades 9-12	42.15	42.15	42.15	42.15
Subtotal	92.09	92.15	92.15	92.15
Total				
Grades TK-3	1,282.71	1,294.25	1,287.24	1,294.24
Grades 4-6	1,028.33	988.20	965.39	972.39
Grades 7-8	664.36	637.79	651.78	661.78
Grades 9-12	1,355.27	1,362.50	1,347.38	1,357.38
Subtotal	4,330.67	4,282.74	4,251.79	4,285.79

ts required to calculate the LCFF
through 2015-16

17-18 1st Interim

TK-3 Class Size Average - Adequate Progress Di

Notes: If the district is operating under a collect
blank. Progress in 2013-14 may be determined l

	2012-13	2016-17	2017-18	2018-19	2019-20
Target class size		24.00	24.00	24.00	24.00
GAP funding rate selection		May Revise	May Revise	May Revise	May Revise
Current		56.08%	43.19%	66.12%	64.92%
May Revise		54.85%	43.97%	66.12%	64.92%
MADE ADEQUATE PROGRESS?		YES	YES	YES	YES

TK-3 Class Size - Progress toward target

Dudley

	2012-13	2016-17	2017-18	2018-19	2019-20
Average Class Size	30.56	24	24	24	24
Prior year target		26.00	25.00	24.50	24.00
Distance to target		2.00	1.00	0.50	0.00
Required progress		1.10	0.44	0.33	0.00
Max Class Size to make progress		25.00	24.50	24.00	24.00
MADE ADEQUATE PROGRESS?		YES	YES	YES	YES

TK-3 Class Size - Progress toward target

North Country

	2012-13	2016-17	2017-18	2018-19	2019-20
Average Class Size	31.67	24	23	24	24
Prior year target		26.50	25.00	24.50	24.00
Distance to target		2.50	1.00	0.50	0.00
Required progress		1.37	0.44	0.33	0.00
Max Class Size to make progress		25.00	24.50	24.00	24.00
MADE ADEQUATE PROGRESS?		YES	YES	YES	YES

TK-3 Class Size - Progress toward target

Oak Hill

	2012-13	2016-17	2017-18	2018-19	2019-20
Average Class Size	31.09	24	23	24	24
Prior year target		26.00	25.00	24.50	24.00
Distance to target		2.00	1.00	0.50	0.00
Required progress		1.10	0.44	0.33	0.00
Max Class Size to make progress		25.00	24.50	24.00	24.00
MADE ADEQUATE PROGRESS?		YES	YES	YES	YES

TK-3 Class Size - Progress toward target

Spirieth

	2012-13	2016-17	2017-18	2018-19	2019-20
Average Class Size	28.36	24	23.5	24	24
Prior year target		25.50	24.50	24.50	24.00
Distance to target		1.50	0.50	0.50	0.00
Required progress		0.82	0.22	0.33	0.00
Max Class Size to make progress		24.50	24.50	24.00	24.00
MADE ADEQUATE PROGRESS?		YES	YES	YES	YES

Items required to calculate the LCFF
through 2015-16

17-18 1st Interim

TK-3 Class Size Average - Adequate Progress Di

Notes: If the district is operating under a collect
blank. Progress in 2013-14 may be determined t

	2012-13	2016-17	2017-18	2018-19	2019-20
Target class size		24.00	24.00	24.00	24.00
GAP funding rate selection		May Revise	May Revise	May Revise	May Revise
Current		56.08%	43.19%	66.12%	64.92%
May Revise		54.85%	43.97%	66.12%	64.92%
MADE ADEQUATE PROGRESS?		YES	YES	YES	YES

TK-3 Class Size - Progress toward target:

School Site					
Average Class Size					
Prior year target		24.00	24.00	24.00	24.00
Distance to target		0.00	0.00	0.00	0.00
Required progress		0.00	0.00	0.00	0.00
Max Class Size to make progress		24.00	24.00	24.00	24.00
MADE ADEQUATE PROGRESS?		YES	YES	YES	YES

TK-3 Class Size - Progress toward target:

School Site					
Average Class Size					
Prior year target		24.00	24.00	24.00	24.00
Distance to target		0.00	0.00	0.00	0.00
Required progress		0.00	0.00	0.00	0.00
Max Class Size to make progress		24.00	24.00	24.00	24.00
MADE ADEQUATE PROGRESS?		YES	YES	YES	YES

TK-3 Class Size - Progress toward target:

School Site					
Average Class Size					
Prior year target		24.00	24.00	24.00	24.00
Distance to target		0.00	0.00	0.00	0.00
Required progress		0.00	0.00	0.00	0.00
Max Class Size to make progress		24.00	24.00	24.00	24.00
MADE ADEQUATE PROGRESS?		YES	YES	YES	YES

TK-3 Class Size - Progress toward target:

School Site					
Average Class Size					
Prior year target		24.00	24.00	24.00	24.00
Distance to target		0.00	0.00	0.00	0.00
Required progress		0.00	0.00	0.00	0.00
Max Class Size to make progress		24.00	24.00	24.00	24.00
MADE ADEQUATE PROGRESS?		YES	YES	YES	YES

Center Joint Unified (73973) - Center JU

EDUCATION PROTECTIO

EPA Entitlement as % of statewide adjusted Revenue Limit	24.7570%	23.5000%	22.5000%	22.5000%
Education Protection Account (EPA)	<i>Certified*</i>			
	2016-17	2017-18	2018-19	2019-20
Calculation of EPA Entitlement				
Adjusted Total Revenue Limit		22,571,196	22,408,082	22,587,271
Current Year Adjusted NSS Allowance		-	-	-
(A) Total: Adj. Rev. Limit or General Purpose Funding in LCFF Floor	22,817,581	22,571,196	22,408,082	22,587,271
(B) Property Taxes/In-Lieu	7,204,270	7,783,393	7,783,393	7,783,393
(C) ADA Used for EPA Minimum	4,329.49	4,282.74	4,251.79	4,285.79
(D) Gross State Aid for Purposes of EPA (A - B; if <0, then 0)	15,613,311	14,787,803	14,624,689	14,803,878
(E) Proportionate Share* (A * %)	5,648,960	5,304,231	5,041,818	5,082,136
(F) Minimum EPA (C x \$200)	865,898	856,548	850,358	857,158
(G) Adjusted EPA Proportionate Share (Reduced for Amounts in Excess of State Aid, lesser of D or E.	5,648,960	5,304,231	5,041,818	5,082,136
(H) P-2 Entitlement: (Greater of F or G)	5,648,960	5,304,231	5,041,818	5,082,136
(I) PY Adjustment: Change in Entitlement from P-2 to Annual Adjusted EPA Allocation (used to calculate LCFF Revenue)	-	-	-	-
(J) P2 Entitlement Net of PY Adjustment	5,699,880	5,304,231	5,041,818	5,082,136
Calculation of Net State Aid before Minimum State Aid				
Phase-In Entitlement	38,905,040	39,804,479	41,460,953	43,216,698
Less Property Taxes/In-Lieu	7,204,270	7,783,393	7,783,393	7,783,393
Gross State Aid	31,700,770	32,021,086	33,677,560	35,433,305
Less EPA Allocation	5,648,960	5,304,231	5,041,818	5,082,136
Net State Aid	26,051,810	26,716,854	28,635,742	30,351,169
Minimum State Aid				
Adjusted Total Revenue Limit	22,823,800	22,571,196	22,408,081	22,587,270
2012-13 Deficitd NSS Allowance	-	-	-	-
Less Property Taxes/In-Lieu	7,204,270	7,783,393	7,783,393	7,783,393
Less EPA Allocation	5,648,960	5,304,231	5,041,818	5,082,136
Revenue Limit Minimum State Aid	9,970,570	9,483,572	9,582,870	9,721,741
Categorical Minimum State Aid	3,694,038	3,694,038	3,694,038	3,694,038
Minimum State Aid Guarantee	13,664,608	13,177,610	13,276,908	13,415,779
Charter School Minimum State Aid Offset (effective 2014-15)	-	-	-	-
LCFF State Aid	26,051,810	26,716,854	28,635,742	30,351,169
EPA in Excess to LCFF Funding	-	-	-	-

LCFF Calculator Universal Assumptions
Center Joint Unified (73973) - Center

Summary of Funding				
	2016-17	2017-18	2018-19	2019-20
Target Components:				
Base Grant	33,021,862	33,189,393	33,654,524	34,720,840
Grade Span Adjustment	1,247,582	1,277,387	1,294,696	1,333,795
Supplemental Grant	4,421,445	4,574,431	4,744,007	4,960,397
Concentration Grant	1,629,512	1,957,713	2,248,983	2,485,967
Add-ons	501,241	501,241	501,241	501,241
Total Target	40,821,642	41,500,165	42,443,451	44,002,240
Transition Components:				
Target	\$ 40,821,642	\$ 41,500,165	\$ 42,443,451	\$ 44,002,240
Funded Based on Target Formula <i>(based on prior</i>	FALSE	FALSE	FALSE	FALSE
Floor	36,458,111	38,515,327	39,543,516	41,762,954
<i>Remaining Need after Gap (informational only)</i>	<i>1,916,602</i>	<i>1,695,686</i>	<i>982,498</i>	<i>785,542</i>
Current Year Gap Funding	2,446,929	1,289,152	1,917,437	1,453,744
Miscellaneous Adjustments	-	-	-	-
Economic Recovery Target	-	-	-	-
Additional State Aid	-	-	-	-
Total Phase-In Entitlement	\$ 38,905,040	\$ 39,804,479	\$ 41,460,953	\$ 43,216,698

Components of LCFF By Object Code				
	2016-17	2017-18	2018-19	2019-20
8011 - State Aid	\$ 26,051,810	\$ 26,716,854	\$ 28,635,742	\$ 30,351,169
8011 - Fair Share	-	-	-	-
8311 & 8590 - Categoricals	-	-	-	-
EPA (for LCFF Calculation purposes)	5,648,960	5,304,231	5,041,818	5,082,136
Local Revenue Sources:				
8021 to 8089 - Property Taxes	7,277,825	7,783,393	7,783,393	7,783,393
8096 - In-Lieu of Property Taxes	(73,555)	-	-	-
<i>Property Taxes net of in-lieu</i>	<i>7,204,270</i>	<i>7,783,393</i>	<i>7,783,393</i>	<i>7,783,393</i>
TOTAL FUNDING	\$ 38,905,040	\$ 39,804,479	\$ 41,460,953	\$ 43,216,698
Basic Aid Status				
	<i>Non-Basic Aid</i>	<i>Non-Basic Aid</i>	<i>Non-Basic Aid</i>	<i>Non-Basic Aid</i>
Less: Excess Taxes	\$ -	\$ -	\$ -	\$ -
Less: EPA in Excess to LCFF Funding	\$ -	\$ -	\$ -	\$ -
Total Phase-In Entitlement	\$ 38,905,040	\$ 39,804,479	\$ 41,460,953	\$ 43,216,698
8012 - EPA Receipts <i>(for budget & cashflow)</i>	\$ 5,699,880	\$ 5,304,231	\$ 5,041,818	\$ 5,082,136

LCFF Calculator Universal Assumptions				
Center: Joint Unified (73973) - Center				
Pupil Population				
	2016-17	2017-18	2018-19	2019-20
Unduplicated Pupil Population				
Agency Unduplicated Pupil Count	2,923.00	2,977.00	2,977.00	2,989.73
COE Unduplicated Pupil Count	26.00	36.00	36.00	36.00
Total Unduplicated pupil Count	2,949.00	3,013.00	3,013.00	3,025.73
Rolling %, Supplemental Grant	64.5100%	66.3600%	67.8700%	68.7900%
Rolling %, Concentration Grant	64.5100%	66.3600%	67.8700%	68.7900%
FUNDED ADA				
Adjusted Base Grant ADA	<i>Prior Year</i>	<i>Prior Year</i>	<i>Current Year</i>	<i>Current Year</i>
Grades TK-3	1,282.71	1,294.25	1,287.24	1,294.24
Grades 4-6	1,028.33	988.20	965.39	972.39
Grades 7-8	664.36	637.79	651.78	661.78
Grades 9-12	1,355.27	1,362.50	1,347.38	1,357.38
Total Adjusted Base Grant ADA	4,330.67	4,282.74	4,251.79	4,285.79
Necessary Small School ADA	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>	<i>Current year</i>
Grades TK-3	-	-	-	-
Grades 4-6	-	-	-	-
Grades 7-8	-	-	-	-
Grades 9-12	-	-	-	-
Total Necessary Small School ADA	-	-	-	-
Total Funded ADA	4330.67	4282.74	4251.79	4285.79
ACTUAL ADA (Current Year Only)				
Grades TK-3	1,294.25	1,287.24	1,287.24	1,294.24
Grades 4-6	988.14	965.39	965.39	972.39
Grades 7-8	637.79	651.78	651.78	661.78
Grades 9-12	1,362.50	1,347.38	1,347.38	1,357.38
Total Actual ADA	4,282.68	4,251.79	4,251.79	4,285.79
Funded Difference (Funded ADA less Actual ADA)	47.99	30.95	-	-
Costs to Increase or Improve Services				
	2016-17	2017-18	2018-19	2019-20
Current year estimated supplemental and concentration	\$ 6,050,957	\$ 4,104,046	\$ 5,703,586	\$ 6,188,271
Current year Percentage to Increase or Improve Services	18.70%	11.66%	16.18%	16.94%

LOCAL CONTROL FUNDING FORMULA

NOTE: Charts provided on the Graphs tab represent one computational methodology and are not intended to set or communicate any standards of the California Department of Education (CDE) or the Fiscal Crisis and Management Assistance Team (FCMAT). The Graphs tab remains unprotected to allow editing for local standards.

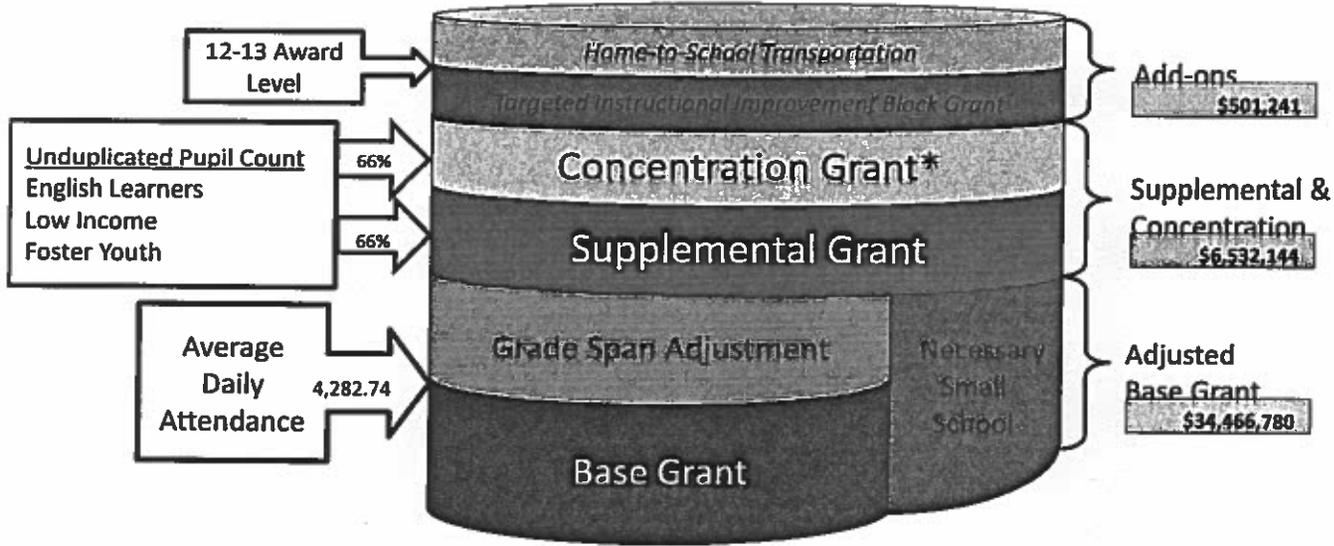
Change the fiscal year here to update all

Components of LCFF Target Entitlement

Change the fiscal year here to update all of the charts and graphics on this page that only display a single fiscal year.

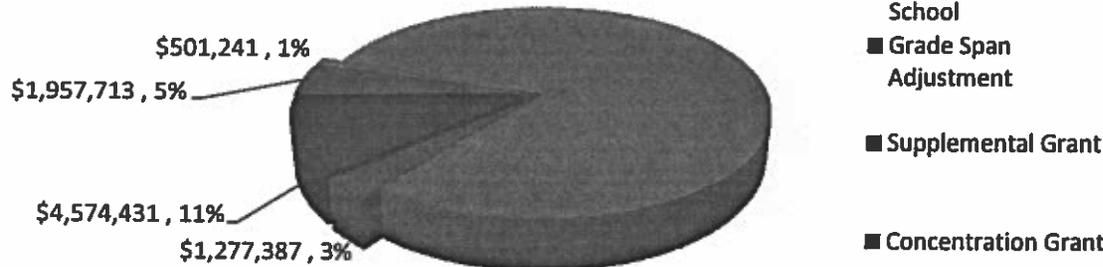
	2017-18	
Base Grant / Necessary Small School	\$ 33,189,393	4,282.74 ADA
Grade Span Adjustment	\$ 1,277,387	
Supplemental Grant	\$ 4,574,431	66%
Concentration Grant	\$ 1,957,713	66%
Add-ons (TIIBG & Transportation)	\$ 501,241	
Total	\$ 41,500,165	

TOTAL TARGET LCFF: \$41,500,165



*Unduplicated Pupil Percentage must be above 55%

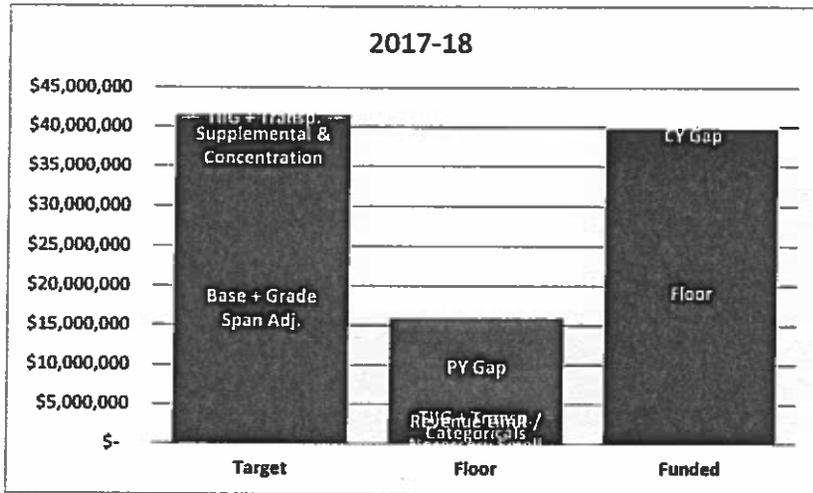
2017-18



\$33,189,393 , 80%

2017-18 Funding Components

Component	Target	Floor	Funded
Base + Grade Span Adj.	\$ 34,466,780		
Supplemental & Concentration	\$ 6,532,144		
Revenue Limit / Necessary Small School	\$ -		
Categoricals	\$ 3,192,797		
TIIG + Transp.	\$ 501,241	\$ 501,241	
PY Gap	\$ 12,250,093		
Floor		\$ 38,515,327	
CY Gap		\$ 1,289,152	



Summary of Funding						
	Year 1 2013-14	Year 2 2014-15	Year 3 2015-16	Year 4 2016-17	Year 5 2017-18	Year 6 2018-19
Target	\$ 41,011,766	\$ 40,035,929	\$ 40,299,752	\$ 40,821,642	\$ 41,500,165	\$ 42,443,451
Floor	27,047,711	28,029,667	31,516,665	36,458,111	38,515,327	39,543,516
Remaining Need (before Gap)	13,964,055	12,006,262	8,783,087	4,363,531	2,984,838	2,899,935
Current Year Gap Funding	1,675,923	3,621,108	4,616,181	2,446,929	1,289,152	1,917,437
Remaining Need after Gap (informational only)	12,288,132	8,385,154	4,166,906	1,916,602	1,695,686	982,498

Local Progress Towards Full LCFF Implementation: Center Joint Unified

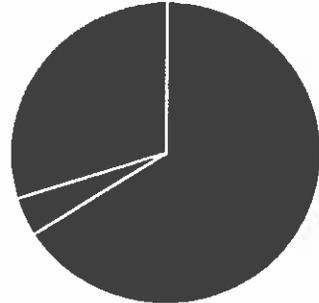
Year 1: 2013-14

Year 2: 2014-15

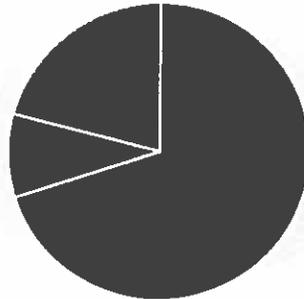
Year 3: 2015-16

Year 4: 2016-17

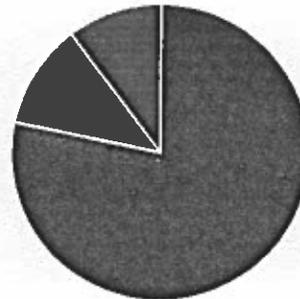
LOCAL CONTROL FUNDING FORMULA



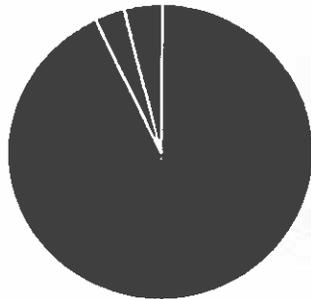
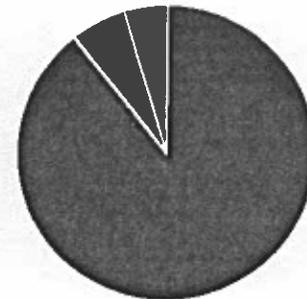
■ Floor



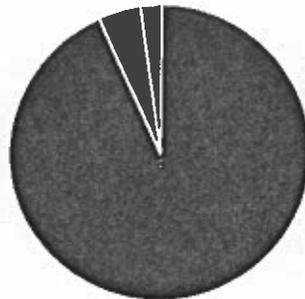
■ Gap



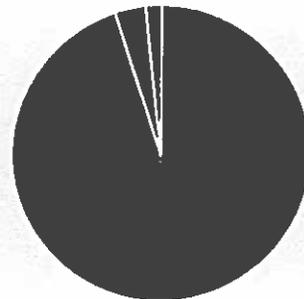
■ Remaining Need after Gap



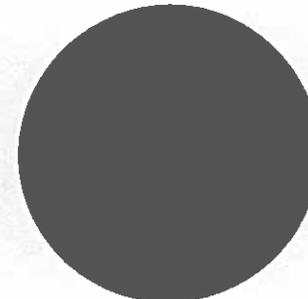
Year 5: 2017-18



Year 6: 2018-19



Year 7: 2019-20



Year 8: 2020-21

Ratio Allocation of Phase-in Funding						
	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Target	\$ 41,011,766	\$ 40,035,929	\$ 40,299,752	\$ 40,821,642	\$ 41,500,165	\$ 42,443,451
Less: add-ons (TIIG, Transp.)	501,241	501,241	501,241	501,241	501,241	501,241
Target less add-ons	\$ 40,510,525	\$ 39,534,688	\$ 39,798,511	\$ 40,320,401	\$ 40,998,924	\$ 41,942,210
Floor & Gap	\$ 28,723,634	\$ 31,650,775	\$ 36,132,846	\$ 38,905,040	\$ 39,804,479	\$ 41,460,953
Less: add-ons (TIIG, Transp.)	501,241	501,241	501,241	501,241	501,241	501,241
Floor & Gap less add-ons	\$ 28,222,393	\$ 31,149,534	\$ 35,631,605	\$ 38,403,799	\$ 39,303,238	\$ 40,959,712
Funding Ratio	69.67%	78.79%	89.53%	95.25%	95.86%	97.66%
Target Funding	\$ 41,011,766	\$ 40,035,929	\$ 40,299,752	\$ 40,821,642	\$ 41,500,165	\$ 42,443,451
Adjusted Base Grant	34,443,333	33,732,093	33,924,775	34,269,444	34,466,780	34,949,220
Supplemental Funding	4,439,745	4,308,264	4,343,729	4,421,445	4,574,431	4,744,007
Concentration Funding	1,627,447	1,494,331	1,530,007	1,629,512	1,957,713	2,248,983
Add-ons (TIIG, Transp.)	501,241	501,241	501,241	501,241	501,241	501,241

Component Allocation During Phase-In						
	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19

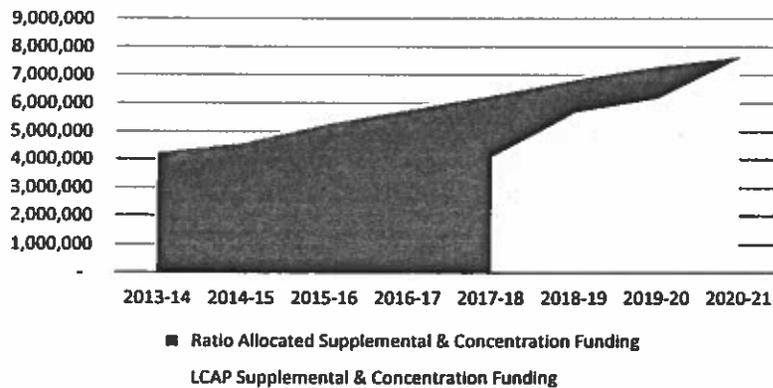
Center Joint Unified (73973) - Center JUSD 17-18 1st Interim

LOCAL CONTROL FUNDING FORMULA

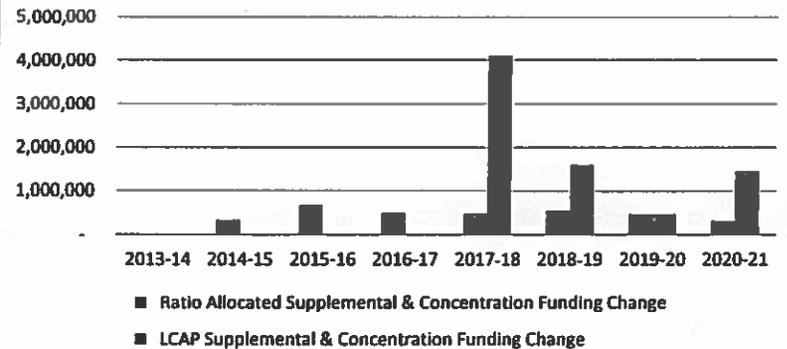
Phase-in Funding	\$ 28,723,634	\$ 31,650,775	\$ 36,132,846	\$ 38,905,040	\$ 39,804,479	\$ 41,460,953
Ratio* Allocated Components:	69.67%	78.79%	89.53%	95.25%	95.86%	97.66%
Adjusted Base Grant	\$ 23,995,573	\$ 26,577,647	\$ 30,372,850	\$ 32,640,470	\$ 33,041,258	\$ 34,130,533
Supplemental Funding	3,093,029	3,394,498	3,888,940	4,211,275	4,385,236	4,632,878
Concentration Funding	1,133,791	1,177,389	1,369,815	1,552,054	1,876,743	2,196,300
Add-ons (TIIG, Transp.)	501,241	501,241	501,241	501,241	501,241	501,241
Ratio Allocated Supplemental & Concentration Funding	4,226,820	4,571,887	5,258,756	5,763,329	6,261,979	6,829,179
Ratio Allocated Supplemental & Concentration Funding Change		345,068	686,868	504,573	498,650	567,200
LCAP Percentage to Increase or Improve Services Allocated Components:						
Adjusted Base Grant		\$ 31,650,775	\$ 36,132,846	\$ 38,905,040	\$ 35,700,433	\$ 35,757,367
LCAP Supplemental & Concentration Funding	Per approved LCAP				4,104,046	5,703,586
Add-ons (TIIG, Transp.)		501,241	501,241	501,241	501,241	501,241
LCAP Supplemental & Concentration Funding Change					4,104,046	1,599,540

*Ratio allocation represents one computational methodology to disaggregate phase-in funding into comparable target funding categories. The state has not adopted a standard methodology, and demonstrated methods to be used as an official basis.

Supplemental & Concentration Phase-In



Change in Allocated Supplemental & Concentration Funding



If LCAP Supplemental & Concentration funding appears low when compared to Ratio Allocated Supplemental & Concentration funding, verify that all appropriate services provided to benefit Pupils Count students above general services is included on Step 2 of the LCAP calculation. **Tip: Give the district credit for existing services it continues to provide in the LCAP calculation.**

Minimum Proportionality Analysis

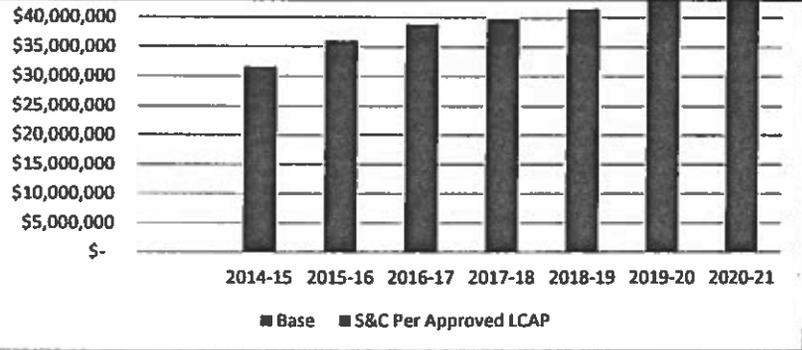
	2014-15	2015-16	2016-17	2017-18	2018-19
Base	\$ 31,650,775	\$ 36,132,846	\$ 38,905,040	\$ 35,700,433	\$ 35,757,367
S&C	Per Approved LCAP			4,104,046	5,703,586
Total	\$ 31,650,775	\$ 36,132,846	\$ 38,905,040	\$ 39,804,479	\$ 41,460,953

Base vs Supplemental/Concentration Allocation

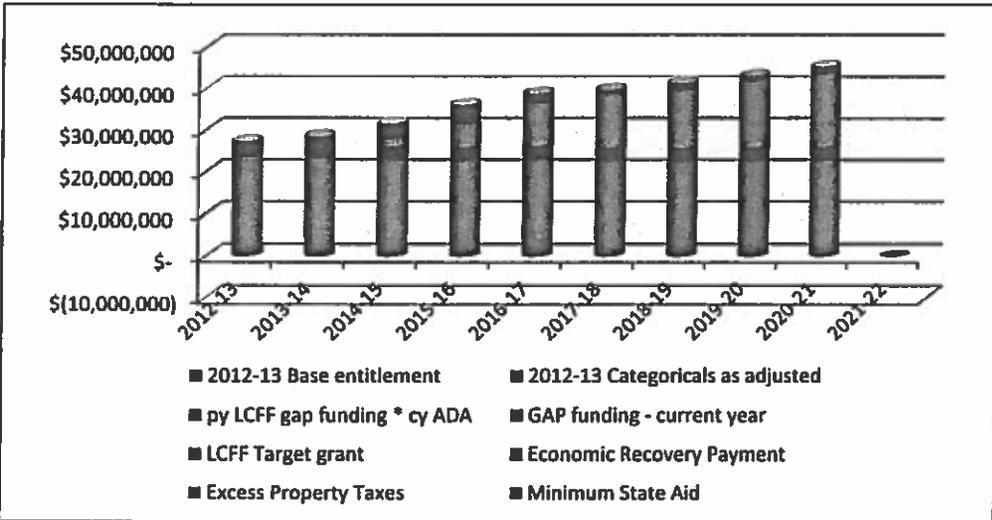


Center Joint Unified (73973) - Center JUSD 17-18 1st Interim

LOCAL CONTROL FUNDING FORMULA



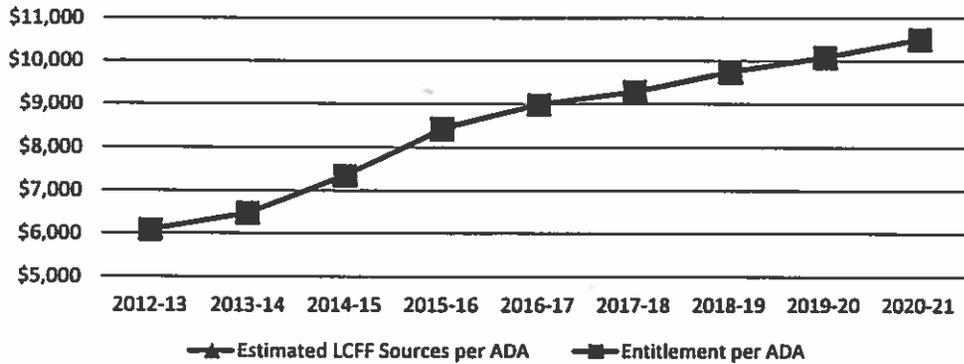
	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Excess Property Taxes	\$ -	\$ -	\$ (0)	\$ (0)	\$ 0	\$ 0	\$ (0)
Minimum State Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Economic Recovery Payment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LCFF Target grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GAP funding - current year	\$ -	\$ 1,675,923	\$ 3,621,108	\$ 4,616,181	\$ 2,446,929	\$ 1,289,152	\$ 1,917,437
py LCFF gap funding * cy ADA	\$ -	\$ -	\$ 1,629,461	\$ 5,225,396	\$ 9,940,273	\$ 12,250,093	\$ 13,441,396
2012-13 Categoricals as adjusted	\$ 3,694,038	\$ 3,694,038	\$ 3,694,038	\$ 3,694,038	\$ 3,694,038	\$ 3,694,038	\$ 3,694,038
2012-13 Base entitlement	\$ 23,707,507	\$ 23,353,673	\$ 22,706,168	\$ 22,597,231	\$ 22,823,800	\$ 22,571,196	\$ 22,408,082
Total General Purpose Funding	\$ 27,401,545	\$ 28,723,634	\$ 31,650,775	\$ 36,132,846	\$ 38,905,040	\$ 39,804,479	\$ 41,460,953
Calculator tab: Recap total LCFF	\$ 27,401,545	\$ 28,723,634	\$ 31,650,775	\$ 36,132,846	\$ 38,905,040	\$ 39,804,479	\$ 41,460,953
Proof	TRUE						



LCFF Entitlement and Funding Sources before COE Transfer, Choice and Charter Supplemental

LCFF Entitlement per ADA

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Funded ADA	4,498.35	4,431.21	4,308.35	4,287.68	4,330.67	4,282.74	4,251.79
Estimated LCFF Sources per ADA	\$ 6,091.47	\$ 6,482.12	\$ 7,346.38	\$ 8,427.13	\$ 8,983.61	\$ 9,294.16	\$ 9,751.41
Net Change per ADA		\$ 390.65	\$ 864.26	\$ 1,080.75	\$ 556.48	\$ 310.55	\$ 457.25
Net Percent Change		6.41%	13.33%	14.71%	6.60%	3.46%	4.92%
Estimated LCFF Entitlement per ADA	\$ 6,091.47	\$ 6,482.12	\$ 7,346.38	\$ 8,427.13	\$ 8,983.61	\$ 9,294.16	\$ 9,751.41
Net Change per ADA		\$ 390.65	\$ 864.26	\$ 1,080.75	\$ 556.48	\$ 310.55	\$ 457.25
Net Percent Change		6.41%	13.33%	14.71%	6.60%	3.46%	4.92%

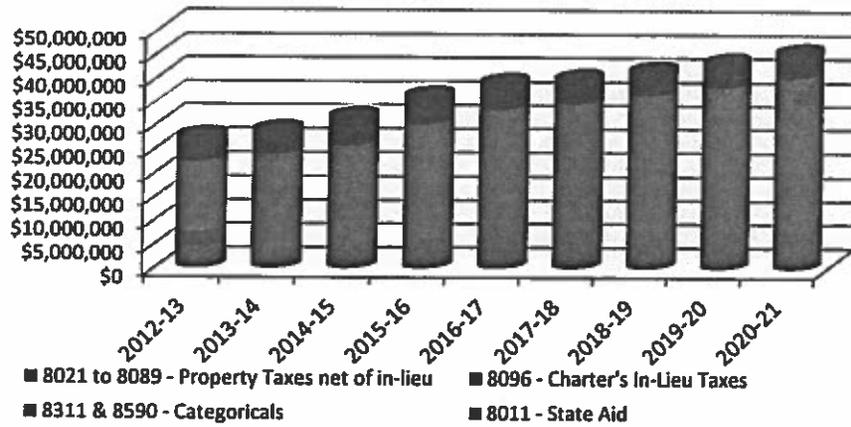


Components of LCFF By Object Code							
	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
8011 - State Aid	\$ 14,306,595	\$ 19,123,943	\$ 20,427,990	\$ 23,928,536	\$ 26,051,810	\$ 26,716,854	\$ 28,635,742
8011 - Fair Share	-	-	-	-	-	-	-
8311 & 8590 - Categoricals	3,694,038	-	-	-	-	-	-
EPA (for LCFF Calculation purposes)	5,101,027	4,932,982	6,077,742	5,857,465	5,648,960	5,304,231	5,041,818
Local Revenue Sources:							
8021 to 8089 - Property Taxes net of in-lieu	4,299,885	4,666,709	5,145,043	6,346,845	7,204,270	7,783,393	7,783,393
8096 - Charter's In-Lieu Taxes	-	-	-	-	-	-	-
TOTAL FUNDING	\$ 27,401,545	\$ 28,723,634	\$ 31,650,775	\$ 36,132,846	\$ 38,905,040	\$ 39,804,479	\$ 41,460,953
8012 - EPA Receipts	\$ 5,056,421	\$ 4,948,227	\$ 6,078,885	\$ 5,834,763	\$ 5,699,880	\$ 5,304,231	\$ 5,041,818
Excess Taxes	\$ -	\$ -	\$ (0)	\$ (0)	\$ 0	\$ 0	\$ (0)

Center Joint Unified (73973) - Center JUSD 17-18 1st Interim

LOCAL CONTROL FUNDING FORMULA

EPA in excess to LCFF Funding	\$	-	\$	-	\$	0	\$	0	\$	(0)	\$	(0)	\$	0
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	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
LCFF Entitlement	\$ 27,401,545	\$ 28,723,634	\$ 31,650,775	\$ 36,132,846	\$ 38,905,040	\$ 39,804,479	\$ 41,460,953
Excess Taxes	-	-	(0)	(0)	0	0	(0)
Minimum EPA	-	-	-	-	-	-	-
Proof Total all Sources	\$ 27,401,545	\$ 28,723,634	\$ 31,650,775	\$ 36,132,846	\$ 38,905,040	\$ 39,804,479	\$ 41,460,953
	TRUE						

Center Joint Unified School District

		AGENDA REQUEST FOR:
Dept./Site:	Superintendent's Office	Action Item <u> X </u>
To:	Board of Trustees	Information Item <u> </u>
Date:	December 13, 2017	# Attached Pages <u> </u>
From:	Scott A. Loehr, Superintendent	
Principal/Administrator Initials:	<u> </u>	

SUBJECT: Second Reading: Board Policies/Regulations/Exhibits		
Replace BP 0000 Delete AR 0000 Replace E 0420.41 Replace BP/AR 1312.3 Replace BP 1340 Replace BP 2121 Replace BP 2140 Replace BP/AR 3551 Replace AR 3580 Replace AR 4112.2 Delete BP 4112.61/4212.61/4312.61 Replace AR 4112.61/4212.61/4312.61 Replace BP/AR 4127/4227/4327 Replace BP 4312.1 Replace AR 5145.3 Replace BP 6142.93 Replace BP 6145 Replace BP/AR 6145.2 Replace BP/E 6161.1 Replace BP/AR 6178.1 Replace BP 7212 Replace BP 7214 Replace BB 9012 Replace BB 9121 Replace BB 9220 Replace BB 9230		Vision Vision Charter School Oversight Uniform Complaint Procedures Access to District Records Superintendent's Contract Evaluation of the Superintendent Food Service Operations/Cafeteria Plan District Records Certification Employment References Employment References Temporary Athletic Team Coaches Contracts Nondiscrimination/Harassment Science Instruction Extracurricular and Cocurricular Activities Athletic Competition Selection and Evaluation of Instructional Materials Work-Based Learning Mello-Roos Districts General Obligation Bonds Board Member Electronic Communications President Governing Board Elections Orientation
RECOMMENDATION: CJUSD Board of Trustees approve the second reading of presented policies/regulations/exhibits.		

CSBA Sample Board Policy

Philosophy, Goals, Objectives, and Comprehensive Plans

BP 0000(a)

VISION

Note: The following optional policy uses the term "vision" as a generic term in a general sense to describe ~~any types of documents (e.g., vision statement, mission statement, etc.) that the Governing Board might adopt to set a direction~~ the overall direction that the Governing Board sets for the district. The vision may include a mission statement and district goals that are aligned with the local control and accountability plan.

The Governing Board believes that a clearly stated purpose and direction for the district provide the foundation for continuous improvement and accountability. ~~In order to provide a clear focus for district programs, activities and operations, the Governing~~ The Board shall adopt a long-range vision that sets direction for the district programs and activities that which is focused on student learning and describes what the Board wants its schools to achieve. focuses on the achievement and well-being of all students and reflects the importance of preparing students for the future academically, professionally, and personally. The vision shall recognize the unique role of students, parents/guardians, staff, and community partners in contributing to a high-quality education for all students. This The district's vision may be incorporated in various documents, including the ~~district's~~ into its mission or purpose statement, philosophy or motto, long-term goals, short-term objectives, and/or comprehensive plans such as the local control and accountability plan (LCAP).

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 0460 - Local Control and Accountability Plan)

(cf. 9000 - Role of the Board)

The Superintendent or designee shall recommend an appropriate process, with clearly defined procedures, timelines, and responsibilities, for establishing, and/or reviewing, and updating the district's vision statements. This process shall include a review of relevant district documents and data including, but not limited to, information about student demographics, student achievement, current programs, and emerging educational issues. The process shall incorporate an analysis and identification of district strengths and areas in which growth is needed. Input shall be solicited from ~~which is inclusive of~~ parents/guardians, students, staff, and community members through methods such as surveys, focus groups, advisory committees, and/or public meetings and forums.

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 6020 - Parent Involvement)

The Board shall review the district's vision statements ~~at least every three years or whenever a new Board member or Superintendent joins the district.~~ annually, in conjunction with the

VISION (continued)

update to the LCAP, to ensure consistency among all documents that set direction for the district. Following these reviews, the Board may revise or reaffirm the direction it has established for the district.

The Superintendent or designee shall communicate the district's vision to staff, parents/guardians, and the community ~~and shall regularly report to the Board regarding district progress toward the vision.~~

*(cf. 1113 - District and School Web Sites)
(cf. 1100 - Communication with the Public)*

Board decisions regarding curriculum, policies, the budget, collective bargaining agreements, and other district operations shall be aligned with the district's vision. In addition, the Superintendent or designee shall ensure that staff's implementation of district programs and activities supports attainment of the district's vision.

The Superintendent or designee shall regularly report to the Board regarding district progress toward the vision.

(cf. 0500 - Accountability)

Legal Reference:

EDUCATION CODE

52060-52077 Local control and accountability plan

Management Resources:

CSBA PUBLICATIONS

The School Board Role in Creating the Conditions for Student Achievement: A Review of the Research, May 2017

Governing to Achieve: A Synthesis of Research on School Governance to Support Student Achievement, August 7, 2014

Defining Governance, Issue 4: Governance Decisions, Governance Brief, June 2014

Defining Governance, Issue 3: Governance Practices, Governance Brief, April 2014

Maximizing School Board Leadership: Vision, 1996

WEB SITES

CSBA: <http://www.csba.org>

Center USD

Board Policy

Vision

BP 0000

Philosophy, Goals, Objectives and Comprehensive Plans

In order to provide a clear focus for district programs, activities and operations, the Governing Board shall adopt a long-range vision that sets direction for the district which is focused on student learning and describes what the Board wants its schools to achieve. This vision may be incorporated in various documents, including the district's mission or purpose statement, philosophy, long-term goals, short-term objectives and/or comprehensive plans.

(cf. 0100 - Philosophy)
(cf. 0200 - Goals for the School District)
(cf. 0400 - Comprehensive Plans)
(cf. 6010 - Goals and Objectives)
(cf. 9000 - Role of the Board)

The Superintendent or designee shall recommend an appropriate process for establishing and/or reviewing the district's vision statement which is inclusive of parents/guardians, students, staff and community members.

The Board shall review the district vision statements at least every three years or whenever a new Board member or Superintendent joins the district. Following these reviews the Board may revise or reaffirm the direction it has established for the district.

The Superintendent or designee shall communicate the district's vision to staff, parents/guardians and the community and shall regularly report to the Board regarding district progress toward the vision.

(cf. 0500 - Accountability)
(cf. 1100 - Communication with the Public)

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Leadership: Vision, 1996

WEB SITES

CSBA: <http://www.csba.org>

Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: August 5, 1998 Antelope, California

Delete

Center USD Administrative Regulation

Vision

AR 0000

Philosophy, Goals, Objectives and Comprehensive Plans

The Superintendent or designee shall establish a process for developing and regularly reviewing the district's vision and direction which includes:

1. Clearly defined procedures, timelines and responsibilities
2. Identification of the strengths and needs of the district

As part of this process, the Superintendent or designee shall provide the Governing Board with relevant district documents and data, including current district mission and vision statements, if any, and information about student demographics, student achievement, student enrollment patterns, current programs and recent program cuts, staffing and professional development needs, budget trends, facilities, technology and emerging educational issues.

(cf. 0100 - Philosophy)

(cf. 0200 - Goals for the School District)

(cf. 0400 - Comprehensive Plans)

(cf. 6010 - Goals and Objectives)

3. Input from parents/guardians, students, staff and community members through procedures which may include surveys, focus groups, advisory committees and/or public meetings and forums

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 6020 - Parent Involvement)

4. Board adoption of district vision statements at a public meeting

Regulation CENTER UNIFIED SCHOOL DISTRICT
approved: August 5, 1998 Antelope, California

CSBA Sample Exhibit

Philosophy, Goals, Objectives, and Comprehensive Plans

E 0420.41(a)

CHARTER SCHOOL OVERSIGHT

REQUIREMENTS FOR CHARTER SCHOOLS

Note: Pursuant to Education Code 47610, charter schools are exempt from Education Code provisions governing school districts unless otherwise specified in law. The following Exhibit lists some, but not necessarily all, legal requirements that apply to charter schools and may be used by districts to monitor a charter school's compliance with law. Violation of any law may subject the charter school to revocation pursuant to Education Code 47607; see BP 0420.43 - Charter School Revocation.

Charter schools shall be subject to the terms of their charters, any memorandum of understanding with their chartering authority, and other legal requirements that **are expressly include-applicable to** charter schools, including, but not limited to, requirements that each charter school:

1. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)
2. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)
3. Not charge tuition (Education Code 47605)

Note: Education Code 47605 specifically prohibits a charter school from charging tuition, but does not mention fees or other charges. As clarified in the California Department of Education's (CDE) advisory Pupil Fees, Deposits, and Other Charges, because charter schools are subject to the California Constitution, the free school guarantee of the California Constitution, Article IX 9, Section 5, applies to charter schools. Charter schools may only charge fees **which are explicitly** authorized by law ~~that have been made explicitly applicable to~~ for charter schools. For example, charter schools may charge fees for meals and field trips pursuant to Education Code 35330, 38082, and 38084 because those provisions apply to charter schools, but charter schools may not necessarily charge other fees authorized by law for school districts. In addition, Education Code 49011 prohibits all public schools from requiring services or donations as a condition of enrollment or continued enrollment.

4. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools
5. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)
6. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)

CHARTER SCHOOL OVERSIGHT (continued)

Note: Education Code 56145 requires charter schools to serve students with disabilities in the same manner as other public schools. Pursuant to Education Code 47646, districts must ensure that each charter school that is deemed to be a public school of the district, and is not its own local educational agency (LEA) for special education purposes, receives an equitable share of state and federal special education funding and/or any necessary special education services provided by the district on behalf of disabled for students with disabilities who are enrolled in the charter school.

If a charter school is operating as a public school of the district for purposes of providing special education, the district retains responsibility and must determine how best to ensure that all special education students with disabilities receive a free appropriate public education (FAPE). However, as indicated in the California Office of Administrative Hearings has ruled, ruling in Student v. Horizon Instructional Systems Charter School, that a charter school operating as its own local educational agency-LEA for purposes of special education, including a charter school offering an independent study program, is the entity solely responsible for providing special education students with FAPE.

7. Serve students with disabilities in the same manner as such students are served in other public schools (Education Code 47646, 56145)
8. Admit all students who wish to attend the school, according to the following criteria and procedures:
 - a. Admission to the charter school shall not be determined according to the student's place of residence, or that of his/her parents/guardians, within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission preference to students who reside within the school's former attendance area. (Education Code 47605)

If a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admissions preference for students who are currently enrolled in the public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)
 - b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance, **except for existing students of the charter school**, shall be determined by a public random drawing. **However,** preference shall be extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)
 - c. Other admissions preferences may be permitted by the chartering district on an individual school basis consistent with law. (Education Code 47605)

CHARTER SCHOOL OVERSIGHT (continued)

9. Immediately enroll a homeless student, except where such enrollment would conflict with Education Code 47605(d) (Education Code 48850; 42 USC 11431-11435)

~~Note: Education Code 48859, as amended by SB 445 (Ch. 289, Statutes of 2015), requires all charter schools to comply with state law regarding the enrollment and placement of foster youth.~~

10. Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)

11. If the school offers a kindergarten program: (Education Code 48000)

- a. Offer a transitional kindergarten (TK) program to students whose fifth birthday is from September 2 through December 2

~~Note: Pursuant to Education Code 48000, charter schools must ensure that credentialed teachers who are first assigned to a TK class after July 1, 2015 possess certain qualifications by August 1, 2020. These requirements include at least 24 units in early childhood education and/or child development, comparable experience in a preschool setting, and/or a child development teacher permit issued by the Commission on Teacher Credentialing (CTC).~~

- b. Ensure that any credentialed teacher first assigned to teach a TK class after July 1, 2015 meets the qualifications specified in Education Code 48000 by August 1, 2020

~~Note: The Every Student Succeeds Act (P.L. 114 95) repealed 20 USC 6319 to eliminate the requirement that teachers who teach core academic subjects meet requirements for "highly qualified" teachers, as defined. Guidance from the U.S. Department of Education (USDOE), Transitioning to the Every Student Succeeds Act (ESSA): Frequently Asked Questions, clarifies that local educational agencies, including charter schools, will not be required to comply with "highly qualified" teacher requirements beginning in the 2016-17 school year. Thus, hiring practices should be based solely upon state licensure requirements.~~

12. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) equivalent to that which a teacher in other public schools would be required to hold (Education Code 47605)

13. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on ~~their~~ **the school's** behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)

Note: Education Code 44830.1 and 45122.1 prohibit charter schools from hiring any person who has been convicted of a violent or serious felony as defined in Penal Code 667.5 and 1192.7, unless that person has received a certificate of rehabilitation and a pardon. Schools also may not retain in employment any temporary, substitute, or probationary employee who has been convicted of a violent or serious felony. See AR 4112.5/4212.5/4312.5 - Criminal Record Check. **Education Code 45125.1 requires a criminal**

CHARTER SCHOOL OVERSIGHT (continued)

background check for certain employees of an entity contracting with a charter school. See AR 3515.6 - Criminal Background Checks for Contractors.

14. Not hire any person, ~~in either a certificated or classified position~~, who has been convicted of a violent or serious felony except as otherwise provided by law, **and, if the school contracts with an entity for specified services, verify that any employee of that entity who will have contact with students has had a criminal background check** (Education Code 44830.1, 45122.1, **45125.1**)

Note: Education Code 44030.5 requires charter schools to report to the CTC any change in employment status due to an allegation of misconduct. See AR 4117.7/4317.7 - Employment Status Reports for further information about these reports.

15. Report to the CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of misconduct or while an allegation of misconduct is pending (Education Code 44030.5)
16. Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)
17. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)

Note: Education Code 215, as added by AB 2246 (Ch. 642, Statutes of 2016), requires charter schools that serve students in grades 7-12 to adopt a policy on student suicide prevention, intervention, and postvention (i.e., intervention conducted after a suicide) with specified components. See BP/AR 5141.52 - Suicide Prevention for further information regarding these requirements. Also see the CDE's Model Youth Suicide Prevention Policy.

18. **If the school serves students in grades 7-12, adopt a policy on suicide prevention, intervention, and postvention with specified components (Education Code 215)**

~~**Note: Education Code 51224.7, as added by SB 359 (Ch. 508, Statutes of 2015), requires charter schools that serve students in grade 9 to adopt a mathematics placement policy with specified components.**~~

- ~~18.~~ 19. If the school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy; with specified components (Education Code 51224.7)

~~**Note: Education Code 47605 requires charter schools to conduct statewide assessments, including, but not limited to, the California High School Exit Examination (Education Code 60850-60859). However, Education Code 60851.5, as added by SB 172 (Ch. 572, Statutes of 2015), suspends the administration of the exit examination through the 2017-18 school year.**~~

CHARTER SCHOOL OVERSIGHT (continued)

~~19.~~ **20.** Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605, 60850-60859)

~~Note: Education Code 60851.6, as added by SB 172 (Ch. 572, Statutes of 2015), requires charter schools to retroactively grant diplomas to students who met all graduation requirements except for passage of the high school exit examination, as provided in item #20 below.~~

~~20.~~ **21.** Until July 31, 2018, grant a high school diploma to any student who completed grade 12 in the 2003-04 school year or a subsequent school year and who has met all applicable graduation requirements other than the passage of the high school exit examination (Education Code 60851.6)

Note: Education Code 47612.5 specifies, by grade level, the minimum number of instructional minutes that must be offered each fiscal year. Any charter school that fails to meet the requirement will have its state apportionment reduced in proportion to the percentage of instructional minutes that the school fails to offer. Education Code 47612.5 and 47612.6 provide that neither the State Board of Education nor the Superintendent of Public Instruction may waive the required number of instructional minutes but may waive the fiscal penalties under specified conditions.

~~21.~~ **22.** Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code ~~46201.2~~, 47612.5)

Note: Education Code 47612.5 provides that charter schools offering independent study are subject to Education Code 51745-51749.3. Education Code 51745 requires that no course included among the courses required for graduation may be offered solely through independent study. However, pursuant to 5 CCR 11705, a charter school offering grades 9-12 shall be deemed to be an "alternative school" for purposes of independent study and thus, according to the CDE, would comply with this provision because students in such alternative schools are enrolled voluntarily and, if they wished, could attend any other district high school in which the courses were offered via classroom instruction.

~~22.~~ **23.** If the school provides independent study, meet the requirements of Education Code 51745-51749.3, except that the school may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)

~~23.~~ **24.** Identify and report to the Superintendent of Public Instruction (SPI) any portion of its average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)

~~24.~~ **25.** If the school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics classified by

CHARTER SCHOOL OVERSIGHT (continued)

gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)

Note: Education Code 33479.1 and 33479.3, as added by AB 1639 (Ch. 792, Statutes of 2016), require charter schools that elect to conduct athletic activities to provide student athletes and their parents/guardians with information on the nature and warning signs of sudden cardiac arrest. This information is available from the California Interscholastic Federation (CIF) or, if the athletic activity is not governed by the CIF, on the CDE's web site. Additionally, Education Code 33479.5, as added by AB 1639, and CIF bylaws provide for a student's removal from participation in an athletic activity if he/she passes out or faints. See BP/AR 6145.2 - Athletic Competition.

~~25.~~ **26.** If the school offers an athletic program, annually provide an information sheets about concussions/~~and~~ **head injuries and sudden cardiac arrest** to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition. In the event that an athlete is suspected of sustaining a concussion or head injury, **passes out, or faints during or immediately after participation** in an athletic activity, he/she shall be immediately removed from the activity for the remainder of the day and shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider and receives written clearance to **do so return to the activity**. (Education Code **33479-33479.5**, 49475)

~~26.~~ **27.** On a regular basis, consult with parents/guardians and teachers regarding the school's educational programs (Education Code 47605)

Note: Education Code 48907 requires charter schools to establish a written "publications code" related to students' rights to freedom of speech and of the press. These written rules and regulations must include reasonable provisions for the time, place, and manner in which free expression may take place within the charter school's jurisdiction.

~~27.~~ **28.** Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)

~~28.~~ **29.** Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)

~~29.~~ **30.** If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)

CHARTER SCHOOL OVERSIGHT (continued)

~~30. 31. Electronically submit the grade point average of all students in grade 12 to the Student Aid Commission each academic year for use in the Cal Grant program, after notifying the students and their parents/guardians as applicable, by October 15 of each year, of the opportunity to opt out of being deemed a Cal Grant applicant within a specified period of time of at least 30 days (Education Code 69432.9). If the school serves high school students, submit to the Student Aid Commission, for use in the Cal Grant program, the grade point average (GPA) of all students in grade 12 and verification of high school graduation or its equivalent for students who graduated in the prior academic year. However, such information shall not be submitted when students opt out or are permitted by the rules of the Student Aid Commission to provide test scores in lieu of the GPA. (Education Code 69432.9, 69432.92)~~

Note: Education Code 39831.3, as amended by SB 1072 (Ch. 721, Statutes of 2016), requires charter schools to develop a transportation plan that includes procedures to ensure that a student is not left unattended on a bus. See AR 3543 - Transportation Safety and Emergencies for more information regarding transportation safety plans.

In addition, pursuant to Vehicle Code 28160, as added by SB 1072, on or before the beginning of the 2018-19 school year, each school bus, school activity bus, youth bus, and child care motor vehicle, as defined, must be equipped with a "child safety alert system" (i.e., a device located at the interior rear of a vehicle that requires the driver to either manually contact or scan the device before exiting the vehicle).

32. Develop a transportation safety plan that includes procedures to ensure that a student is not left unattended on a school bus, student activity bus, youth bus, or child care motor vehicle and procedures and standards for designating an adult chaperone, other than the driver, to accompany students on a school activity bus (Education Code 39831.3)

~~31. 33.~~ **Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)**

- a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.
- b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.

Note: Education Code 222, as added by AB 302 (Ch. 690, Statutes of 2015), requires charter schools to provide reasonable lactation accommodations to students as provided in item #32 below.

CHARTER SCHOOL OVERSIGHT (continued)

- ~~32.~~ **34.** Provide reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding (Education Code 222)
- ~~33.~~ **35.** Ensure the availability and proper use of emergency epinephrine auto-injectors by: (Education Code 49414)
- a. Providing school nurses or other voluntary, trained personnel with at least one regular and one junior device for elementary schools and, for secondary schools, one regular device if there are no students who require a junior device
 - b. Distributing a notice at least once per school year to all staff requesting volunteers and describing the training that volunteers will receive
 - c. Providing defense and indemnification to volunteers for any and all civil liability from such administration

Note: Education Code 49414.3, as added by AB 1748 (Ch. 557, Statutes of 2016), authorizes charter schools to make emergency naloxone hydrochloride or another opioid antagonist available to school nurses or trained personnel who have volunteered to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an opioid overdose. See BP/AR 5141.21 - Administering Medication And Monitoring Health Conditions.

- 36. If the school chooses to make an opioid antagonist available to persons suffering, or reasonably believed to be suffering, from an opioid overdose, comply with the requirements of Education Code 49414.3, including, but not limited to, providing training to personnel who volunteer to administer the opioid antagonist**
- ~~34.~~ **37.** Promptly respond to all reasonable inquiries from the district, the county office of education, or the SPI, including, but not limited to, inquiries regarding the school's financial records (Education Code 47604.3)
- ~~35.~~ **38.** Annually prepare and submit financial reports to the district Governing Board and the County Superintendent of Schools in accordance with the following reporting cycle:
- a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)
 - b. By July 1 each year, an update of the school's goals and the actions to achieve those goals as identified in the charter, developed using the local control and

CHARTER SCHOOL OVERSIGHT (continued)

accountability plan template **adopted by the State Board of Education in 5 CCR 15497.5**. This report shall include a review of the progress toward the goals, an assessment of the effectiveness of the specific actions toward achieving the goals, a description of changes the school will make to the specific actions as a result of the review and assessment, and a listing and description of expenditures for the fiscal year implementing the specific actions. (Education Code 47604.33, 47606.5, **52064 ; 5 CCR 15497.5**)

When conducting this review, the governing body of the school may consider qualitative information including, but not limited to, findings that result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. To the extent practicable, data shall be reported in a manner consistent with how information is reported on a school accountability report card. The update shall be developed in consultation with teachers, principals, administrators, other school personnel, parents/guardians and students. (Education Code 47606.5)

- c. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)
- d. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)
- e. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)
- f. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the State Controller and the California Department of Education. (Education Code 47605)

Note: Education Code 221.61, as added by SB 1375 (Ch. 655, Statutes of 2016), requires charter schools to post specified information related to the prohibition against discrimination under Title IX (20 USC 1681-1688) on school web sites. Required information includes the name and contact information of the Title IX coordinator for the school, the rights of a student and the public and the responsibilities of the charter school under Title IX, and a description of how to file a complaint under Title IX. See AR 5145.3 - Nondiscrimination/Harassment.

- 39. Post specified information related to the prohibition against discrimination under Title IX of the Education Amendments of 1972 in a prominent and conspicuous location on the school web site or on the web site of the charter operator (Education Code 221.61)**

CHARTER SCHOOL OVERSIGHT (continued)

Note: Pursuant to 5 CCR 4600, direct-funded charter schools are subject to state requirements to adopt uniform complaint procedures for investigating and resolving specified types of complaints in accordance with 5 CCR 4600-4670. See BP/AR 1312.3 - Uniform Complaint Procedures for further information about types of complaints addressed through these procedures, required notifications, timelines, and other requirements.

36. 40. If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 (5 CCR 4600)

37. 41. Annually adopt a school accountability report card (Education Code 47612; California Constitution, Article ~~XVI~~-16, Section 8.5)

Note: Districts should consult with legal counsel regarding the applicability of state law other than the Education Code to charter schools.

In addition, charter schools shall comply with the state and federal constitutions, applicable federal laws, and state laws that apply to governmental agencies in general, such as the Brown Act requirements in Government Code 54950-54963 and the conflict of interest laws in Government Code 1090-1099 and 87100-91014.

(4/15 5/16) 7/17

Center USD

Exhibit

Charter School Oversight

E 0420.41

Philosophy, Goals, Objectives, and Comprehensive Plans

REQUIREMENTS FOR CHARTER SCHOOLS

Charter schools shall be subject to the terms of their charters, any memorandum of understanding with their chartering authority, and other legal requirements that expressly include charter schools, including, but not limited to, requirements that each charter school:

1. Be nonsectarian in its programs, admission policies, employment practices, and all other operations (Education Code 47605)
2. Not discriminate against any student on the basis of the characteristics listed in Education Code 220 (Education Code 47605)
3. Not charge tuition (Education Code 47605)
4. Not charge student fees for any activity that is an integral component of the educational program, except as authorized by those Education Code provisions that explicitly apply to charter schools
5. Adhere to all laws establishing the minimum age for public school attendance (Education Code 47610)
6. Serve students who are California residents and who, if over 19 years of age, are continuously enrolled in a public school and making "satisfactory progress" toward a high school diploma as defined in 5 CCR 11965 (Education Code 47612)
7. Serve students with disabilities in the same manner as such students are served in other public schools (Education Code 47646, 56145)
8. Admit all students who wish to attend the school, according to the following criteria and procedures:
 - a. Admission to the charter school shall not be determined according to the student's place of residence, or that of his/her parents/guardians, within the state, except that any existing public school converting partially or entirely to a charter school shall adopt and maintain a policy giving admission

preference to students who reside within the school's former attendance area. (Education Code 47605)

If a charter school will be physically located in a public elementary school attendance area in which 50 percent or more of the student enrollment is eligible for free or reduced-price meals, it may also establish an admissions preference for students who are currently enrolled in the public elementary school and for students who reside in the public school attendance area. (Education Code 47605.3)

- b. If the number of students who wish to attend the charter school exceeds the school's capacity, attendance shall be determined by a public random drawing. However, preference shall be extended to students currently attending the charter school and students who reside in the district, except as provided for in Education Code 47614.5. (Education Code 47605)
 - c. Other admissions preferences may be permitted by the chartering district on an individual school basis consistent with law. (Education Code 47605)
9. Immediately enroll a homeless student, except where such enrollment would conflict with Education Code 47605(d) (Education Code 48850; 42 USC 11431-11435)
10. Comply with the requirements of Education Code 48850-48859 regarding the enrollment and placement of foster youth (Education Code 48853.5, 48859)
11. If the school offers a kindergarten program: (Education Code 48000)
 - a. Offer a transitional kindergarten (TK) program to students whose fifth birthday is from September 2 through December 2
 - b. Ensure that any credentialed teacher first assigned to teach a TK class after July 1, 2015 meets the qualifications specified in Education Code 48000 by August 1, 2020
12. Require its teachers to hold a certificate, permit, or other document issued by the Commission on Teacher Credentialing (CTC) equivalent to that which a teacher in other public schools would be required to hold (Education Code 47605)
13. Provide annual training on child abuse and neglect reporting requirements to employees and persons working on their behalf who are mandated reporters, within the first six weeks of each school year or within six weeks of employment (Education Code 44691)

14. Not hire any person, in either a certificated or classified position, who has been convicted of a violent or serious felony except as otherwise provided by law (Education Code 44830.1, 45122.1)
15. Report to the CTC any change in a certificated employee's employment status (dismissal, nonreelection, resignation, suspension, unpaid administrative leave for more than 10 days, retirement, or other decision not to employ or reemploy) as a result of an allegation of misconduct or while an allegation of misconduct is pending (Education Code 44030.5)
16. Meet the requirements of Education Code 47611 regarding the State Teachers' Retirement System (Education Code 47610)
17. Meet the requirements of Government Code 3540-3549.3 related to collective bargaining in public education employment (Education Code 47611.5)
18. If the school serves students in grade 9, adopt a fair, objective, and transparent mathematics placement policy, with specified components (Education Code 51224.7)
19. Meet all statewide standards and conduct any statewide assessments applicable to noncharter public schools (Education Code 47605, 47612.5, 60605, 60850-60859)
20. Until July 31, 2018, grant a high school diploma to any student who completed grade 12 in the 2003-04 school year or a subsequent school year and who has met all applicable graduation requirements other than the passage of the high school exit examination (Education Code 60851.6)
21. Offer at least the number of instructional minutes required by law for the grade levels provided by the charter school (Education Code 46201.2, 47612.5)
22. If the school provides independent study, meet the requirements of Education Code 51745-51749.3, except that the school may be allowed to offer courses required for graduation solely through independent study as an exception to Education Code 51745(e) (Education Code 47612.5, 51747.3; 5 CCR 11705)
23. Identify and report to the Superintendent of Public Instruction (SPI) any portion of its average daily attendance that is generated through nonclassroom-based instruction, including, but not limited to, independent study, home study, work study, and distance and computer-based education (Education Code 47612.5, 47634.2; 5 CCR 11963.2)
24. If the school offers competitive athletics, annually post on the school's web site or on the web site of the charter operator the total enrollment of the school classified by gender, the number of students who participate in competitive athletics

classified by gender, and the number of boys' and girls' teams classified by sport and by competition level (Education Code 221.9)

25. If the school offers an athletic program, annually provide an information sheet about concussion and head injury to athletes and their parents/guardians, which must be signed and returned to the school before the athlete initiates practice or competition. In the event that an 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 and shall not be permitted to return to the activity until he/she is evaluated by a licensed health care provider and receives written clearance to return to the activity. (Education Code 49475)
26. On a regular basis, consult with parents/guardians and teachers regarding the school's educational programs (Education Code 47605)
27. Provide students the right to exercise freedom of speech and of the press including, but not limited to, the use of bulletin boards; the distribution of printed materials or petitions; the wearing of buttons, badges, and other insignia; and the right of expression in official publications (Education Code 48907, 48950)
28. Maintain written contemporaneous records that document all student attendance and make these records available for audit and inspection (Education Code 47612.5)
29. If a student subject to compulsory full-time education is expelled or leaves the charter school without graduating or completing the school year for any reason, notify the Superintendent of the school district of the student's last known address within 30 days and, upon request, provide that district with a copy of the student's cumulative record, including a transcript of grades or report card, and health information (Education Code 47605)
30. Electronically submit the grade point average of all students in grade 12 to the Student Aid Commission each academic year for use in the Cal Grant program, after notifying the students and their parents/guardians as applicable, by October 15 of each year, of the opportunity to opt out of being deemed a Cal Grant applicant within a specified period of time of at least 30 days (Education Code 69432.9)
31. Comply with the California Building Standards Code as adopted and enforced by the local building enforcement agency with jurisdiction over the area in which the charter school is located, unless the charter school facility meets either of the following conditions: (Education Code 47610, 47610.5)
 - a. The facility complies with the Field Act pursuant to Education Code 17280-17317 and 17365-17374.

- b. The facility is exclusively owned or controlled by an entity that is not subject to the California Building Standards Code, including, but not limited to, the federal government.
- 32. Provide reasonable accommodations on campus to a lactating student to express breast milk, breastfeed an infant child, or address other needs related to breastfeeding (Education Code 222)
- 33. Ensure the availability and proper use of emergency epinephrine auto-injectors by: (Education Code 49414)
 - a. Providing school nurses or other voluntary, trained personnel with at least one regular and one junior device for elementary schools and, for secondary schools, one regular device if there are no students who require a junior device
 - b. Distributing a notice at least once per school year to all staff requesting volunteers and describing the training that volunteers will receive
 - c. Providing defense and indemnification to volunteers for any and all civil liability from such administration
- 34. Promptly respond to all reasonable inquiries from the district, the county office of education, or the SPI, including, but not limited to, inquiries regarding the school's financial records (Education Code 47604.3)
- 35. Annually prepare and submit financial reports to the district Governing Board and the County Superintendent of Schools in accordance with the following reporting cycle:
 - a. By July 1, a preliminary budget for the current fiscal year. For a charter school in its first year of operation, financial statements submitted with the charter petition pursuant to Education Code 47605(g) will satisfy this requirement. (Education Code 47604.33)
 - b. By July 1 each year, an update of the school's goals and the actions to achieve those goals as identified in the charter, developed using the local control and accountability plan template in 5 CCR 15497.5. This report shall include a review of the progress toward the goals, an assessment of the effectiveness of the specific actions toward achieving the goals, a description of changes the school will make to the specific actions as a result of the review and assessment, and a listing and description of expenditures for the fiscal year implementing the specific actions. (Education Code 47604.33, 47606.5; 5 CCR 15497.5)

When conducting this review, the governing body of the school may consider qualitative information including, but not limited to, findings that

result from any school quality reviews conducted pursuant to Education Code 52052 or any other reviews. To the extent practicable, data shall be reported in a manner consistent with how information is reported on a school accountability report card. The update shall be developed in consultation with teachers, principals, administrators, other school personnel, parents/guardians and students. (Education Code 47606.5)

- c. By December 15, an interim financial report for the current fiscal year reflecting changes through October 31. (Education Code 47604.33)
 - d. By March 15, a second interim financial report for the current fiscal year reflecting changes through January 31. (Education Code 47604.33)
 - e. By September 15, a final unaudited report for the full prior year. The report submitted to the Board shall include an annual statement of all the charter school's receipts and expenditures for the preceding fiscal year. (Education Code 42100, 47604.33)
 - f. By December 15, a copy of the charter school's annual, independent financial audit report for the preceding fiscal year, unless the charter school's audit is encompassed in the district's audit. The audit report shall also be submitted to the state Controller and the California Department of Education. (Education Code 47605)
36. If a direct-funded charter school, adopt and implement uniform complaint procedures to resolve complaints of unlawful discrimination or alleged violation of a state or federal law or regulation governing educational programs, in accordance with 5 CCR 4600-4670 (5 CCR 4600)
37. Annually adopt a school accountability report card (Education Code 47612; California Constitution, Article XVI, Section 8.5)

In addition, charter schools shall comply with the state and federal constitutions, applicable federal laws, and state laws that apply to governmental agencies in general, such as the Brown Act requirements in Government Code 54950-54963 and the conflict of interest laws in Government Code 1090-1099 and 87100-91014.

CSBA Sample Board Policy

Community Relations

BP 1312.3(a)

UNIFORM COMPLAINT PROCEDURES

Note: To address prohibited discrimination and violations of state and federal laws governing educational programs, 5 CCR 4621 mandates districts to adopt uniform complaint procedures (UCP) consistent with the state's complaint procedures specified in 5 CCR 4600-4670. Pursuant to 5 CCR 4610, districts are required to adopt a uniform system of procedures that meets specified requirements for investigating and resolving complaints alleging (1) noncompliance with state and federal laws and regulations governing educational programs; (2) noncompliance with state law prohibiting the charging of student fees; or (3) unlawful discrimination (such as discriminatory harassment, intimidation, and bullying). Although some bullying incidents may not fall within the provisions of 5 CCR 4610, BP 5131.2 - Bullying strongly recommends that districts use the UCP to investigate all bullying incidents, regardless of whether there is an allegation of discriminatory bullying, to ensure consistent implementation by district staff. It is not always easy or possible for staff to know prior to an investigation whether a student was bullied because of his/her actual or perceived membership in a legally protected class. After investigation, bullying incidents found to involve unlawful discrimination would then be resolved using the UCP. Districts that are concerned about the capacity of a single district compliance officer to handle a possible increase in the number of UCP complaints, or that prefer to handle certain incidents at the school site level whenever possible, may designate multiple compliance officers in accordance with the accompanying administrative regulation.

Education Code 52075 mandates districts to adopt policies and procedures implementing the use of the UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan. For plan requirements, see BP/AR 0460 - Local Control and Accountability Plan. In addition, ~~legislation enacted in 2015~~ state law authorizes the use of the UCP to resolve complaints of noncompliance with laws related to accommodations for lactating students; educational rights of foster youth, and homeless students, and former juvenile court school students; assignment of students to courses without educational content; and physical education instructional minutes, as specified in items #3 and #6-9-10 below. Finally, a district should adopt policies and procedures implementing the use of the UCP to investigate and resolve complaints alleging retaliation in response to a complaint.

The California Department of Education (CDE) monitors district programs and operations for compliance with these requirements through its Federal Program Monitoring (FPM) process. The FPM consists of a review of (1) written district policies and procedures for required statements, including prohibition of discrimination (such as discriminatory harassment, intimidation, and bullying) against students pursuant to Education Code 234.1; and (2) records of required activities, such as annual notification provided to students, parents/guardians, employees, and other school community members.

The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title II of the Americans with Disabilities Act (20 USC 12101-12213), Title VI of the Civil Rights Act of 1964 (42 USC 2000d-2000e-17), Title IX of the Education Amendments Act of 1972 (20 USC 1681-1688), Section 504 of the Rehabilitation Act of 1973 (29 USC 794), and the Age Discrimination Act of 1975 (42 USC 6101-6107). OCR has issued guidance describing federal requirements for discrimination complaint procedures. OCR requires such procedures to be "prompt and equitable." The factors OCR examines to evaluate each district's procedures are specified in the accompanying administrative regulation, including whether and how the procedures (1) provide notice of the procedures to the district's students, parents/guardians, and employees; (2) ensure adequate, reliable, and impartial investigation of complaints; (3) contain reasonably prompt timeframes for major stages of the complaint process; (4) provide notice to the complainant of the resolution of the complaint; and (5) provide an assurance that action will be taken to prevent recurrence of any discrimination found and to correct its effects.

UNIFORM COMPLAINT PROCEDURES (continued)

CSBA staff received feedback and comments from representatives of CDE and OCR regarding this policy and the accompanying administrative regulation. As a result, the sample policy and regulation have been drafted to go beyond the requirements of California's UCP laws and regulations in an attempt to address issues and concerns raised by CDE and OCR. While CDE and OCR have not approved or signed off on the samples, CSBA believes that the additional details provided herein may help school districts and county offices of education during a compliance check by CDE or in the event that a CDE or OCR investigation occurs.

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, consolidated categorical aid programs, and any other district-implemented program which is listed in Education Code 64000(a) (5 CCR 4610)

(cf. 3553 - Free and Reduced Price Meals)
(cf. 3555 - Nutrition Program Compliance)
(cf. 5141.4 - Child Abuse Prevention and Reporting)
(cf. 5148 - Child Care and Development)
(cf. 5148.2 - Before/After School Programs)
(cf. 6159 - Individualized Education Program)
(cf. 6171 - Title I Programs)
(cf. 6174 - Education for English Language Learners)
(cf. 6175 - Migrant Education Program)
(cf. 6178 - Career Technical Education)
(cf. 6178.1 - Work-Based Learning)
(cf. 6178.2 - Regional Occupational Center/Program)
(cf. 6200 - Adult Education)

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic

UNIFORM COMPLAINT PROCEDURES (continued)

group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Note: Pursuant to Education Code 222, as added by AB 302 (Ch. 690, Statutes of 2015), a district is required to provide specified accommodations to lactating students on campus, and a complaint may be filed using the UCP when any such student is denied such accommodations.

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

(cf. 5146 - Married/Pregnant/Parenting Students)

4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)
(cf. 3320 - Claims and Actions Against the District)

Note: Item #5 below is mandated pursuant to Education Code 52075.

5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

Note: Item #6 below permits the use of the UCP for resolving complaints of district noncompliance with law related to specified educational rights of a foster youth pursuant to Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, as amended by AB 379 (Ch. 772, Statutes of 2015). For details of the educational rights of foster youth, see BP/AR 6173.1—Education for Foster Youth.

6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the

UNIFORM COMPLAINT PROCEDURES (continued)

student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

~~Note: Item #7 below permits the use of the UCP for resolving complaints of district noncompliance with law related to specified educational rights of a homeless student pursuant to Education Code 51225.1-51225.2, as amended by AB 379 (Ch. 772, Statutes of 2015). For details of the educational rights of homeless students, see BP/AR 6173 - Education for Homeless Children.~~

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

(cf. 6173 - Education for Homeless Children)

~~Note: Item #8 below is for districts maintaining high schools. Education Code 51225.1-51225.2, as amended by AB 2306 (Ch. 464, Statutes of 2016), provide that complaints of noncompliance with specified requirements related to the educational rights of former juvenile court school students, as defined, may be filed in accordance with the UCP.~~

- 8. Any complaint, by or on behalf of a former juvenile court school student who transfers into the district after his/her second year of high school, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in the juvenile court school or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)**

(cf. 6173.3 - Education for Juvenile Court School Students)

~~Note: Item #8 below is for districts that serve grades 9-12 students. Pursuant to Education Code 51228.1 and 51228.2, as added by AB 1012 (Ch. 703, Statutes of 2015) and as specified below, a UCP complaint may be filed against a district that assigns a student to a course with no educational content for more than one week in any semester or to a course which the student has previously completed, unless the district meets specified conditions. For more information, see BP 6152 - Class Assignment.~~

- 8-9. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)**

UNIFORM COMPLAINT PROCEDURES (continued)

(cf. 6152 - Class Assignment)

~~Note: Item #9 below is for districts maintaining elementary schools. Pursuant to Education Code 51223, as amended by AB 1391 (Ch. 706, Statutes of 2015), the UCP may be used to file a complaint when an elementary school has not complied with the requirement to offer 200 minutes of physical education instruction each 10 school days. For details of this requirement, see BP/AR 6142.7 - Physical Education and Activity.~~

~~9-10.~~ Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

~~Note: 5 CCR 4621 mandates that district policy ensure that complainants are protected from retaliation as specified in item #10-11 below.~~

~~10-11.~~ Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy

~~Note: Pursuant to 5 CCR 4610, a district may, at its discretion, use the UCP to investigate and resolve other complaints.~~

~~11-12.~~ Any other complaint as specified in a district policy

~~Note: 5 CCR 4631 authorizes the district to utilize alternative dispute resolution (ADR) methods, including mediation, to resolve complaints before initiating a formal investigation. However, the district should ensure that any ADR it uses, particularly "in-person ADR," is appropriate for the particular situation. For example, in some instances (e.g., sexual assault), face-to-face mediation should not be used, even if all parties voluntarily agree, given the risk that a student might feel pressured to "voluntarily" agree to it. The following optional paragraph provides for a neutral mediator and should be revised to reflect district practice.~~

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

~~Note: The following paragraph is mandated pursuant to 5 CCR 4621. Appropriate disclosure will vary in each case depending on the facts and circumstances.~~

UNIFORM COMPLAINT PROCEDURES (continued)

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. ~~As appropriate~~ For any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep ~~confidential~~ the identity of the complainant, and/or the subject of the complaint if he/she is different from the complainant, **confidential when appropriate and** as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Note: It is important to maintain records of all UCP complaints and the investigations of those complaints. If the district is ever investigated by OCR or CDE, these are important documents in demonstrating that the district has complied with federal law, state law, and its own policies and regulations.

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and district policy.

(cf. 3580 - District Records)

Non-UCP Complaints

Note: 5 CCR 4611 details complaint issues that are not subject to the UCP. Such issues include, but are not limited to, allegations of child abuse, health and safety complaints regarding a child development program, allegations of fraud, and employment discrimination complaints. ~~For procedures related to complaints of discrimination in employment, see AR 4030 - Nondiscrimination in Employment.~~

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

UNIFORM COMPLAINT PROCEDURES (continued)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.

Note: In addition to complying with item #3 below, a district is required to promptly investigate any allegation of discrimination in employment it receives, pursuant to 2 CCR 11023. For procedures related to complaints of discrimination in employment, see AR 4030 - Nondiscrimination in Employment.

3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of Education.

Note: Education Code 35186 requires the district to use the UCP, with modifications, to investigate and resolve complaints related to the issues stated in the following paragraph (i.e., "Williams complaints"). Because Education Code 35186 sets forth different timelines for investigation and resolution of these kinds of complaints than the timelines specified in law for other uniform complaints, the CDE has created a separate uniform complaint process for the Williams complaints. See AR 1312.4 - Williams Uniform Complaint Procedures for the separate procedure.

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination
222 Reasonable accommodations; lactating students
8200-8498 Child care and development programs
8500-8538 Adult basic education
18100-18203 School libraries
32289 School safety plan, uniform complaint procedures
35186 Williams uniform complaint procedures
48853-48853.5 Foster youth
48985 Notices in language other than English
49010-49013 Student fees
49060-49079 Student records
49069.5 Rights of parents
49490-49590 Child nutrition programs
51210 Courses of study grades 1-6
51223 Physical education, elementary schools
51225.1-51225.2 Foster youth, ~~and~~ homeless children, ~~and former juvenile court school students;~~
course credits; graduation requirements
51228.1-51228.3 Course periods without educational content
52060-52077 Local control and accountability plan, especially:
52075 Complaint for lack of compliance with local control and accountability plan requirements
52160-52178 Bilingual education programs
52300-52490 Career technical education
52500-52616.24 Adult schools
~~52800-52870 School-based program coordination~~
54400-54425 Compensatory education programs
54440-54445 Migrant education
54460-54529 Compensatory education programs
56000-56867 Special education programs
59000-59300 Special schools and centers
64000-64001 Consolidated application process

GOVERNMENT CODE

11135 Nondiscrimination in programs or activities funded by state
12900-12996 Fair Employment and Housing Act

PENAL CODE

422.55 Hate crime; definition
422.6 Interference with constitutional right or privilege

CODE OF REGULATIONS, TITLE 2

11023 Harassment and discrimination prevention and correction

CODE OF REGULATIONS, TITLE 5

3080 Application of section
4600-4687 Uniform complaint procedures
4900-4965 Nondiscrimination in elementary and secondary education programs

UNITED STATES CODE, TITLE 20

1221 Application of laws
1232g Family Educational Rights and Privacy Act
1681-1688 Title IX of the Education Amendments of 1972

Legal Reference continued: (see next page)

UNIFORM COMPLAINT PROCEDURES (continued)

Legal Reference: (continued)

UNITED STATES CODE, TITLE 20 (continued)

6301-6577 *Title I basic programs*

6801-~~6871~~7014 *Title III language instruction for limited English proficient and immigrant students*

7101-7184 *Safe and Drug-Free Schools and Communities Act*

7201-7283g *Title V promoting informed parental choice and innovative programs*

7301-7372 *Title V rural and low-income school programs*

12101-12213 *Title II equal opportunity for individuals with disabilities*

UNITED STATES CODE, TITLE 29

794 *Section 504 of Rehabilitation Act of 1973*

UNITED STATES CODE, TITLE 42

2000d-2000e-17 *Title VI and Title VII Civil Rights Act of 1964, as amended*

2000h-2-2000h-6 *Title IX of the Civil Rights Act of 1964*

6101-6107 *Age Discrimination Act of 1975*

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 *Nondiscrimination on basis of disability; complaints*

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 *Family Educational Rights and Privacy Act*

100.3 *Prohibition of discrimination on basis of race, color or national origin*

104.7 *Designation of responsible employee for Section 504*

CODE OF FEDERAL REGULATIONS, TITLE 34

106.8 *Designation of responsible employee for Title IX*

106.9 *Notification of nondiscrimination on basis of sex*

110.25 *Notification of nondiscrimination on the basis of age*

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

Dear Colleague Letter: Title IX Coordinators, April 2015

Questions and Answers on Title IX and Sexual Violence, April 2014

Dear Colleague Letter: Bullying of Students with Disabilities, August 2013

Dear Colleague Letter: Sexual Violence, April 2011

Dear Colleague Letter: Harassment and Bullying, October 2010

Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, January 2001

U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Family Policy Compliance Office: <http://familypolicy.ed.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>

U.S. Department of Justice: <http://www.justice.gov>

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Center USD

Board Policy

Uniform Complaint Procedures

BP 1312.3

Community Relations

The Governing Board recognizes that the district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs. The Board encourages early resolution of complaints whenever possible. To resolve complaints which may require a more formal process, the Board adopts the uniform system of complaint processes specified in 5 CCR 4600-4670 and the accompanying administrative regulation.

The district's uniform complaint procedures (UCP) shall be used to investigate and resolve the following complaints:

1. Any complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, after school education and safety programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, special education programs, consolidated categorical aid programs, and any other district-implemented program which is listed in Education Code 64000(a) (5 CCR 4610)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

(cf. 5141.4 - Child Abuse Prevention and Reporting)

(cf. 5148 - Child Care and Development)

(cf. 5148.2 - Before/After School Programs)

(cf. 6159 - Individualized Education Program)

(cf. 6171 - Title I Programs)

(cf. 6174 - Education for English Language Learners)

(cf. 6175 - Migrant Education Program)

(cf. 6178 - Career Technical Education)

(cf. 6178.1 - Work-Based Learning)

(cf. 6178.2 - Regional Occupational Center/Program)

(cf. 6200 - Adult Education)

2. Any complaint alleging the occurrence of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) against any student, employee, or other person participating in district programs and activities, including, but not limited to, those programs or activities funded directly by or that receive or benefit from any state financial assistance, based on the person's actual or perceived characteristics of race or ethnicity, color, ancestry, nationality, national origin, ethnic group identification, age, religion, marital, pregnancy, or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or genetic information, or any other characteristic identified in Education Code 200 or 220, Government Code 11135, or Penal Code 422.55, or based on his/her association

with a person or group with one or more of these actual or perceived characteristics (5 CCR 4610)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

3. Any complaint alleging district noncompliance with the requirement to provide reasonable accommodation to a lactating student on school campus to express breast milk, breastfeed an infant child, or address other breastfeeding-related needs of the student (Education Code 222)

(cf. 5146 - Married/Pregnant/Parenting Students)

4. Any complaint alleging district noncompliance with the prohibition against requiring students to pay fees, deposits, or other charges for participation in educational activities (5 CCR 4610)

(cf. 3260 - Fees and Charges)
(cf. 3320 - Claims and Actions Against the District)

5. Any complaint alleging district noncompliance with legal requirements related to the implementation of the local control and accountability plan (Education Code 52075)

(cf. 0460 - Local Control and Accountability Plan)

6. Any complaint, by or on behalf of any student who is a foster youth, alleging district noncompliance with any legal requirement applicable to the student regarding placement decisions, the responsibilities of the district's educational liaison to the student, the award of credit for coursework satisfactorily completed in another school or district, school transfer, or the grant of an exemption from Board-imposed graduation requirements (Education Code 48853, 48853.5, 49069.5, 51225.1, 51225.2)

(cf. 6173.1 - Education for Foster Youth)

7. Any complaint, by or on behalf of a homeless student as defined in 42 USC 11434a, alleging district noncompliance with any requirement applicable to the student regarding the award of credit for coursework satisfactorily completed in another school or district or the grant of an exemption from Board-imposed graduation requirements (Education Code 51225.1, 51225.2)

(cf. 6173 - Education for Homeless Children)

8. Any complaint alleging district noncompliance with the requirements of Education Code 51228.1 and 51228.2 that prohibit the assignment of a student to a course without educational content for more than one week in any semester or to a course the student has previously satisfactorily completed, without meeting specified conditions (Education Code 51228.3)

(cf. 6152 - Class Assignment)

9. Any complaint alleging district noncompliance with the physical education instructional minutes requirement for students in elementary school (Education Code 51210, 51223)

(cf. 6142.7 - Physical Education and Activity)

10. Any complaint alleging retaliation against a complainant or other participant in the complaint process or anyone who has acted to uncover or report a violation subject to this policy
11. Any other complaint as specified in a district policy

The Board recognizes that alternative dispute resolution (ADR) can, depending on the nature of the allegations, offer a process to reach a resolution to the complaint that is acceptable to all parties. ADR such as mediation may be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. The Superintendent or designee shall ensure that the use of ADR is consistent with state and federal laws and regulations.

The district shall protect all complainants from retaliation. In investigating complaints, the confidentiality of the parties involved shall be protected as required by law. As appropriate for any complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Superintendent or designee shall keep confidential the identity of the complainant and/or the subject of the complaint if he/she is different from the complainant, as long as the integrity of the complaint process is maintained.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)

When an allegation that is not subject to the UCP is included in a UCP complaint, the district shall refer the non-UCP allegation to the appropriate staff or agency and shall investigate and, if appropriate, resolve the UCP-related allegation(s) through the district's UCP.

The Superintendent or designee shall provide training to district staff to ensure awareness and knowledge of current law and related requirements, including the steps and timelines specified in this policy and the accompanying administrative regulation.

(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

The Superintendent or designee shall maintain records of all UCP complaints and the investigations of those complaints in accordance with applicable law and district policy.

(cf. 3580 - District Records)

Non-UCP Complaints

The following complaints shall not be subject to the district's UCP but shall be referred to the specified agency: (5 CCR 4611)

1. Any complaint alleging child abuse or neglect shall be referred to the County Department of Social Services, the County Protective Services Division, and the appropriate law enforcement agency.
2. Any complaint alleging health and safety violations by a child development program shall, for licensed facilities, be referred to Department of Social Services and shall, for licensing-exempt facilities, be referred to the appropriate Child Development regional administrator.
3. Any complaint alleging employment discrimination shall be sent to the California Department of Fair Employment and Housing and the compliance officer shall notify the complainant by first class mail of the transfer.
4. Any complaint alleging fraud shall be referred to the California Department of

In addition, the district's Williams Uniform Complaint Procedures, AR 1312.4, shall be used to investigate and resolve any complaint related to sufficiency of textbooks or instructional materials, emergency or urgent facilities conditions that pose a threat to the health or safety of students or staff, or teacher vacancies and misassignments. (Education Code 35186)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

200-262.4 *Prohibition of discrimination*
222 *Reasonable accommodations; lactating students*
8200-8498 *Child care and development programs*
8500-8538 *Adult basic education*
18100-18203 *School libraries*
32289 *School safety plan, uniform complaint procedures*
35186 *Williams uniform complaint procedures*
48853-48853.5 *Foster youth*
48985 *Notices in language other than English*
49010-49013 *Student fees*
49060-49079 *Student records*
49069.5 *Rights of parents*
49490-49590 *Child nutrition programs*
51210 *Courses of study grades 1-6*
51223 *Physical education, elementary schools*
51225.1-51225.2 *Foster youth and homeless children; course credits; graduation requirements*
51228.1-51228.3 *Course periods without educational content*
52060-52077 *Local control and accountability plan, especially:*
52075 *Complaint for lack of compliance with local control and accountability plan requirements*
52160-52178 *Bilingual education programs*
52300-52490 *Career technical education*
52500-52616.24 *Adult schools*
52800-52870 *School-based program coordination*
54400-54425 *Compensatory education programs*
54440-54445 *Migrant education*
54460-54529 *Compensatory education programs*
56000-56867 *Special education programs*
59000-59300 *Special schools and centers*
64000-64001 *Consolidated application process*

GOVERNMENT CODE

11135 *Nondiscrimination in programs or activities funded by state*
12900-12996 *Fair Employment and Housing Act*

PENAL CODE

422.55 *Hate crime; definition*
422.6 *Interference with constitutional right or privilege*

CODE OF REGULATIONS, TITLE 5

3080 *Application of section*
4600-4687 *Uniform complaint procedures*
4900-4965 *Nondiscrimination in elementary and secondary education programs*

UNITED STATES CODE, TITLE 20

1221 *Application of laws*
1232g *Family Educational Rights and Privacy Act*
1681-1688 *Title IX of the Education Amendments of 1972*
6301-6577 *Title I basic programs*
6801-6871 *Title III language instruction for limited English proficient and immigrant students*
7101-7184 *Safe and Drug-Free Schools and Communities Act*
7201-7283g *Title V promoting informed parental choice and innovative programs*

Legal Reference continued: (see next page)

Legal Reference: (continued)

UNITED STATES CODE, TITLE 20 (continued)

7301-7372 Title V rural and low-income school programs

12101-12213 Title II equal opportunity for individuals with disabilities

UNITED STATES CODE, TITLE 29

794 Section 504 of Rehabilitation Act of 1973

UNITED STATES CODE, TITLE 42

2000d-2000e-17 Title VI and Title VII Civil Rights Act of 1964, as amended

2000h-2-2000h-6 Title IX of the Civil Rights Act of 1964

6101-6107 Age Discrimination Act of 1975

CODE OF FEDERAL REGULATIONS, TITLE 28

35.107 Nondiscrimination on basis of disability; complaints

CODE OF FEDERAL REGULATIONS, TITLE 34

99.1-99.67 Family Educational Rights and Privacy Act

100.3 Prohibition of discrimination on basis of race, color or national origin

104.7 Designation of responsible employee for Section 504

106.8 Designation of responsible employee for Title IX

106.9 Notification of nondiscrimination on basis of sex

110.25 Notification of nondiscrimination on the basis of age

Management Resources:

U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS PUBLICATIONS

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Dear Colleague Letter: Harassment and Bullying, October 2010

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U.S. DEPARTMENT OF JUSTICE PUBLICATIONS

Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 2002

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

Family Policy Compliance Office: <http://familypolicy.ed.gov>

U.S. Department of Education, Office for Civil Rights: <http://www.ed.gov/ocr>

U.S. Department of Justice: <http://www.justice.gov>

CSBA Sample Administrative Regulation

Community Relations

AR 1312.3(a)

UNIFORM COMPLAINT PROCEDURES

Note: 5 CCR 4621 mandates that the district's uniform complaint procedures (UCP) be consistent with the procedures of 5 CCR 4600-4687. Additionally, Education Code 52075 mandates districts to adopt policies and procedures implementing the use of the UCP to investigate and resolve complaints alleging noncompliance with requirements related to the local control and accountability plan (LCAP).

Furthermore, a number of federal civil rights statutes and their implementing regulations mandate districts to adopt policies and procedures for the prompt and equitable resolution of complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). For example, all districts are mandated pursuant to 28 CFR 35.107 to adopt policy and procedures to address discrimination on the basis of disability, while districts that receive federal financial assistance are mandated pursuant to 34 CFR 106.8 and 34 CFR 110.25 to adopt such policies and procedures to address discrimination on the basis of sex and age. Some of the factors considered by the U.S. Department of Education's Office for Civil Rights (OCR) when determining whether a district's procedures are "prompt and equitable" are addressed throughout the following administrative regulation.

Apart from these mandates, state law ~~legislation enacted in 2015~~ authorizes the use of the UCP to resolve complaints of noncompliance with laws related to accommodations for lactating students; **prohibition against the charging of student fees**; educational rights of foster youth, ~~and~~ homeless students, ~~and~~ former juvenile court school students; assignment of students to courses without educational content; and physical education instructional minutes, as specified in ~~items #3 and #6-10 of~~ the accompanying Board policy.

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4030 - Nondiscrimination in Employment)

Compliance Officers

Note: 5 CCR 4621 ~~requires-mandates~~ the district to identify in its policies and procedures the person(s), position(s), or unit(s) responsible for ensuring compliance with applicable state and federal laws and regulations governing educational programs, including the receiving and investigating of complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and retaliation. During its Federal Program Monitoring (FPM) process, California Department of Education (CDE) staff will check to ensure that the district's procedures list the specific title(s) of the employee(s) responsible for receiving and investigating complaints. Districts should identify the specific title(s) of the compliance officer(s) in the space provided below. If a district identifies multiple compliance officers, it is recommended that one be designated the "lead compliance officer."

UNIFORM COMPLAINT PROCEDURES (continued)

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee(s) to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Director of Student Services
8408 Watt Avenue, Antelope, CA 95843
(916) 338-6413

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

Note: 5 CCR 4621 mandates that the district's policy provide that employees responsible for compliance and/or for investigating and resolving complaints are knowledgeable about the laws and programs at issue in the complaints they are assigned. OCR requires that the compliance officer(s) involved in implementing discrimination complaint procedures be knowledgeable about the procedures and be able to explain them to parents/guardians and students. They must also have training or experience in handling discrimination complaints, including appropriate investigative techniques and understanding of the applicable legal standards.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall ~~cover~~ ~~include~~ current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

UNIFORM COMPLAINT PROCEDURES (continued)

(cf. 4331 - Staff Development)
(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

Note: 5 CCR 4622 mandates the district to include specified information in the required annual notice of its UCP to students, parents/guardians, employees, and others. ~~Pursuant to Education Code 48853, 48853.5, 49069.5, 51225.1, and 51225.2, as amended by AB 379 (Ch. 772, Statutes of 2015), the district is required to include information about specified educational rights of foster youth and homeless students in its annual UCP notification.~~ Education Code 51225.1-51225.2, as amended by AB 2306 (Ch. 464, Statutes of 2016), require that the notice include information about specified educational rights of former juvenile court school students who transfer into the district after their second year of high school. Districts that do not maintain high schools may revise the following paragraph to delete notification of the rights of former juvenile court school students.

During the FPM process, CDE staff will check to ensure that the district's policy contains a statement ensuring annual dissemination of notice of the district's UCP to the persons specified below. A sample of the annual notice is available through the CDE web site. In addition, 28 CFR 35.107, 34 CFR 106.8, and 34 CFR 110.25 require the district to publish its complaint procedures covering unlawful discrimination.

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth, ~~and~~ **homeless students, and former juvenile court school students** to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 1220 - Citizen Advisory Committees)
(cf. 3260 - Fees and Charges)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)
(cf. 6173 - Education for Homeless Children)

UNIFORM COMPLAINT PROCEDURES (continued)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.3 - Education for Juvenile Court School Students)

Note: The following paragraph may be modified to reflect district practice. Pursuant to Education Code 221.61, as added by SB 1375 (Ch. 655, Statutes of 2016), on or before July 1, 2017, districts are required to post information related to Title IX on their web sites, including specified information about complaint procedures under Title IX. See AR 5145.3 - Nondiscrimination/Harassment. A district that does not maintain a web site may comply by posting the information on the web site of its county office of education. A comprehensive list of rights based on the provisions of the federal regulations implementing Title IX can be found in Education Code 221.8. In addition, in its April 2015 Dear Colleague Letter: Title IX Coordinators, OCR recommends that districts use web posting and social media to disseminate their nondiscrimination notices, policies, and procedures and communicate current compliance officer(s)' contact information to students, parents/guardians, and employees.

The annual notification, ~~and~~ complete contact information of the compliance officer(s), ~~and~~ information related to Title IX as required pursuant to Education Code 221.61 ~~may~~ shall be posted on the district web site and, ~~if available,~~ may be provided through district-supported social media, ~~if available~~.

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

Note: Both federal and state laws contain requirements for translation of certain information and documents. Title VI of the Civil Rights Act of 1964 requires school districts to ensure meaningful access to their programs and activities by persons with limited English proficiency. OCR has interpreted this to require that, whenever information is provided to parents/guardians, districts must notify limited-English-proficient (LEP) parents/guardians in a language other than English in order to be adequate. OCR enforces this requirement consistent with the Department of Justice's 2002 Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. Under the Guidance, a recipient of federal funds has an obligation to provide language assistance to LEP individuals based on balancing four factors: (1) the number or proportion of LEP individuals likely to encounter the program, (2) the frequency with which LEP individuals come in contact with the program, (3) the nature and importance of the services provided by the program, and (4) the resources available to the recipient. State law is more specific than federal law: Education Code 48985 requires translation of certain information and documents if 15 percent or more of students enrolled in the school speak a single primary language other than English.

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

UNIFORM COMPLAINT PROCEDURES (continued)

Note: During the FPM process, CDE staff will check the notice to ensure that it contains a summary of the complaint procedures as specified in items #1-4 below.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
 - d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.

UNIFORM COMPLAINT PROCEDURES (continued)

- e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation ~~reveals~~ **confirms** that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

- f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.

Note: Education Code 52075 requires that information regarding LCAP requirements be included in the district's annual notification. See BP/AR 0460 - Local Control and Accountability Plan for details of the LCAP and specific requirements for its adoption and implementation.

- g. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

Note: ~~Items #4h and i below reflect~~ Pursuant to Education Code 48853, 48853.5, and 49069.5, as well as 51225.1-51225.2 as amended by AB 379-2306 (Ch. 772 464, Statutes of 2015 2016), the UCP notice must include information regarding certain educational rights of foster youth, homeless students, and former juvenile court school students, as provided in items #4h and i below. Pursuant to Education Code 48853.5, ~~as amended~~, the CDE is required to develop a standardized notice of the rights of foster youth in consultation with the California Foster Youth Education Task Force, and to make it available for dissemination by posting it on its Internet Web site.

- h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.
- i. A foster youth, ~~or~~ **homeless student, or former juvenile court school student** who transfers into a district high school or between district high schools **as applicable** shall be notified of the district's responsibility to:

UNIFORM COMPLAINT PROCEDURES (continued)

- (1) Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed
 - (2) Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency
 - (3) If the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1
- j. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.

Note: Pursuant to federal law, including 34 CFR 106.8, the district is required to establish "prompt and equitable" procedures for investigating and resolving complaints alleging unlawful discrimination. The following statement reflects OCR's interpretation of such provisions as requiring fairness and equity not just for a complainant but for a respondent as well.

In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.

- k. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.

Note: To ensure that the public is made aware of districts' obligation to provide copies of the UCP free of charge pursuant to 5 CCR 4622, CDE staff review the notice during the FPM process.

- l. Copies of the district's UCP are available free of charge.

District Responsibilities

Note: 5 CCR 4631 requires that UCP complaints be investigated and completely resolved within 60 calendar days of the receipt of the complaint. Pursuant to 5 CCR 4640, when a UCP complaint is erroneously sent to the CDE without first being filed with the district, the 60-day period specified in 5 CCR 4631 begins when the district receives the complaint.

UNIFORM COMPLAINT PROCEDURES (continued)

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

Note: The following paragraph reflects recommendation by OCR to ensure equity in the resolution process of a complaint alleging unlawful discrimination and may be modified to reflect district practice.

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Filing of Complaints

Note: Complaints filed under the UCP may be filed directly with a compliance officer or with any site administrator not designated as a compliance officer. For example, acts of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may initially be reported to a principal. See AR 5145.3 - Nondiscrimination/Harassment and AR 5145.7 - Sexual Harassment. If a site administrator not designated as a compliance officer receives a UCP complaint, he/she must notify a compliance officer. A district may also establish a site-level process for receiving informal reports about incidents for which a UCP complaint may be filed and notifying students and parents/guardians of their right to file a UCP complaint. Any site-level process established by a district should be in writing and distributed in the same manner as the grievance procedures listed herein with an explanation of how it interacts with the UCP complaint process.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

UNIFORM COMPLAINT PROCEDURES (continued)

1. A complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)

Note: Education Code 49013 mandates districts to adopt procedures that allow for anonymous complaints to be filed when a district allegedly violates the prohibition against the charging of student fees. Pursuant to Education Code 52075, anonymous complaints are permitted with regards to the LCAP, as long as evidence, or information leading to evidence, to support the allegation of noncompliance is provided in the complaint.

2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.

UNIFORM COMPLAINT PROCEDURES (continued)

Note: OCR's Revised Sexual Harassment Guidance, Dear Colleague Letter: Sexual Violence, and Questions and Answers on Title IX and Sexual Violence indicate that if a complainant in a sexual harassment case requests that his/her name or that of the victim not be revealed to the alleged perpetrator or asks that the complaint not be pursued, the district should first inform the complainant that honoring the request may limit its ability to respond and pursue disciplinary action against the alleged perpetrator. **However, The OCR publications acknowledge that situations may exist in which a district cannot honor a student's request for confidentiality, but caution that, in all instances, the district must still continue to ensure that it provides a safe and nondiscriminatory environment for all students. Districts should consult legal counsel before honoring a confidentiality request to withhold the victim's name from the alleged perpetrator, especially in the case of alleged sexual assault. This These guiding principles would also apply to harassment on other bases, such as the basis of race, gender, or disability, or other protected characteristic. Districts should consult legal counsel before honoring a request to withhold the victim's name from the alleged perpetrator**

5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when he/she is not the complainant, requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Note: The following section should be used only by those districts that have decided to establish procedures for attempting to resolve complaints through alternative dispute resolution procedures such as mediation; see the accompanying Board policy. **The following section may be modified to specify the alternative dispute resolution method and timelines used within the district.**

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

UNIFORM COMPLAINT PROCEDURES (continued)

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Note: 5 CCR 4631, which requires the district to provide the complainant with the opportunity to present relevant information, does not provide any timeline. Thus, the timeline specified below may be modified to reflect district practice.

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

Note: In his/her investigation, the compliance officer should consider all relevant circumstances, such as how the misconduct affected one or more students' education; the type, frequency, and duration of the misconduct; the identity, age, and sex of the individuals involved in and impacted by the conduct and the relationship between them; the number of persons engaged in the conduct and at whom the conduct was directed; the size of the school, location of the incidents, and context in which they occurred; and other incidents at the school involving different individuals.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

UNIFORM COMPLAINT PROCEDURES (continued)

Note: 5 CCR 4631 allows the district to dismiss a complaint when the complainant refuses to provide the investigator with relevant documents or otherwise obstructs the investigation. 5 CCR 4631 also provides that, if the district refuses to provide the investigator with access to records or other documents, the investigator may issue a finding in favor of the complainant. During the FPM process, CDE staff will check to ensure that both of these statements regarding the provision of access to information are included in the district's policy or procedures, as specified below.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

Note: In determining the truth of any allegation, the district should apply the correct standard of proof to the situation. For example, with allegations of unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) or retaliation, OCR uses the "preponderance of the evidence" (more likely than not) standard. Any standard of proof that is more rigorous than required by law could subject a district to liability.

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

Note: Pursuant to 5 CCR 4631, the district's written decision must be sent to the complainant within 60 calendar days of receiving the complaint. Option 1 below is for districts that do not allow complainants to appeal the compliance officer's decision to the Governing Board. Option 2 is for districts that allow appeals to the Board, and it requires the compliance officer's decision within 30 calendar days so that the Board's decision can still be given within the 60-day time limit.

UNIFORM COMPLAINT PROCEDURES (continued)

OPTION 1:

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant, and respondent if there is one, a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

OPTION 2:

~~Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the district's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.~~

~~The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. **When required by law, the matter shall be considered in closed session.** The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.~~

~~If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the district's initial receipt of the complaint or within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)~~

<p>Note: Pursuant to 5 CCR 4631, only a complainant has the right to receive a written report, and to file his/her complaint with the Board if dissatisfied with the compliance officer's decision. However, OCR has recommended that the same rights be extended to a respondent to a complaint alleging unlawful discrimination, to ensure the process is equitable for all involved. Districts that selected Option 1 should delete reference to filing of a complaint with the Board in the following paragraph.</p>
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~~In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the district's decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.~~

Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631)

UNIFORM COMPLAINT PROCEDURES (continued)

Note: The Family Educational Rights and Privacy Act (FERPA) (20 USC 1232g; 34 CFR 99.1-99.67) protects student privacy, including student records containing details of the actions taken in response to a UCP complaint. However, pursuant to 20 USC 1221, FERPA may not "be construed to affect the applicability of Title VI of the Civil Rights Act of 1964, Title IX of Education Amendments of 1972, Title V of the Rehabilitation Act of 1973, the Age Discrimination Act, or other statutes prohibiting discrimination, to any applicable program." In February 2015, the Family Policy Compliance Office (FPCO), the federal agency which administers FERPA, released a letter concluding that FERPA permits a district to disclose to a student who was subjected to unlawful discrimination certain information about the sanctions imposed upon the offender when the sanctions directly relate to that student. Thus, if properly remedying the impact of discrimination would require disclosing to the alleged victim certain information on how the district disciplined the alleged student offender (e.g., ~~a stay-away order~~ **an order that the alleged offender stay away from the alleged victim**), FPCO interprets FERPA as allowing the district to disclose that information.

Given the potential liability from improperly disclosing such information, districts are advised to consult with legal counsel when presented with a situation where a victim of unlawful discrimination requests information about sanctions imposed upon the offender.

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

Note: Education Code 48985 requires that reports sent to parents/guardians be written in their primary language when 15 percent or more of a school's enrolled students speak a single primary language other than English. During the FPM process, CDE staff will check to ensure compliance with this requirement. Based on Title VI of the Civil Rights Act of 1964, OCR requires districts to ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

Note: 5 CCR 4631 and guidance provided by OCR specify components that should be part of the district's decision. Inclusion of these items will help protect the district's position in case of an appeal to the CDE, a complaint submitted to OCR, or if litigation is filed.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:

UNIFORM COMPLAINT PROCEDURES (continued)

- a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct
 - e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
 3. Disposition of the complaint
 4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The relationship between the alleged victim(s) and offender(s)
 - d. The number of persons engaged in the conduct and at whom the conduct was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

UNIFORM COMPLAINT PROCEDURES (continued)

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
 - b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
 - c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence
6. Notice of the complainant's and respondent's right to appeal the district's decision to the CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

Note: During the FPM process, CDE staff will expect to see a statement detailing a complainant's right to pursue civil law remedies (i.e., action in a court of law) in addition to or in conjunction with the right to pursue administrative remedies from the CDE.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

UNIFORM COMPLAINT PROCEDURES (continued)

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others

UNIFORM COMPLAINT PROCEDURES (continued)

4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

Note: In its Dear Colleague Letter: Sexual Violence from April 2011 and its Questions and Answers on Title IX and Sexual Violence from April 2014, OCR provides a detailed discussion of remedies for the broader campus community.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

Note: Generally, when a complaint is found to have merit, appropriate corrective action is provided to the complainant or other affected person. However, in certain instances, the law may require corrective action to be provided to all affected persons, not just the complainant or subject of the complaint. For example, pursuant to Education Code 49013 and 5 CCR 4600, if the district, or the CDE on appeal, finds merit in the complaint alleging noncompliance with the law regarding student fees and charges, the district is required to provide a remedy to all affected students and parents/guardians, as specified below. The same requirement applies to allegations of noncompliance with the LCAP requirements, pursuant to Education Code 52075, and to noncompliance with required instructional minutes for elementary students' physical education, pursuant to Education Code 51223, ~~as amended by AB 1391 (Ch. 706, Statutes of 2015)~~. Districts that do not maintain elementary schools should delete reference to physical education from the following paragraph.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

UNIFORM COMPLAINT PROCEDURES (continued)

Appeals to the California Department of Education

Note: 5 CCR 4632-4633 provide that any complainant may appeal the district's decision to the CDE, as provided below. Pursuant to Education Code 49013, the district is **mandated** to adopt procedures that include the right to appeal to the CDE, in accordance with 5 CCR 4632, when a complainant is dissatisfied with the district's decision on his/her complaint alleging noncompliance with the law that prohibits districts from requiring students to pay fees, deposits, or charges for their participation in educational activities. Such procedures are also **mandated** by Education Code 52075 with regards to complaints alleging noncompliance with requirements related to the LCAP.

Authority to appeal the district's decision is also available to a complainant who alleges noncompliance with laws regarding (1) the provision of reasonable accommodation to a lactating student; (2) the educational rights of foster youth, ~~and~~ homeless students, ~~and~~ former juvenile court school students; (3) the assignment of a high school student to a course without educational content; and (4) the required instructional minutes for elementary students' physical education, as specified in items #3 and #6-9-10 of the accompanying Board policy.

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

Note: Pursuant to 5 CCR 4632-4633, an appeal to the CDE is only available to a complainant who is dissatisfied with the district's decision. However, the OCR has recommended that the district extend the same right to a respondent to an allegation of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) who is dissatisfied with the district's decision, to ensure fairness for all parties involved.

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with the CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant or respondent has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision

UNIFORM COMPLAINT PROCEDURES (continued)

3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

Note: The CDE may directly intervene in a complaint without waiting for action by the district when certain conditions exist, including the following: (1) the complaint alleges failure to comply with the UCP, including failure to follow the required timelines and failure to implement the final written decision; (2) the complainant requires anonymity due to the possibility of retaliation and would suffer immediate and irreparable harm if a complaint was filed and the complainant was named; (3) the complainant alleges that he/she would suffer immediate and irreparable harm as a result of an application of a districtwide policy that is in conflict with state or federal law and that filing a complaint would be futile; (4) the complainant alleges failure to comply with the due process procedures established pursuant to special education law and regulation to implement a due process hearing order; (5) the complainant alleges facts that indicate that one or more students may be in immediate physical danger or that the health, safety, or welfare of one or more students is threatened; or (6) the complainant alleges failure to follow a student's individualized education program.

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Center USD

Administrative Regulation

Uniform Complaint Procedures

AR 1312.3 Community Relations

Except as the Governing Board may otherwise specifically provide in other district policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in BP 1312.3.

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.2 - Complaints Concerning Instructional Materials)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 4030 - Nondiscrimination in Employment)

Compliance Officers

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's response to complaints and for complying with state and federal civil rights laws. The individual(s) also serve as the compliance officer(s) specified in AR 5145.3 - Nondiscrimination/Harassment as the responsible employee to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual(s) shall receive and coordinate the investigation of complaints and shall ensure district compliance with law.

(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)

Director of Student Services
8408 Watt Avenue, Antelope, CA 95843
(916) 338-6320

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Superintendent or designee who shall determine how the complaint will be investigated.

The Superintendent or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees

shall include current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Superintendent or designee.

(cf. 4331 - Staff Development)
(cf. 9124 - Attorney)

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Superintendent, the Superintendent's designee, or, if appropriate, the site principal to implement one or more interim measures. The interim measures shall remain in place until the compliance officer determines that they are no longer necessary or until the district issues its final written decision, whichever occurs first.

Notifications

The district's UCP policy and administrative regulation shall be posted in all district schools and offices, including staff lounges and student government meeting rooms. (Education Code 234.1)

The Superintendent or designee shall annually provide written notification of the district's UCP, including information regarding unlawful student fees, local control and accountability plan (LCAP) requirements, and requirements related to the educational rights of foster youth and homeless students, to students, employees, parents/guardians, the district advisory committee, school advisory committees, appropriate private school officials or representatives, and other interested parties. (Education Code 262.3, 48853, 48853.5, 49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

(cf. 0420 - School Plans/Site Councils)
(cf. 0460 - Local Control and Accountability Plan)
(cf. 1220 - Citizen Advisory Committees)
(cf. 3260 - Fees and Charges)
(cf. 4112.9/4212.9/4312.9 - Employee Notifications)
(cf. 5145.6 - Parental Notifications)
(cf. 6173 - Education for Homeless Children)
(cf. 6173.1 - Education for Foster Youth)

The annual notification and complete contact information of the compliance officer(s) may be posted on the district web site and, if available, provided through district-supported social media.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

The Superintendent or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant

information provided in the district's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

The notice shall:

1. Identify the person(s), position(s), or unit(s) responsible for receiving complaints
2. Advise the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination laws, if applicable
3. Advise the complainant of the appeal process, including, if applicable, the complainant's right to take a complaint directly to the California Department of Education (CDE) or to pursue remedies before civil courts or other public agencies, such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases involving unlawful discrimination (such as discriminatory harassment, intimidation, or bullying).
4. Include statements that:
 - a. The district has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.
 - b. The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.
 - c. A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension.
 - d. Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint.
 - e. If a complaint is not filed in writing but the district receives notice of any allegation that is subject to the UCP, the district shall take affirmative steps to

investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation reveals that discrimination has occurred, the district will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

- f. A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the district's educational program, including curricular and extracurricular activities.
- g. The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.
- h. A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the district liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the district and another district.
- i. A foster youth or homeless student who transfers into a district high school or between district high schools shall be notified of the district's responsibility to:
 - (1) A
accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed
 - (2) N
not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency
 - (3) I
if the student has completed his/her second year of high school before the transfer, provide the student information about district-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1
- j. The complainant has a right to appeal the district's decision to the CDE by filing a written appeal within 15 calendar days of receiving the district's decision.

In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with the CDE in the same manner as the complainant, if he/she is dissatisfied with the district's decision.

- k. The appeal to the CDE must include a copy of the complaint filed with the district and a copy of the district's decision.
- l. Copies of the district's UCP are available free of charge.

District Responsibilities

All UCP-related complaints shall be investigated and resolved within 60 calendar days of the district's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

Filing of Complaints

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All complaints shall be filed in writing and signed by the complainant. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, district staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

Complaints shall also be filed in accordance with the following rules, as applicable:

1. A complaint alleging district violation of applicable state or federal law or regulations governing adult education programs, consolidated categorical aid programs, migrant education, career technical and technical education and training programs, child care and development programs, child nutrition programs, and special education programs may be filed by any individual, public agency, or organization. (5 CCR 4630)

2. Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Superintendent or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)
3. A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Superintendent or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
4. When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
5. When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when he/she is not the complainant, requests confidentiality, the compliance officer shall inform him/her that the request may limit the district's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the district shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

Mediation

Within three business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of law, the compliance officer shall proceed with his/her investigation of the complaint.

The use of mediation shall not extend the district's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the district shall take only the actions agreed to through the mediation. If mediation is unsuccessful, the district shall then continue with subsequent steps specified in this administrative regulation.

Investigation of Complaint

Within 10 business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation. Similarly, a respondent's refusal to provide the district's investigator with documents or other evidence related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the district shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the district to cooperate in the investigation may result

in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

Report of Findings

Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant, and respondent if there is one, a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the district's receipt of the complaint. (5 CCR 4631)

In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the district's decision.

Final Written Decision

The district's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631)

In consultation with district legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the district's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

For all complaints, the decision shall include: (5 CCR 4631)

1. The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:
 - a. Statements made by any witnesses
 - b. The relative credibility of the individuals involved
 - c. How the complaining individual reacted to the incident
 - d. Any documentary or other evidence relating to the alleged conduct

- e. Past instances of similar conduct by any alleged offenders
 - f. Past false allegations made by the complainant
2. The conclusion(s) of law
 3. Disposition of the complaint
 4. Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

- a. How the misconduct affected one or more students' education
 - b. The type, frequency, and duration of the misconduct
 - c. The relationship between the alleged victim(s) and offender(s)
 - d. The number of persons engaged in the conduct and at whom the conduct was directed
 - e. The size of the school, location of the incidents, and context in which they occurred
 - f. Other incidents at the school involving different individuals
5. Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- a. The corrective actions imposed on the respondent
- b. Individual remedies offered or provided to the complainant or another person who was the subject of the complaint, but this information should not be shared with the respondent.
- c. Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

6. Notice of the complainant's and respondent's right to appeal the district's decision to the CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

1. He/she may pursue available civil law remedies outside of the district's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with the CDE. (Education Code 262.3)
2. The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)
3. Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/ocr within 180 days of the alleged discrimination.

Corrective Actions

When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective actions that focus on the larger school or district environment may include, but are not limited to, actions to reinforce district policies; training for faculty, staff, and students; updates to school policies; or school climate surveys.

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

1. Counseling
2. Academic support
3. Health services
4. Assignment of an escort to allow the victim to move safely about campus
5. Information regarding available resources and how to report similar incidents or retaliation
6. Separation of the victim from any other individuals involved, provided the separation does not penalize the victim

7. Restorative justice
8. Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
9. Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

1. Transfer from a class or school as permitted by law
2. Parent/guardian conference
3. Education regarding the impact of the conduct on others
4. Positive behavior support
5. Referral to a student success team
6. Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
7. Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the district shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The district may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the district does not tolerate it, and how to report and respond to it.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the district shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the district shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

Any complainant who is dissatisfied with the district's final written decision may file an appeal in writing with the CDE within 15 calendar days of receiving the district's decision. (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the district's final written decision, he/she, in the same manner as the complainant, may file an appeal with the CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and whether the facts are incorrect and/or the law has been misapplied. The appeal shall be accompanied by a copy of the locally filed complaint and a copy of the district's decision. (5 CCR 4632)

Upon notification by the CDE that the complainant or respondent has appealed the district's decision, the Superintendent or designee shall forward the following documents to the CDE: (5 CCR 4633)

1. A copy of the original complaint
2. A copy of the written decision
3. A summary of the nature and extent of the investigation conducted by the district, if not covered by the decision
4. A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
5. A report of any action taken to resolve the complaint
6. A copy of the district's uniform complaint procedures
7. Other relevant information requested by the CDE

CSBA Sample Board Policy

Community Relations

BP 1340(a)

ACCESS TO DISTRICT RECORDS

Note: The following optional policy and accompanying administrative regulation reflect requirements of the laws regarding public access under the California Public Records Act (CPRA) (Government Code 6250-6270) to pertaining to public access to district public records of the district under the California Public Records Act (Government Code 6252-6270). "Public records," as defined by Government Code 6252, include any records relating to the conduct of the district's business prepared, owned, used, or retained by the district regardless of physical form or characteristics; see section on "Definitions" in the accompanying administrative regulation. For information regarding retention of records, see BP/AR 3580 - District Records, AR 4112.6/4212.6/4312.6 - Personnel Files, and BP/AR 5125 - Student Records.

The Governing Board recognizes the right of citizens to have access to public records of the district. The Board intends the district to provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of law. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act and other state or federal law.

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3580 - District Records)

(cf. 4112.5/4212.5/4312.5) - Criminal Record Check)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 6162.5 - Student Assessment)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

(cf. 9321 - Closed Session Purposes and Agendas)

Note: In City of San Jose v. Superior Court, the California Supreme Court held that communications regarding public business transmitted to or by public officials on a personal account or device are not categorically exempt from disclosure under the CPRA (Government Code 6250-6270). The court noted that public agencies are required to disclose all applicable records that can be located "with reasonable effort," including those records contained on a public official's or employee's personal device regardless of whether they were transmitted through district servers. Such searches need not be extraordinary or intrusive. For further information, see CSBA's Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications. Also see AR 3580 - District Records and BB 9012 - Board Member Electronic Communications.

In response to a public records request, the Superintendent or designee shall make reasonable efforts to locate the requested records, including, but not limited to, any electronic communication substantively related to the records, such as email, text messages, instant messages, and other electronic communications, regardless of whether they are transmitted through a district-provided device or account or through an employee's or Board member's personal device or account.

ACCESS TO DISTRICT RECORDS (continued)*(cf. 4040 - Employee Use of Technology)**(cf. 9012 - Board Member Electronic Communications)*

Note: Government Code 6253 authorizes the district to charge a person requesting a copy of a record a fee covering the direct costs of duplication; however, no fee can be charged to a person who wishes to inspect but not copy a record. In North County Parents Organization for Children with Special Needs v. Department of Education, the court determined that direct costs include only the cost of running the copy machine and possibly the expense of the person operating it. Direct costs do not include the other costs that may be associated with the request, such as searching, reviewing, or redacting the record; assisting the requester in formulating the request; responding to the request; or employee time to sit with the requester during inspection of the record. Because it is not clearly authorized by law, districts wishing to charge for the cost of the copy machine operator should consult with legal counsel.

In addition, Government Code 6253 authorizes districts to provide faster access or access to more records than the minimum standards provided by law. According to the court in North County Parents Organization, this provision permits a district to waive or reduce its fees. For example, a district may consider waiving fees below a certain dollar threshold because the costs of collecting the fee exceed the fee amount.

The district may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

Note: The following paragraph is optional.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

*Legal Reference:***EDUCATION CODE**35145 *Public meetings*35170 *Authority to secure copyrights*35250 *Duty to keep certain records and reports*41020 *Requirement for annual audit*42103 *Publication of proposed budget; hearing*44031 *Personnel file contents and inspections*44839 *Medical certificates; periodic medical examination*49060-49079 *Pupil Student records*49091.10 *Parental review of curriculum and instruction*~~52850 *Applicability of article (School-Based Program Coordination Plan availability)*~~**GOVERNMENT CODE**3547 *Proposals relating to representation*6250-6270 *California Public Records Act*6275-6276.48 *Other exemptions from disclosure*53262 *Employment contracts*54957.2 *Minute book record of closed sessions*

Legal Reference continued: (see next page)

ACCESS TO DISTRICT RECORDS (continued)

Legal Reference: (continued)

GOVERNMENT CODE (continued)

54957.5 Agendas and other writings distributed for discussion or consideration

81008 Political Reform Act, public records; inspection and reproduction

CALIFORNIA CONSTITUTION

Article 1, Section 3 Right of access to governmental information

CODE OF REGULATIONS, TITLE 5

430-438 Individual ~~pupil~~ student records

COURT DECISIONS

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

Los Angeles County Board of Supervisors v. Superior Court (2016) 2 Cal.5th 282

International Federation of Professional and Technical Engineers v. The Superior Court of Alameda County, (2007) 42 Cal.4th 319

Los Angeles Times v. Alameda Corridor Transportation Authority, (2001) 88 Cal.App.4th 1381

Kleitman v. Superior Court, (1999) 74 Cal.App. 4th 324

Fairley v. Superior Court, (1998) 66 Cal.App. 4th 1414

North County Parents Organization for Children with Special Needs v. Department of Education, (1994) 23 Cal.App. 4th 144

ATTORNEY GENERAL OPINIONS

71 Ops.Cal.Atty.Gen. 235 (1988)

64 Ops.Cal.Atty.Gen. 186 (1981)

Management Resources:

CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

ATTORNEY GENERAL PUBLICATIONS

Summary of the California Public Records Act, 2004

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

The People's Business: A Guide to the California Public Records Act, 2008

WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: ~~<http://www.caag.state.ca.us>~~<https://oag.ca.gov>

Institute for Local Government: <http://www.cacities.org/index.jsp?zone=ilg>

State Bar of California: <http://www.calbar.ca.gov>

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Board Policy

Access To District Records

BP 1340

Community Relations

The Governing Board recognizes the right of citizens to have access to public records of the district. The Board intends the district to provide any person reasonable access to the public records of the schools and district during normal business hours and within the requirements of law. Public access shall not be given to records listed as exempt from public disclosure in the California Public Records Act and other state or federal law.

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5020 - Parent Rights and Responsibilities)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

(cf. 6162.5 - Student Assessment)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

(cf. 9321 - Closed Session Purposes and Agendas)

The district may charge for copies of public records or other materials requested by individuals or groups. The charge shall be based on actual costs of duplication, as determined by the Superintendent or designee and as specified in administrative regulation.

In order to help maintain the security of district records, members of the public granted access shall examine records in the presence of a district staff member.

Legal Reference:

EDUCATION CODE

35145 Public meetings

35170 Authority to secure copyrights

35250 Duty to keep certain records and reports

41020 Requirement for annual audit

42103 Publication of proposed budget; hearing

44031 Personnel file contents and inspections

44839 Medical certificates; periodic medical examination

49060-49079 Pupil records

49091.10 Parental review of curriculum and instruction

52850 Applicability of article (School-Based Program Coordination Plan availability)

GOVERNMENT CODE

3547 Proposals relating to representation

6250-6270 California Public Records Act

6275-6276.48 Other exemptions from disclosure

53262 Employment contracts

54957.2 Minute book record of closed sessions

54957.5 Agendas and other writings distributed for discussion or consideration

81008 Political Reform Act, public records; inspection and reproduction

CALIFORNIA CONSTITUTION

Article 1, Section 3 Right of access to governmental information

CODE OF REGULATIONS, TITLE 5

430-438 Individual pupil records

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Los Angeles Times v. Alameda Corridor Transportation Authority, (2001) 88 Cal.App.4th 1381

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Fairley v. Superior Court, (1998) 66 Cal.App. 4th 1414

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The People's Business: A Guide to the California Public Records Act, 2008

WEB SITES

CSBA: <http://www.csba.org>

California Attorney General's Office: <http://www.caag.state.ca.us>

Institute for Local Government: <http://www.cacities.org/index.jsp?zone=ilsg>

State Bar of California: <http://www.calbar.ca.gov>

CSBA Sample Board Policy

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.

(cf. 0200 - Goals for the School District)
(cf. 2120 - Superintendent Recruitment and Selection)
(cf. 4312.1 - Contracts)
(cf. 9000 - Role of the Board)

Note: The following list of contract components is consistent with a template for Superintendent contracts developed by CSBA. The annotated template contract with additional context and suggestions is available by contacting legal@csba.org.

The contract shall be reviewed by the district's legal counsel and may include the following:

1. Term of the contract, which shall be for no more than four years pursuant to Education Code 35031
2. Length of the work year and hours of work

~~Note: The contract should include the salary, health and welfare benefits, and other compensation for the position, as provided in item #3 below. Federal law (26 USC 105; 42 USC 300gg-16; 26 CFR 1.105-11) prohibits favoring "highly compensated" individuals (i.e., the highest paid 25 percent of all employees, with specified exceptions) in terms of the level of benefits provided. Although implementation of this provision with respect to group health plans has been delayed until the issuance of federal regulations or guidance, it is recommended that districts prepare to comply with the expected rules. See AR 4154/4254/4354 - Health and Welfare Benefits.~~

3. Salary, health and welfare benefits, and other compensation for the position

(cf. 4154/4254/4354 - Health and Welfare Benefits)

4. Reimbursement of work-related expenses, including mileage reimbursement, consistent with Board policies, regulations, and guidelines applicable to other professional administrative staff

(cf. 3350 - Travel Expenses)

SUPERINTENDENT'S CONTRACT (continued)

The contract may also address payment for professional dues and activities, the district's provision of cell phones or other technological devices, and the Superintendent's use of his/her personal vehicle.

(cf. 4040 - Employee Use of Technology)

5. Vacation, illness and injury leave, and personal leaves

(cf. 4161/4261/4361 - Leaves)

(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)

(cf. 4161.2/4261.2/4361.2 - Personal Leaves)

(cf. 4161.5/4261.5/4361.5 - Military Leave)

(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

6. General duties and responsibilities of the position

(cf. 2110 - Superintendent Responsibilities and Duties)

7. Criteria, process, and procedure for annual evaluation of the Superintendent

(cf. 2140 - Evaluation of the Superintendent)

8. A statement that any subsequent increase in the Superintendent's salary shall be at the sole discretion of the Board

9. A statement that there shall be no automatic renewal or extension of the contract, although the Board can enter into a new contract with the Superintendent prior to the expiration of the existing contract

Note: Pursuant to Education Code 35031, if the Governing Board decides not to reemploy the Superintendent, it must notify the Superintendent him/her at least 45 days in advance before the contract expires 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.

10. Timeline for providing written notice to the Superintendent if the Board does not wish to enter into a new contract, which shall be at least 45 calendar days in advance of the expiration of the term of the contract pursuant to Education Code 35031, and the responsibility of the Superintendent to remind the Board in writing and in a timely manner of the requirement to give notice

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

SUPERINTENDENT'S CONTRACT (continued)

11. Conditions and process for termination of the contract, including the maximum cash settlement that the Superintendent may receive if the contract is terminated prior to its expiration date
12. Matters related to liability and indemnification against demands, claims, suits, actions, and legal proceedings brought against the Superintendent in his/her official capacity in the performance of duties related to his/her employment

Note: Pursuant to Government Code 54957, personnel matters related to the appointment or employment of an employee may be discussed in closed session under the "personnel exception." However, **Government Code 54957 prohibits the use of closed session for discussion or action on the Board may not discuss or act upon any proposed change in compensation other than a reduction of compensation that results from the imposition of discipline in closed session under this exception.** In San Diego Union v. City Council, a California Court of Appeal held that the "personnel exception" provided in Government Code 54957 does not extend to discussions of salary and compensation.

Notwithstanding Government Code 54957, the Board is authorized pursuant to Government Code 54957.6, the "labor exception," to hold closed sessions with the district's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits to its represented and unrepresented employees, including the Superintendent. The Attorney General has opined in 57 Ops. Cal. Atty. Gen. 209 (1974) that a board may only meet in closed session for such purposes with a designated representative who is involved with the "bona fide" negotiations with represented and/or unrepresented employees. The Attorney General's publication The Brown Act: Open Meetings for Local Legislative Bodies, also states that the "labor exception" applies to meeting in closed session to instruct its representatives concerning negotiations with prospective employees. Boards wishing to discuss the Superintendent's salary in closed session under the "labor exception" are encouraged to consult legal counsel before doing so.

In addition, pursuant to Government Code 54956, the 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 following paragraph should be revised to reflect district practice.

The Board may deliberate about terms of the contract in closed session at a regular meeting. **However, discussions regarding the salary, salary schedule, or other compensation may occur in the closed session of a regular meeting only as permitted under Government Code 54957.6 between the Board and its designated representative(s), as permitted under Government Code 54957.6 (the "labor exception"), for the purpose of reviewing the Board's position and/or instructing the designated representative(s) prior to or during bona fide negotiations with the current or prospective Superintendent. Such deliberations shall not be held during a special meeting.** (Government Code 54956, 54957, 54957.6)

The Board may consult with district legal counsel prior to holding a closed session with the designated representative(s) to discuss compensation to be paid to the current or prospective Superintendent.

SUPERINTENDENT'S CONTRACT (continued)

(cf. 9320 - Meetings and Notices)
(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)

Note: Pursuant to Government Code 54953, as amended by SB 1436 (Ch. 175, Statutes of 2016), the Board must, in open session, orally report a summary of the recommendation for final action on the Superintendent's salary or benefits and must make related records available to the public in accordance with the California Public Records Act. Thus, Government Code 54953 limits the Board's ability to approve changes to salary or benefits as part of a consent calendar and instead requires such approval to be a separate agenda item. For identical requirements regarding final action on the salary or benefits or other district executives, see BP 4312.1 - Contracts.

The Board shall take final action on the Superintendent's contract ~~in an open meeting during an open session of a regularly scheduled Board meeting, which~~ and that action shall be reflected in the Board's minutes. **At that meeting, prior to taking action, the Board shall orally report a summary of the recommendation for the final action on the Superintendent's salary or compensation in the form of fringe benefits.** (Government Code ~~3511.1, 53262, 54953, 54957.6~~)

Copies of the contract and other public records created or received in the process of developing the recommendation related to the Superintendent's salary, benefits, and other compensation shall be available to the public upon request. (Government Code ~~53262, 54953, 54957.6~~)

(cf. 1340 - Access to District Records)
(cf. 3580 - District Records)

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. For a Superintendent contract executed prior to January 1, 2016, if the unexpired term is greater than 18 months, this maximum is equal to the monthly salary multiplied by 18. For a Superintendent contract executed on or after January 1, 2016, Government Code 53260, ~~as amended by AB 215 (Ch. 240, Statutes of 2015)~~, provides that the maximum cash settlement is the monthly salary multiplied by 12. 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.

Prior to the expiration of the contract, the Board may terminate the Superintendent's employment contract in accordance with law and applicable contract provisions.

SUPERINTENDENT'S CONTRACT (continued)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

In such an event, any cash settlement that the Superintendent may receive upon termination of the contract shall not exceed his/her monthly salary multiplied by the number of months left on the contract or, if the unexpired term of the contract is more than 18 months and the contract was executed prior to January 1, 2016, no greater than the Superintendent's monthly salary multiplied by 18. For any contract executed on or after January 1, 2016, any cash settlement shall not exceed the Superintendent's monthly salary multiplied by 12. (Government Code 53260)

The cash settlement shall not include any noncash items other than health benefits, which may be continued for the same duration of time as covered in the settlement or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

~~Note: AB 215 (Ch. 240, Statutes of 2015) amended Government Code 53260 to eliminate the option to provide a settlement equivalent to up to six months' salary when the Superintendent's contract is terminated for specified causes.~~

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, no cash or noncash settlement of any amount shall be provided. (Government Code 53260)

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*

6250-6270 *California Public Records Act*

53243-53243.4 *Abuse of office*

53260-53264 *Employment contracts*

54953 *Oral summary of recommended salary and benefits of superintendent*

54954 *Time and place of regular meetings*

54956 *Special meetings*

54957 *Closed session personnel matters*

54957.1 *Closed session, public report of action taken*

54957.6 *Closed sessions regarding employee matters*

UNITED STATES CODE, TITLE 26

105 *Self-insured medical reimbursement plan; definition of highly compensated individual*

UNITED STATES CODE, TITLE 42

300gg-16 *Group health plan; nondiscrimination in favor of highly compensated individuals*

CODE OF FEDERAL REGULATIONS

1.105-11 *Self-insured medical reimbursement plan*

COURT DECISIONS

San Diego Union v. City Council, (1983) 146 Cal.App.3d 947

ATTORNEY GENERAL OPINIONS

57 Ops. Cal. Atty. Gen. 209 (1974)

Management Resources:

CSBA PUBLICATIONS

Superintendent Contract Template, 2015

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Local Legislative Bodies, 2003

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Office of the Attorney General, ~~Department of Justice:~~ <http://caag.state.ca.us>;

<https://oag.ca.gov>

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Board Policy

Superintendent's Contract

BP 2121
Administration

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.

(cf. 0200 - Goals for the School District)
(cf. 2120 - Superintendent Recruitment and Selection)
(cf. 4312.1 - Contracts)
(cf. 9000 - Role of the Board)

The contract shall be reviewed by the district's legal counsel and may include the following:

1. Term of the contract, which shall be for no more than four years pursuant to Education Code 35031
2. Length of the work year and hours of work
3. Salary, health and welfare benefits, and other compensation for the position

(cf. 4154/4254/4354 - Health and Welfare Benefits)

4. Reimbursement of work-related expenses, including mileage reimbursement, consistent with Board policies, regulations, and guidelines applicable to other professional administrative staff

(cf. 3350 - Travel Expenses)

The contract may also address payment for professional dues and activities, the district's provision of cell phones or other technological devices, and the Superintendent's use of his/her personal vehicle.

(cf. 4040 - Employee Use of Technology)

5. Vacation, illness and injury leave, and personal leaves

(cf. 4161/4261/4361 - Leaves)
(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4161.2/4261.2/4361.2 - Personal Leaves)
(cf. 4161.5/4261.5/4361.5 - Military Leave)
(cf. 4161.8/4261.8/4361.8 - Family Care and Medical Leave)

6. General duties and responsibilities of the position

(cf. 2110 - Superintendent Responsibilities and Duties)

7. Criteria, process, and procedure for annual evaluation of the Superintendent

(cf. 2140 - Evaluation of the Superintendent)

8. A statement that any subsequent increase in the Superintendent's salary shall be at the sole discretion of the Board

9. A statement that there shall be no automatic renewal or extension of the contract, although the Board can enter into a new contract with the Superintendent prior to the expiration of the existing contract

10. Timeline for providing written notice to the Superintendent if the Board does not wish to enter into a new contract, which shall be at least 45 days in advance of the expiration of the term of the contract pursuant to Education Code 35031, and the responsibility of the Superintendent to remind the Board in a timely manner of the requirement to give notice

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

11. Conditions and process for termination of the contract, including the maximum cash settlement that the Superintendent may receive if the contract is terminated prior to its expiration date

12. Matters related to liability and indemnification against demands, claims, suits, actions, and legal proceedings brought against the Superintendent in his/her official capacity in the performance of duties related to his/her employment

The Board may deliberate about terms of the contract in closed session at a regular meeting. Discussions regarding the salary, salary schedule, or other compensation may occur in closed session only as permitted under Government Code 54957.6 between the Board and its designated representative(s) (the "labor exception"), for the purpose of reviewing the Board's position or instructing the designated representative(s) prior to or during bona fide negotiations with the current or prospective Superintendent. (Government Code 54956, 54957, 54957.6)

The Board may consult with district legal counsel prior to holding a closed session with the designated representative(s) to discuss compensation to be paid to the current or prospective Superintendent.

(cf. 9320 - Meetings and Notices)

(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 take final action on 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, 54957.6)

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Termination of Contract

Prior to the expiration of the contract, the Board may terminate the Superintendent's employment contract in accordance with law and applicable contract provisions.

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

In such an event, any cash settlement that the Superintendent may receive upon termination of the contract shall not exceed his/her monthly salary multiplied by the number of months left on the contract or, if the unexpired term of the contract is more than 18 months and the contract was executed prior to January 1, 2016, no greater than the Superintendent's monthly salary multiplied by 18. For any contract executed on or after January 1, 2016, any cash settlement shall not exceed the Superintendent's monthly salary multiplied by 12. (Government Code 53260)

The cash settlement shall not include any noncash items other than health benefits, which may be continued for the same duration of time as covered in the settlement or until the Superintendent finds other employment, whichever occurs first. (Government Code 53260, 53261)

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, no cash or noncash settlement of any amount shall be provided. (Government Code 53260)

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:

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*

54956 *Special meetings*

54957 *Closed session personnel matters*

54957.1 *Closed session, public report of action taken*

54957.6 *Closed sessions regarding employee matters*

UNITED STATES CODE, TITLE 26

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CODE OF FEDERAL REGULATIONS

1.105-11 *Self-insured medical reimbursement plan*

COURT DECISIONS

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Management Resources:

CSBA PUBLICATIONS

Superintendent Contract Template, 2015

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Local Legislative Bodies, 2003

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

Office of the Attorney General, Department of Justice: <http://caag.state.ca.us/>

CSBA Sample Board Policy

Administration

BP 2140(a)

EVALUATION OF THE SUPERINTENDENT

Note: The following optional policy should be revised to ensure consistency with specific evaluation provisions in the Superintendent's contract. Information and training on effective superintendent evaluation are available through CSBA's Governance Consulting Services.

~~The Governing Board recognizes that, in order to effectively fulfill its responsibilities for setting direction, ensuring accountability, and providing community leadership for the district, it must adopt measures for holding the Superintendent accountable. At a minimum, the Board shall annually conduct a formal evaluation of the Superintendent's performance to assess his/her effectiveness in leading the district toward established goals. In addition, the evaluation process may include opportunities during the year for review of the Superintendent's progress toward meeting the goals. The evaluation shall be in accordance with the provisions of the Superintendent's contract and any applicable Board policy.~~

The Governing Board recognizes its responsibility to establish an evaluation system that enables a fair assessment of the Superintendent's effectiveness in leading the district toward established goals, serves to support his/her continued growth in leadership and management skills, and provides a basis for Board decisions regarding contract extension and compensation. The Board shall annually conduct a formal evaluation of the Superintendent's performance and may provide additional opportunities throughout the year to review the Superintendent's progress toward meeting established goals.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0500 - Accountability)

(cf. 2121 - Superintendent's Contract)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

Note: In Duval v. Board of Trustees, the court held that a board could meet in closed session to select the criteria for the superintendent's evaluation, establish a fact-gathering mechanism, and designate particular areas of emphasis because these actions might reflect the board's initial perception of the superintendent's performance since the last evaluation. District legal counsel should be consulted with questions regarding the permissible scope of closed session discussions regarding superintendent evaluation.

The Board shall determine, with the Superintendent's input, the criteria, schedule, method(s), and instrument(s) to be used for the Superintendent's evaluation. Evaluation criteria ~~shall be agreed upon by the Board and Superintendent prior to the evaluation and~~ shall include, but are not be limited to, district goals and success indicators; educational, management, and community leadership skills; and the Superintendent's professional relationship with the Board.

(cf. 2110 - Superintendent Responsibilities and Duties)

(cf. 2111 - Superintendent Governance Standards)

EVALUATION OF THE SUPERINTENDENT (continued)

~~The Board and Superintendent shall jointly determine the evaluation method(s) and schedule that will best serve the district and the structure and format of the instrument to be used.~~

Prior to the evaluation, the Superintendent shall provide to the Board for its review a report of progress toward district goals, the Superintendent's self-appraisal of accomplishments and performance, and a statement of actions taken to address any Board recommendations from the previous evaluation.

Note: Typically, each Board member individually evaluates the Superintendent and those individual evaluations are then summarized into one document. In some districts, the Board president is given the authority to develop this composite document while, in others, the Board appoints a subcommittee or another Board member to develop it. The full Board takes action on the composite document that is provided to the Superintendent. The following paragraph is optional and may be modified to reflect district practice.

Each Board member shall independently evaluate the Superintendent's performance based upon the evaluation criteria, ~~Based on these individual evaluations, after which~~ the Board president shall produce a single document that summarizes integrates the individual evaluations and represents the consensus of the Board. ~~The Board shall then take action on this document and present it to the Superintendent for his/her response.~~

(cf. 9121 - President)

The evaluation shall provide commendations in areas of strength and achievement, and provide recommendations for improving effectiveness in any areas of need, concern, and or unsatisfactory performance, ~~and serve as a basis for making decisions about salary increase and/or contract extension.~~

Note: Pursuant to Government Code 54957, the Board and Superintendent may meet in closed session to discuss the Superintendent's evaluation, but must not use the public employee performance evaluation exception for discussion or action on any proposed change in compensation other than a reduction in compensation that results from the imposition of discipline. In addition, the Board may meet in closed session with its negotiator pursuant to the labor negotiations exception to discuss any proposed change in compensation for unrepresented employees, including the Superintendent. See BP 2121 - Superintendent's Contract and BB 9321 - Closed Session Purposes and Agendas.

The Board shall meet in closed session with the Superintendent to discuss the evaluation. (Government Code 54957)

(cf. 9321 - Closed Session Purposes and Agendas)
(cf. 9321.1 - Closed Session Actions and Reports)

At this meeting, ~~T~~the Superintendent shall have an opportunity to ask questions, respond verbally and in writing to the evaluation, and present additional evidence of information regarding his/her performance or district progress.

EVALUATION OF THE SUPERINTENDENT (continued)

The discussion shall include the establishment of performance goals for the next year and may identify professional development opportunities for the Superintendent and/or the entire governance team to address areas of concern, strengthen the relationship between the Superintendent and Board, or enhance the Superintendent's knowledge of current educational issues and leadership and management skills.

(cf. 9240 - Board Training)

(cf. 9400 - Board Self-Evaluation)

Note: The following paragraph may be revised to reflect district practice. In Versaci v. Superior Court, the court of appeals held that, if the Superintendent's personal performance goals are not incorporated into his/her employment contract, then they are not subject to disclosure under the California Public Records Act (Government Code 6254.8). According to the court's ruling, a general statement in the contract referring to goal setting in conjunction with performance evaluations does not clearly and unequivocally evidence the parties' intent to incorporate the future goals into the contract.

After the Board and Superintendent have discussed the evaluation, the Board president and Superintendent shall sign the evaluation and it shall be placed in the Superintendent's personnel file. **The evaluation, including personal performance goals, shall be confidential to the extent permitted by law.**

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

~~At the open session after the Superintendent's evaluation or at a subsequent meeting, the Board and Superintendent shall jointly identify performance goals for the next year.~~

~~*(cf. 9400 - Board Self-Evaluation)*~~

Legal Reference: (see next page)

EVALUATION OF THE SUPERINTENDENT (continued)

Legal Reference:

GOVERNMENT CODE

6254.8 Public Records Act; employment contracts

~~*53262 Employment contracts, superintendent*~~

54957 Closed session, personnel matters

COURT DECISIONS

Versaci v. Superior Court, (2005) 127 Cal.App.4th 805

Duval v. Board of Trustees, (2001) 93 Cal.App.4th 902

Management Resources:

CSBA PUBLICATIONS

~~*Maximizing School Board Governance: Superintendent Evaluation, 2006*~~

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

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Center USD

Board Policy

Evaluation Of The Superintendent

BP 2140

Administration

The Governing Board shall annually conduct a formal evaluation of the Superintendent's performance in order to assess his/her effectiveness in leading the district toward established goals. The Board and Superintendent shall establish an appropriate schedule for the annual evaluation process.

(cf. 0000 - Vision)

(cf. 2121 - Superintendent's Contract)

(cf. 9000 - Role of the Board)

Evaluation criteria shall be based on district goals agreed upon by the Board and Superintendent prior to the evaluation. The evaluation shall provide commendations in areas of strength, provide recommendations for improving effectiveness, and serve as a basis for making decisions about salary increases and/or contract extension.

(cf. 2110 - Superintendent Responsibilities and Duties)

The Board and Superintendent shall annually consider what evaluation method(s) will best serve the district and agree on the specific written instrument to be used.

Prior to the evaluation, the Superintendent shall be responsible for preparing and distributing to the Board for its review a report of progress toward district goals. The Board shall also review the Superintendent's current contract and any relevant Board policies.

Each Board member shall independently evaluate the Superintendent's performance. The Board shall determine who will summarize and combine the individual evaluations to create a consensus document and how that consensus document will be formatted. The evaluation shall be a composite of individual Board members' opinions, but there shall be only one final evaluation representing the Board's collective judgment. This final evaluation shall be provided to the Superintendent for his/her response.

The Board shall meet in closed session with the Superintendent to discuss the evaluation. (Government Code 54957)

(cf. 9321 - Closed Session Purposes and Agendas)

The Superintendent shall have an opportunity to ask questions, respond verbally and in

writing to the evaluation, and present additional evidence of his/her performance or district progress.

The Board president and Superintendent shall sign the evaluation as evidence that the evaluation has been discussed. The Superintendent shall place the evaluation in his/her personnel file.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

After each evaluation has been completed, the Board shall meet in open session to give the Board and Superintendent an opportunity to jointly identify performance goals for the next year.

(cf. 2111 - Superintendent Governance Standards)

(cf. 9005 - Governance Standards)

(cf. 9400 - Board Self-Evaluation)

Legal Reference:

GOVERNMENT CODE

54957 Closed session, personnel matters

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: Superintendent Evaluation, 2004

WEB SITES

Association of California School Administrators: <http://www.acsa.org>

CSBA, Single District Governance Services: <http://www.csba.org/sds>

CSBA Sample Board Policy

Business and Noninstructional Operations

BP 3551(a)

FOOD SERVICE OPERATIONS/CAFETERIA FUND

Note: The following ~~optional~~ policy may be revised to reflect district practice. Pursuant to U.S. Department of Agriculture (USDA) Memorandum SP 46-2016, districts participating in the National School Lunch and/or Breakfast program (42 USC 1751-1769j, 1773) are mandated to adopt policy addressing delinquent meal charges; see the section "Meal Sales" below and the accompanying administrative regulation.

Pursuant to 7 CFR 210.9, 210.14, and 220.7, districts participating in the National School Lunch and/or Breakfast program (~~42 USC 1751-1769j, 1773~~) must maintain a nonprofit school food service program. Revenues received through the program may be used ~~only~~ for the operation or improvement of the food service program, ~~except that such revenues must not be used to~~ but not to construct buildings. Revenues ~~also may not be used to purchase land or buildings, unless otherwise approved by the USDA. or construct buildings unless otherwise approved.~~ Authorized expenditures are defined in the California Department of Education's (CDE) California School Accounting Manual.

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

(cf. 3311 - Bids)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

Note: Pursuant to 42 USC 1776, the USDA has established minimum professional standards for food service personnel. With approval from the CDE, more flexible standards may be used in districts with average daily attendance of less than 500 or in districts of any size when hiring a new acting food services director. For more information about professional standards for food service directors, see CDE's Management Bulletin SNP-17-2016.

The Superintendent or designee shall ensure that all food service personnel possess ~~appropriate~~ **the required** qualifications and receive ongoing professional development related to the effective management and implementation of the district's food service program **in accordance with law**.

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Note: The following paragraph is for use by districts participating in the National School Lunch and/or Breakfast Program (42 USC 1751-1769j, 1773). Pursuant to 42 USC 1776, such districts must ensure that food service personnel **and other appropriate personnel** who conduct or oversee administrative

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

~~procedures and other appropriate personnel~~ receive training on administrative practices (i.e., training in application, certification, verification, meal counting, and meal claiming procedures) at least once each year. In addition, all food service personnel are required to receive annual training that (1) is designed to improve the accuracy of approvals for free and reduced-price meals and the identification of reimbursable meals at the point of service and (2) includes modules on nutrition, health and food safety standards and methodologies, and any other appropriate topics as determined by the U.S. Secretary of Agriculture. The CDE provides online training that meets these requirements; see the CDE's web site.

~~In addition, on a date to be determined by the U.S. Secretary pursuant to 42 USC 1776, food service directors will be required to meet minimum requirements related to education, training, and certification.~~

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the California Department of Education (CDE). (42 USC 1776)

Meal Sales

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

Note: The following paragraph is optional. Pursuant to Education Code 38082, the Governing Board may, by formal resolution, authorize the serving of meals to persons other than those listed above. In Management Bulletin No. 00-111, the CDE states that the Board's policy or resolution must specify the circumstances under which those other persons will be served and indicates that using funds from the National School Lunch or Breakfast Program to serve any nonstudent would be contrary to program goals.

In addition, meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Note: Pursuant to Education Code 38084, the district may determine meal prices consistent with the goal of paying the costs of maintaining the cafeterias (exclusive of the costs of housing and equipping cafeterias, or other costs determined by Governing Board resolution, pursuant to Education Code 38100).

Students who meet federal eligibility criteria for the reduced-price meal program cannot be charged more than the amounts listed in 42 USC 1758 and 1773; see AR 3553 - Free and Reduced Price Meals. ~~In setting prices for students who are not eligible for the free and reduced-price meal program, 42 USC 1760 requires schools to charge those students a price that is, on average, equal to the difference between free meal reimbursement and paid meal reimbursement. Schools that charge less than the average are required to gradually increase their prices over time until they meet the requirement or may cover the difference with nonfederal funds. 42 USC 1760 provides that the price shall generally not increase more than 10 cents each year, but allows districts to establish a higher increase at their discretion. For information about setting prices for full-price meals, see 42 USC 1760 and CDE Management Bulletin USDA-SNP-16-2012.~~

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

Note: Education Code 49557 requires the Board to approve a plan that ensures students eligible to receive free or reduced-price meals are not treated differently from other students, including, but not limited to, assurance that eligible students will not be overtly identified by the use of special tokens, tickets, or any other means. For additional language addressing this requirement, see BP/AR 3553 - Free and Reduced Price Meals.

Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation. **Such students shall not be overtly identified or treated differently from other students.**

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

(cf. 3553 - Free and Reduced Price Meals)

(cf. 5145.3 - Nondiscrimination/Harassment)

Note: Pursuant to USDA Memorandum SP 46-2016, districts participating in the National School Lunch and/or Breakfast program are mandated to have a written and clearly communicated meal charge policy which includes, but is not limited to, policy on the collection of delinquent meal charge debt. Pursuant to CDE Management Bulletin SNP-03-2017, the district's unpaid meals policy must ensure that students with unrecovered or delinquent debt are not overtly identified. See the accompanying administrative regulation for additional language fulfilling this mandate.

The Superintendent or designee shall establish strategies and procedures for the collection of meal payments, including delinquent meal payments, and shall clearly communicate these procedures and related district policies to students and parents/guardians. The procedures adopted by the Superintendent or designee shall conform with 2 CFR 200.426 and any applicable CDE guidance, and shall not overtly identify students with unrecovered or delinquent debt or treat them differently than other students.

Cafeteria Fund

Note: Pursuant to Education Code 38090, money received for the sale of food or for any services performed by the cafeterias may be paid into the county treasury to the credit of a "cafeteria fund" for the district.

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

Note: Education Code 38103 allows the Board, at its discretion and with the approval of the County Superintendent of Schools who is responsible for a countywide payroll/retirement system under Education Code 42646, to have wages, salaries, and benefits of food service employees paid either from the district's general fund (Option 1 below) or from the district's cafeteria fund (Option 2).

~~**OPTION 1:** The wages, salaries, and benefits of food service employees shall be paid from the district's general fund. At any time, the Board may order reimbursement from the district's cafeteria fund for these payments in amounts prescribed by the Board and not exceeding the costs actually incurred. (Education Code 38103)~~

OPTION 2: The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

Note: The following optional paragraph may be revised to reflect district practice. ~~2 CFR 225 2 CFR Part 200, Appendix VII and U.S. Department of Agriculture (USDA)~~ guidance, Indirect Costs: Guidance for State Agencies and School Food Authorities, provide information regarding allowable indirect costs that may be charged to the nonprofit school food service account. Also see the accompanying administrative regulation.

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

(cf. 3230 - Federal Grant Funds)
(cf. 3400 - Management of District Assets/Accounts)
(cf. 3460 - Financial Reports and Accountability)

Contracts with Outside Services

Note: The following section is optional. Pursuant to Education Code 45103.5, the district is authorized to contract for consulting services related to food service management. 42 USC 1758, 7 CFR 210.16, and Education Code 45103.5 authorize a district, under specified conditions and with approval of the CDE, to contract with a food service management company to manage its food service operation in one or more of its schools. See the accompanying administrative regulation for related requirements.

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

(cf. 3312 - Contracts)
(cf. 3600 - Consultants)

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)**Procurement of Foods**

Note: The following section is for districts participating in the National School Lunch and/or Breakfast Program (42 USC 1751-1769j, 1773). Pursuant to 7 CFR 210.21, districts are required to comply with all requirements for purchasing commercial food products served in the school meals programs, including those outlined in the Buy American provision. This provision indicates that a district participating in the National School Lunch and/or Breakfast Program or any entity purchasing food on its behalf must, to the maximum extent practicable, purchase domestically grown and processed foods, as defined. According to USDA Memorandum SP-24-2016, a domestic commodity or product is deemed to be "substantially using" domestic agricultural commodities when over 51 percent of the final processed product consists of agricultural commodities produced in the United States.

To the maximum extent practicable, foods purchased for use in school meals by the district or by any entity purchasing food on its behalf shall be domestic commodities or products. *Domestic commodity or product* means an agricultural commodity that is produced in the United States and a food product that is processed in the United States substantially using agricultural commodities that are produced in the United States. (42 USC 1760; 7 CFR 210.21)

Note: The following paragraph reflects limited exceptions to the Buy American requirement, as described in USDA Memorandum SP-24-2016. If the district is using one of these exceptions, it must maintain documentation justifying the exception(s).

A nondomestic food product may be purchased for use in the district's food service program only as a last resort when the product is not produced or manufactured in the United States in sufficient and reasonable quantities of a satisfactory quality, or when competitive bids reveal the costs of a United States product are significantly higher than the nondomestic product. In such cases, the Superintendent or designee shall retain documentation justifying the exception.

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

Note: The following paragraph is for use by districts that have one or more schools participating in the National School Lunch Program, School Breakfast Program, Seamless Summer Feeding Option, and/or other federal meal program. The state monitoring process (the Administrative Review) includes a review of district compliance with requirements for federal meal programs, including a review of resource management in the food service program as provided in the following paragraph. Each district is reviewed at least once every three years. See the CDE's nutrition services web site for a current list of documents that may be requested for the review. ~~USDA correspondence dated August 30, 2013, provides a list of documents that may be requested by the CDE for the review.~~

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

During the Administrative Review, CDE will review district policies on charge accounts, alternate meals, and guidelines for continually notifying parents/guardians of these policies. USDA Memorandum SP 23-2017 adds a requirement to maintain and submit the district's policy on unpaid meal charges to the CDE during the Administrative Review.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal requirements related to maintenance of the nonprofit school food service account, **meal charges**, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

(cf. 3555 - Nutrition Program Compliance)

Legal Reference:

EDUCATION CODE

38080-38086 Cafeteria, establishment and use
 38090-38095 Cafeterias, funds and accounts
 38100-38103 Cafeterias, allocation of charges
 42646 Alternate payroll procedure
 45103.5 Contracts for management consulting services; restrictions
 49490-49493 School breakfast and lunch programs
 49500-49505 School meals
 49554 Contract for services
 49550-49562 **Meals for needy students**

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code
CODE OF REGULATIONS, TITLE 5
 15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs
 1771-1791 Child nutrition, including:
 1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 2

200.56 Indirect costs, definition
 200.400-200.475 Cost principles
 200 Appendix.VII Indirect cost proposals
 225 ~~Cost Principles for State, Local, and Indian Tribal Governments~~

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program
 220.1-220.21 National School Breakfast Program
 250.1-250.70 USDA foods

Management Resources: (see next page)

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)*Management Resources:***CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS***California School Accounting Manual**Food Distribution Program Administrative Manual**Unpaid Meal Charges: Local Meal Charge Policies, Clarification on Collection of Delinquent Meal Payments, and Excess Student Account Balances, Management Bulletin, SNP-03-2017, April 2017**Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs, Bad Debt Policies, and the Handling of Unpaid Meal Charges, Management Bulletin USDA-SNP-06-2015, May 2015**Cafeteria Funds--Allowable Uses, Management Bulletin NSD-SNP-07-2013, May 2013**Paid Lunch Equity Requirement, Management Bulletin USDA-SNP-16-2012, October 2012**Storage and Inventory Management of United States Department of Agriculture (USDA) Donated Foods, Management Bulletin USDA-FDP-02-2010, August 2010*~~*Management Bulletin USDA-SNP-01-2008, February 2008*~~*Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, Management Bulletin 00-111, July 2000***U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS**~~*Financial Management of the School Meal Programs, Correspondence, August 30, 2013*~~*FAQs About School Meals**Unpaid Meal Charges: Guidance and Q&A, SP 23-2017, March 2017**Indirect Costs: Guidance for State Agencies and School Food Authorities SP 60-2016, September 2016**Overcoming the Unpaid Meal Challenge: Proven Strategies from Our Nation's Schools, September 2016**Unpaid Meal Charges: Local Meal Charge Policies, SP 46-2016, July 2016**Compliance with and Enforcement of the Buy American Provision in the National School Lunch Program, SP 24-2016, February 2016**Discretionary Elimination of Reduced Price Charges in the School Meal Programs, SP 17-2014, January 2014***U.S. DEPARTMENT OF EDUCATION GUIDANCE***FAQs About School Meals***WEB SITES***California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>**California School Nutrition Association: <http://www.calsna.org>**U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>*~~*U.S. Department of Education: <http://www.ed.gov>*~~

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Center USD

Board Policy

Food Service Operations/Cafeteria Fund

BP 3551

Business and Noninstructional Operations

The Governing Board intends that school food services shall be a self-supporting, nonprofit program. To ensure program quality and increase cost effectiveness, the Superintendent or designee shall centralize and direct the purchasing of foods and supplies, the planning of menus, and the auditing of all food service accounts for the district.

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

(cf. 3311 - Bids)

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3552 - Summer Meal Program)

(cf. 5030 - Student Wellness)

The Superintendent or designee shall ensure that all food service personnel possess appropriate qualifications and receive ongoing professional development related to the effective management and implementation of the district's food service program.

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

At least once each year, food service administrators, other appropriate personnel who conduct or oversee administrative procedures, and other food service personnel shall receive training provided by the California Department of Education (CDE). (42 USC 1776)

Meal Sales

Meals may be sold to students, district employees, Board members, and employees or members of the fund or association maintaining the cafeteria. (Education Code 38082)

Meal prices, as recommended by the Superintendent or designee and approved by the Board, shall be based on the costs of providing food services and consistent with Education Code 38084 and 42 USC 1760.

Students who are enrolled in the free or reduced-price meal program shall receive meals free of charge or at a reduced price in accordance with law, Board policy, and administrative regulation.

(cf. 3553 - Free and Reduced Price Meals)

Meals may be sold to nonstudents, including parents/guardians, volunteers, students' siblings, or other individuals, who are on campus for a legitimate purpose. Any meals served to

nonstudents shall not be subsidized by federal or state reimbursements, food service revenues, or U.S. Department of Agriculture (USDA) foods.

Cafeteria Fund

The Superintendent or designee shall establish a cafeteria fund independent of the district's general fund.

The wages, salaries, and benefits of food service employees shall be paid from the cafeteria fund. (Education Code 38103)

The Superintendent or designee shall ensure that state and federal funds provided through school meal programs are allocated only for purposes related to the operation or improvement of food services and reasonable and necessary indirect program costs as allowed by law.

(cf. 3400 - Management of District Assets/Accounts)
(cf. 3460 - Financial Reports and Accountability)

Contracts with Outside Services

With Board approval, the district may enter into a contract for food service consulting services or management services in one or more district schools. (Education Code 45103.5; 42 USC 1758; 7 CFR 210.16)

(cf. 3312 - Contracts)
(cf. 3600 - Consultants)

Program Monitoring and Evaluation

The Superintendent or designee shall present to the Board, at least annually, financial reports regarding revenues and expenditures related to the food service program.

The Superintendent or designee shall provide all necessary documentation required for the Administrative Review conducted by the CDE to ensure compliance of the district's food service program with federal requirements related to maintenance of the nonprofit school food service account, paid lunch equity, revenue from nonprogram goods, indirect costs, and USDA foods.

(cf. 3555 - Nutrition Program Compliance)

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

38080-38086 Cafeteria, establishment and use

38090-38095 Cafeterias, funds and accounts

38100-38103 Cafeterias, allocation of charges

42646 Alternate payroll procedure

45103.5 Contracts for management consulting services; restrictions

49490-49493 School breakfast and lunch programs

49500-49505 School meals

49554 Contract for services

HEALTH AND SAFETY CODE

113700-114437 California Retail Food Code

CODE OF REGULATIONS, TITLE 5

15550-15565 School lunch and breakfast programs

UNITED STATES CODE, TITLE 42

1751-1769j School lunch programs

1771-1791 Child nutrition, including:

1773 School breakfast program

CODE OF FEDERAL REGULATIONS, TITLE 2

225 Cost Principles for State, Local, and Indian Tribal Governments

CODE OF FEDERAL REGULATIONS, TITLE 7

210.1-210.31 National School Lunch Program

220.1-220.21 National School Breakfast Program

250.1-250.70 USDA foods

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

California School Accounting Manual

Food Distribution Program Administrative Manual

Cafeteria Funds--Allowable Uses, Management Bulletin NSD-SNP-07-2013, May 2013

Paid Lunch Equity Requirement, Management Bulletin USDA-SNP-16-2012, October 2012

Storage and Inventory Management of United States Department of Agriculture (USDA) Donated Foods, Management Bulletin USDA-FDP-02-2010, August 2010

Clarification for the Use of Alternate Meals in the National School Lunch and School Breakfast Programs; and the Handling of Unpaid Meal Charges, Management Bulletin USDA-SNP-01-2008, February 2008

Adult and Sibling Meals in the National School Lunch and School Breakfast Programs, Management Bulletin 00-111, July 2000

U.S. DEPARTMENT OF AGRICULTURE PUBLICATIONS

Financial Management of the School Meal Programs, Correspondence, August 30, 2013

Indirect Costs: Guidance for State Agencies and School Food Authorities, 2011

U.S. DEPARTMENT OF EDUCATION GUIDANCE

FAQs About School Meals

WEB SITES

California Department of Education, Nutrition Services Division: <http://www.cde.ca.gov/ls/nu>

California School Nutrition Association: <http://www.calsna.org>

U.S. Department of Agriculture, Food and Nutrition Service: <http://www.fns.usda.gov/cnd>

U.S. Department of Education: <http://www.ed.gov>

Policy
adopted: April 23, 2014

CENTER UNIFIED SCHOOL DISTRICT
Antelope, California

CSBA Sample Administrative Regulation

Business and Noninstructional Operations

AR 3551(a)

FOOD SERVICE OPERATIONS/CAFETERIA FUND

Payments for Meals

Note: State and federal law (Education Code 49550; 42 USC 1758, 1773) require that all students eligible for free and reduced-price meals receive a reimbursable meal during each school day which must be the same meal choice offered to noneligible students; see BP/AR 3553 - Free and Reduced Price Meals. California Department of Education (CDE) Management Bulletin ~~USDA-SNP-01-2008~~ SNP-06-2015 clarifies that districts therefore cannot serve an alternate meal (i.e., a meal that is different than the day's advertised meal) to a student eligible for reduced-price meals who does not have the ability to pay or who fails to provide a meal ticket or other medium of exchange on a given day. Payment ~~and pricing~~ policies for full-price meals are at the discretion of the district and may include decisions on whether or not to extend credit or provide an alternate meal to students in the event of nonpayment.

In addition to providing meals at no cost to students who are eligible, the district may offer meals at no cost to students who qualify for reduced-price benefits. Districts that choose to eliminate reduced-price meal charges may still claim the meals at the reduced-price rate, but the cost difference between the reduced-price meal and the no-cost meal must be covered by the district's cafeteria fund. Districts that choose to do so may modify the following paragraph accordingly. For more information, see the U.S. Department of Agriculture's (USDA) Memorandum SP 17-2014.

The following section includes recommendations of the CDE's Management Bulletin and the ~~U.S. Department of Agriculture's (USDA's)~~ "FAQs About School Meals" on the USDA's web site and may be revised to reflect district practice.

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

- (cf. 3550 - Food Service/Child Nutrition Program)*
- (cf. 3552 - Summer Meal Program)*
- (cf. 3553 - Free and Reduced Price Meals)*
- (cf. 3555 - Nutrition Program Compliance)*

Note: The CDE's program monitoring process (the Administrative Review) requires districts to continually notify parents/guardians of district policies regarding meal payments, including charge accounts and alternate meals if applicable. Districts should, at a minimum, inform parents/guardians at the beginning of the school year and on an ongoing basis of district practices for students who have lost or forgotten their meal payment. In addition, districts should set up a parent notification system for when a student's meal payment account has a low or negative balance.

According to the USDA's Memorandum SP-23-2017, beginning in the 2017-18 school year and each year thereafter, the district's policy on delinquent meal payments must be communicated in writing to all households at the start of each school year and to households transferring to the school during the school year. CDE Management Bulletin SNP-03-2017 states that, at a minimum, districts should use the methods specified below to communicate the district's meal policy.

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

At the beginning of the school year, and whenever a student enrolls during the school year, parents/guardians shall be notified of the district's meal payment policies and be encouraged to prepay for meals whenever possible. The Superintendent or designee shall communicate the district's meal payment policies through multiple methods, including, but not limited to:

1. Explaining the meal charge policy within registration materials provided to parents/guardians at the start of the school year
2. Including the policy in print versions of student handbooks, if provided to parents/guardians annually
3. Providing the policy whenever parents/guardians are notified regarding the application process for free and reduced-price meals, such as in the distribution of applications at the start of the school year
4. Posting the policy on the district's web site
5. Establishing a system to notify parents/guardians when a student's meal payment account has a low or negative balance

(cf. 1113 - District and School Web Sites)

(cf. 5145.6 - Parental Notifications)

Note: The following optional paragraph may be revised to reflect district practice. According to the USDA's "FAQs About School Meals," any district that participates in the National School Lunch and/or Breakfast Program (42 USC 1751-1769j, 1773) and has one or more schools which use a system of meal tickets (or tokens, cards, or other similar medium of exchange) may limit the number of lost or stolen tickets it will replace for students each school year, as long as the limit is set at three or more. However, such a limit may only be established if the school (1) advises students and parents/guardians of the district's rules regarding replacement tickets at the beginning of the school year and/or when applications for free and reduced-price meals are distributed or approved; (2) issues at least one advance warning to the student or his/her parent/guardian prior to refusing to issue a replacement ticket; and (3) does not deny meals to prekindergarten or younger primary students or students with disabilities who may be unable to take full responsibility for their meal tickets. Although these requirements apply only to students who qualify for free or reduced-price meals, the USDA recommends that districts apply the same limits for students who pay full price for their meals in order to ensure that needy students are not overtly identified because of a disparate ticket replacement policy.

In any school that uses a system of meal tickets or other similar medium of exchange rather than an electronic point-of-sale system, the Superintendent or designee shall develop a process for providing replacement tickets to any student who reports his/her tickets as lost or stolen. However, whenever any student reports an excessive number of lost or stolen tickets, the Superintendent or designee shall notify the parent/guardian and may provide an alternative method of tracking meal usage for that student.

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, shall not require a student to pay a bill that appears to be the result of identity theft, and shall open a new account with a new account number for a student who appears to be the subject of identity theft.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Note: Pursuant to CDE Management Bulletin SNP-03-2017, districts must ensure that students who are approved for reduced-price meals receive all meals that are paid for. Any excess payments must be either carried over or refunded to the parents/guardians. The following paragraph extends this provision to also apply to students paying for full-price meals.

Any payments made to a student's food service account shall, if not used within the school year, be carried over into the next school year or be refunded to the student's parents/guardians.

Unpaid and Delinquent Meal Charges

Note: Pursuant to USDA Memorandum SP 46-2016, districts participating in the National School Lunch and/or Breakfast program are mandated to have a written and clearly communicated meal charge policy which includes, but is not limited to, policy on the collection of delinquent meal charge debt. Such policy may allow students to charge all types of reimbursable meals, impose a limit on charges, provide students paying full price with alternate meals, and/or allow neither meal charges nor alternative meals. Such policy may be consistent for all students or vary by grade level. The following paragraphs should be revised to reflect district practice. Also see the accompanying Board policy.

Students and their parents/guardians shall be notified whenever their account has a **zero low or negative** balance. Whenever a student's account has an unpaid balance of \$50 or more, parents/guardians shall be notified in writing that full payment is due within seven school days from the date of the notice.

In cases of repeated nonpayment by a student, the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment. The Superintendent or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services.

Note: The following optional paragraph reflects CDE guidance in its Management Bulletin SNP-03-2017.

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

The Superintendent or designee may enter into a repayment plan with a student's parents/guardians for payment of the student's unpaid meal charge balance over a period of time. As necessary, the repayment plan may allow the unrecovered or delinquent debt to carry over into the next fiscal year.

Note: CDE Management Bulletin SNP-03-2017 requires that the district's unpaid meal policy conform with the cost principles set forth in 2 CFR 200.426, as provided below.

The district's efforts to collect debt shall be consistent with district policies and procedures, California Department of Education (CDE) guidance, and 2 CFR 200.426. The district shall not spend more than the actual debt owed in efforts to recover unpaid meal charges.

Note: Pursuant to CDE Management Bulletins SNP 06-2015 and SNP-03-2017, delinquent debt must be reclassified as bad debt and written off as an operating loss if it is not paid by the end of the fiscal year in which the debt was incurred, unless the district enters into a repayment plan with the parent/guardian prior to the end of the fiscal year or the debt occurs fewer than 90 days prior to the end of the fiscal year. Federal funds are not available to reimburse the district for bad debt. Districts are required to maintain related records in accordance with 7 CFR 210.9 and 210.15.

The Superintendent or designee shall maintain records of the efforts made to collect unpaid meal charges and, if applicable, financial documentation showing when the unpaid meal balance has become an operating loss.

Reimbursement Claims

Note: To streamline administration of state and federal meal programs, the CDE has developed an online Child Nutrition Information and Payment System which must be used to submit reimbursement claims and to submit and track the status of applications and USDA food requests.

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the CDE using the online Child Nutrition Information and Payment System.

Cafeteria Fund

Note: Education Code 38091 authorizes the Governing Board to establish one or more cafeteria revolving accounts to be treated as revolving cash accounts of the cafeteria fund.

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091)

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)*(cf. 3100 - Budget)**(cf. 3300 - Expenditures and Purchases)*

~~Note: Education Code 38100-38103 specify allowable expenditures from the cafeteria fund. AB 86 (Ch. 48, Statutes of 2013) repealed Education Code 38102, which had authorized the establishment of a cafeteria equipment reserve fund to be used for the purchase, lease, maintenance, or replacement of cafeteria equipment.~~

The cafeteria fund shall be used only for those expenditures authorized by the Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, **2 CFR Part 200 Appendix VII 2-CFR-225**, and the California School Accounting Manual. (~~Education Code 38091, 38101; 2-CFR 225~~)

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

(cf. 3110 - Transfer of Funds)

Note: The following optional paragraph may be revised to reflect district practice. ~~2-CFR-225~~ **2 CFR Part 200 Appendix VII** and USDA guidance, Indirect Costs: Guidance for State Agencies and School Food Authorities, provide information regarding allowable indirect costs that may be charged to the nonprofit school food service account. Indirect costs are those that are incurred for the benefit of multiple programs or objectives and typically support administrative overhead functions (e.g., accounting, payroll, purchasing, utilities, janitorial services). Each program or objective that benefits from the indirect cost bears a commensurate portion of the cost. Costs may be charged to the nonprofit food service account only if properly documented.

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Note: Pursuant to ~~2-CFR-210.2 and 210.14~~ **7 CFR 210.7 and 220.14**, net cash resources (i.e., all monies that have accrued to the nonprofit school food service at any given time, less cash payable) should not exceed three months average expenditures. If there is a surplus, then according to USDA guidance, Indirect Costs: Guidance for State Agencies and School Food Authorities, the district must lower the price of paid lunches, improve food quality, or make other improvements to school meal operations. The spending plan developed by the district under such circumstances must be approved by the CDE.

Net cash resources in the nonprofit school food service shall not exceed three months average expenditures. (~~2 CFR 210.14~~ **220.14**)

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)**U.S. Department of Agriculture Foods**

Note: The following **optional** section is for use by districts that participate in the National School Lunch Program and receive foods from the USDA pursuant to 42 USC 1755 and 7 CFR 250.1-250.70. The CDE is responsible for ordering and distributing USDA foods for use in California schools. Pursuant to 42 USC 1758, the USDA must ensure that foods offered through this program reflect the most recent Dietary Guidelines for Americans.

The Superintendent or designee shall ensure that foods received through the U.S. Department of Agriculture (USDA) are handled, stored, and distributed in facilities which: (7 CFR 250.14)

1. Are sanitary and free from rodent, bird, insect, and other animal infestation
2. Safeguard foods against theft, spoilage, and other loss
3. Maintain foods at proper storage temperatures
4. Store foods off the floor in a manner to allow for adequate ventilation
5. Take other protective measures as may be necessary

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA **donated** foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR ~~250.60-250.59~~)

Contracts with Outside Services

Note: The following **optional** section is for use by districts that contract for food service management services pursuant to Education Code 49554, 42 USC 1758, or 7 CFR 210.16 or consulting services pursuant to Education Code 45103.5, and should be modified to reflect the type(s) of contracts in the district; see the accompanying Board policy.

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

FOOD SERVICE OPERATIONS/CAFETERIA FUND (continued)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services only, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

(cf. 3312 - Contracts)

(cf. 3515.6 - Criminal Background Checks for Contractors)

(cf. 3600 - Consultants)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4212 - Appointments and Conditions of Employment)

(3/11 12/13) 5/17

Center USD

Administrative Regulation

Food Service Operations/Cafeteria Fund

AR 3551

Business and Noninstructional Operations

Payments for Meals

With the exception of students who are eligible to receive meals at no cost, students may pay on a per-meal basis or may submit payments in advance. The Superintendent or designee shall maintain a system for accurately recording payments received and tracking meals provided to each student.

(cf. 3550 - Food Service/Child Nutrition Program)

(cf. 3552 - Summer Meal Program)

(cf. 3553 - Free and Reduced Price Meals)

(cf. 3555 - Nutrition Program Compliance)

At the beginning of the school year, parents/guardians shall be notified of the district's meal payment policies and encouraged to prepay for meals whenever possible.

(cf. 1113 - District and School Web Sites)

Students and their parents/guardians shall be notified whenever their account has a zero balance. Whenever a student's account has an unpaid balance of \$50 or more, parents/guardians shall be notified in writing that full payment is due within seven school days from the date of the notice.

In cases of repeated nonpayment by a student, the Superintendent or designee may contact parents/guardians to discuss the reasons for the nonpayment. The Superintendent or designee may evaluate individual circumstances to determine if the student's parents/guardians need assistance completing an application for free or reduced-price meals or need referral to social services.

In order to avoid potential misuse of a student's food service account by someone other than the student in whose name the account has been established, the Superintendent or designee shall verify a student's identity when setting up the account and when charging any meal to the account. The Superintendent or designee shall investigate any claim that a bill does not belong to a student or is inaccurate, shall not require a student to pay a bill that appears to be the result of identity theft, and shall open a new account with a new account number for a student who appears to be the subject of identity theft.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Reimbursement Claims

The Superintendent or designee shall maintain records of the number of meals served each day by school site and by category of free, reduced-price, and full-price meals. The Superintendent or designee shall submit reimbursement claims for school meals to the California Department of Education (CDE) using the online Child Nutrition Information and Payment System.

Cafeteria Fund

All proceeds from food sales and other services offered by the cafeteria shall be deposited in the cafeteria fund as provided by law. The income and expenditures of any cafeteria revolving account established by the Governing Board shall be recorded as income and expenditures of the cafeteria fund. (Education Code 38090, 38091)

(cf. 3100 - Budget)

(cf. 3300 - Expenditures and Purchases)

The cafeteria fund shall be used only for those expenditures authorized by the Board as necessary for the operation of school cafeterias in accordance with Education Code 38100-38103, 2 CFR 225, and the California School Accounting Manual. (Education Code 38091, 38101; 2 CFR 225)

Any charges to, or transfers from, a food service program shall be dated and accompanied by a written explanation of the expenditure's purpose and basis. (Education Code 38101)

(cf. 3110 - Transfer of Funds)

Indirect costs charged to the food service program shall be based on either the district's prior year indirect cost rate or the statewide average approved indirect cost rate for the second prior fiscal year, whichever is less. (Education Code 38101)

Net cash resources in the nonprofit school food service shall not exceed three months average expenditures. (2 CFR 210.14)

U.S. Department of Agriculture Foods

The Superintendent or designee shall ensure that foods received through the U.S. Department of Agriculture (USDA) are handled, stored, and distributed in facilities which: (7 CFR 250.14)

1. Are sanitary and free from rodent, bird, insect, and other animal infestation
2. Safeguard foods against theft, spoilage, and other loss
3. Maintain foods at proper storage temperatures
4. Store foods off the floor in a manner to allow for adequate ventilation
5. Take other protective measures as may be necessary

The Superintendent or designee shall maintain inventories of USDA foods in accordance with 7 CFR 250.59 and CDE procedures, and shall ensure that foods are used before their expiration dates.

USDA foods shall be used in school lunches as far as practicable. USDA foods also may be used in other nonprofit food service activities, including, but not limited to, school breakfasts or other meals, a la carte foods sold to students, meals served to adults directly involved in the operation and administration of the food service and to other school staff, and training in nutrition, health, food service, or general home economics instruction for students, provided that any revenues from such activities accrue to the district's nonprofit food service account. (7 CFR 250.60)

Contracts with Outside Services

The term of any contract for food service management or consulting services shall not exceed one year. Any renewal of the contract or further requests for proposals to provide such services shall be considered on a year-to-year basis. (Education Code 45103.5; 7 CFR 210.16)

Any contract for management of the food service operation shall be approved by CDE and comply with the conditions in Education Code 49554 and 7 CFR 210.16 as applicable. The district shall retain control of the quality, extent, and general nature of its food services, including prices to be charged to students for meals, and shall monitor the food service operation through periodic on-site visits. The district shall not enter into a contract with a food service company to provide a la carte food services only, unless the company agrees to offer free, reduced-price, and full-price reimbursable meals to all eligible students. (Education Code 49554; 42 USC 1758; 7 CFR 210.16)

Any contract for consulting services shall not result in the supervision of food service classified staff by the management consultant, nor shall it result in the elimination of any food service classified staff or position or have any adverse effect on the wages, benefits, or other terms and conditions of employment of classified food service staff or positions. All persons providing consulting services shall be subject to applicable employment conditions related to health and safety as listed in Education Code 45103.5. (Education Code 45103.5)

(cf. 3312 - Contracts)

(cf. 3515.6 - Criminal Background Checks for Contractors)

(cf. 3600 - Consultants)

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

(cf. 4212 - Appointments and Conditions of Employment)

CSBA Sample Administrative Regulation

Business and Noninstructional Operations

AR 3580(a)

DISTRICT RECORDS

Note: The following optional administrative regulation reflects classification and retention requirements for district records. For more information about personnel records, including the contents and retention of such records pursuant to 5 CCR 16023, see AR 4112.6/4212.6/4312.6 - Personnel Files. For additional requirements pertaining to student records, including the contents and retention of such records pursuant to Education Code 49069, 5 CCR 430-433, and the Family Educational Rights and Privacy Act (20 USC 1232g and 34 CFR 99.1-99.8), see BP/AR 5125 - Student Records. For requirements pertaining to public access to certain records in accordance with the California Public Records Act (CPRA) (Government Code ~~6251-6250-6270~~), see BP/AR 1340 - Access to District Records and **BB 9012 - Board Member Electronic Communications**.

Classification of Records

Note: Pursuant to 5 CCR 16020, only those documents that are prepared or retained as part of the discharge of official duty are considered as "records" that must be classified and retained. In addition, under the ~~Public Records Act~~ CPRA (Government Code ~~6252 6250-6270~~), a "public record" is defined as any writing relating to the conduct of district business that is prepared, owned, used, or retained by the district; see BP/AR 1340 - Access to District Records. Documents and other writings that are not prepared or used by the district in the conduct of district business are generally not considered to be "records" and thus are not subject to the requirements of this regulation.

Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

(cf. 1340 - Access to District Records)

Before January 1, the Superintendent or designee shall review the prior year's records and shall classify them as either a Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

Records of continuing nature (active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

(cf. 3440 - Inventories)

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

DISTRICT RECORDS (continued)

(cf. 5125 - Student Records)

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

Class 1 - Permanent Records

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022: (5 CCR 16023)

1. Annual Reports
 - a. Official budget
 - b. Financial reports of all funds, including cafeteria and student body funds
 - c. Audit of all funds
 - d. Average daily attendance, including Period 1 and Period 2 reports
 - e. Other major annual reports, including:
 - (1) Those containing information relating to property, activities, financial condition, or transactions
 - (2) Those declared by Governing Board minutes to be permanent

(cf. 3100 - Budget)

(cf. 3452 - Student Activity Funds)

(cf. 3460 - Financial Reports and Accountability)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

2. Official Actions
 - a. Minutes of the Board or Board committees, including the text of rules, regulations, policies, or resolutions included by reference only
 - b. The call for and the result of any elections called, conducted, or canvassed by the Board

DISTRICT RECORDS (continued)

- c. Records transmitted by another agency pertaining to its action with respect to district reorganization

(cf. 7214 - General Obligation Bonds)

(cf. 9324 - Minutes and Recordings)

3. Personnel Records

Class 1 (Permanent) records include all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of compensation, salaries, or wages paid; and deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as a Class 1 (Permanent) record and the detailed records may then be classified as Class 3 (Disposable) records.

Information of a derogatory nature as defined in Education Code 44031 shall be retained as a Class 1 (Permanent) record only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

4. Student Records

The records of enrollment and scholarship for each student required by 5 CCR 432 and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. These include any related policy of liability insurance, except that these records cease to be Class 1 (Permanent) records one year after the claim has been settled or the statute of limitations has expired.

(cf. 5111.1 - District Residency)

(cf. 5141 - Health Care and Emergencies)

(cf. 5143 - Insurance)

5. Property Records

Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as a Class 1 (Permanent) record. The detailed records may then be classified as Class 3 (Disposable) records if the property ledger includes all fixed

DISTRICT RECORDS (continued)

assets; an equipment inventory; and, for each piece of property, the date of acquisition, name of previous owner, a legal description, ~~the~~ amount paid, and comparable data if the unit is disposed of.

(cf. 3280 - Sale or Lease of District-Owned Real Property)

Class 2 - Optional Records

Any records considered temporarily worth keeping, but which ~~is~~ **are** not a Class 1 records, may be classified as a Class 2 (Optional) records and shall be retained until ~~it is~~ reclassified as a Class 3 (Disposable) records. If, by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1 as specified in 5 CCR 16022, all records of the prior year may be classified as Class 2 (Optional) records pending further review and classification within one year. (5 CCR 16024)

Class 3 - Disposable Records

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) records shall be classified as Class 3 (Disposable) records. These include, but are not limited to, detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent) records; and periodic reports, including daily, weekly, and monthly reports, bulletins, and instructions. (5 CCR 16025)

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as a Class 3 (Disposable) record. (5 CCR 16026, 16027)

(cf. 5113.2 - Work Permits)

Electronically Stored Information

~~Note: With the extensive use of electronic messaging, communications, and devices, such as email, text message, and voicemail,~~ In the conduct of official district business, many records and informational materials are generated and maintained in electronic format, making it necessary for districts to design a system for easily saving and retrieving such information when needed. The following optional section contains suggestions for the handling of such electronically stored information and may be revised to reflect district practice.

DISTRICT RECORDS (continued)

In City of San Jose v. Superior Court, the California Supreme Court held that a public official's or employee's electronic communications regarding public business, even if transmitted on the official's or employee's personal account or device, are public records and are not categorically excluded from disclosure upon request under the CPRA. The court noted that the CPRA requires public agencies to use "reasonable effort" to locate existing records in response to a public records request, but that such searches need not be extraordinary or intrusive. The following paragraph reflects the court's suggestion for ensuring that district-related communications transmitted through a public employee's or official's personal device or account can be retrieved without violating the employee's or official's privacy rights. For further information, see CSBA's Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications!

~~All district-related electronically stored information generated or received by a district employee shall be saved to an electronic file on the district's computer and retained for at least 180 days, or shall be printed by the employee and physically filed in a way that it can be easily retrieved when needed. All electronically stored information related to the conduct of district business, including information created, saved, sent, or received on a district employee's or Board member's personal account or device, shall be saved as an electronic file to a district-provided account or device and retained in accordance with the section "Classification of Records" above. Such information includes, but is not limited to, email, text messages, instant messages, computer files, and other electronic communications related to district business. In addition, when appropriate, the information may be printed and physically filed in a way that allows it to be easily retrieved when needed.~~

~~(cf. 9012 – Board Member Electronic Communications)~~

~~However, any district-related electronically stored information that qualifies as a record, as defined above, shall be classified and retained as specified in the section "Classification of Records" above.~~

~~District-related electronically stored information includes, but is not limited to, any email, voicemail, text message, word processing document, spreadsheet, or text document related to district business or generated in the course of an employee's official duty.~~

Note: The following optional paragraph may be revised to reflect district practice. Districts have the authority to monitor the use of district-owned property and equipment, including those provided to employees to enable them to perform their duties efficiently, such as computers, cell phones, and other electronic communication devices. In such situations, an employee's expectation of privacy as it relates to the equipment is limited and the district may monitor it for appropriate use.

~~Employees shall be required to regularly purge their email accounts and district-issued computers, cell phones, and other communication devices of personal electronically stored information and other information unrelated to district business. The Superintendent or designee may check for appropriate use of any district-owned equipment at any time.~~

~~(cf. 4040 – Employee Use of Technology)~~

DISTRICT RECORDS (continued)

~~Any employee person to whom a district-owned computer, cell phone, or other electronic communication device is provided shall be notified about the district's electronic information management system and, as necessary, provided training on the effectively using use of the device.~~

~~(cf. 4131 *Staff Development*)~~

~~(cf. 4231 *Staff Development*)~~

~~(cf. 4331 *Staff Development*)~~

(11/09 4/13) 5/17

Center USD

Administrative Regulation

District Records

AR 3580

Business and Noninstructional Operations

Classification of Records

Records means all records, maps, books, papers, and documents of a school district required by law to be prepared or retained as necessary or convenient to the discharge of official duty. (5 CCR 16020)

(cf. 1340 - Access to District Records)

Before January 1, the Superintendent or designee shall review the prior year's records and shall classify them as either a Class 1 (Permanent), Class 2 (Optional), or Class 3 (Disposable) record. (5 CCR 16022)

Records of continuing nature (active and useful for administrative, legal, fiscal, or other purposes over a period of years) shall not be classified until such usefulness has ceased. (5 CCR 16022)

An inventory of equipment shall be a continuing record and shall not be classified until the inventory is superseded or until the equipment is removed from district ownership. (5 CCR 16022)

(cf. 3440 - Inventories)

A student's cumulative record is a continuing record until the student ceases to be enrolled in the district. (5 CCR 16022)

(cf. 5125 - Student Records)

When an electronic or photographed copy of a Class 1 (Permanent) record has been made, the copy may be classified as Class 1 (Permanent) and the original classified as either Class 2 (Optional) or Class 3 (Disposable). However, no original record that is basic to any required audit may be destroyed prior to the second July 1st succeeding the completion of the audit. (Education Code 35254)

Class 1 - Permanent Records

The original of each of the following records, or one exact copy of it when the original is required by law to be filed with another agency, is a Class 1 (Permanent) record and shall be retained indefinitely unless microfilmed in accordance with 5 CCR 16022: (5 CCR 16023)

1. Annual Reports

- a. Official budget
- b. Financial reports of all funds, including cafeteria and student body funds
- c. Audit of all funds
- d. Average daily attendance, including Period 1 and Period 2 reports
- e. Other major annual reports, including:
 - (1) Those containing information relating to property, activities, financial condition, or transactions
 - (2) Those declared by Governing Board minutes to be permanent

(cf. 3100 - Budget)

(cf. 3452 - Student Activity Funds)

(cf. 3460 - Financial Reports and Accountability)

(cf. 3551 - Food Service Operations/Cafeteria Fund)

2. Official Actions

- a. Minutes of the Board or Board committees, including the text of rules, regulations, policies, or resolutions included by reference only
- b. The call for and the result of any elections called, conducted, or canvassed by the Board
- c. Records transmitted by another agency pertaining to its action with respect to district reorganization

(cf. 7214 - General Obligation Bonds)

(cf. 9324 - Minutes and Recordings)

3. Personnel Records

Class 1 (Permanent) records include all detailed records relating to employment; assignment; amounts and dates of service rendered; termination or dismissal of an employee in any position; sick leave record; rate of compensation, salaries, or wages paid; and deductions or withholdings made and the person or agency to whom such amounts were paid. In lieu of the detailed records, a complete proven summary payroll record for each employee containing the same data may be classified as Class 1 (Permanent) and the detailed records may then be classified as Class 3 (Disposable).

Information of a derogatory nature as defined in Education Code 44031 shall be Class 1 (Permanent) only when the time for filing a grievance has passed or the document has been sustained by the grievance process.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

4. Student Records

The records of enrollment and scholarship for each student required by 5 CCR 432 and all records pertaining to any accident or injury involving a minor for which a claim for damages had been filed as required by law shall be classified as Class 1 (Permanent) records. This includes any related policy of liability insurance except that these records cease to be Class 1 (Permanent) one year after the claim has been settled or the statute of limitations has expired.

(cf. 5111.1 - District Residency)

(cf. 5141 - Health Care and Emergencies)

(cf. 5143 - Insurance)

5. Property Records

Class 1 (Permanent) records include all detailed records relating to land, buildings, and equipment. In lieu of detailed records, a complete property ledger may be classified as Class 1 (Permanent). The detailed records may then be classified as Class 3 (Disposable) if the property ledger includes all fixed assets; an equipment inventory; and, for each piece of property, the date of acquisition, name of previous owner, a legal description, the amount paid, and comparable data if the unit is disposed of.

(cf. 3280 - Sale or Lease of District-Owned Real Property)

Class 2 - Optional Records

Any record considered temporarily worth keeping, but which is not a Class 1 record, may be classified as Class 2 (Optional) and shall be retained until it is reclassified as Class 3 (Disposable). If by agreement of the Board and Superintendent or designee, classification of the prior year records has not been made before January 1 as specified in 5 CCR 16022, all records of the prior year may be classified Class 2 (Optional) pending further review and classification within one year. (5 CCR 16024)

Class 3 - Disposable Records

All records not classified as Class 1 (Permanent) or as Class 2 (Optional) shall be classified as Class 3 (Disposable). These include, but are not limited to, detailed records basic to audit, including those relating to attendance, average daily attendance, or business or financial transactions; detailed records used in preparing another report; teachers' registers if all information required by 5 CCR 432 is retained in other records or if the General Records pages are removed from the register and classified as Class 1 (Permanent); and periodic reports, including daily, weekly, and monthly reports, bulletins, and instructions. (5 CCR 16025)

All Class 3 (Disposable) records shall be destroyed during the third school year after the school year in which the records originated. In addition, Class 3 (Disposable) records shall not be destroyed until after the third school year following the completion of any legally

required audit or the retention period required by any agency other than the State of California, whichever is later. A continuing record shall not be destroyed until the fourth year after it has been classified as Class 3 (Disposable). (5 CCR 16026, 16027)

(cf. 5113.2 - Work Permits)

Regulation
approved: February 17, 2010

CENTER UNIFIED SCHOOL DISTRICT
Antelope, California

CSBA Sample Administrative Regulation

Certificated Personnel

AR 4112.2(a)

CERTIFICATION

Verification of Credentials

Note: The following optional section may be revised to reflect district practice. Pursuant to Education Code 44330, 44332.5, and 44857, ~~requires each person employed by the district in a position requiring certification qualifications must to register a valid credential with the county office of education or with the district, (if the district has an average daily attendance over 10,000), not later than 60 days after beginning employment in the district or not later than 60 days after renewing a credential. A district with over 10,000 average daily attendance (ADA) may provide for the registration of its own certificated employees' credentials. If it does not do so, or if the district has 10,000 ADA or less, certificated employees' credentials must be registered with the county office of education. The following section may be revised to reflect district practice.~~

The Commission on Teacher Credentialing (CTC) does not provide credentials in a paper format. Pursuant to 5 CCR 80001, ~~provides that~~ the official record of a credential is information obtained from the CTC web site. If an applicant has indicated a county of employment on his/her application, the county office of education will receive a download of credential information for that applicant. For all other certificated staff, the district must obtain verification of its employees' certification through the CTC's online service and may print the displayed information.

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid certification document issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential. (Education Code 44857)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching English Learners)

(cf. 4112.23 - Special Education Staff)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 5148 - Child Care and Development)

(cf. 6178 - Career Technical Education)

(cf. 6200 - Adult Education)

Note: Pursuant to Education Code 44332, 44332.5, and 44332.6, an individual may be employed while his/her application is being processed by the CTC if he/she holds a temporary certificate issued by a district with over 10,000 ADA or the county office of education, indicating that he/she has passed the state assessment of teachers' basic skills and completed a criminal record check. As amended by AB 1918 (Ch. 127, Statutes of 2016), Education Code 44332, 44332.5, and 44332.6 require the district or county office of education, prior to issuing a temporary certificate, to obtain a certificate of clearance (fingerprint clearance) from the CTC to satisfy the criminal record check requirement.

The Superintendent or designee shall verify that any person who is employed by the district while his/her application for certification is being processed by the CTC possesses a temporary certificate based on a demonstration of basic skills and completion of a criminal background check. (Education Code 44332, 44332.5, 44332.6)

CERTIFICATION (continued)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

(cf. 3580 - District Records)
(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Basic Skills Proficiency

Note: Education Code 44830 provides that a district cannot employ an individual in a position requiring certification unless that person has met the basic skills proficiency requirement or is exempted from the requirement by law. Such exemptions are specified in Education Code 44252 and 44830. Unless exempted, persons who have been granted a credential by the CTC have met the basic skills proficiency requirement as a condition of obtaining the credential. According to CTC leaflet CL-667, Basic Skills Requirement, the basic skills proficiency requirement also may be met by passage of the California Basic Educational Skills Test, California Subject Examinations for Teachers: Multiple Subject Plus Writing Skills Examination, California State University Early Assessment Program, California State University Placement Examinations, or a basic skills examination from another state.

The district shall not initially hire a person in a position requiring certification, on a permanent, temporary, or substitute basis, unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

The district may hire a certificated employee who has not taken a test of basic skills proficiency if he/she has not yet been afforded the opportunity to take the test, provided that he/she takes the test at the earliest opportunity. The employee may remain employed by the district pending the receipt of his/her test results. (Education Code 44830)

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being issued a California preliminary credential by the CTC unless he/she has completed a basic skills proficiency test in another state or is otherwise exempted by law. The district shall develop a basic skills proficiency test, which shall be at least equivalent to the district test required for high school graduation, for purposes of assessing out-of-state prepared teachers pending completion of the basic skills requirement. (Education Code 44252, 44274.2; 5 CCR 80071.4, 80413.3)

(cf. 6146.1 - High School Graduation Requirements)
(cf. 6146.2 - Certificate of Proficiency)
(cf. 6162.5 - High School Exit Examination)

Note: Pursuant to Education Code 44252 and 44830, persons holding or applying for a "designated subjects special subjects" credential must be assessed with a district basic skills proficiency test, unless their credential requires possession of a bachelor's degree in which case they are required to meet the state basic skills proficiency requirement. When such persons are employed by a consortium of districts or a joint powers agreement, the test may instead be established by the boards of those entities.

CERTIFICATION (continued)

Any person holding or applying for a "designated subjects special subjects" credential which does not require possession of a bachelor's degree shall pass a district proficiency test in lieu of meeting the state basic skills proficiency requirement. (Education Code 44252, 44830)

The district may charge a fee to cover the costs of developing, administering, and grading the district proficiency test. (Education Code 44252, 44830)

Short-Term Staff Permit

Note: 5 CCR 80021 establishes the short-term staff permit (STSP) to immediately fill teacher vacancies based on unforeseen circumstances. Pursuant to 5 CCR 80021, the CTC will issue the STSP to an individual only once and for no more than one year. The STSP will expire no later than July 1, unless the STSP is for a summer school assignment in which case the STSP will expire no later than September 1.

The district may request that the CTC issue a short-term staff permit (STSP) to a qualified applicant whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to: (5 CCR 80021)

1. Enrollment adjustments requiring the addition of another teacher
2. Inability of the teacher of record to finish the school year due to approved leave or illness
3. The applicant's need for additional time to complete preservice requirements for enrollment into an approved intern program
4. Inability of the applicant to enroll in an approved intern program due to timelines or lack of space in the program
5. Unavailability of a third-year extension of an intern program or the applicant's withdrawal from an intern program

The Superintendent or designee shall ensure that the applicant possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021 for the multiple subject, single subject, or education specialist STSP as appropriate. (5 CCR 80021)

When requesting issuance of an STSP, the Superintendent or designee shall submit to the CTC: (5 CCR 80021)

1. Verification that the district has conducted a local recruitment for the permit being requested

CERTIFICATION (continued)

2. Verification that the district has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit

(cf. 4131 - Staff Development)

(cf. 4131.1 - Teacher Support and Guidance)

3. Written justification for the permit signed by the Superintendent or designee

Note: 5 CCR 80021 provides that a holder of the STSP is authorized to provide the same service as a holder of the preliminary or clear credential of the same type (i.e., multiple subject, single subject, education specialist). 5 CCR 80021 provides that all STSPs will also include an English learner authorization allowing the holder to provide services in English language development (ELD) or specially designed academic instruction in English (SDAIE); see AR 4112.22 - Staff Teaching English Learners. Upon request by the district and verification of the applicant's target-language proficiency, the STSP may instead include a bilingual authorization allowing the holder to provide instruction for primary language development or content instruction delivered in the primary language, in addition to ELD and SDAIE.

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

Provisional Internship Permit

Note: 5 CCR 80021.1 establishes the provisional internship permit (PIP) to staff classrooms when appropriately credentialed teachers cannot be found after a diligent search. ~~As amended by Register 2013, No. 28,~~ 5 CCR 80021.1 provides that the PIP will be issued for one calendar year and may not be renewed.

Before requesting that the CTC issue a provisional internship permit (PIP), the district shall conduct a diligent search for a suitable credentialed teacher or intern, including, but not be limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media. (5 CCR 80021.1)

(cf. 4111/4211/4311 - Recruitment and Selection)

Whenever a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may request that the CTC issue a PIP to an applicant who possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021.1 for the multiple subject, single subject, or education specialist PIP as appropriate. (5 CCR 80021.1)

When submitting the request for a PIP, the district shall provide verification of all of the following: (5 CCR 80021.1, 80026.5)

CERTIFICATION (continued)

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.
2. Orientation, guidance, and assistance shall be provided to the permit holder as specified in 5 CCR 80026.5.

The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience.

3. The district shall assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.
4. The district shall assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.
5. A notice of intent to employ the applicant in the identified position has been made public.

The district shall submit a copy of the agenda item presented at a public Governing Board meeting which shall state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that he/she will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.

6. The candidate has been apprised of steps to earn a credential and enroll in an intern program.

Note: 5 CCR 80021.1 provides that a holder of the PIP is authorized to provide the same service as a holder of the preliminary or clear credential of the same type (i.e., multiple subject, single subject, education specialist). In addition, 5 CCR 80021.1 provides that all PIPs will include an English learner authorization allowing the holder to provide services in ELD or SDAIE; see AR 4112.22 - Staff Teaching English Learners. Upon request by the district and verification of the applicant's target-language proficiency, the PIP may instead include a bilingual authorization allowing the holder to provide instruction for primary language development or content instruction delivered in the primary language, in addition to ELD and SDAIE.

CERTIFICATION (continued)

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021.1)

Teaching Permit for Statutory Leave

Note: 5 CCR 80022, as added by Register 2016, No. 34, establishes the Teaching Permit for Statutory Leave (TPSL), which authorizes the holder to serve as the interim teacher of record when a teacher takes a statutory leave. The applicable statutory leaves are specified in 5 CCR 80022 and, as clarified by CTC Coded Correspondence 16-10, exclude administrative leave. The TPSL is valid for one calendar year from the first day of the month immediately following the date of issuance, but may be renewed on an annual basis provided that the holder completes additional requirements as specified and the district verifies that it will provide continued mentoring and support.

Qualifications required for the TPSL include possession of a bachelor's or higher degree, completion of the basic skills requirement, completion of a subject-matter requirement, and 45 hours of preservice preparation in the content areas listed in 5 CCR 80022. The design and delivery of the preservice preparation are at the discretion of the district and, as described in CTC Coded Correspondence 16-10, may include existing training and development programs, new preparation courses or modules, and/or partnerships with the county office of education, neighboring districts, colleges and universities, or private companies. The CTC does not accredit or oversee any TPSL preparation. The following paragraph may be revised to reflect district practice.

Whenever there is an anticipated need for the district to temporarily fill the teaching assignment of a teacher of record who will be on sick leave, differential sick leave, industrial accident or illness leave, pregnancy disability leave, or family care and medical leave under the federal Family and Medical Leave Act or California Family Rights Act, the Superintendent or designee may request that the CTC issue a Teaching Permit for Statutory Leave (TPSL) to a qualified individual who will be serving as the interim teacher of record. Prior to submitting an application to the CTC, the district shall provide the applicant with 45 hours of preparation in the content areas listed in 5 CCR 80022. (5 CCR 80022)

(cf. 4161.1 - Personal Illness and Injury Leave)

(cf. 4161.11 - Industrial Accident/Illness Leave)

(cf. 4161.8 - Family Care and Medical Leave)

A request for the TPSL shall only be submitted if the district has made reasonable efforts to hire a substitute with a full teaching credential that matches the setting and/or subject for the statutory leave position and no such candidate is available. (5 CCR 80022)

The district shall verify to the CTC that it will provide the interim teacher: (5 CCR 80022)

- 1. An orientation to the assignment before or during the first month of service in the statutory leave assignment**

CERTIFICATION (continued)

- 2. An average of two hours of mentoring, support, and/or coaching per week through a system of support coordinated and/or provided by a mentor who possesses a valid life or clear credential that would also authorize service in the statutory leave assignment**
- 3. Lesson plans for the first four weeks of the assignment as well as continued assistance in the development of curriculum, lesson planning, and individualized education programs**

Note: The TPSL authorizes the interim teacher of record to serve for the full length of the statutory leave. CTC Coded Correspondence 16-10 clarifies that, when more than one acceptable leave is taken consecutively, the holder of the TPSL may continue to serve as the interim teacher of record for the entire length of those leaves.

The holder of the TPSL may serve as the interim teacher of record for up to the full length of the leave(s) during the school year. (5 CCR 80022)

The Superintendent or designee shall maintain documentation on the assignment in accordance with 5 CCR 80022. He/she shall annually report data on the use of the TPSL to the County Superintendent of Schools for assignment monitoring pursuant to Education Code 44258.9. (5 CCR 80022)

(cf. 4113 - Assignment)

The Superintendent or designee may annually request renewal of the TPSL, provided that no substitute with a full teaching credential is available for the assignment. The application for each reissuance shall include verification that the interim teacher has completed an additional 45 hours of preparation and the district is continuing to provide mentoring in accordance with items #2-3 above. (5 CCR 80022)

Long-Term Emergency Permits

Note: Pursuant to Education Code 44225.7, the district may request that the CTC grant an applicant a one-year emergency permit (Education Code 44300; 5 CCR 80023-80026.6) when a "fully prepared teacher," defined as a teacher who has completed a teacher preparation program, is unavailable to the district. Emergency permits may only be issued for the resource specialist permit (5 CCR 80024.3.1), teacher librarian services permit (5 CCR 80024.6), crosscultural, language and academic development permit (5 CCR 80024.8), and bilingual authorization permit (5 CCR 80024.7).

Pursuant to 5 CCR 80023.1, ~~as amended by Register 2013, No. 28~~, an emergency permit may be renewed for up to two additional one-year periods (for a maximum of three years of service).

In order to request an emergency permit, the district must first demonstrate that it has made reasonable efforts to recruit candidates who are enrolled in an intern program or are scheduled to complete preliminary credential requirements within six months and must submit a Declaration of Need for Fully Qualified Educators; see the accompanying Board policy.

CERTIFICATION (continued)

As necessary, the Superintendent or designee may request that the CTC issue an emergency resource specialist permit, emergency teacher librarian services permit, emergency crosscultural language and academic development permit, or emergency bilingual authorization permit. (5 CCR 80024.3.1, 80024.6, 80024.7, 80024.8)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation which, to the extent reasonably feasible, shall occur before he/she begins a teaching assignment. The Superintendent or designee may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction and classroom management at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

(cf. 4117.14/4317.14 - Postretirement Employment)

Emergency Substitute Teaching Permits

~~Note: The CTC issues emergency substitute teaching permits that authorize service as a day-to-day substitute, including the (1) emergency 30-day substitute teaching permit, (2) emergency career substitute teaching permit, (3) emergency substitute teaching permit for prospective teachers, and (4) emergency designated subjects 30-day substitute teaching permit for career technical education. 5 CCR 80025-80025.5 specify restrictions pertaining to the number of days that each type of permit holder may substitute for any one teacher during the school year, as noted in items #1-4 below.~~

~~For day-to-day substitute teaching at any grade level, the district may employ a person with an emergency substitute permit issued by the CTC, whose credential or permit authorizes substitute teaching services, provided that:~~

Note: 5 CCR 80025.3, as amended by Register 2016, No. 34, authorizes the holder of the STSP, PIP, or TPSL to provide day-to-day substitute teaching services for up to 30 days for a general education teacher or 20 days for a special education teacher.

1. A person holding an emergency 30-day substitute teaching permit, **STSP, PIP, TPSL**, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the California Basic Educational Skills Test, shall not serve as a substitute for more than 30 days for any one teacher during the school year. He/she shall not serve as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025.3, 80025.4)

CERTIFICATION (continued)

2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)
3. A person with an emergency substitute teaching permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025.2)
4. A person with an emergency designated subjects 30-day substitute teaching permit for career technical education shall teach only in a program of technical, trade, or vocational education and **shall** not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)

Note: 5 CCR 80025 and 80025.5 require the district to have a Statement of Need on file before employing a person with an emergency substitute permit pursuant to item #1 or 4 above. The CTC form for the Statement of Need may be found in the CTC's online [Credential Information Guide](#), which may be accessed only by employers.

Before employing a person with an emergency substitute permit pursuant to item #1 or #4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

(7/11 8/14) 7/17

Center USD

Administrative Regulation

Certification

AR 4112.2
Personnel

Verification of Credentials

The Superintendent or designee shall verify that each employee in a position requiring certification qualifications possesses a valid certification document issued by the Commission on Teacher Credentialing (CTC). Such verification shall occur not later than 60 days after the commencement of employment or the renewal of a credential. (Education Code 44857)

(cf. 4112.21 - Interns)

(cf. 4112.22 - Staff Teaching English Language Learners)

(cf. 4112.23 - Special Education Staff)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

(cf. 4121 - Temporary/Substitute Personnel)

(cf. 5148 - Child Care and Development)

(cf. 6178 - Career Technical Education)

(cf. 6200 - Adult Education)

The Superintendent or designee shall maintain records of the appropriate certification of all employees serving in certificated positions.

(cf. 3580 - District Records)

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

Basic Skills Proficiency

The district shall not initially hire a person in a position requiring certification, on a permanent, temporary, or substitute basis, unless that person has demonstrated basic skills proficiency in reading, writing, and mathematics or is specifically exempted from the requirement by law. (Education Code 44252, 44252.6, 44830)

The district may hire a certificated employee who has not taken a test of basic skills proficiency if he/she has not yet been afforded the opportunity to take the test, provided that he/she takes the test at the earliest opportunity. The employee may remain employed by the district pending the receipt of his/her test results. (Education Code 44830)

An out-of-state prepared teacher shall meet the basic skills requirement within one year of being issued a California preliminary credential by the CTC unless he/she has completed a basic skills proficiency test in another state or is otherwise exempted by law. The district shall develop a basic skills proficiency test, which shall be at least equivalent to the district test required for high school graduation, for purposes of assessing out-of-

CERTIFICATION (continued)

state prepared teachers pending completion of the basic skills requirement. (Education Code 44252, 44274.2; 5 CCR 80071.4, 80413.3)

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.2 - Certificate of Proficiency)

(cf. 6162.5 - High School Exit Examination)

Any person holding or applying for a "designated subjects special subjects" credential which does not require possession of a bachelor's degree shall pass a district proficiency test in lieu of meeting the state basic skills proficiency requirement. (Education Code 44252, 44830)

The district may charge a fee to cover the costs of developing, administering, and grading the district proficiency test. (Education Code 44252, 44830)

Short-Term Staff Permit

The district may request that the CTC issue a short-term staff permit (STSP) to a qualified applicant whenever there is a need to immediately fill a classroom based on unforeseen circumstances, including, but not limited to: (5 CCR 80021)

1. Enrollment adjustments requiring the addition of another teacher
2. Inability of the teacher of record to finish the school year due to approved leave or illness
3. The applicant's need for additional time to complete preservice requirements for enrollment into an approved intern program
4. Inability of the applicant to enroll in an approved intern program due to timelines or lack of space in the program
5. Unavailability of a third-year extension of an intern program or the applicant's withdrawal from an intern program

The Superintendent or designee shall ensure that the applicant possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021 for the multiple subject, single subject, or education specialist STSP as appropriate. (5 CCR 80021)

CERTIFICATION (continued)

When requesting issuance of an STSP, the Superintendent or designee shall submit to the CTC: (5 CCR 80021)

1. Verification that the district has conducted a local recruitment for the permit being requested
2. Verification that the district has provided the permit holder with orientation to the curriculum and to instruction and classroom management techniques and has assigned a mentor teacher for the term of the permit

(cf. 4131 - Staff Development)
(cf. 4131.1 - Teacher Support and Guidance)

3. Written justification for the permit signed by the Superintendent or designee

The holder of an STSP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021)

Provisional Internship Permit

Before requesting that the CTC issue a provisional internship permit (PIP), the district shall conduct a diligent search for a suitable credentialed teacher or intern, including, but not be limited to, distributing job announcements, contacting college and university placement centers, and advertising in print or electronic media. (5 CCR 80021.1)

(cf. 4111/4211/4311 - Recruitment and Selection)

Whenever a suitable credentialed teacher cannot be found after a diligent search, the Superintendent or designee may request that the CTC issue a PIP to an applicant who possesses a bachelor's or higher degree from a regionally accredited college or university, has met the basic skills proficiency requirement unless exempted by state law or regulations, and has satisfied the coursework/experience requirements specified in 5 CCR 80021.1 for the multiple subject, single subject, or education specialist PIP as appropriate. (5 CCR 80021.1)

When submitting the request for a PIP, the district shall provide verification of all of the following: (5 CCR 80021.1, 80026.5)

1. A diligent search has been conducted for a suitable credentialed teacher or suitable qualified intern as evidenced by documentation of the search.

CERTIFICATION (continued)

2. Orientation, guidance, and assistance shall be provided to the permit holder as specified in 5 CCR 80026.5.

The orientation shall include, but not be limited to, an overview of the curriculum the permit holder is expected to teach and effective instruction and classroom management techniques at the permit holder's assigned level. The permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience.

3. The district shall assist the permit holder in developing a personalized plan through a district-selected assessment that would lead to subject-matter competence related to the permit.
4. The district shall assist the permit holder to seek and enroll in subject-matter training, such as workshops or seminars and site-based courses, along with training in test-taking strategies, and shall assist the permit holder in meeting the credential subject-matter competence requirement related to the permit.
5. A notice of intent to employ the applicant in the identified position has been made public.

The district shall submit a copy of the agenda item presented at a public Governing Board meeting which shall state the name of the applicant, the assignment in which the applicant will be employed including the name of the school, subject(s), and grade(s) that he/she will be teaching, and that the applicant will be employed on the basis of a PIP. The district also shall submit a signed statement from the Superintendent or designee that the agenda item was acted upon favorably.

6. The candidate has been apprised of steps to earn a credential and enroll in an intern program.

The holder of a PIP may be assigned to provide the same service as a holder of a multiple subject, single subject, or education specialist credential in accordance with the authorizations specified on the permit. (5 CCR 80021.1)

Long-Term Emergency Permits

CERTIFICATION (continued)

As necessary, the Superintendent or designee may request that the CTC issue an emergency resource specialist permit, emergency teacher librarian services permit, emergency crosscultural language and academic development permit, or emergency bilingual authorization permit. (5 CCR 80024.3.1, 80024.6, 80024.7, 80024.8)

The Superintendent or designee shall provide any first-time recipient of an emergency teaching permit with an orientation which, to the extent reasonably feasible, shall occur before he/she begins a teaching assignment. The Superintendent or designee may vary the nature, content, and duration of the orientation to match the amount of training and experience previously completed by the emergency permit teacher. The orientation shall include, but not be limited to, the curriculum the teacher is expected to teach and effective techniques of classroom instruction and classroom management at the assigned grade-level span. The emergency permit holder also shall receive guidance and assistance from an experienced educator who is a certificated district employee or a certificated retiree from a California district or county office of education and who has completed at least three years of full-time classroom teaching experience. (5 CCR 80026.5)

(cf. 4117.14/4317.14 - Postretirement Employment)

Emergency Substitute Teaching Permits

For day-to-day substitute teaching at any grade level, the district may employ a person with an emergency substitute permit issued by the CTC, provided that:

1. A person holding an emergency 30-day substitute teaching permit, or any valid teaching or services credential that requires at least a bachelor's degree and completion of the CBEST, shall not serve as a substitute for more than 30 days for any one teacher during the school year. He/she shall not serve as a substitute in a special education classroom for more than 20 days for any one teacher during the school year. (5 CCR 80025, 80025.3, 80025.4)
2. A person with an emergency career substitute teaching permit shall not serve as a substitute for more than 60 days for any one teacher during the school year. (5 CCR 80025.1)
3. A person with an emergency substitute teaching permit for prospective teachers shall not serve as a substitute for more than 30 days for any one teacher during the school year and not more than 90 days total during the school year. (5 CCR 80025.2)

CERTIFICATION (continued)

4. A person with an emergency designated subjects 30-day substitute teaching permit for career technical education shall teach only in a program of technical, trade, or vocational education and not serve as a substitute for more than 30 days for any one teacher during the school year. (5 CCR 80025.5)

Before employing a person with an emergency substitute permit pursuant to item #1 or 4 above, the Superintendent or designee shall prepare and keep on file a signed Statement of Need for the school year. The Statement of Need shall describe the situation or circumstances that necessitate the use of a 30-day substitute permit holder and state either that a credentialed person is not available or that the available credentialed person does not meet the district's specified employment criteria. (5 CCR 80025, 80025.5)

Delete

Center USD

Board Policy

Employment References

BP 4112.61 4212.61,4312.61

Personnel

The Superintendent or designee shall process all requests for references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. All letters of recommendation to be issued on behalf of the district for current or former employees must be approved by the Superintendent or designee.

At his/her discretion, the Superintendent or designee may refuse to give a recommendation. Any recommendation he/she gives shall provide a careful, truthful and complete account of the employee's job performance and qualifications.

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

Legal Reference:

LABOR CODE

1050-1054 Reemployment privileges

CIVIL CODE

47 Privileged communication

CODE OF CIVIL PROCEDURE

527.3 Labor disputes

CODE OF REGULATIONS, TITLE 5

80332 Professional candor and honesty in letters or memoranda of employment recommendation

Randi W. v. Livingston Union School District et al., (1995) 45 Cal App. 4th 1570

CSBA Sample Administrative Regulation

All Personnel

AR 4112.61(a)

4212.61

EMPLOYMENT REFERENCES

4312.61

Note: The following optional administrative regulation may be revised to reflect district practice.

The Superintendent or designee shall process be responsible for processing requests for employment references, letters of recommendation, or information about the reasons for separation regarding all district employees other than himself/herself. All letters of recommendation to be issued on behalf of the district for current or former employees shall be approved by the Superintendent or designee. At his/her discretion, the Superintendent or designee may refuse to give a recommendation.

~~Note: Pursuant to Civil Code 47, an employer cannot be sued for providing information about the job performance or qualifications of a current or former employee when such information is given to a prospective employer without malice and at the prospective employer's request. This protection does not apply, however, to information about any speech or activities that are constitutionally protected or otherwise protected by law, including those found in the Code of Civil Procedure 527.3 which upholds the right of employees to discuss labor disputes and to picket or assemble peacefully. Civil Code 47 authorizes an employer to communicate the job performance or qualifications of a current or former employee when such information is given to a prospective employer without malice and at the prospective employer's request. This authorization does not extend to information about speech or other activities that are constitutionally protected or otherwise protected by law, including those found in the Code of Civil Procedure 527.3 pertaining to the rights of workers to engage in concerted activities for the purpose of collective bargaining.~~

The district should consult with legal counsel in determining whether or not it is advisable to reveal negative information concerning an employee. In Randi W. v. Muroc Unified School District et al., the Fifth Appellate District California Supreme Court held that school authorities who recommend a former employee for hiring at another school could be held liable for physical harm to a student molested by the employee when their recommendations failed to disclose known or reasonably suspected acts of sexual misconduct previously committed by the employee.

The Superintendent or designee may communicate information about the job performance or qualifications of a current or former district employee when such information is based upon credible evidence and is given to a prospective employer without malice and at the prospective employer's request. (Civil Code 47)

Any reference, letter of recommendation, or information provided about the reasons for separation issued on behalf of the district he/she gives shall provide a careful, truthful, and complete accurate account of the employee's job performance and qualifications.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

Note: 5 CCR 80332 prohibits a certificated employee from intentionally omitting significant facts

EMPLOYMENT REFERENCES (continued)

regarding a person's qualifications or stating facts which he/she does not know to be true. In addition, Pursuant to Labor Code 1050 and 1052, it is a misdemeanor, punishable by a fine and/or imprisonment, for a person to make misrepresentations which prevent or attempt to prevent a former employee from obtaining employment. It is also a misdemeanor or for an employer to cause or permit an employee to so misrepresent facts or to fail to take reasonable steps to prevent such misrepresentations. In addition to these criminal penalties, Labor Code 1054 provides that the employer also may be liable for treble damages in a civil action for misrepresentation.

No certificated employee shall write or sign any letter or memorandum which intentionally omits significant facts, or which states as facts matters which the writer does not know of his/her own knowledge to be true, relating to the professional qualifications or personal fitness to perform certificated services of any person who the writer knows will use the letter or memorandum to obtain professional employment. (5 CCR 80332)

No certificated employee shall agree to provide a positive letter of recommendation which misrepresents facts as a condition of another employee's resigning or withdrawing action against the district. (5 CCR 80332)

Legal Reference:

LABOR CODE

1050-1054 Reemployment privileges

CIVIL CODE

47 Privileged communication

CODE OF CIVIL PROCEDURE

527.3 Labor disputes

CODE OF REGULATIONS, TITLE 5

80332 Professional candor and honesty in letters or memoranda of employment recommendation

COURT DECISIONS

Randi W. v. Muroc Joint Unified School District et al., (1997) 14 Cal. 4th 1066

(9/89 10/96) 7/17

Center USD

Administrative Regulation

Employment References

AR 4112.61 4212.61,4312.61
Personnel

No certificated employee shall write or sign any letter or memorandum which intentionally omits significant facts, or which states as facts matters which the writer does not know of his/her own knowledge to be true, relating to the professional qualifications or personal fitness to perform certificated services of any person who the writer knows will use the letter or memorandum to obtain professional employment. (Code of Regulations, Title 5, Section 80332)

No certificated employee shall agree to provide a positive letter of recommendation which misrepresents facts as a condition of another employee's resigning or withdrawing action against the district. (Title 5, Section 80332)

CSBA Sample Board Policy

All Personnel

BP 4127(a)

4227

TEMPORARY ATHLETIC TEAM COACHES

4327

The Governing Board desires to employ highly qualified coaches for the district's sports and interscholastic athletic programs in order to enhance the knowledge, skills, motivation, and safety of student athletes.

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145.2 - Athletic Competition)

The Superintendent or designee may **employ hire** a certificated or noncertificated employee, other than a substitute employee, to supervise or instruct interscholastic athletic activities as a temporary employee in a limited assignment capacity. (5 CCR 5590)

(cf. 4121 - Temporary/Substitute Personnel)

Note: When hiring a temporary athletic team coach, Education Code 44919 requires districts to first make the position available to a credentialed teacher presently employed by the district. In CTA v. Rialto Unified School District, the California Supreme Court held that the law is intended to grant a current certificated employee a limited advantage in the hiring process over a noncertificated employee or a nonemployee, provided that the applicant applies for the position and meets qualification criteria established by the district.

When hiring a person to fill a position as a temporary athletic team coach, the position shall first be made available to qualified certificated teachers currently employed by the district. (Education Code 44919)

Note: 5 CCR 5596 specifies a code of ethical conduct for athletic coaches; see the accompanying administrative regulation. In addition, the California Interscholastic Federation (CIF) has adopted a set of principles to guide the conduct of coaches and other participants in interscholastic athletic competitions; see BP 6145.2 - Athletic Competition.

All coaches shall be subject to Board policies, administrative regulations, and California Interscholastic Federation bylaws and codes of ethical conduct.

(cf. 4118 - Dismissal/Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.63 - Steroids)

(cf. 5141.1 - Child Abuse Prevention and Reporting)

Noncertificated coaches **shall** have no authority to **give assign** grades to students. (5 CCR 5591)

(cf. 5121 - Grades/Evaluation of Student Achievement)

TEMPORARY ATHLETIC TEAM COACHES (continued)

Qualifications and Training

Note: 5 CCR 5593 establishes the minimum qualifications for employees serving as temporary athletic team coaches; see the accompanying administrative regulation.

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and district standards. These criteria shall ensure that coaches possess an appropriate level of competence, knowledge, and skill.

Note: ~~Effective July 9, 2010, AB 346 (Ch. 52, Statutes of 2010) amended Pursuant to Education Code 49024, to require any noncertificated employee or any volunteer who works with students in a district-sponsored student activity program, such as an interscholastic athletic program, is required to obtain an Activity Supervisor Clearance Certificate (ASCC) from the Commission on Teacher Credentialing, unless the district requires the candidate to clear a Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) criminal background check prior to beginning the paid or volunteer duties; See BP/AR 1240 - Volunteer Assistance and AR 4112.5/4212.5/4312.5 - Criminal Record Check. This legislation was introduced in response to legislation passed in 2009 (AB 1025, Ch. 379, Statutes of 2009) which had required noncertificated personnel or volunteers who "supervise, direct, or coach the activity" to obtain an ASCC. Thus, the Governing Board may choose whether to (1) require a temporary athletic team coach to obtain the ASCC (Option 1 below) and/or to obtain a DOJ/FBI criminal background check; (Option 2 below). The Board may select either one of the options below, combine them to allow (2) permit an individual, at his/her discretion, to obtain either the ASCC or DOJ/FBI check at the individual's discretion; or (3) to apply different requirements to different positions in the district (e.g., head coaches vs. assistant coaches; employees vs. volunteers). The following paragraph should be modified to reflect district practice.~~

In addition, ~~AB 346 amended~~ Education Code 45125.01 ~~to~~ allows multiple districts within a county or within contiguous counties to share criminal record information of noncertificated employees and volunteers working in a student activity program; ~~see AR 4112.5/4212.5/4312.5 - Criminal Record Check.~~

OPTION 1: Any noncertificated employee or volunteer who works with students in a district-sponsored interscholastic athletic program shall, prior to beginning his/her duties, ~~possess~~ submit to the Superintendent or designee either an Activity Supervisor Clearance Certificate issued by the Commission on Teacher Credentialing or a Department of Justice and Federal Bureau of Investigation criminal background clearance. (Education Code 49024)

~~An individual who obtained both a Department of Justice and Federal Bureau of Investigation criminal background clearance through the district prior to July 9, 2010 shall have satisfied this requirement. (Education Code 49024)~~

TEMPORARY ATHLETIC TEAM COACHES (continued)

~~**OPTION 2:**— Any noncertificated employee or volunteer who works with students in a district-sponsored interscholastic athletic program shall, prior to beginning his/her duties, obtain a Department of Justice and Federal Bureau of Investigation criminal background check through the district. (Education Code 49024)~~

~~An individual who possesses a current Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing, issued prior to July 9, 2010, shall have satisfied district requirements for the criminal background check. (Education Code 49024)~~

(cf. 1240 - Volunteer Assistance)

(cf. 4112.5/4212.5/4312.5 - Criminal Record Check)

Following the selection of a temporary athletic team coach, the Superintendent or designee shall certify to the Board, at the next regular Board meeting or within 30 days, whichever is sooner, that the coach meets the qualifications and competencies required by 5 CCR 5593. By April 1 of each year, the Board shall certify to the State Board of Education that the provisions of 5 CCR 5593 have been met. (5 CCR 5594)

Note: Education Code 49032 requires that all high school coaches complete a district or CIF-developed coaching education program that meets the guidelines of Education Code 35179.1 and includes training on the signs, symptoms, and appropriate response to concussions. Additionally, Education Code 33479.6, as added by AB 1639 (Ch. 792, Statutes of 2016), requires coaches, beginning July 1, 2017, to complete a training course related to the nature and warning signs of sudden cardiac arrest and to retake such a course every two years thereafter. See the accompanying administrative regulation.

In addition, the Superintendent or designee shall regularly report to the Board regarding the extent to which the district's coaches have completed the trainings required by law, including those required pursuant to Education Code 33479.6 and 49032, and by district policy.

Legal Reference: (see next page)

TEMPORARY ATHLETIC TEAM COACHES (continued)

Legal Reference:

EDUCATION CODE

35179-35179.7 Interscholastic athletics

33479-33479.9 The Eric Parades Sudden Cardiac Arrest Prevention Act

44010 Sex offense

44011 Controlled substance offense

44332-44332.5 Temporary certificates

44424 Conviction of a crime

44808 Liability when students are not on school property

44916 Written statement indicating employment status

44919 Classification of temporary employees

45125.01 Interagency agreements for criminal record information

45347 Instructional aides subject to requirements for classified staff

45349 Use of volunteers to supervise or instruct students

49024 Activity Supervisor Clearance Certificate

49030-49034 Performance-enhancing substances

49406 Examination for tuberculosis

CODE OF REGULATIONS, TITLE 5

5531 Supervision of extracurricular activities

5590-5596 Duties of temporary athletic team coaches

COURT DECISIONS

Neily v. Manhattan Beach Unified School District, (2011) 192 Cal. App. 4th 187

Kavanaugh v. West Sonoma County Union High School District, (2003) 29 Cal. 4th 911

CTA v. Rialto Unified School District, (1997) 14 Cal. 4th 627 San Jose Teachers Association, CTA,

NEA v. Barozzi, (1991) 230 Cal.App.3d 1376

Management Resources:

CSBA PUBLICATIONS

Steroids and Students: What Boards Need to Know, Policy Brief, July 2005

A School Board Member's Guide to CIF and Interscholastic Sports, 1997

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

California Interscholastic Federation Constitution and Bylaws

Pursuing Victory with Honor, 1999

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

10-11 Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), July 20, 2010

WEB SITES

CSBA: <http://www.csba.org>

California Athletic Trainers' Association: <http://www.ca-at.org>

California Department of Education: <http://www.cde.ca.gov>

California Interscholastic Federation: <http://www.cifstate.org>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

National Athletic Trainers' Association: <http://www.nata.org>

(3/10 7/10) 5/17

Center USD

Board Policy

Temporary Athletic Team Coaches

BP 4127 4227,4327

Personnel

The Governing Board desires to employ highly qualified coaches for the district's sports and interscholastic athletic programs in order to enhance the knowledge, skills, motivation, and safety of student athletes.

(cf. 6142.7 - Physical Education and Activity)

(cf. 6145.2 - Athletic Competition)

The Superintendent or designee may employ a certificated or noncertificated employee, other than a substitute employee, to supervise or instruct interscholastic athletic activities as a temporary employee in a limited assignment capacity. (5 CCR 5590)

(cf. 4121 - Temporary/Substitute Personnel)

When hiring a person to fill a position as a temporary athletic team coach, the position shall first be made available to qualified certificated teachers currently employed by the district. (Education Code 44919)

All coaches shall be subject to Board policies, administrative regulations, and California Interscholastic Federation bylaws and codes of ethical conduct.

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5131.1 - Bus Conduct)

(cf. 5131.63 - Steroids)

Noncertificated coaches have no authority to give grades to students. (5 CCR 5591)

(cf. 5121 - Grades/Evaluation of Student Achievement)

Qualifications

The Superintendent or designee shall establish qualification criteria for all athletic coaches in accordance with law and district standards. These criteria shall ensure that coaches possess an appropriate level of competence, knowledge, and skill.

Any noncertificated employee or volunteer who works with students in a district-sponsored interscholastic athletic program shall, prior to beginning his/her duties, possess an Activity Supervisor Clearance Certificate issued by the Commission on Teacher Credentialing. (Education Code 49024)

An individual who obtained both a Department of Justice and Federal Bureau of

Investigation criminal background clearance through the district prior to July 9, 2010 shall have satisfied this requirement. (Education Code 49024)

(cf. 1240 - Volunteer Assistance)
(cf. 4112.5/4312.5 - Criminal Record Check)
(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)
(cf. 4212.5 - Criminal Record Check)

Legal Reference:

EDUCATION CODE

35179-35179.7 Interscholastic athletics
44010 Sex offense
44011 Controlled substance offense
44332-44332.5 Temporary certificates
44424 Conviction of a crime
44808 Liability when students are not on school property
44919 Classification of temporary employees
45125.01 Interagency agreements for criminal record information
45347 Instructional aides subject to requirements for classified staff
45349 Use of volunteers to supervise or instruct students
49024 Activity Supervisor Clearance Certificate
49030-49034 Performance-enhancing substances
49406 Examination for tuberculosis
CODE OF REGULATIONS, TITLE 5
5531 Supervision of extracurricular activities
5590-5596 Duties of temporary athletic team coaches
COURT DECISIONS
CTA v. Rialto Unified School District, (1997) 14 Cal. 4th 627
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Management Resources:

CSBA PUBLICATIONS

Steroids and Students: What Boards Need to Know, Policy Brief, July 2005
A School Board Member's Guide to CIF and Interscholastic Sports, 1997

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Pursuing Victory with Honor, 1999

California Interscholastic Federation Constitution and Bylaws

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

10-11 Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), July 20, 2010

WEB SITES

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California Department of Education: <http://www.cde.ca.gov>
California Interscholastic Federation: <http://www.cifstate.org>
Commission on Teacher Credentialing: <http://www.ctc.ca.gov>
National Athletic Trainers' Association: <http://www.nata.org>

Policy
adopted: November 17, 2010

CENTER UNIFIED SCHOOL DISTRICT
Antelope, California

CSBA Sample Administrative Regulation

All Personnel

AR 4127(a)

4227

TEMPORARY ATHLETIC TEAM COACHES

4327

Qualifications

Note: 5 CCR 5593 establishes minimum qualifications for certificated and noncertificated employees assigned as temporary athletic team coaches. Pursuant to 5 CCR 5593, the Superintendent or designee is required to certify to the Governing Board that each newly hired coach meets the requirements of 5 CCR 5593; see the accompanying Board policy.

The district should modify the following section to reflect any additional criteria. Districts ~~should~~ may consider developing specific criteria for each coaching position.

~~The Superintendent or designee shall establish m~~Minimum qualifications ~~criteria~~ for temporary athletic team coaches. ~~These criteria~~ shall include, but ~~are~~ not necessarily ~~be~~ limited to, competencies in the following areas: (5 CCR 5593)

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures, as evidenced by one or more of the following:
 - a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card
 - b. A valid sports injury certificate or first aid card, and a valid CPR card
 - c. A valid Emergency Medical Technician (EMT) I or II card
 - d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)
 - e. Possession of both valid CPR and first aid cards and practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning
2. Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:
 - a. Completion of a college course in coaching theory and techniques
 - b. Completion of inservice programs arranged by a school district or county office of education

TEMPORARY ATHLETIC TEAM COACHES (continued)

- c. Prior service as a student coach or assistant athletic coach in the sport or game being coached
 - d. Prior coaching in community youth athletic programs in the sport being coached
 - e. Prior participation in organized competitive athletics at **the** high school level or above in the sport being coached
3. Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and, at the high school level, regulations of the California Interscholastic Federation (CIF)
4. Knowledge of child or adolescent psychology, as appropriate, as it relates to sport participation, as evidenced by one or more of the following:
- a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions
 - b. Completion of a seminar or workshop on human growth and development of youth
 - c. Prior active involvement with youth in school or community sports program

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. (5 CCR 5593)

~~Following the selection of a temporary athletic team coach, the Superintendent or designee shall certify to the Governing Board, at the next regular Board meeting or within 30 days, whichever is sooner, that the coach meets the qualifications and competencies required by 5 CCR 5593. By April 1 of each year, the Board shall certify to the State Board of Education that the provisions of 5 CCR 5593 have been met. (5 CCR 5594)~~

Note: The qualifications required by 5 CCR 5593 for employees serving as temporary athletic team coaches do not apply to volunteer coaches. The following optional paragraph is for use by districts that require volunteers who supervise or direct an athletic program to meet those same qualifications.

TEMPORARY ATHLETIC TEAM COACHES (continued)

Volunteers who supervise or direct an athletic program shall meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches employed by the district. Any volunteer who does not meet such criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

(cf. 1240 - Volunteer Assistance)

Additional Qualifications of Noncertificated Personnel and Volunteers

In addition to the qualifications listed above, any noncertificated employee or volunteer assigned as a temporary athletic team coach shall: (5 CCR 5592)

1. Be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

2. Not have been convicted of any offense referred to in Education Code 44010, 44011, or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children

Note: ~~Effective July 9, 2010, AB 346 (Ch. 52, Statutes of 2010) amended Education Code 49024 to require any noncertificated employee or any volunteer who works with students in a district-sponsored interscholastic athletic program to obtain an Activity Supervisor Clearance Certificate from the Commission on Teacher Credentialing, or unless the district requires the candidate to clear a Department of Justice and Federal Bureau of Investigation criminal background check prior to beginning his/her duties. See the accompanying Board policy for options that may be selected or adapted by the district.~~

~~In addition, AB 346 amended Education Code 45125.01 to allow multiple districts within a county or within contiguous counties to share criminal record information of noncertificated employees and volunteers working in a student activity program; see AR 4112.5/4212.5/4312.5 - Criminal Record Check.~~

Any noncertificated employee or volunteer assigned as a temporary athletic team coach shall obtain an Activity Supervisor Clearance Certificate or a criminal background check in accordance with Board policy. (Education Code 49024)

(cf. 1240 - Volunteer Assistance)

TEMPORARY ATHLETIC TEAM COACHES (continued)

High School Coaching Education Program Training

Note: The following ~~section~~ paragraph is for use by districts that maintain high schools. Education Code 49032 requires that all high school coaches complete a coaching education program developed by the district or the California Interscholastic Federation (CIF) that meets the guidelines listed in Education Code 35179.1 and includes training on the signs, symptoms, and appropriate response to concussions. Districts that wish to set their own standards for the coaching education program instead of using the standards developed by the CIF should modify the following paragraph accordingly.

Each ~~employee or volunteer~~ high school athletic team coach ~~or volunteer coach~~ shall complete, at his/her expense, a coaching education program that meets the standards developed by the CIF and includes, but is not limited to, training in regard to sport psychology, sport pedagogy, sport physiology, sport management, statewide and school regulations, and CPR and first aid, including the signs, symptoms, and appropriate response to concussions. A high school coach who has completed the education program in another California school district shall be deemed to have met the requirement for this district. An individual who has not completed the education program may be assigned as a coach for no longer than one season of interscholastic competition. (Education Code 35179.1, 49032)

Note: Education Code 33479.6, as added by AB 1639 (Ch. 792, Statutes of 2016), requires the coach of an athletic activity, beginning July 1, 2017, to complete, and retake every two years thereafter, a training course related to the nature and warning signs of sudden cardiac arrest, including the risks associated with continuing to play or practice after experiencing fainting or seizures during exercise, unexplained shortness of breath, chest pain, dizziness, racing heart rate, or extreme fatigue. Pursuant to Education Code 33479.7, as added by AB 1639, on or after July 1, 2019 a coach who does not complete the required sudden cardiac arrest training is subject to suspension from coaching any athletic activity until the required training is completed.

Online training fulfilling this requirement is available on the CIF's web site. Furthermore, Education Code 33479.2, as added by AB 1639, requires the California Department of Education to post related information on its web site.

In addition, prior to coaching an athletic activity and every two years thereafter, athletic coaches shall complete an approved training course on the nature and warning signs of sudden cardiac arrest. (Education Code 33479.2, 33479.6, 33479.7)

Code of Ethical Conduct

Employees providing supervisory or instructional services in interscholastic athletic programs and activities shall: (5 CCR 5596)

1. Show respect for players, officials, and other coaches

TEMPORARY ATHLETIC TEAM COACHES (continued)

2. Respect the integrity and judgment of game officials
3. Establish and model fair play, sportsmanship, and proper conduct
4. Establish player safety and welfare as the highest priority
5. Provide proper supervision of students at all times
6. Use discretion when providing constructive criticism and when reprimanding players
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game
8. Properly instruct players in the safe use of equipment
9. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private postsecondary educational institution
10. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics
11. Avoid suggesting, providing, or encouraging any athlete to use nonprescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the American Medical Association

(cf. 5131.63 - Steroids)

12. Avoid recruitment of athletes from other schools
13. Follow the rules of behavior and the procedures for crowd control as established by the district and the league in which the district participates

(3/10 7/10) 5/17

Center USD

Administrative Regulation

Temporary Athletic Team Coaches

AR 4127 4227,4327
Personnel

Qualifications

The Superintendent or designee shall establish minimum qualification criteria for temporary athletic team coaches. These criteria shall include, but not necessarily be limited to, competencies in the following areas: (5 CCR 5593)

1. Care and prevention of athletic injuries, basic sports injury first aid, and emergency procedures, as evidenced by one or more of the following:
 - a. Completion of a college-level course in the care and prevention of athletic injuries and possession of a valid cardiopulmonary resuscitation (CPR) card
 - b. A valid sports injury certificate or first aid card, and a valid CPR card
 - c. A valid Emergency Medical Technician (EMT) I or II card
 - d. A valid trainer's certification issued by the National or California Athletic Trainers' Association (NATA/CATA)
 - e. Possession of both valid CPR and first aid cards and practical experience under the supervision of an athletic coach or trainer or experience assisting in team athletic training and conditioning

2. Coaching theory and techniques in the sport or game being coached, as evidenced by one or more of the following:
 - a. Completion of a college course in coaching theory and techniques
 - b. Completion of inservice programs arranged by a school district or county office of education
 - c. Prior service as a student coach or assistant athletic coach in the sport or game being coached
 - d. Prior coaching in community youth athletic programs in the sport being coached
 - e. Prior participation in organized competitive athletics at high school level or above in the sport being coached

3. Knowledge of the rules and regulations pertaining to the sport or game being coached, the league rules, and, at the high school level, regulations of the California Interscholastic Federation (CIF)

4. Knowledge of child or adolescent psychology, as appropriate, as it relates to sport participation, as evidenced by one or more of the following:

- a. Completion of a college-level course in child psychology for elementary school positions and adolescent or sports psychology for secondary school positions
- b. Completion of a seminar or workshop on human growth and development of youth
- c. Prior active involvement with youth in school or community sports program

The Superintendent or designee may waive competency requirements for persons enrolled in appropriate training courses leading to acquisition of the competency, provided such persons serve under the direct supervision of a fully qualified coach until the competencies are met. (5 CCR 5593)

Following the selection of a temporary athletic team coach, the Superintendent or designee shall certify to the Governing Board, at the next regular Board meeting or within 30 days, whichever is sooner, that the coach meets the qualifications and competencies required by 5 CCR 5593. By April 1 of each year, the Board shall certify to the State Board of Education that the provisions of 5 CCR 5593 have been met. (5 CCR 5594)

Volunteers who supervise or direct an athletic program shall meet the qualification criteria specified in 5 CCR 5593 required for temporary athletic team coaches employed by the district. Any volunteer who does not meet such criteria shall serve only under the supervision of a fully qualified coach and shall not be given charge of an athletic program.

(cf. 1240 - Volunteer Assistance)

Additional Qualifications of Noncertificated Personnel and Volunteers

In addition to the qualifications listed above, any noncertificated employee or volunteer assigned as a temporary athletic team coach shall: (5 CCR 5592)

1. Be free from tuberculosis and any other contagious disease that would prohibit certificated teachers from teaching, as verified by a written statement, renewable every four years, from a licensed physician or other person approved by the district

(cf. 4112.4/4212.4/4312.4 - Health Examinations)

2. Not have been convicted of any offense referred to in Education Code 44010, 44011, or 44424, or any offense involving moral turpitude or evidencing unfitness to associate with children

Any noncertificated employee or volunteer assigned as a temporary athletic team coach shall obtain an Activity Supervisor Clearance Certificate or a criminal background check in accordance with Board policy. (Education Code 49024)

(cf. 1240 - Volunteer Assistance)

(cf. 4112.5/4312.5 - Criminal Record Check)

(cf. 4112.62/4212.62/4312.62 - Maintenance of Criminal Offender Records)

(cf. 4212.5 - Criminal Record Check)

High School Coaching Education Program

Each high school athletic team coach or volunteer coach shall complete, at his/her expense, a coaching education program that meets the standards developed by the CIF. A high school coach who has completed the education program in another California school district shall be deemed to have met the requirement for this district. (Education Code 49032)

An individual who has not completed the education program may be assigned as a coach for no longer than one season of interscholastic competition. (Education Code 49032)

Code of Ethical Conduct

Employees providing supervisory or instructional services in interscholastic athletic programs and activities shall: (5 CCR 5596)

1. Show respect for players, officials, and other coaches
2. Respect the integrity and judgment of game officials
3. Establish and model fair play, sportsmanship, and proper conduct
4. Establish player safety and welfare as the highest priority
5. Provide proper supervision of students at all times
6. Use discretion when providing constructive criticism and when reprimanding players
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game
8. Properly instruct players in the safe use of equipment
9. Avoid exerting undue influence on a student's decision to enroll in an athletic program at any public or private postsecondary educational institution
10. Avoid exerting undue influence on students to take lighter academic course(s) in order to be eligible to participate in athletics
11. Avoid suggesting, providing, or encouraging any athlete to use nonprescription drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the U.S. Food and Drug Administration, U.S. Surgeon General, or the

American Medical Association

(cf. 5131.63 - Steroids)

12. **Avoid recruitment of athletes from other schools**
13. **Follow the rules of behavior and the procedures for crowd control as established by the district and the league in which the district participates**

CSBA Sample Board Policy

Administrative and Supervisory Personnel

BP 4312.1(a)

CONTRACTS

Note: The following optional policy addresses employment contracts for individuals occupying certificated and classified administrative, supervisory, and management positions. For policy language regarding superintendent contracts, see BP 2121 - Superintendent's Contract.

The Governing Board recognizes the importance of **employing** qualified and competent individuals to **lead manage** district programs and to assist the Superintendent in coordinating efforts to achieve district goals and objectives. To that end, the Board may fill certificated administrative and supervisory positions and classified senior management positions on a contract basis.

(cf. 0000 - Vision)

(cf. 2121 - Superintendent's Contract)

(cf. 4111/4211/4311 - Recruitment and Selection)

(cf. 4300 - Administrative and Supervisory Personnel)

(cf. 4313.2 - Demotion/Reassignment)

(cf. 4314 - Transfers)

Note: Education Code 35031 authorizes continuing contracts, as specified below, for any deputy, associate, or assistant superintendent in a position requiring certification qualifications. Pursuant to Education Code 35030, the title of deputy, associate, or assistant superintendent may be assigned to a business management position.

The Board may offer a continuing contract of up to four years to any deputy, associate, or assistant superintendent; any certificated employee holding a position requiring a supervision or administration credential; or any senior manager of the classified service. (Education Code 35031, 44929.20)

Prior to entering into any such contract, the Board and Superintendent shall consider the financial impact of the contract on the district. The proposed contract shall also be reviewed by legal counsel to ensure that all legally required provisions are included in the contract and to address any potentially adverse obligations **to for** the district.

(cf. 3460 - Financial Reports and Accountability)

Note: Pursuant to Government Code 54957, personnel matters related to the appointment or employment of any employee may appropriately be discussed in closed session **under the "personnel exception."** However, pursuant to Government Code 54956, as amended by AB 1344 (Ch. 692, Statutes of 2011), the Governing Board is prohibited from calling a special meeting on the salary or other compensation of the Superintendent and other management employee. See BB 9320 Meetings and Notices and BB 9321 Closed Session Purposes and Agendas. However, Government Code 54957 prohibits the use of closed session for discussion or action on any proposed change in compensation other than a reduction that

CONTRACTS (continued)

results from the imposition of discipline. In San Diego Union v. City Council, a California Court of Appeal held that the "personnel exception" provided in Government Code 54957 does not extend to discussions of salary and compensation.

Notwithstanding Government Code 54957, the Governing Board is authorized pursuant to Government Code 54957.6, the "labor exception," to hold closed sessions with the district's designated representatives regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits to its represented and unrepresented employees. The Attorney General has opined in 57 Ops.Cal.Atty.Gen. 209 (1974) that a board may only meet in closed session under the labor exception with a designated representative who is involved with the "bona fide" negotiations with represented and/or unrepresented employees. The Attorney General's publication The Brown Act: Open Meetings for Local Legislative Bodies, also states that the "labor exception" applies to meeting in closed session to instruct its representatives concerning negotiations with prospective employees. Boards wishing to discuss salary of administrative personnel in closed session under the "labor exception" are encouraged to consult legal counsel before doing so.

In addition, pursuant to Government Code 54956, the Board is prohibited from deliberating on the salary or other compensation of an employee at a special meeting. See BB 9320 - Meetings and Notices and BB 9321 - Closed Session Purposes and Agendas.

The following paragraph should be revised to reflect district practice.

The Board ~~shall~~ **may** deliberate in the closed session of a regular meeting about the terms of an employment contract for a deputy, associate, or assistant superintendent; other certificated employee holding a position requiring a supervision or administration credential; or a senior manager of the classified service. **Discussions regarding salary, salary schedule, or other compensation may occur in the closed session of a regular meeting only between the Board and its designated representative(s), as permitted under Government Code 54957.6 (the "labor exception") for the purpose of reviewing the Board's position and/or instructing the designated representative(s) prior to or during bona fide negotiations with the employee. Such deliberations shall not be held during a special meeting. (Government Code 54956, 54957, 54957.6)**

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Note: Pursuant to Government Code 54953, as amended by SB 1436 (Ch. 175, Statutes of 2016), the Board must orally report, in an open session, a summary of the recommendation for final action on the salary and/or benefits of a "local agency executive," as defined in Government Code 3511.1, including a deputy, associate, or assistant superintendent; a department head; and any other person whose position within the district is established through an employment contract with the district. Thus, Government Code 54953 limits the Board's ability to approve changes to salary or benefits as part of a consent calendar and instead requires such approval to be a separate agenda item. For identical requirements regarding final action on the salary or benefits of the Superintendent, see BP 2121 - Superintendent's Contract.

CONTRACTS (continued)

Any such employment contract shall be ratified by the Board. The Board shall take final action on an employment contract during an open session of a regularly scheduled Board meeting, and that action shall be and reflected in the Board's minutes. At that meeting, prior to taking action, the Board shall orally report a summary of the recommendation for the final action on salary or compensation in the form of fringe benefits. (Government Code 3511.1, 53262, 54953)

Copies of the any contracts and other public records created or received in the process of developing the recommendation related to the salary, benefits, and other compensation shall be available to the public upon request. (Government Code 53262, 54953)

*(cf. 1340 - Access to District Records)
(cf. 9322 - Agenda/Meeting Materials)
(cf. 9324 - Minutes and Recordings)*

Extension of Contract/ and Reemployment

Note: The following optional paragraph provides that any contract extension 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.

A contract shall be extended only by Board action and subsequent to a satisfactory evaluation of the employee's performance. No employment contract shall include a provision for automatic renewal of the contract.

(cf. 4315 - Evaluation/Supervision)

During the term of the contract and with the consent of the employee involved, the Board may reelect or reemploy the employee starting on the next succeeding first day of July and based on terms and conditions mutually agreed upon by the Board and the employee. (Education Code 35031)

If the Board decides not to reelect or reemploy a deputy, associate, or assistant superintendent or a senior manager of the classified service upon the expiration of his/her term, it shall notify the employee in writing 45 calendar days prior to the expiration of the term of the contract. (Education Code 35031)

(cf. 4112.9/4212.9/4312.9 - Employee Notifications)

Termination of Contract

The Board may terminate an employment contract prior to its expiration date in accordance with the conditions and process specified in the contract.

CONTRACTS (continued)

Note: Pursuant to Government Code 53260-53264, **employment** contracts 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 unexpired term of the contract. If the unexpired term is greater than 18 months, this maximum is equal to the monthly salary times 18. Cash settlements may be less than these caps. The cash settlement may not include any noncash items other than health benefits, which may be continued for the unexpired term up to 18 months or until the employee finds other employment, whichever occurs first. The district must make copies of termination agreements available to the public upon request. For language reflecting these requirements, see AR 4117.5/4217.5/4317.5 - Termination Agreements.

Every **employment** contract shall include a provision specifying the legal maximum cash settlement that the employee may receive in the event that the **contract is terminated Board finds it necessary to terminate the contract** prior to its expiration date. (Government Code 3511.2, 53260)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

Note: Pursuant to Government Code 53243-53243.4, as added by AB 1344 (Ch. 692, Statutes of 2011), effective January 1, 2012, any management employee contract to be executed or renewed by the Board must contain a provision requiring the employee to fully reimburse the district in circumstances specified below.

In addition, all **employment** contracts shall include a provision that, if the employee is convicted of a crime involving an abuse of his/her office or position, he/she shall fully 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 criminal legal defense. (Government Code 53243-53243.4, 53260)

Legal Reference: (see next page)

CONTRACTS (continued)

Legal Reference:

EDUCATION CODE

35030 *Title of deputy, associate or assistant superintendent for certain positions*

35031 *Term of employment*

44842 *Automatic declining of employment*

44843 *Notice of employment to county superintendent*

44929.20 *Continuing contract*

44951 *Continuation in position unless notified*

GOVERNMENT CODE

3511.1-3511.2 *Local agency executives*

53260-53264 *Employment contracts*

54953 *Oral summary of recommended salary and benefits of district executive*

54954 *Time and place of regular meetings*

54956 *Brown Act - Open meeting laws; special meetings*

54957 *Closed session, personnel matters*

ATTORNEY GENERAL OPINIONS

57 *Ops. Cal. Atty. Gen. 209 (1974)*

Management Resources:

CSBA PUBLICATIONS

~~*Maximizing School Board Governance: The Board's Relationship to District Staff, 2007*~~

ATTORNEY GENERAL PUBLICATIONS

~~*The Brown Act: Open Meetings for Local Legislative Bodies, 2003*~~

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

California Office of the Attorney General: <https://oag.ca.gov>

(7/07 3/12) 5/17

Center USD

Board Policy

Contracts

BP 4312.1

Personnel

The Governing Board recognizes the importance of qualified and competent individuals to lead district programs and to assist the Superintendent in coordinating efforts to achieve district goals and objectives. To that end, the Board may fill certificated administrative and supervisory positions and classified senior management positions on a contract basis.

(cf. 0000 - Vision)

(cf. 2121 - Superintendent's Contract)

(cf. 4111/4211/4311 - Recruitment and Selection)

(cf. 4300 - Administrative and Supervisory Personnel)

(cf. 4313.2 - Demotion/Reassignment)

(cf. 4314 - Transfers)

The Board may offer a continuing contract of up to four years to any deputy, associate, or assistant superintendent; any certificated employee holding a position requiring a supervision or administration credential; or any senior manager of the classified service. (Education Code 35031, 44929.20)

Prior to entering into any such contract, the Board and Superintendent shall consider the financial impact of the contract on the district. The proposed contract shall also be reviewed by legal counsel to ensure that all legally required provisions are included in the contract and to address any potentially adverse obligations to the district.

(cf. 3460 - Financial Reports and Accountability)

The Board shall deliberate in the closed session of a regular meeting about the terms of an employment contract for a deputy, associate, or assistant superintendent; other certificated employee holding a position requiring a supervision or administration credential; or a senior manager of the classified service. (Government Code 54957)

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

(cf. 9321.1 - Closed Session Actions and Reports)

Any such employment contract shall be ratified by the Board during an open session of a regularly scheduled Board meeting and reflected in the Board's minutes. Copies of the contracts shall be available to the public upon request. (Government Code 53262)

(cf. 1340 - Access to District Records)

(cf. 9322 - Agenda/Meeting Materials)

(cf. 9324 - Minutes and Recordings)

Extension of Contract and Reemployment

A contract shall be extended only by Board action and subsequent to a satisfactory evaluation of the employee's performance. No employment contract shall include a provision for automatic renewal of the contract.

(cf. 4315 - Evaluation/Supervision)

During the term of the contract and with the consent of the employee involved, the Board may reelect or reemploy the employee starting on the next succeeding first day of July and based on terms and conditions mutually agreed upon by the Board and the employee. (Education Code 35031)

If the Board decides not to reelect or reemploy a deputy, associate, or assistant superintendent or a senior manager of the classified service upon the expiration of his/her term, it shall notify the employee in writing 45 days prior to the expiration of the term of the contract. (Education Code 35031)

Termination of Contract

Every employee contract shall include a provision specifying the legal maximum cash settlement that the employee may receive in the event that the Board finds it necessary to terminate the contract prior to its expiration date. (Government Code 53260)

(cf. 4117.5/4217.5/4317.5 - Termination Agreements)

In addition, all employee contracts shall include a provision that, if the employee is convicted of a crime involving an abuse of his/her office or position, he/she shall fully 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 criminal legal defense. (Government Code 53243-53243.4, 53260)

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

35030 *Title of deputy, associate or assistant superintendent for certain positions*

35031 *Term of employment*

44842 *Automatic declining of employment*

44843 *Notice of employment to county superintendent*

44929.20 *Continuing contract*

44951 *Continuation in position unless notified*

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*

54956 *Brown Act - Open meeting laws; special meetings*

54957 *Closed session, personnel matters*

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: The Board's Relationship to District Staff, 2007

WEB SITES

CSBA: <http://www.csba.org>

Association of California School Administrators: <http://www.acsa.org>

CSBA Sample Administrative Regulation

Students

AR 5145.3(a)

NONDISCRIMINATION/HARASSMENT

Note: The following mandated administrative regulation provides measures that may be implemented by a district to comply with state and federal laws and regulations prohibiting, at school or in school-sponsored or school-related activities, unlawful discrimination, including discriminatory harassment, intimidation, and bullying, of any student based on his/her actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression, or any other legally protected category or association with a person or group with one or more of these actual or perceived characteristics. Federal and state law also prohibit retaliation against those who engage in activity to protect civil rights.

5 CCR 4621 mandates the district to identify in its policies and procedures the person(s), position(s), or unit(s) responsible for ensuring compliance with applicable state and federal laws and regulations governing educational programs, including the receiving and investigating of complaints alleging unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying. In addition, 34 CFR 106.8 and other federal regulations mandate districts that receive federal financial assistance to adopt procedures for the "prompt and equitable" resolution of student and employee discrimination complaints, including the designation of one or more responsible employees to ensure district compliance with federal laws and regulations governing the district's educational programs.

During the Federal Program Monitoring process, California Department of Education (CDE) staff will check to ensure that the district's procedures list the specific title(s) of the employee(s) responsible for investigating complaints. The U.S. Department of Education's (USDOE) Office for Civil Rights (OCR) is the agency responsible for the administrative enforcement of federal antidiscrimination laws and regulations in programs and activities that receive federal financial assistance from the department. In reviewing a district's discrimination policies and procedures, OCR will examine whether the district has identified the employee(s) responsible for coordinating compliance with federal civil rights laws, including the investigation of complaints.

The following paragraphs identify the employee(s) designated to coordinate the district's efforts to comply with state and federal civil rights laws (e.g. Title IX and Section 504 coordinators), including the investigation and resolution of discrimination complaints under AR 1312.3 - Uniform Complaint Procedures. Note also that a district may designate more than one employee to coordinate compliance and/or receive and investigate complaints, although each employee designated as a coordinator/compliance officer must be properly trained.

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status,

NONDISCRIMINATION/HARASSMENT (continued)

pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Director of Personnel & Student Services
8408 Watt Avenue, Antelope, CA 95843
(916) 338-6413

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

Note: As part of its responsibility to monitor district compliance with legal requirements concerning discrimination pursuant to Education Code 234.1, CDE is required to ensure that the district posts its nondiscrimination policies in all schools, offices, staff lounges, and student government meeting rooms. **In addition,** federal regulations enforced by OCR require the district to notify students, parents/guardians, and employees of its policies prohibiting discrimination on the basis of sex (34 CFR 106.8), disability (34 CFR 104.7 and 28 CFR 35.107), and age (34 CFR 110.25) and of related complaint procedures. ~~In its April 2015 Dear Colleague Letter: Title IX Coordinators, OCR recommends that districts publicize their nondiscrimination notices and the full contact information for their compliance officer(s) by posting them at prominent locations on school web sites and making them available through social media.~~

Item #1 below may be revised to specify the means by which the district publicizes its nondiscrimination policies and complaint procedures.

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public; **by posting them on the district's web site and other prominent locations and providing easy access to them through district-supported social media, when available.**

Note: Education Code 221.61, as added by SB 1375 (Ch. 655, Statutes of 2016), requires districts and public schools to post on their web sites information related to Title IX (20 USC 1681-1688). A comprehensive list of rights based on the federal regulations implementing Title IX can be found in Education Code 221.8. A district that does not maintain a web site may comply by posting the information below on the web site of its county office of education. A school without a web site may comply by posting the information on the web site of the district or county office of education.

NONDISCRIMINATION/HARASSMENT (continued)

- 2. Post in a prominent and conspicuous location on the district and school web sites information regarding Title IX prohibitions against discrimination based on a student's sex, gender, gender identity, pregnancy, and parental status, including the following: (Education Code 221.61)**
 - a. The name and contact information of the district's Title IX coordinator, including the phone number and email address**
 - b. The rights of students and the public and the responsibilities of the district under Title IX, including a list of rights as specified in Education Code 221.8 and web links to information about those rights and responsibilities located on the web sites of the Office for Equal Opportunity and the U.S. Department of Education's Office for Civil Rights (OCR)**
 - c. A description of how to file a complaint of noncompliance with Title IX in accordance with AR 1312.3 - Uniform Complaint Procedures, which shall include:
 - (1) An explanation of the statute of limitations within which a complaint must be filed after an alleged incident of discrimination has occurred and how a complaint may be filed beyond the statute of limitations**
 - (2) An explanation of how the complaint will be investigated and how the complainant may further pursue the complaint, including web links to this information on the OCR's web site**
 - (3) A web link to the OCR complaints form and the contact information for the office, including the phone number and email address for the office****

(cf. 1113 - District and School Web Sites)

(cf. 1114 - District-Sponsored Social Media)

- 2.3. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint, and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)**

NONDISCRIMINATION/HARASSMENT (continued)

Note: In its October 2010 Dear Colleague Letter: Harassment and Bullying, OCR identifies training of the school community as one of the key measures for minimizing discriminatory and harassing behavior in school. See also CSBA's policy brief Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students. Item #~~3~~-4 below may be modified to reflect district practice.

- 3.4.** Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.

(cf. 5145.6 - Parental Notifications)

Note: Both federal and state laws contain requirements for translation of certain information and documents. Title VI of the Civil Rights Act of 1964 requires school districts to ensure meaningful access to their programs and activities by persons with limited English proficiency. OCR has interpreted this to require that, whenever information is provided to parents/guardians, districts must notify limited-English-proficient (LEP) parents/guardians in a language other than English in order to be adequate. OCR enforces this requirement consistent with the Department of Justice's 2002 Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons. Under the Guidance, a recipient of federal funds has an obligation to provide language assistance to LEP individuals based on balancing four factors: (1) the number or proportion of LEP individuals likely to encounter the program, (2) the frequency with which LEP individuals come in contact with the program, (3) the nature and importance of the services provided by the program, and (4) the resources available to the recipient. State law is more specific than federal law: Education Code 48985 requires translation of certain information and documents if 15 percent or more of students enrolled in the school speak a single primary language other than English.

- 4.5.** The Superintendent or designee shall ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

NONDISCRIMINATION/HARASSMENT (continued)

- 5.6.** Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students, including transgender and gender-nonconforming students.

(cf. 1240 - Volunteer Assistance)
(cf. 4131 - Staff Development)
(cf. 4231 - Staff Development)
(cf. 4331 - Staff Development)

Note: ~~Item #6-7 below is required pursuant to Education Code 234.1 and recommended as a best practice by OCR.~~

- 6.7.** At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)

Note: ~~Item #7-8 below may be revised to reflect district practice. In some situations, the district may need to provide assistance to a student to protect him/her from harassment or bullying. Each situation will need to be analyzed to determine the most appropriate course of action to meet the needs of the student, based on the circumstances involved.~~

- 7.8.** At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

(cf. 5131.5 - Vandalism and Graffiti)

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond

NONDISCRIMINATION/HARASSMENT (continued)

3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to students, parents/guardians, and the community

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that he/she knew was not true

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Process for Initiating and Responding to Complaints

Note: Education Code 234.1 requires that districts adopt a process for receiving and investigating complaints of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying. Such a process, which is required to be consistent with the uniform complaint procedures specified in 5 CCR 4600-4687, must include (1) a requirement that school personnel who witness an act take immediate steps to intervene when safe to do so, (2) a timeline for investigating and resolving complaints, (3) an appeal process, and (4) translation of forms when required by Education Code 48985. In addition, federal regulations require districts to adopt procedures providing for the prompt and equitable resolution of complaints of discrimination on the basis of sex (34 CFR 106.8), disability (34 CFR 104.7 and 28 CFR 35.107), and age (34 CFR 110.25). OCR guidance on federal civil rights requirements notes that districts may have a responsibility to respond to notice of discrimination whether or not a formal complaint is filed. In addition, in its April 2011 Dear Colleague Letter: Sexual Violence, OCR cautions that districts may have an obligation to respond to notice of sexual harassment of students which occurs off school grounds or outside school-sponsored or school-related programs or activities, since the sexual harassment may still create a hostile environment at school. This principle would also apply to harassment on other bases, such as race, gender, or disability.

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

NONDISCRIMINATION/HARASSMENT (continued)

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

Note: Though a formal complaint must be in writing pursuant to 5 CCR 4600, the district's obligation to provide a safe school environment for its students overrides the need to comply with formalities. Thus, once the district receives notice of an incident, whether verbally or in writing, it is good practice to begin the investigation of the report and to take steps to stop any prohibited conduct and address any effect on students. The following paragraph reflects such practice and is consistent with OCR recommendation.

When a verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, he/she shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Once notified verbally or in writing, the principal or compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Transgender and Gender-Nonconforming Students

Note: The following section may be modified to reflect district practice. Pursuant to Education Code 221.5, a district is required to permit a student to use facilities and participate in sex-segregated school programs and activities consistent with the student's gender identity, regardless of the gender listed on his/her educational records. ~~The following guidelines are designed to implement Education Code 221.5, other existing state and federal laws that prohibit discrimination, and regulatory agency guidance such as the May 2016 Dear Colleague Letter: Transgender Students jointly issued by the Civil Rights Division of the U.S. Department of Justice (DOJ) and OCR. According to the jointly issued Dear Colleague Letter, a school's Title IX obligation to ensure nondiscrimination on the basis of sex requires it to provide transgender students equal access to educational programs and activities, even in circumstances in which other students,~~

NONDISCRIMINATION/HARASSMENT (continued)

~~parents/guardians, or community members raise objections or concerns. Because Education Code 221.5 affords transgender students these rights, districts in California are not impacted by the February 22, 2017 action of the USDOE and U.S. Department of Justice to rescind earlier federal guidance which had indicated that, under Title IX, students must be allowed to use sex-segregated facilities in accordance with their gender identity. In implementing state law, districts may review recommended practices in addition, in May 2016, the U.S. Department of Education's USDOE's Office of Elementary and Secondary Education's published Examples of Policies and Emerging Practices for Supporting Transgender Students, as a resource to complement the jointly issued Dear Colleague Letter. Though OCR's enforcement of the May 2016 Dear Colleague Letter has been enjoined by a federal court, many of the recommended practices have already been adopted by California school districts to reflect state law protecting the rights of transgender students. The guidelines address certain issues and circumstances that may arise in relation to the needs of transgender and gender-nonconforming students, and are by no means exhaustive. Consequently, each instance or situation should be addressed based on its particular circumstances to ensure that the safety, privacy, and other concerns of all students involved are appropriately addressed. For more information on the rights of transgender students, see CSBA's policy brief Providing a Safe, Nondiscriminatory School Environment for Transgender and Gender-Nonconforming Students and its Final Guidance Regarding Transgender Students, Privacy, and Facilities Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Discrimination.~~

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense of his/her gender, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity is different from the gender he/she was assigned at birth.

Regardless of whether they are sexual in nature, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited. Examples of **the** types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with his/her gender identity

NONDISCRIMINATION/HARASSMENT (continued)

2. Disciplining or disparaging a student or excluding him/her from participating in activities for behavior or appearance that is consistent with his/her gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the bathroom that corresponds to his/her gender identity
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

Note: Timelines included in items #1-2 below may be modified to reflect district practice.

1. Right to privacy: A student's transgender or gender-nonconforming status is his/her private information and the district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's transgender or gender-nonconforming status is disclosed shall keep the student's information confidential.

NONDISCRIMINATION/HARASSMENT (continued)

When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this ~~procedure~~ **administrative regulation**, and shall inform the student that honoring the student's request may limit the district's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

~~Note: In the May 2016 Dear Colleague Letter, DOJ and OCR noted that there is no medical diagnosis or treatment requirement that students must meet as a prerequisite to being treated consistent with their gender identity.~~

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion of his/her gender identity and begin to treat the student consistent with his/her gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.
3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify and develop strategies for ensuring that the student's access to education programs and activities is maintained. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a

NONDISCRIMINATION/HARASSMENT (continued)

support team for the student that will meet periodically to assess whether the arrangements for the student are meeting his/her educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.

4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students. However, the district shall not require a student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. 6145 - Extracurricular and Cocurricular Activities)

(cf. 6145.2 - Athletic Competition)

(cf. 6153 - School-Sponsored Trips)

(cf. 7110 - Facilities Master Plan)

<p>Note: 5 CCR 432 requires the legal name, sex, date of birth, etc., of a student to be maintained as part of the student's "mandatory permanent student records" but does not prohibit keeping of other records, such as a student's preferred name, as part of the student's "permitted student records."</p>
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5. **Student Records:** A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents. Such preferred name may be added to the student's record and official documents as permitted by law.

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

NONDISCRIMINATION/HARASSMENT (continued)

6. **Names and Pronouns:** If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying district policy.
7. **Uniforms/Dress Code:** A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

(cf. 5132 - Dress Code)

(10/14 9/16) 5/17

Center USD

Administrative Regulation

Nondiscrimination/Harassment

AR 5145.3
Students

The district designates the individual(s) identified below as the employee(s) responsible for coordinating the district's efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the district's nondiscrimination policies. The individual(s) shall also serve as the compliance officer(s) specified in AR 1312.3 - Uniform Complaint Procedures as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student's actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer(s) may be contacted at: (Education Code 234.1; 5 CCR 4621)

Director of Personnel & Student Services
8408 Watt Avenue, Antelope, CA 95843
(916) 338-6320

(cf. 1312.1 - Complaints Concerning District Employees)
(cf. 1312.3 - Uniform Complaint Procedures)

Measures to Prevent Discrimination

To prevent unlawful discrimination, including discriminatory harassment, intimidation, retaliation, and bullying, of students at district schools or in school activities and to ensure equal access of all students to the educational program, the Superintendent or designee shall implement the following measures:

1. Publicize the district's nondiscrimination policy and related complaint procedures, including the coordinator/compliance officer's contact information, to students, parents/guardians, employees, volunteers, and the general public, posting them on the district's web site and other prominent locations and providing easy access to them through district-supported social media, when available.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)

2. Provide to students a handbook that contains age-appropriate information that clearly describes the district's nondiscrimination policy, procedures for filing a complaint,

and resources available to students who feel that they have been the victim of any such behavior. (Education Code 234.1)

3. Annually notify all students and parents/guardians of the district's nondiscrimination policy, including its responsibility to provide a safe, nondiscriminatory school environment for all students, including transgender and gender-nonconforming students. The notice shall inform students and parents/guardians that they may request to meet with the compliance officer to determine how best to accommodate or resolve concerns that may arise from the district's implementation of its nondiscrimination policies. The notice shall also inform all students and parents/guardians that, to the extent possible, the district will address any individual student's interests and concerns in private.

(cf. 5145.6 - Parental Notifications)

4. The Superintendent or designee shall ensure that students and parents/guardians, including those with limited English proficiency, are notified of how to access the relevant information provided in the district's nondiscrimination policy and related complaint procedures, notices, and forms in a language they can understand.

If 15 percent or more of students enrolled in a particular district school speak a single primary language other than English, the district's policy, regulation, forms, and notices concerning nondiscrimination shall be translated into that language in accordance with Education Code 234.1 and 48985. In all other instances, the district shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency.

5. Provide to students, employees, volunteers, and parents/guardians age-appropriate training and information regarding the district's nondiscrimination policy; what constitutes prohibited discrimination, including discriminatory harassment, intimidation, retaliation, or bullying; how and to whom a report of an incident should be made; and how to guard against segregating or stereotyping students when providing instruction, guidance, supervision, or other services to them. Such training and information shall include details of guidelines the district may use to provide a discrimination-free environment for all district students, including transgender and gender-nonconforming students.

(cf. 1240 - Volunteer Assistance)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

6. At the beginning of each school year, inform school employees that any employee who witnesses any act of unlawful discrimination, including discriminatory harassment, intimidation, or bullying, against a student is required to intervene if it is safe to do so. (Education Code 234.1)
7. At the beginning of each school year, inform each principal or designee of the district's responsibility to provide appropriate assistance or resources to protect

students' privacy rights and ensure their safety from threatened or potentially discriminatory behavior.

Enforcement of District Policy

The Superintendent or designee shall take appropriate actions to reinforce BP 5145.3 - Nondiscrimination/Harassment. As needed, these actions may include any of the following:

1. Removing vulgar or offending graffiti

(cf. 5131.5 - Vandalism and Graffiti)

2. Providing training to students, staff, and parents/guardians about how to recognize unlawful discrimination, how to report it or file a complaint, and how to respond
3. Disseminating and/or summarizing the district's policy and regulation regarding unlawful discrimination
4. Consistent with the laws regarding the confidentiality of student and personnel records, communicating the school's response to students, parents/guardians, and the community

(cf. 4112.6/4212.6/4312.6 - Personnel Files)

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)

(cf. 5125 - Student Records)

5. Taking appropriate disciplinary action against students, employees, and anyone determined to have engaged in wrongdoing in violation of district policy, including any student who is found to have filed a complaint of discrimination that he/she knew was not true

(cf. 4118 - Suspension/Disciplinary Action)

(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

(cf. 6159.4 - Behavioral Interventions for Special Education Students)

Process for Initiating and Responding to Complaints

Any student who feels that he/she has been subjected to unlawful discrimination described above or in district policy is strongly encouraged to immediately contact the compliance officer, principal, or any other staff member. In addition, any student who observes any such incident is strongly encouraged to report the incident to the compliance officer or principal, whether or not the alleged victim files a complaint.

Any school employee who observes an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, or to whom such an incident is reported shall report the incident to the compliance officer or principal within a school day, whether or not the alleged victim files a complaint.

Any school employee who witnesses an incident of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, shall immediately intervene to stop the incident when it is safe to do so. (Education Code 234.1)

When a verbal report of unlawful discrimination, including discriminatory harassment, intimidation, retaliation, or bullying, is made to or received by the principal or compliance officer, he/she shall make a note of the report and encourage the student or parent/guardian to file the complaint in writing, pursuant to the provisions in AR 1312.3 - Uniform Complaint Procedures. Once notified verbally or in writing, the principal or compliance officer shall begin the investigation and shall implement immediate measures necessary to stop the discrimination and ensure that all students have access to the educational program and a safe school environment. Any interim measures adopted to address unlawful discrimination shall, to the extent possible, not disadvantage the complainant or a student who is the victim of the alleged unlawful discrimination.

Any report or complaint alleging unlawful discrimination by the principal, compliance officer, or any other person to whom a report would ordinarily be made or complaint filed shall instead be made to or filed with the Superintendent or designee who shall determine how the complaint will be investigated.

(cf. 5141.4 - Child Abuse Prevention and Reporting)

Transgender and Gender-Nonconforming Students

Gender identity of a student means the student's gender-related identity, appearance, or behavior as determined from the student's internal sense of his/her gender, whether or not that gender-related identity, appearance, or behavior is different from that traditionally associated with the student's physiology or assigned sex at birth.

Gender expression means a student's gender-related appearance and behavior, whether stereotypically associated with the student's assigned sex at birth. (Education Code 210.7)

Gender transition refers to the process in which a student changes from living and identifying as the sex assigned to the student at birth to living and identifying as the sex that corresponds to the student's gender identity.

Gender-nonconforming student means a student whose gender expression differs from stereotypical expectations.

Transgender student means a student whose gender identity is different from the gender he/she was assigned at birth.

Regardless of whether they are sexual in nature, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility that are based on sex, gender identity, or gender expression, or that have the purpose or effect of producing a negative impact on the student's academic performance or of creating an intimidating, hostile, or offensive educational environment are prohibited. Examples of types of conduct which are prohibited in the district and which may constitute gender-based harassment include, but are not limited to:

1. Refusing to address a student by a name and the pronouns consistent with his/her gender identity
2. Disciplining or disparaging a student or excluding him/her from participating in activities for behavior or appearance that is consistent with his/her gender identity or that does not conform to stereotypical notions of masculinity or femininity, as applicable
3. Blocking a student's entry to the bathroom that corresponds to his/her gender identity
4. Taunting a student because he/she participates in an athletic activity more typically favored by a student of the other sex
5. Revealing a student's transgender status to individuals who do not have a legitimate need for the information, without the student's consent
6. Use of gender-specific slurs
7. Physical assault of a student motivated by hostility toward him/her because of his/her gender, gender identity, or gender expression

The district's uniform complaint procedures (AR 1312.3) shall be used to report and resolve complaints alleging discrimination against transgender and gender-nonconforming students.

Examples of bases for complaints include, but are not limited to, the above list, as well as improper rejection by the district of a student's asserted gender identity, denial of access to facilities that correspond with a student's gender identity, improper disclosure of a student's transgender status, discriminatory enforcement of a dress code, and other instances of gender-based harassment.

To ensure that transgender and gender-nonconforming students are afforded the same rights, benefits, and protections provided to all students by law and Board policy, the district shall address each situation on a case-by-case basis, in accordance with the following guidelines:

1. **Right to privacy:** A student's transgender or gender-nonconforming status is his/her private information and the district shall only disclose the information to others with the student's prior written consent, except when the disclosure is otherwise required by law or when the district has compelling evidence that disclosure is necessary to preserve the student's physical or mental well-being. In any case, the district shall only allow disclosure of a student's personally identifiable information to employees with a legitimate educational interest as determined by the district pursuant to 34 CFR 99.31. Any district employee to whom a student's transgender or gender-nonconforming status is disclosed shall keep the student's information confidential. When disclosure of a student's gender identity is made to a district employee by a student, the employee shall seek the student's permission to notify the compliance officer. If the student refuses to give permission, the employee shall keep the student's information confidential, unless he/she is required to disclose or report the student's information pursuant to this procedure, and shall inform the student that

honoring the student's request may limit the district's ability to meet the student's needs related to his/her status as a transgender or gender-nonconforming student. If the student permits the employee to notify the compliance officer, the employee shall do so within three school days.

As appropriate given the student's need for support, the compliance officer may discuss with the student any need to disclose the student's transgender or gender-nonconformity status or gender identity or gender expression to his/her parents/guardians and/or others, including other students, teacher(s), or other adults on campus. The district shall offer support services, such as counseling, to students who wish to inform their parents/guardians of their status and desire assistance in doing so.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

2. **Determining a Student's Gender Identity:** The compliance officer shall accept the student's assertion of his/her gender identity and begin to treat the student consistent with his/her gender identity unless district personnel present a credible and supportable basis for believing that the student's assertion is for an improper purpose.
3. **Addressing a Student's Transition Needs:** The compliance officer shall arrange a meeting with the student and, if appropriate, his/her parents/guardians to identify and develop strategies for ensuring that the student's access to education programs and activities is maintained. The meeting shall discuss the transgender or gender-nonconforming student's rights and how those rights may affect and be affected by the rights of other students and shall address specific subjects related to the student's access to facilities and to academic or educational support programs, services, or activities, including, but not limited to, sports and other competitive endeavors. In addition, the compliance officer shall identify specific school site employee(s) to whom the student may report any problem related to his/her status as a transgender or gender-nonconforming individual, so that prompt action could be taken to address it. Alternatively, if appropriate and desired by the student, the school may form a support team for the student that will meet periodically to assess whether the arrangements for the student are meeting his/her educational needs and providing equal access to programs and activities, educate appropriate staff about the student's transition, and serve as a resource to the student to better protect the student from gender-based discrimination.
4. **Accessibility to Sex-Segregated Facilities, Programs, and Activities:** When the district maintains sex-segregated facilities, such as restrooms and locker rooms, or offers sex-segregated programs and activities, such as physical education classes, intermural sports, and interscholastic athletic programs, students shall be permitted to access facilities and participate in programs and activities consistent with their gender identity. To address any student's privacy concerns in using sex-segregated facilities, the district shall offer available options such as a gender-neutral or single-use restroom or changing area, a bathroom stall with a door, an area in the locker room separated by a curtain or screen, access to a staff member's office, or use of the locker room before or after the other students. However, the district shall not require a

student to utilize these options because he/she is transgender or gender-nonconforming. In addition, a student shall be permitted to participate in accordance with his/her gender identity in other circumstances where students are separated by gender, such as for class discussions, yearbook pictures, and field trips. A student's right to participate in a sex-segregated activity in accordance with his/her gender identity shall not render invalid or inapplicable any other eligibility rule established for participation in the activity.

(cf. 6145 - Extracurricular and Cocurricular Activities)
(cf. 6145.2 - Athletic Competition)
(cf. 6153 - School-Sponsored Trips)
(cf. 7110 - Facilities Master Plan)

5. Student Records: A student's legal name or gender as entered on the mandatory student record required pursuant to 5 CCR 432 shall only be changed pursuant to a court order. However, at the written request of a student or, if appropriate, his/her parents/guardians, the district shall use the student's preferred name and pronouns consistent with his/her gender identity on all other district-related documents. Such preferred name may be added to the student's record and official documents as permitted by law.

(cf. 5125 - Student Records)
(cf. 5125.1 - Release of Directory Information)

6. Names and Pronouns: If a student so chooses, district personnel shall be required to address the student by a name and the pronouns consistent with his/her gender identity, without the necessity of a court order or a change to his/her official district record. However, inadvertent slips or honest mistakes by district personnel in the use of the student's name and/or consistent pronouns shall not constitute a violation of this administrative regulation or the accompanying district policy.
7. Uniforms/Dress Code: A student has the right to dress in a manner consistent with his/her gender identity, subject to any dress code adopted on a school site.

(cf. 5132 - Dress Code)

CSBA Sample Board Policy

Instruction

BP 6142.93(a)

SCIENCE INSTRUCTION

Note: The following optional policy may be revised to reflect district practice and the grade levels served by the district.

Education Code 51210 and 51220 require that science instruction, including biological and physical aspects of science, be included in the course of study offered in grades 1-12. For grades 1-6, the course of study must include an emphasis on experimental inquiry and the place of humans in ecological systems. In grades 7-12, the course of study must include an emphasis on basic concepts, theories, and processes of scientific investigation; the place of humans in ecological systems; and appropriate applications of the interrelation and interdependence of the sciences. See AR 6143 - Courses of Study.

In addition, Education Code 51225.3 requires completion of two courses in science, including biological and physical sciences, to meet high school graduation requirements. See BP 6146.1 - High School Graduation Requirements.

Many districts integrate science, technology, engineering, and mathematics instruction (STEM), and sometimes art instruction (STEAM), to teach processes and concepts applied to real-world contexts. Further information about this interdisciplinary approach is available on the web sites of the California Department of Education (CDE) and U.S. Department of Education.

The Governing Board believes that science education should focus on giving students an understanding of the biological and physical aspects of science, of key scientific concepts, and a capacity for methods of scientific inquiry and investigation ways of thinking. Students should become familiar with the natural world and the interrelationship of science, mathematics, and technology, and engineering. As part of their science instruction, students should learn how to apply scientific knowledge and reasoning ways of thinking for individual and social purposes.

(cf. 0440 - District Technology Plan)

(cf. 5145.8 - Refusal to Harm or Destroy Animals)

(cf. 6142.92 - Mathematics Instruction)

(cf. 6143 - Courses of Study)

(cf. 6146.1 - High School Graduation Requirements)

Philosophical and religious theories that are based, at least in part, on faith and are not subject to scientific test and refutation shall not be discussed during science instruction.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

Note: The State Board of Education (SBE) adopted the California Next Generation Science Standards (CA-NGSS) in 2013 and the Science Framework for Public Schools in 2016. Under the CA-NGSS, the focus of instruction shifts from knowing science facts to knowing and applying science concepts. The SBE's NGSS Systems Implementation Plan for California requires the CA-NGSS to be fully implemented, including updated instructional materials and science assessments, by the 2018-19 school year.

SCIENCE INSTRUCTION (continued)

The district's academic standards for science instruction shall meet or exceed the California Next Generation Science Standards (CA-NGSS). The Superintendent or designee shall ensure that curricula used in district schools are aligned with these standards and the state curriculum framework.

(cf. 6011 - Academic Standards)

(cf. 6141 - Curriculum Development and Evaluation)

(cf. 6161.1 - Selection and Evaluation of Instructional Materials)

Note: The following optional paragraph may be revised to reflect district practice. Education Code 52060 requires that the district's local control and accountability plan include goals related to, among other things, student achievement (including student enrollment in a broad course of study) and the implementation of SBE-adopted academic content and performance standards.

~~The Superintendent or designee shall ensure that students have access to and are enrolled in a broad course of study including science courses.~~

~~*(cf. 0460 - Local Control and Accountability Plan)*~~

~~The Superintendent or designee shall provide certificated staff with opportunities to participate in professional development activities designed to enhance their knowledge of district-adopted academic standards, instructional strategies for teaching science, and changes in scientific theories.~~

~~*(cf. 4131 - Staff Development)*~~

~~*(cf. 4331 - Staff Development)*~~

Note: The following paragraphs are consistent with the State Board of Education's 1989 policy statement on the teaching of natural sciences:

~~As a matter of principle, science teachers are professionally bound to limit their teaching to content that meets the criteria of scientific fact, hypothesis and theory as these terms are used in natural sciences. A scientific fact is an understanding based on confirmable observations and is subject to test and rejection. A scientific hypothesis is an attempt to frame a question as a testable proposition. A scientific theory organizes and explains a range of natural phenomena on the basis of facts and hypotheses. Scientific theories are constantly subject to testing, modification and refutation as new evidence and new ideas emerge.~~

~~Philosophical and religious theories are based, at least in part, on faith and are not subject to scientific test and refutation. Such beliefs shall not be discussed in science classes, but may be addressed in the social science and language arts curricula.~~

~~*(cf. 6141.2 - Recognition of Religious Beliefs and Customs)*~~

~~*(cf. 6142.91 - Reading/Language Arts Instruction)*~~

SCIENCE INSTRUCTION (continued)

Note: The following paragraph is for use by districts that offer science laboratory classes and may be modified to reflect district practice. For further information about safety practices in school science laboratories, see the CDE's comprehensive Science Safety Handbook for California Public Schools.

Pursuant to 8 CCR 5191, whenever a school laboratory uses hazardous chemicals, it is required to have a written chemical hygiene plan to protect employees. See BP/AR 3514.1 - Hazardous Substances. In addition, Education Code 49340-49341 encourage educational efforts to increase student and staff awareness dealing with hazardous materials in school laboratories in order to minimize injuries, loss of property, and classroom disruptions.

The Superintendent or designee shall develop and implement appropriate safety measures for science laboratory classes, including, but not limited to, staff and student safety training, use of eye safety devices, hearing protection, first aid procedures, regular equipment maintenance, safe use of heat sources, safe use and disposal of hazardous chemicals, proper ventilation, prevention of exposure to bloodborne pathogens from sharp instruments, fire prevention and control, an emergency response plan, and evacuation procedures. Parents/guardians shall be informed of the types of science laboratory activities that will be conducted and encouraged to sign consent forms for their child's participation.

(cf. 3514.1 - Hazardous Substances)

(cf. 4119.42/4219.42/4319.42 - Exposure Control Plan for Bloodborne Pathogens)

(cf. 4157/4257/4357- Employee Safety)

(cf. 5142 - Safety)

Note: The following optional paragraph should be revised to reflect measures that will be used to evaluate program effectiveness as agreed upon by the Board and Superintendent or designee.

Pursuant to Education Code 60640, the California Assessment of Student Performance and Progress includes administration of science assessments at grades 5, 8, and 10. The California Standards Tests are to be used for this purpose until a science assessment that is aligned with the CA-NGSS is adopted. Students with disabilities who are unable to participate in the science assessments, even with allowable testing variations and resources, must be administered either the California Modified Assessment or California Alternate Performance Assessment in accordance with their individualized education program. See AR 6162.51 - State Academic Achievement Tests.

~~The Superintendent or designee shall regularly report to the Board regarding the implementation and effectiveness of the science curriculum at each grade level. At a minimum, each report shall address the extent to which the program is aligned with the CA-NGSS, any applicable student assessment results, and feedback from students, parents/guardians, and staff regarding the program.~~

~~(cf. 0500 - Accountability)~~

~~(cf. 6162.51 - State Academic Achievement Tests)~~

SCIENCE INSTRUCTION (continued)

Legal Reference:

EDUCATION CODE

8774 Residential outdoor science program

32030-32034 Eye safety

32255-32255.6 Student's right to refrain from harmful or destructive use of animals

33475-33475.5 Model curriculum on stem cell science

49340-49341 Hazardous substances education

51210 Areas of study, grades 1 through 6

51210.3 Elementary science coach

51220 Areas of study, grades 7 through 12

51225.3 High school graduation

52060-52077 Local control and accountability plan

60640-60649 California Assessment of Student Performance and Progress

CODE OF REGULATION, TITLE 5

14030 Science laboratories, design specifications

CODE OF REGULATIONS, TITLE 8

5191 Occupational exposure to hazardous chemicals in laboratories; chemical hygiene plan

Management Resources:

CSBA PUBLICATIONS

Supporting Implementation of the California Next Generation Science Standards (CA-NGSS),

Governance Brief, November 2016

CDE CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Science Framework for California Public Schools: Kindergarten Through Grade Twelve, 1990 2016

Next Generation Science Standards Systems Implementation Plan for California, 2014

California Next Generation Science Standards, 2013

Science Safety Handbook for California Public Schools, 2012

SBE POLICIES

Policy Statement on the Teaching of Natural Sciences, January 13, 1989

WEB SITES

CSBA: <http://www.csba.org>

California Alliance for Next Generation Science Standards: <http://cdfoundation.org/stem/ca4ngss>

California Department of Education: <http://www.cde.ca.gov>

California Science Teachers Association: <http://www.cascience.org>

U.S. Department of Education, STEM Education: <http://www.ed.gov/stem>

Center USD

Board Policy

Science Instruction

BP 6142.93

Instruction

The Governing Board believes that science education should focus on giving students an understanding of key scientific concepts and a capacity for scientific ways of thinking. Students should become familiar with the natural world and the interrelation of science, mathematics and technology. As part of their science instruction, students should learn how to apply scientific knowledge and ways of thinking for individual and social purposes.

(cf. 6142.92 - Mathematics Instruction)

(cf. 6143 - Courses of Study)

(cf. 6162.7 - Use of Technology in Instruction)

As a matter of principle, science teachers are professionally bound to limit their teaching to content that meets the criteria of scientific fact, hypothesis and theory as these terms are used in natural sciences. A scientific fact is an understanding based on confirmable observations and is subject to test and rejection. A scientific hypothesis is an attempt to frame a question as a testable proposition. A scientific theory organizes and explains a range of natural phenomena on the basis of facts and hypotheses. Scientific theories are constantly subject to testing, modification and refutation as new evidence and new ideas emerge.

Philosophical and religious theories are based, at least in part, on faith, and are not subject to scientific test and refutation. Such beliefs shall not be discussed in science classes, but may be addressed in the social science and language arts curricula.

(cf. 6141.2 - Recognition of Religious Beliefs and Customs)

(cf. 6142.91 - Reading/Language Arts Instruction)

Legal Reference:

EDUCATION CODE

51210 Areas of study, grades 1 through 6

51220 Areas of study, grades 7 through 12

Management Resources:

CDE PUBLICATIONS

Science Framework for California Public Schools, 1990

SBE POLICIES

Policy Statement on the Teaching of Natural Sciences, January 13, 1989

Policy

adopted:

June 19, 1996

CENTER UNIFIED SCHOOL DISTRICT

Antelope, 1996

CSBA Sample Board Policy

Instruction

BP 6145(a)

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES

Note: Pursuant to Education Code 35160.5, districts maintaining grades 7-12 are mandated to adopt policy establishing eligibility requirements for student participation in extracurricular activities. See section on "Eligibility Requirements" below.

The Governing Board recognizes that extracurricular and cocurricular activities enrich the educational and social development of students and enhance students' feelings of connectedness with the schools. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

(cf. 1330 - Use of School Facilities)
(cf. 5137 - Positive School Climate)
(cf. 6145.2 - Athletic Competition)
(cf. 5148.2 - Before/After School Programs)

Note: Pursuant to various provisions of state and federal law (e.g., Education Code 220; Government Code 11135; 20 USC 1681-1688; 42 USC 2000d-2000d-7 and 12101-12213; 29 USC 794), discrimination in education programs and activities is unlawful when it is based on certain actual or perceived characteristics of an individual. See BP 0410 - Nondiscrimination in District Programs and Activities.

Prerequisites for student participation in extracurricular and cocurricular activities shall be limited to those that have been demonstrated to be essential to the success of the activity. No extracurricular or cocurricular program or activity shall be provided or conducted separately on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular or cocurricular activity be required or refused on those bases. ~~Prerequisites for student participation in extracurricular and cocurricular activities shall be limited to those that have been demonstrated to be essential to the success of the activity.~~ (5 CCR 4925)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 6145.5 - Student Organizations and Equal Access)

Any complaint alleging unlawful discrimination in the district's extracurricular or cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)

Note: The courts have interpreted California's constitutional "free school" guarantee, as specified in Article 9, Section 5, to extend to all activities which constitute an integral part of a student's education, including extracurricular activities. Pursuant to 5 CCR 350, constitutionally permissible fees may be charged only when specifically authorized by law, and any other fees charged for "educational activities" would be unconstitutional. However, the line between "educational activities" (no fees) and "recreational activities" (fees permissible) is not always clear. In *Hartzell v. Connell*, the California Supreme Court held that "educational activities" include extracurricular activities, drama productions, vocal music groups, instrumental groups, and cheerleading. Examples of "recreational activities" include attendance at weekend dances or athletic events. It is important to note that the Court in *Hartzell* determined that a district policy allowing for waivers of the fee based on financial need or inability to pay does not render the fee constitutional. Pursuant to Education Code 49011, a district is prohibited from requiring students to pay a fee, deposit, or other charge in order to participate in an educational activity. As defined by Education Code 49010, "educational activity" includes curricular and extracurricular activities. A district is also required to provide the supplies, materials, and equipment needed by students to participate in educational activities. Education Code 49011 clarifies that an otherwise impermissible fee would not be made permissible by the provision of a waiver for some students. For further information, see BP/AR 3260 - Fees and Charges and CSBA's advisory Student Fees Litigation Update. Districts are advised to seek legal counsel before charging fees for any activity which may be construed as related to the educational program.

Unless specifically authorized by law, no ~~fee shall be charged to students~~ **student shall be charged a fee** for **his/her** participation in educational activities, including extracurricular and cocurricular activities related to the educational program, including and materials or equipment related to ~~the activity~~ such activities. (Education Code 49010, 49011)

(cf. 3260 - Fees and Charges)
(cf. 3452 - Student Activity Funds)

Eligibility Requirements

Note: If the district maintains any of grades 7-12, Education Code 35160.5 mandates the Governing Board to adopt policy establishing eligibility requirements for student participation in extracurricular and cocurricular activities ~~in grades 7-12~~. Pursuant to Education Code 35160.5, students must demonstrate "satisfactory educational progress," as provided in items #1-2 below, but districts may adopt stricter academic eligibility criteria provided such action is taken at a public meeting in accordance with Education Code 35145. Districts that have adopted stricter criteria should modify the following ~~paragraph list~~ accordingly.

For interscholastic athletic programs governed by the California Interscholastic Federation (CIF), student athletes are subject to additional eligibility criteria specified in CIF bylaws, including criteria related to age, grade, attendance, scholastic achievement, residence, transfers, and discipline. See BP 6145.2 - Athletic Competition.

To be eligible to participate in extracurricular and cocurricular activities, students in grades 7-12 must demonstrate satisfactory educational progress in the previous grading period, including, but not limited to: (Education Code 35160.5)

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale in all enrolled classes
2. Maintenance of minimum progress toward meeting high school graduation requirements

(cf. 5121 - Grades/Evaluation of Student Achievement)

(cf. 6146.1 - High School Graduation Requirements)

(cf. ~~6162.52 - High School Exit Examination~~)

The Superintendent or designee may grant ineligible students a probationary period not to exceed one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. (Education Code 35160.5)

Note: Education Code 48850 specifies that a **homeless student, or a foster youth whose ~~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, **including, but not limited to, and interscholastic sports. See AR 6173 - Education for Homeless Children and 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. Among other things, Education Code 49701 requires flexibility of districts' local rules to facilitate eligibility for extracurricular activities. See BP/AR 6173.2 - Education of Children of Military Families.

Any decision regarding the eligibility of **any homeless student, foster youth, ~~child in foster care~~** or a child of an active duty military family for extracurricular or cocurricular activities shall be made by the Superintendent or designee in accordance with Education Code 48850 and 49701.

(cf. 6173 - Education for Homeless Children)

(cf. 6173.1 - Education for Foster Youth)

(cf. 6173.2 - Education of Children of Military Families)

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

Student Conduct at Extracurricular/Cocurricular Events

Note: The following paragraph is optional. Pursuant to Education Code 35181, the Board has authority to set expectations and/or rules for student attendance, academic performance, in-school behavior, and any other aspect of school life that it deems relevant to maintaining order in district schools.

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)

When attending or participating in extracurricular and cocurricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

(cf. 5131 - Conduct)

(cf. 5131.1 - Bus Conduct)

(cf. 5144 - Discipline)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Annual Policy Review

Note: Education Code 35160.5 requires annual review of this policy, as it relates to the participation of students in grades 7-12 in extracurricular and cocurricular activities. The following paragraph is optional for districts without any of grades 7-12.

The Board shall annually review this policy and implementing regulations. **(Education Code 35160.5)**

Legal Reference: (see next page)

EXTRACURRICULAR AND COCURRICULAR ACTIVITIES (continued)*Legal Reference:*EDUCATION CODE

35145 Public meetings

35160.5 District policy rules and regulations; requirements; matters subject to regulation

35179 Interscholastic athletics; associations or consortia

35181 Students' responsibilities

48850 Participation of homeless students and foster youth in extracurricular activities and interscholastic sports

48930-48938 Student organizations

49010-49013 Student fees

49024 Activity Supervisor Clearance Certificate

49700-49704 Education of children of military families

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 Fees not permitted

4900-4965 Nondiscrimination in elementary and secondary education programs receiving state financial assistance

5531 Supervision of extracurricular activities of pupils

UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 Title IX, 1972 Education Act Amendments

COURT DECISIONSHartzell v. Connell, (1984) 35 Cal. 3d 899*Management Resources:*CSBA PUBLICATIONSStudent Fees Litigation Update, ELA Advisory, May 20, 2011CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONSPupil Fees, Deposits, or and Other Charges, Fiscal Management Advisory 11-01, November 9, 2011-12-02, April 24, 2013CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURECompact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE PUBLICATIONS10-11 Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), Coded Correspondence 10-11, July 20, 2010WEB SITESCSBA: <http://www.csba.org>California Association of Directors of Activities: <http://www.cadal.org>California Department of Education: <http://www.cde.ca.gov>California Interscholastic Federation: <http://www.cifstate.org>Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

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Center USD

Board Policy

Extracurricular And Cocurricular Activities

BP 6145

Instruction

The Governing Board recognizes that extracurricular and cocurricular activities enrich the educational and social development of students and enhance students' feelings of connectedness with the schools. The district shall encourage and support student participation in extracurricular and cocurricular activities without compromising the integrity and purpose of the educational program.

(cf. 1330 - Use of School Facilities)
(cf. 5137 - Positive School Climate)
(cf. 6145.2 - Athletic Competition)
(cf. 5148.2 - Before/After School Programs)

No extracurricular or cocurricular program or activity shall be provided or conducted separately on the basis of any actual or perceived characteristic listed as a prohibited category of discrimination in state or federal law, nor shall any student's participation in an extracurricular or cocurricular activity be required or refused on those bases. Prerequisites for student participation in extracurricular and cocurricular activities shall be limited to those that have been demonstrated to be essential to the success of the activity. (5 CCR 4925)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)
(cf. 5145.7 - Sexual Harassment)
(cf. 6145.5 - Student Organizations and Equal Access)

Any complaint alleging unlawful discrimination in the district's extracurricular or cocurricular programs or activities shall be filed in accordance with BP/AR 1312.3 - Uniform Complaint Procedures.

(cf. 1312.3 - Uniform Complaint Procedures)

Unless specifically authorized by law, no fee shall be charged to students for participation in extracurricular and cocurricular activities related to the educational program, including materials or equipment related to the activity.

(cf. 3260 - Fees and Charges)
(cf. 3452 - Student Activity Funds)

Eligibility Requirements

To be eligible to participate in extracurricular and cocurricular activities, students in grades 7-12 must demonstrate satisfactory educational progress in the previous grading period, including, but not limited to: (Education Code 35160.5)

1. Maintenance of a minimum of 2.0 grade point average on a 4.0 scale in all enrolled classes
2. Maintenance of minimum progress toward meeting high school graduation requirements

(cf. 5121 - Grades/Evaluation of Student Achievement)
(cf. 6146.1 - High School Graduation Requirements)
(cf. 6162.52 - High School Exit Examination)

The Superintendent or designee may grant ineligible students a probationary period not to exceed one semester. Students granted probationary eligibility must meet the required standards by the end of the probationary period in order to remain eligible for participation. (Education Code 35160.5)

Any decision regarding the eligibility of any child in foster care or a child of an active duty military family for extracurricular or cocurricular activities shall be made by the Superintendent or designee in accordance with Education Code 48850 and 49701.

(cf. 6173.1 - Education for Foster Youth)
(cf. 6173.2 - Education of Children of Military Families)

The Superintendent or designee may revoke a student's eligibility for participation in extracurricular and cocurricular activities when the student's poor citizenship is serious enough to warrant loss of this privilege.

Student Conduct at Extracurricular/Cocurricular Events

When attending or participating in extracurricular and cocurricular activities on or off campus, district students are subject to district policies and regulations relating to student conduct. Students who violate district policies and regulations may be subject to discipline including, but not limited to, suspension, expulsion, transfer to alternative programs, or denial of participation in extracurricular or cocurricular activities in accordance with Board policy and administrative regulation. When appropriate, the Superintendent or designee shall notify local law enforcement.

(cf. 5131 - Conduct)
(cf. 5131.1 - Bus Conduct)
(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion/Due Process)
(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))

Annual Policy Review

The Board shall annually review this policy and implementing regulations.

Legal Reference:

EDUCATION CODE

35145 *Public meetings*

35160.5 *District policy rules and regulations; requirements; matters subject to regulation*

35179 *Interscholastic athletics; associations or consortia*

35181 *Students' responsibilities*

48850 *Participation of foster youth in extracurricular activities and interscholastic sports*

48930-48938 *Student organizations*

49024 *Activity Supervisor Clearance Certificate*

49700-49704 *Education of children of military families*

CALIFORNIA CONSTITUTION

Article 9, Section 5 Common school system

CODE OF REGULATIONS, TITLE 5

350 *Fees not permitted*

4900-4965 *Nondiscrimination in elementary and secondary education programs receiving state financial assistance*

5531 *Supervision of extracurricular activities of pupils*

UNITED STATES CODE, TITLE 42

2000h-2-2000h-6 *Title LX, 1972 Education Act Amendments*

COURT DECISIONS

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Management Resources:

CSBA PUBLICATIONS

Student Fees Litigation Update, ELA Advisory, May 20, 2011

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, Deposits, or Other Charges, Fiscal Management Advisory 11-01, November 9, 2011

CALIFORNIA TASK FORCE REPORT TO THE LEGISLATURE

Compact on Educational Opportunity for Military Children: Preliminary Final Report, March 2009

COMMISSION ON TEACHER CREDENTIALING CODED CORRESPONDENCE

10-11 Information on Assembly Bill 346 Concerning the Activity Supervisor Clearance Certificate (ASCC), July 20, 2010

WEB SITES

CSBA: <http://www.csba.org>

California Association of Directors of Activities: <http://www.cadal.org>

California Department of Education: <http://www.cde.ca.gov>

Commission on Teacher Credentialing: <http://www.ctc.ca.gov>

CSBA Sample Board Policy

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 **district's** athletic program shall be designed to meet students' interests and abilities and shall be varied in scope to attract wide participation.

(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)

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.

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

The Board encourages business and community support for district athletic programs, subject to applicable district policies and regulations governing advertisements and donations.

(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)

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).

ATHLETIC COMPETITION (continued)

~~See the accompanying administrative regulation for factors that the district must consider in determining whether equivalent opportunities are being provided.~~

In Mansourian v. Regents of University of California, 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. ~~See the accompanying administrative regulation for factors the district must consider in determining whether equivalent opportunities are being provided.~~

Education Code 221.2-221.3 (the California Racial Mascot Act) declare the use of racially derogatory or discriminatory school or athletic team names, mascots, or nicknames in public schools to be contrary to an equal education and specifically prohibit public schools from using the term "Redskins" as a school or athletic team name, mascot, or nickname. The following paragraph includes an expansion of this prohibition to cover any racially derogatory or discriminatory athletic team name, mascot, or nickname and may be revised to reflect district practice. Also see BP 0410 - Nondiscrimination in District Programs and Activities.

The district's athletic program shall be free from discrimination and discriminatory practices prohibited by state and federal law, **including, but not limited to, the use of any racially derogatory or discriminatory school or athletic team name, mascot, or nickname.** The Superintendent or designee shall ensure that equivalent athletic opportunities are provided for males and females, **and that students are permitted to participate in athletic activities consistent with their gender identity.**

(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 district may join an association, such as the California Interscholastic Federation (CIF), for the purpose of providing regional or statewide interscholastic athletic programs and activities for district students. 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 setting rules governing interscholastic athletic programs.~~ Students who attend schools that participate in interscholastic sports are therefore subject to CIF regulations as well as applicable district rules. ~~SB 107 (Ch. 230, Statutes of 2011) amended Education Code 33353 to extend CIF operations until January 1, 2017.~~

~~The Board maintains membership~~ **Any district school that participates in the California Interscholastic Federation (CIF) and requires that interscholastic shall conduct its athletic**

ATHLETIC COMPETITION (continued)

activities ~~be conducted~~ in accordance with ~~Board policy, administrative regulations, and~~ CIF bylaws and rules **and any applicable district policy and regulation**. 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.

Note: Pursuant to CIF rules established in accordance with Education Code 33353, the Board is required to designate an individual from each school that participates in CIF sports to serve as a representative to the local CIF league. The name and contact information of these representatives must be annually reported to the CIF. The following paragraph may be revised to reflect district practice.

~~Upon recommendation of the Superintendent, t~~The Board shall annually designate ~~an employee from each high school to serve as a~~ representative to the local CIF league ~~from each school that participates in CIF sports. 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~~ **The Superintendent or designee shall recommend a candidate for the position who demonstrates an** 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 designated representative(s) shall vote on issues that impact interscholastic athletics at the league and section levels, perform any other duties required by the CIF league, and 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 **provides that student eligibility for participation in athletic programs shall be based on 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~~ **a homeless student or a foster youth whose residence 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 **AR 6173 - Education for Homeless Children and BP/AR 6173.1 - Education for Foster Youth.**

ATHLETIC COMPETITION (continued)

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 **student** 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.

(cf. 3530 - Risk Management/Insurance)
(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 - Education for Homeless Children)
(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 Education Code 49010-49011 and the California Department of Education's (CDE) Fiscal Management Advisory 12-02, Pupil Fees, Deposits, and Other Charges, clarify that districts may not charge a fee for student participation in extracurricular activities, regardless of whether the activity is elective. Such prohibited fees ~~the athletic program~~, including, but are not limited to, the cost of uniforms, locks, lockers, and equipment.~~

However, pursuant to Education Code 32220-32224, the district may charge a fee for required medical and accident insurance for athletic team members that is not paid for with school district or student body funds, as long as costs for insurance are covered for those determined to be financially unable to pay; see the accompanying administrative regulation and AR 5143 - Insurance. The district may also 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 a fee for any activity which may be construed as related to the educational program.

ATHLETIC COMPETITION (continued)

Students shall not be charged a fee to participate in an athletic program, **including, but not limited to, a fee to cover the cost of uniforms, locks, lockers, or athletic equipment.**

(cf. 3260 - Fees and Charges)

(cf. 5143 - Insurance)

Sportsmanship

Note: CIF has adopted a set of principles entitled Pursuing Victory with Honor to ~~guide participants in interscholastic athletic competitions~~ **provide the tools for teaching character development to student athletes.** 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 **Ethics Conduct** adopted by CIF.

Students and staff ~~may~~ **shall** be subject to disciplinary action for improper conduct.

(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.

ATHLETIC COMPETITION (continued)

(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.

(cf. 5142 - Safety)

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 a student 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. Education Code 33479.5, as added by AB 1639 (Ch. 792, Statutes of 2016), and CIF bylaws require that a student athlete who passes out or faints, or is known to have passed out or fainted, while participating in or immediately following an athletic activity be removed from participation and not be allowed to return until he/she has been evaluated and given written clearance to return to participation by a health care provider. See the accompanying administrative regulation.~~

Education Code 33479.5 and 49475 specify that these requirements do not apply during an athletic activity occurring within the regular school day or in physical education class unless it constitutes a practice, interscholastic practice, or scrimmage. However, to promote student safety, it is recommended that district staff remove a student from an athletic activity at any time of day if he/she exhibits the symptoms of a concussion or sudden cardiac arrest.

~~In the event that of an injury occurs or a perceived imminent risk to a student's health, such as a concussion or passing out, fainting, or other sign of sudden cardiac arrest, during or immediately after an athletic activity, the coach or any other appropriate district employee who is present shall observe universal precautions and shall remove the student athlete from the activity, and observe universal precautions in handling blood or other bodily fluid, and/or seek medical treatment for the student as appropriate.~~

(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)

Note: The following optional paragraph may be revised to reflect district practice.

ATHLETIC COMPETITION (continued)

~~Whenever an injury is suffered by a student, 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.~~

*Legal Reference:*EDUCATION CODE

200-262.4 Prohibition of discrimination

17578 Cleaning and sterilizing of football equipment

17580-17581 Football equipment

32220-32224 Insurance for athletic teams, especially:

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

33479-33479.9 The Eric Parades Sudden Cardiac Arrest Prevention Act

35160.5 District policies; rules and regulations

35179 Interscholastic athletics

35179.1 California High School Coaching Education and Training Program

35179.5 Interscholastic athletics; limitation on full-contact practices

48850 Interscholastic athletics; students in foster care and homeless students

48900 Grounds for suspension and expulsion

48930-48938 Student organizations

49010-49013 Student fees

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 DECISIONSMansourian v. Regents of University of California, (2010) 594 F. 3d 1095 602 F. 3d 957McCormick v. School District of Mamaroneck, (2004) 370 F.3d 275Kahn v. East Side Union High School District, (2004 2003) 31 Cal. 4th 990Hartzell v. Connell, (1984) 35 Cal. 3d 899*Management Resources: (see next page)*

ATHLETIC COMPETITION (continued)

Management Resources:

CSBA PUBLICATIONS

Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Discrimination, March 2017

~~**Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities and Facilities, March 2014**~~

~~**Student Fees Litigation Update, Education Legal Alliance Advisory, May 20, 2011**~~

~~**A School Board Member's Guide to CIF and Interscholastic Sports, 1997**~~

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Pupil Fees, Deposits, and Other Charges, Fiscal Management Advisory 12-02, April 24, 2013

CALIFORNIA INTERSCHOLASTIC FEDERATION PUBLICATIONS

California Interscholastic Federation Constitution and Bylaws

A Guide to Equity in Athletics

Guidelines for Gender Identity Participation

Keep Their Heart in the Game: A Sudden Cardiac Arrest Information Sheet for Athletes and Parents/Guardians

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

Acute Concussion Evaluation (ACE) Care Plan, 2006

~~**OFFICE FOR CIVIL RIGHTS, U.S. DEPARTMENT OF EDUCATION OFFICE FOR CIVIL RIGHTS PUBLICATIONS**~~

~~**Withdrawal of Dear Colleague Letter on Transgender Students, Dear Colleague Letter, February 22, 2017**~~

~~**Intercollegiate Athletics Policy Clarification: The Three-Part Test - Part Three, 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>

(11/09 11/11) 5/17

Center USD

Board Policy

Athletic Competition

BP 6145.2

Instruction

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.

(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)

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.

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

The Board encourages business and community support for district athletic programs, subject to applicable district policies and regulations governing advertisements and donations.

(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)

Nondiscrimination and Equivalent Opportunities in the Athletic Program

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

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

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.

(cf. 3530 - Risk Management/Insurance)

(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)

In addition, the Superintendent or designee shall ensure that students participating in interscholastic athletics governed by CIF satisfy CIF eligibility requirements.

Students shall not be charged a fee to participate in an athletic program.

(cf. 3260 - Fees and Charges)

Sportsmanship

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.

(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.

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.

(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.

(cf. 5142 - Safety)

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.

(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)

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
- 33353-33353.5 California Interscholastic Federation; implementation of policies, insurance program
- 33354 California Department of Education authority over interscholastic athletics
- 35160.5 District policies; rules and regulations
- 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

Legal Reference continued: (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

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Intercollegiate Athletics Policy Clarification: The Three-Part Test - Part Three, Dear Colleague letter, April 20, 2010

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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>

Policy
adopted: April 18, 2012

CENTER UNIFIED SCHOOL DISTRICT
Antelope, California

CSBA Sample Administrative Regulation

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 for Civil Rights (OCR) in the U.S. Department of Education oversees complaints regarding violations of Title IX.

No student 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, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or any other basis specified in law. (Education Code 220, 221.5, 230; 5 CCR 4920; 34 CFR 106.41)

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

(cf. 5145.3 - Nondiscrimination/Harassment)

Note: 5 CCR 4921 and 34 CFR 106.41 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 when selection for the teams is based on competitive skills. (5 CCR 4921; 34 CFR 106.41)

Note: Pursuant to Education Code 221.5, a district is required to permit a transgender student to participate in sex-segregated school programs and activities, including athletic teams and competitions, consistent with his/her gender identity, regardless of the gender listed in the student's records; see BP/AR 5145.3 - Nondiscrimination/Harassment. The California Interscholastic Federation's (CIF) bylaws and Guidelines for Gender Identity Participation contain procedures for addressing student complaints regarding gender identity-based participation in interscholastic sports. Also see CSBA's Final Guidance: AB 1266, Transgender and Gender Nonconforming Students, Privacy, Programs, Activities and Facilities Updated Legal Guidance: Protecting Transgender and Gender Nonconforming Students Against Discrimination. ~~Districts should consult legal counsel about applicable standards for determining a student's gender identity.~~

Each student shall be allowed to participate in any single-sex athletic program or activity consistent with his/her gender identity and for which he/she is otherwise eligible to participate, irrespective of the gender listed on the student's records. (Education Code 221.5)

(cf. 5125 - Student Records)

ATHLETIC COMPETITION (continued)

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 the team, regardless of sex, sexual orientation, gender, gender identity, gender expression, 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 CIF's A Guide to Equity in Athletics provides ~~suggested~~ **suggests** actions that districts can take for each of the factors to help the district meet its equivalence goals. Any district with questions about equivalent athletic opportunities for its students should consult legal counsel.

The Superintendent or designee shall ensure that equivalent opportunities are available to both sexes in athletic programs by considering, among other factors: (5 CCR 4922; 34 CFR 106.41)

1. Whether the offered selection of sports and levels of competition 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 OCR for helping to determine equivalent opportunities under Title IX.

The athletic program may be found to effectively accommodate the interests and abilities of both sexes using any one of the following tests: (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. Whether the interscholastic-level participation opportunities for male and female students are provided in numbers substantially proportionate to their respective enrollments
- b. Where 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

Note: ~~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 #a below. Although OCR's letter applies to intercollegiate athletic programs, OCR's web site clarifies that the general principles also apply to interscholastic and intramural programs at elementary and secondary schools.~~

ATHLETIC COMPETITION (continued)

In evaluating whether there is an unmet interest in a particular sport and sufficient ability to sustain a team in the sport (item #1c below), 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 A letter issued by OCR in April 2010 letter~~ provides information that the district might consider in developing its own survey. In addition, CIF's A Guide to Equity in Athletics provides sample surveys.

- c. Where the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and continuing practice of program expansion as required in item #1b 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, practice facilities, 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

~~Note: Education Code 221.9, as added by SB 1349 (Ch. 258, Statutes of 2014), requires each school that offers competitive athletics (i.e., any sport that has a coach and a governing organization, practices and competes during a defined season, and has competition as its primary goal) to post the following~~

ATHLETIC COMPETITION (continued)

~~information on its school web site beginning in the 2015-16 school year and every year thereafter. If the school does not have its own web site, then the district must post that information on the district web site, disaggregated by school site. The following paragraph may be revised to reflect district practice.~~

~~Beginning with the 2015-16 school year and every year thereafter,~~ Each school that offers competitive athletics shall, **at the end of the school year, post the following information** post on its school web site, or on the district web site if the school does not have a web site, **at the end of the school year the following information:** (Education Code 221.9)

1. The total enrollment of the school, classified by gender
2. The number of students enrolled at the school who participate in competitive athletics, classified by gender
3. The number of boys' and girls' teams, classified by sport and by competition level

(cf. 1113 - District and School Web Sites)

The data reported for items #1-3 above shall reflect the total number of players on a team roster on the official first day of competition. The materials used to compile this information shall be retained by the school for at least three years after the information is posted on the web site. (Education Code 221.9)

(cf. 3580 - District Records)

Health and Safety Concussions and Head Injuries

Note: Education Code 49475 requires 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 (CDC), available on CIF's web site, or other resources to develop the information sheet.

The requirements of 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 an information sheet on concussions and head injuries. 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 ~~35179.1 encourages the establishment of a California High School Coaching Education and Training Program for coaches' training including;~~ 49032 requires that each high school coach **complete**

ATHLETIC COMPETITION (continued)

an education program that includes, but is not limited to, CPR and a basic understanding of the signs and symptoms of concussions and appropriate response to them. CIF makes a free online courses available through its web site. Also see AR 4127/4227/4327 - Temporary Athletic Team Coaches.

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding concussion symptoms, prevention, and appropriate response. **(Education Code 35179.1, 49032)**

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

Note: Education Code 49475 requires that an athlete a student at any grade level engaged in an athletic program apart from the regular school day or physical education course who is suspected of sustaining a concussion be immediately removed from the athletic activity and not be allowed to return until a health care provider provides written clearance. CIF's CDC's web site includes an Acute Concussion Evaluation form which may be used to provide injured students and their parents/guardians with information about monitoring symptoms and the health care provider's recommendations regarding returning to daily activities, school, and sports. See also CIF's web site for additional information regarding concussions.

As amended by AB 2127 (Ch. 165, Statutes of 2014), Education Code 49475 requires that, if the health care provider determines that the athlete sustained a concussion or head injury, the athlete must complete a graduated return to play protocol as described below.

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. If the health care provider determines that the athlete sustained a concussion or a head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider. **(Education Code 49475)**

Note: The following paragraph is for use by districts that offer a football program and may be revised to reflect the grade levels offered by the district. AB 2127 (Ch. 165, Statutes of 2014) added Education Code 35179.5 to limit full-contact practices by a middle school or high school football team, as follows:

A middle school or high school football team shall not hold a full-contact practice during the off-season and shall not conduct more than two full-contact practices per week during the preseason and regular season (from 30 days before the commencement of the regular season until the completion of the final interscholastic football game of that season). In addition, the full-contact portion of a practice shall not exceed 90 minutes in any single day. For these purposes, *full-contact practice* means a practice where drills or live action is conducted that involves collisions at game speed, where players execute tackles and other activity that is typical of an actual tackle football game. **(Education Code 35179.5)**

ATHLETIC COMPETITION (continued)**Sudden Cardiac Arrest**

Note: Education Code 33479.3, as added by AB 1639 (Ch. 792, Statutes of 2016), requires that student athletes and their parents/guardians receive information on the nature and warning signs of sudden cardiac arrest, as provided below. This information is available from the CIF or, if the athletic activity is not governed by the CIF, on the California Department of Education's (CDE) web site. In addition, Education Code 33479.2, as added by AB 1639, encourages districts to post on their web sites the information provided on the CDE's web site pertaining to sudden cardiac arrest.

The Superintendent or designee shall distribute the California Interscholastic Federation (CIF) information sheet on sudden cardiac arrest to all student athletes who will be participating in a CIF-governed athletic activity and to their parents/guardians. The student and parent/guardian shall sign and return the information sheet prior to the student's participation in the athletic activity. If an athletic activity is not covered by the CIF, the student and his/her parent/guardian shall, prior to participating in the athletic activity, sign and return an acknowledgement that they have received and reviewed the sudden cardiac arrest information posted on the California Department of Education's web site. (Education Code 33479.2, 33479.3)

Note: Beginning July 1, 2017, Education Code 33479.6, as added by AB 1639 (Ch. 792, Statutes of 2016), requires the coach of an athletic activity to complete, every two years, a training course related to the nature and warning signs of sudden cardiac arrest. See AR 4127/4227/4327 - Temporary Athletic Team Coaches. CIF makes free online courses available through its web site.

The Superintendent or designee shall provide training to coaches and/or athletic trainers regarding the nature and warning signs of sudden cardiac arrest. (Education Code 33479.6, 33479.7, 35179.1, 49032)

Note: Education Code 33479.5, as added by AB 1639 (Ch. 792, Statutes of 2016), and CIF bylaws provide for a student's removal from participation in an athletic activity if he/she passes out or faints. As defined by Education Code 33479.1, as added by AB 1639, an "athletic activity" includes (1) interscholastic athletics; (2) an athletic contest or competition sponsored by a school, including cheerleading and club-sponsored sports activities; (3) noncompetitive cheerleading sponsored by a school; and (4) practices, interscholastic practices, and scrimmages for all these activities.

Pursuant to Education Code 33479.5, this requirement does not apply when a student engages in an athletic activity during the regular school day or as part of a physical education course, unless the activity constitutes a practice, interscholastic practice, or scrimmage. Furthermore, Education Code 33479.5 authorizes, but does not require, the removal of a student from an athletic activity if he/she exhibits symptoms of sudden cardiac arrest other than passing out or fainting, as provided below. However, to promote student safety, the district may choose to require its staff to remove a student from an athletic activity if he/she exhibits any symptom of sudden cardiac arrest at any time.

If a student athlete passes out or faints, or is known to have passed out or fainted, while participating in or immediately following his/her participation in an athletic activity,

ATHLETIC COMPETITION (continued)

the student shall be removed from participation at that time. If a student exhibits any other symptoms of sudden cardiac arrest, including seizures during exercise, unexplained shortness of breath, chest pains, dizziness, racing heart rate, or extreme fatigue, he/she may be removed from participation by a coach or other employee who observes these symptoms. If any such symptoms are observed, notification shall be given to the student's parent/guardian so that the parent/guardian can determine the treatment, if any, the student should seek. A student who has been removed from participation shall not be permitted to return until he/she is evaluated and given written clearance to return to participation by a health care provider. (Education Code 33479.2, 33479.5)

Note: The following optional paragraph 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.~~[MOVED TO BP]

Additional Parental Notifications

Note: 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, **in addition to providing his/her parents/guardians with information on the signs and symptoms of concussions and sudden cardiac arrest as described above,** send a notice to the student's parents/guardians which:

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).

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)

Note: Education Code 221.6 and 221.8, as amended and renumbered pursuant to AB 1538 (Ch. 43, Statutes of 2015), require the CDE to post on its web site a list of student rights based on Title IX. Education Code 221.61, as added by SB 1375 (Ch. 655, Statutes of 2016), requires districts to post specified information on their web sites related to Title IX. A district that does not maintain a web site may comply by posting the information on the web site of its county office of education. A comprehensive

ATHLETIC COMPETITION (continued)

list of rights based on the provisions of the federal regulations implementing Title IX can be found in Education Code 221.8. See AR 5145.3 - Nondiscrimination/Harassment. Optional item #2 below provides that this information will also be provided in writing to the parents/guardians of student athletes.

2. Includes a copy of students' Title IX rights pursuant to Education Code 221.8

Note: In Kahn v. East Side Union High School District, 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 district'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)

ATHLETIC COMPETITION (continued)

7. Includes a copy of the local California Interscholastic Federation (CIF) league rules

Note: ~~As required by Pursuant to Education Code 49033, and CIF bylaws, require~~ any student participating in athletics and his/her parent/guardian ~~must to~~ sign a statement that the student will not use **androgenic/anabolic steroids, unless he/she has a written prescription from a licensed health care practitioner**, 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, unless prescribed by a licensed health care practitioner**, or **prohibited dietary supplements that include substances** banned by the U.S. Anti-Doping Agency

(cf. 5131.63 - Steroids)

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Center USD

Administrative Regulation

Athletic Competition

AR 6145.2
Instruction

Nondiscrimination and Equivalent Opportunities in the Athletic Program

No student 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, gender identity, gender expression, ethnic group identification, race, ancestry, national origin, religion, color, mental or physical disability, or any other basis specified in law. (Education Code 220, 221.5, 230; 5 CCR 4920; 34 CFR 106.41)

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 5145.3 - Nondiscrimination/Harassment)

The Superintendent or designee may provide single-sex teams when selection for the teams is based on competitive skills. (5 CCR 4921; 34 CFR 106.41)

Each student shall be allowed to participate in any single-sex athletic program or activity consistent with his/her gender identity and for which he/she is otherwise eligible to participate, irrespective of the gender listed on the student's records. (Education Code 221.5)

(cf. 5125 - Student Records)

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 the team, regardless of sex, sexual orientation, gender, gender identity, gender expression, or other protected group status. (5 CCR 4921; 34 CFR 106.41)

The Superintendent or designee shall ensure that equivalent opportunities are available to both sexes in athletic programs by considering, among other factors: (5 CCR 4922; 34 CFR 106.41)

1. Whether the offered selection of sports and levels of competition effectively accommodate the interests and abilities of both sexes

The athletic program may be found to effectively accommodate the interests and abilities of both sexes using any one of the following tests: (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. Where 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. Where the members of one sex are underrepresented among interscholastic athletes and the district cannot show a history and 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, practice facilities, 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

Beginning with the 2015-16 school year and every year thereafter, each school that offers competitive athletics shall post the following information on its school web site, or on the district web site if the school does not have a web site, at the end of the school year: (Education Code 221.9)

1. The total enrollment of the school, classified by gender
2. The number of students enrolled at the school who participate in competitive athletics, classified by gender
3. The number of boys' and girls' teams, classified by sport and by competition level

(cf. 1113 - District and School Web Sites)

The data reported for items #1-3 above shall reflect the total number of players on a team roster on the official first day of competition. The materials used to compile this information shall be retained by the school for at least three years after the information is posted on the web site. (Education Code 221.9)

(cf. 3580 - District Records)

Health and Safety

The Superintendent or designee shall annually distribute to student athletes and their parents/guardians an information sheet on concussions and head injuries. 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)

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. If the health care provider determines that the athlete sustained a concussion or a head injury, the athlete shall also complete a graduated return-to-play protocol of no less than seven days in duration under the supervision of a licensed health care provider. (Education Code 49475)

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 and/or athletic trainers regarding concussion symptoms, prevention, and appropriate response.

(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)

A middle school or high school football team shall not hold a full-contact practice during the off-season and shall not conduct more than two full-contact practices per week during the preseason and regular season (from 30 days before the commencement of the regular season until the completion of the final interscholastic football game of that season). In addition, the full-contact portion of a practice shall not exceed 90 minutes in any single day. For these purposes, *full-contact practice* means a practice where drills or live action is conducted that involves collisions at game speed, where players execute tackles and other activity that is typical of an actual tackle football game. (Education Code 35179.5)

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)

2. Includes a copy of students' Title IX rights pursuant to Education Code 221.8
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)

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 district'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)

CSBA Sample Board Policy

Instruction

BP 6161.1(a)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

Note: Pursuant to Education Code 60200 and 60400, the Governing Board is responsible for the adoption of textbooks and other instructional materials, as defined in Education Code 60010, for use in district schools. 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 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 academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

(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. 6161.11 - Supplementary Instructional Materials)
(cf. 6162.5 - Student Assessment)
(cf. 6163.1 - Library Media Centers)

Note: The following paragraph is for use by districts that maintain any of grades K-8 and may be revised to reflect the grade levels offered by the district. Pursuant to Education Code 60200, the State Board of Education (SBE) is required to adopt basic instructional materials in specified subjects that districts may select for use in grades K-8. ~~AB 1246 (Ch. 668, Statutes of 2012) amended Education Code 60200, 60203, 60207, and 60209 to revise the process and timelines used by the state to adopt such materials. As amended by AB 575 (Ch. 550, Statutes of 2016), Education Code 60200 provides that the SBE may adopt materials in any of the specified subject areas at least once, but not more than twice, every eight years.~~

~~AB 1246 also added Education Code 60210, which authorizes the Board to select materials that have not been approved by the SBE, provided they are aligned with state academic content standards or Common Core State Standards. In addition, if the district uses materials not adopted by the SBE, the majority of participants in the review process must be teachers assigned to the subject area or grade level for which the materials will be used; see section below entitled "Review Process."~~

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or have otherwise been determined to be aligned with the state academic content standards adopted pursuant to Education Code 60605 or the Common Core State Standards adopted pursuant to Education Code 60605.8. (Education Code 60200, 60210)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

Note: The following paragraph is for use by districts that maintain high schools.

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and administrative regulation. (Education Code 60400)

~~Note: The following optional paragraph is consistent with priorities established in Education Code 60119 to ensure that each student is provided with sufficient standards-aligned instructional materials in four core curriculum areas: English/language arts, mathematics, science, and history-social science. The Instructional Materials Funding Realignment Program (Education Code 60420-60424), which had provided a block grant for instructional materials with a priority on materials that are aligned to state standards in those core courses, was repealed by AB 1246 (Ch. 668, Statutes of 2012).~~

~~The Board's priority in the selection of instructional materials is to ensure that all students are provided with standards-aligned instructional materials in the core curriculum areas of English/language arts, mathematics, science, and history-social science.~~

Review Process

Note: The following optional section may be revised to reflect district practice.

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. Toward that end, he/she may establish an instructional materials review committee to evaluate and recommend instructional materials.

(cf. 1220 - Citizen Advisory Committees)

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."

The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. (Education Code 60002)

(cf. 6020 - Parent Involvement)

In addition, the instructional materials review committee may include administrators, other staff who have subject-matter expertise, and students as appropriate.

Note: The following paragraph is for use by districts that maintain any of grades K-8. ~~Education Code 60210, as added by AB 1246 (Ch. 668, Statutes of 2012), adds the following requirement for the review of K-8 materials that have not been adopted by the SBE.~~

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

If the district chooses to use instructional materials for grades K-8 that have not been adopted by the SBE, the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

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)

The committee shall review instructional materials using criteria provided in law and administrative regulation, and shall provide the Board with documentation supporting its recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

(cf. 5020 - Parent Rights and Responsibilities)

Note: SBE Policy on Guidelines for Piloting Textbooks and Instructional Materials 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: As a condition of receiving funds for instructional materials from any state source, Education Code 60119 requires the Board to annually hold a public hearing to determine whether each student in the district has sufficient standards-aligned textbooks or instructional materials in English/language arts (**including English language development**), mathematics, science, and history-social science that are consistent with the content and cycles of the curriculum framework adopted by the SBE. **As clarified in the California Department of Education's (CDE) Instructional Materials FAQ, state funding sources for instructional materials include local control funding formula funds and Proposition 20 (2000) lottery funds.** 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 funding.

Education Code 1240 requires the County Superintendent of Schools to review the textbooks and instructional materials of **underperforming schools ranked in deciles 1-3 of the Academic Performance Index (API).** **If**

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

~~the County Superintendent and, if he/she determines that a school does not have sufficient materials, he/she must to 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)

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, the Superintendent or designee shall post a notice in three public places within the district 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 standards-aligned textbooks or instructional materials for the subjects specified in items #1-6 below. ~~although the provision of the materials or the equipment in these courses is not a condition for receipt of state instructional materials funding. AB 1246 (Ch. 668, Statutes of 2012) amended Education Code 60119 to provide that the materials may be aligned to either state content standards adopted pursuant to Education Code 60605 or Common Core Standards adopted pursuant to Education Code 60605.8. 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.~~

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

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 which are aligned to the state content standards adopted pursuant to Education Code 60605 or the Common Core **State** Standards adopted pursuant to Education Code 60605.8 and which are consistent with the content and cycles of the state's curriculum frameworks. Sufficiency of instructional materials shall be determined in each of the following subjects: (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)

(cf. 6174 - Education for English Language Learners)

5. **World/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. (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

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

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 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. However, 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 and 60119. (Education Code 1240.3, 42605)~~

~~Note: The following paragraph is optional. Education Code 1240.3 authorizes the district, until July 1, 2015, to purchase the newest adopted instructional materials for the neediest 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 sufficiency of 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 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. 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 or instructional materials, it 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

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

student does not have sufficient textbooks 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)

The degree to which every student has sufficient access to standards-aligned instructional materials shall be included in the district's local control and accountability plan. (Education Code 52060)

(cf. 0460 - Local Control and Accountability Plan)

Complaints

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)

Legal Reference: (see next page)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

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

52060-52077 Local control and accountability plan

60000-60005 Instructional materials, legislative intent

60010 Definitions

60040-60052 Instructional requirements and materials

60060-~~60062~~ 60063.5 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

60200-60210 Elementary school materials

60226 Requirements for publishers and manufacturers

60350-60352 Core reading program instructional materials

60400-60411 High school textbooks

60510-60511 Donation for sale of obsolete instructional materials

60605 State content standards

60605.8 Common Core State Standards

60605.86-60605.88 Supplemental instructional materials aligned with Common Core State Standards

CODE OF REGULATIONS, TITLE 5

9505-9530 Instructional materials

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

Instructional Materials FAQ

01-05 Guidelines for Piloting Textbooks and Instructional Materials, September 2001 rev. January 2015

Standards for Evaluating Instructional Materials for Social Content, 2000-2013

WEB SITES

CSBA: <http://www.csba.org>

Association of American Publishers: <http://www.publishers.org>

California Academic Content Standards Commission, Common Core State Standards:

<http://www.scoe.net/castandards>

California Department of Education: <http://www.cde.ca.gov>

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Center USD

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), 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 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 academic content standards and the district's curriculum to ensure that they effectively support the district's adopted courses of study.

(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. 6161.11 - Supplementary Instructional Materials)

(cf. 6162.5 - Student Assessment)

(cf. 6163.1 - Library Media Centers)

The Board shall select instructional materials for use in grades K-8 that have been approved by the State Board of Education (SBE) or have otherwise been determined to be aligned with the state academic content standards adopted pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education Code 60605.8. (Education Code 60200, 60210)

The Board shall adopt instructional materials for grades 9-12 upon determining that the materials meet the criteria specified in law and administrative regulation. (Education Code 60400)

The Board's priority in the selection of instructional materials is to ensure that all students are provided with standards-aligned instructional materials in the core curriculum areas of English/language arts, mathematics, science, and history-social science.

Review Process

The Superintendent or designee shall establish a process by which instructional materials shall be reviewed for recommendation to the Board. Toward that end, he/she may establish an instructional materials review committee to evaluate and recommend instructional materials.

(cf. 1220 - Citizen Advisory Committees)

The review process shall involve teachers in a substantial manner and shall encourage the participation of parents/guardians and community members. (Education Code 60002)

In addition, the instructional materials review committee may include administrators, other staff who have subject-matter expertise, and students as appropriate.

If the district chooses to use instructional materials for grades K-8 that have not been adopted by the SBE, the Superintendent or designee shall ensure that a majority of the participants in the district's review process are classroom teachers who are assigned to the subject area or grade level of the materials. (Education Code 60210)

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)

The committee shall review instructional materials using criteria provided in law and administrative regulation, and shall provide the Board with documentation supporting its recommendations.

All recommended instructional materials shall be available for public inspection at the district office.

(cf. 5020 - Parent Rights and Responsibilities)

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

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)

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, the Superintendent or designee shall post a notice in three public places within the district 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 which are aligned to the state content standards adopted pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education Code 60605.8 and which are consistent with the content and cycles of the state's curriculum frameworks. Sufficiency of instructional materials shall be determined in each of the following subjects: (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)

(cf. 6174 - Education for English Language Learners)

5. Foreign language

(cf. 6142.2 - World/Foreign Language Instruction)

6. Health

(cf. 6142.8 - Comprehensive Health Education)

The Board shall also 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)

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 and 60119. (Education Code 1240.3, 42605)

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)

If the Board determines that there are insufficient textbooks or instructional materials, it 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 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)

Complaints

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)

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
60200-60210 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
60510-60511 Donation for sale of obsolete instructional materials
60605 State content standards
60605.8 Common Core Standards
60605.86-60605.88 Supplemental instructional materials aligned with Common Core Standards
CODE OF REGULATIONS, TITLE 5
9505-9530 Instructional materials

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 Academic Content Standards Commission, Common Core Standards:
<http://www.scoe.net/castandards>

California Department of Education: <http://www.cde.ca.gov>

CSBA Sample Exhibit

Instruction

E 6161.1(a)

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS

Resolution On Sufficiency Of Instructional Materials

Note: ~~As a condition of receiving instructional materials funding from any state source,~~ Education Code 60119 requires that the Governing Board hold an annual public hearing regarding the sufficiency of textbooks 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 or instructional materials, which may include materials in a digital format under specified conditions, to use in class ~~or~~ and to take home.

The following sample resolution is based on the 2008 sample resolution developed by the California Department of Education (CDE) but has been updated to reflect new law. This resolution may be used to certify compliance with Education Code 60119.

Whereas, the Governing Board of the ~~(name of school district/county office of education)~~, 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 sufficient textbooks or 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 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 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.~~

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

~~Whereas, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the (name of school district/county office of education), have standards-aligned textbooks or instructional materials from the same adoption cycle, and;~~

~~Note: Pursuant to Education Code 60119, as amended by AB 1246 (Ch. 668, Statutes of 2012), a determination as to whether the instructional materials are "standards-aligned" may be based on alignment to either state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 or the Common Core Standards adopted pursuant to Education Code 60605.8.~~

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 and/or the Common Core **State** Standards adopted pursuant to Education Code 60605.8;

Finding of Sufficient Textbooks or Instructional Materials

Note: The following section is for use when the Board is 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. Survey forms are available on the CDE's web site which may be used as a self-study and county office validation tool for grades K-12.

Whereas, sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, 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 or instructional materials provided to students, as well as the applicable state adoption cycle.

- ~~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.)~~

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

- 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.)~~

~~Note: Pursuant to Education Code 60119, the Board must also include a written determination for the following subject areas, although these determinations are not a condition for receipt of state instructional materials funds.~~

- ~~World/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.)~~

Note: The following paragraph is for use by districts that maintain grades 9-12. The Board may provide a list of the science laboratory classes offered in grades 9-12 and details on the science laboratory equipment available for these classes.

Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore, it is resolved that for the *(year)* school year, the *(name of school district/county office of education)* has provided each student with sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks.

Finding of Insufficient Textbooks or Instructional Materials

Note: The following section is for use when the Board is making a finding of "insufficient" materials. Education Code 60119 requires that the Board's resolution list, for each school for which an insufficiency exists, the percentage of students at each grade level who lack sufficient materials in each of the subject areas listed below. ~~The provision of sufficient foreign language and health materials is not a condition of receipt of instructional materials funds.~~

Whereas, information provided at the public hearing and to the Board at the public meeting detailed that insufficient standards-aligned textbooks or instructional materials were provided to students in the following subjects and grade levels at district schools: *(For each school,*

SELECTION AND EVALUATION OF INSTRUCTIONAL MATERIALS (continued)

list the percentage of students who lack sufficient standards-aligned textbooks or instructional materials in mathematics, science, history-social science, English language arts, world/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 that each student does not have sufficient instructional materials in each subject and grade level listed above.)*

Therefore, it is resolved, that for the *(year)* school year, the *(name of school district/county office of education)* has not provided each student with sufficient textbooks or instructional materials that are 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 standards-aligned textbooks or instructional materials in all subjects that are 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

(11/11 11/12) 7/17

Center USD

Exhibit

Selection And Evaluation Of Instructional Materials

E 6161.1

Instruction

RESOLUTION ON SUFFICIENCY OF INSTRUCTIONAL MATERIALS

Whereas, the Governing Board of the Center Joint 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 sufficient textbooks or instructional materials were provided to all students, including English learners, in the Center Joint 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 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, the definition of "sufficient textbooks or instructional materials" also means that all students who are enrolled in the same course within the Center Joint Unified School District, have standards-aligned textbooks or instructional materials from the same adoption cycle, and;

Whereas, textbooks or instructional materials in core curriculum subjects should be aligned with state academic content standards adopted by the State Board of Education pursuant to Education Code 60605 and/or the Common Core Standards adopted pursuant to Education Code 60605.8;

Finding of Sufficient Textbooks or Instructional Materials

Whereas, sufficient standards-aligned textbooks or instructional materials that are consistent with the cycles and content of the curriculum frameworks were provided to each student, including each English learner, 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.)*

- 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.)*

Whereas, laboratory science equipment was available for science laboratory classes offered in grades 9-12, inclusive;

Therefore, it is resolved that for the (year) school year, the Center Joint Unified School District has provided each student with sufficient standards-aligned textbooks or instructional materials that are 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 standards-aligned 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 that each student does not have sufficient instructional materials in each subject and grade level listed above.)*

Therefore, it is resolved, that for the *(year)* school year, the Center Joint Unified School District has not provided each student with sufficient textbooks or instructional materials that are 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 standards-aligned textbooks or instructional materials in all subjects that are 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

Exhibit
version: April 17, 2013

CENTER UNIFIED SCHOOL DISTRICT
Antelope, California

CSBA Sample Board Policy

Instruction

BP 6178.1(a)

WORK-BASED LEARNING

Note: The following optional policy is for use by districts maintaining middle and/or high schools and should be revised to reflect district practice.

Under the state plan for career technical education (CTE), each district receiving funds under the Carl D. Perkins Career and Technical Education Act (20 USC 2301-2414) is required to include specified components in its CTE program, including practical application and experience through actual or simulated work-based learning assignments. Other districts may offer work-based learning opportunities at their discretion. Also see BP/AR 6178 - Career Technical Education.

The Governing Board desires to facilitate ~~the preparation of secondary school students for college and career by providing~~ work-based learning opportunities which link classroom learning with real-world experiences. ~~The district's Wwork-based learning program opportunities offered by the district~~ shall be designed to teach students the skills, attitudes, and knowledge necessary for successful employment and to reinforce mastery of both academic and career technical education (CTE) standards.

(cf. 6000 - Concepts and Roles)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6178 - Career Technical Education)

(cf. 6178.2 - Regional Occupational Center/Program)

Note: The following ~~paragraph may list~~ **should** be revised to reflect the program(s) ~~available in~~ **offered** by the district. Education Code 51760.1 authorizes districts, county offices of education, regional occupational centers/programs, and partnership academies to provide work-based learning opportunities which may include, but are not limited to, work experience education (WEE), community classrooms or cooperative CTE programs, and job shadowing experiences, as described in items #1-3 below. See the accompanying administrative regulation for legal requirements pertaining to these programs. In addition, although not specified in state law, items #4-8 below provide other examples of work-based learning opportunities cited in the state's CTE curriculum framework and the California Department of Education (CDE) publication Multiple Pathways to Student Success: Envisioning the New California High School, available on WestEd's web site. ~~include student internships/field study, apprenticeships, service learning, work in social/civic enterprises or school-based enterprises such as student stores, and technology-based or other simulated work experiences.~~

The district's ~~w~~Work-based learning program may offer opportunities ~~offered by the district may include~~ for paid and/or unpaid work experiences, including, but not limited to:

1. ~~W~~work experience education as defined in Education Code 51764;
2. ~~C~~eooperative CTE or community classrooms as defined in Education Code 52372.1;
3. ~~J~~job shadowing **experience** as defined in Education Code 51769;

WORK-BASED LEARNING (continued)

4. ~~S~~student internships;
5. ~~A~~apprenticeships;
6. ~~S~~service learningⁿ;
7. ~~E~~mployment in social/civic or school-based enterprises, ~~and~~
8. ~~T~~technology-based or other simulated work experiences

(cf. 6142.4 - Service Learning/Community Service Classes)

~~The Superintendent or designee may provide students E~~employment opportunities with ~~may be provided by any public and or private employers in areas within or outside the district, either within California or including in any contiguous state. (Education Code 51768)~~

Note: The following paragraph is optional.

~~The Board may elect to pay wages to students participating in a work-based learning program, but shall not make payments to or for private employers except for students with disabilities who are participating in work experience education programs funded by the state for such students. (Education Code 51768)~~

Note: Pursuant to 5 CCR 10070, the district is required to submit a secondary district plan to the CDE along with its WEE program application. 5 CCR 10070 also requires the district to submit evidence that the Governing Board has approved the district plan (e.g., meeting minutes). The following paragraph ensures the Board's involvement when any work-based learning program requires CDE or other state agency approval.

~~Any district plan for work-based learning shall be submitted to the Board for approval. When required, the plan shall be submitted to the California Department of Education or other state agency or official.~~

Note: The following optional paragraph may be revised to reflect district practice. Education Code 51760.1 encourages districts to work with any local workforce investment board youth councils and workforce investment boards established by Education Code 51760.2 to coordinate work-based learning opportunities and facilitate regional planning.

~~The Superintendent or designee shall involve local businesses or business organizations in planning and implementing work-based learning opportunities that support the district's vision and goals for student learning and local workforce development efforts. He/she also may work with postsecondary institutions, community organizations, and others to identify opportunities for work-based learning.~~

WORK-BASED LEARNING (continued)

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 6020 - Parent Involvement)

Note: Districts that offer WEE programs are required by 5 CCR 10070-10071, ~~as amended by Register 2011, No. 12,~~ to develop a written training agreement with each employer with specified components and assurances. 5 CCR 10087 and 10108 require the development of a training agreement and individual student training plans for community classrooms and cooperative CTE programs. Districts that do not offer these specific programs may delete or revise the following paragraph.

When required by law, the Superintendent or designee shall develop a written training agreement with the employer that describes the conditions and requirements to be met by all parties and shall develop an individual training plan for each student which outlines the objectives or competencies that the student is expected to accomplish at the work site. (5 CCR 10070-10071, 10087, 10108)

To ensure appropriate guidance and supervision of participating students and maximize the educational benefit from placement in any work-based learning program, ~~District staff shall coordinate with the workplace supervisors or mentors. to ensure appropriate guidance and supervision of participating students and maximum educational benefit from placement in the program.~~

Note: Education Code 49160 prohibits any person, firm, or corporation from employing a minor under age 18 without a work permit issued by the proper education authority, with specified exceptions. See BP/AR 5113.2 - Work Permits. Work permits are not required for unpaid work-based learning opportunities. Districts that offer only unpaid programs should delete the following paragraph.

A minor student shall be **allowed** ~~issued a work permit before beginning~~ employment through a paid work-based learning program **only if he/she has been issued a work permit,** in accordance with law, Board policy, and administrative regulation. (Education Code 49113, 49160)

(cf. 5113.2 - Work Permits)

All laws or rules applicable to minors in employment relationships shall be applicable to students enrolled in work-based learning programs. (Education Code 51763)

Note: The following **optional** paragraph may be revised to reflect district practice. According to the CDE's Work Experience Education Guide, students participating in a paid work-based learning program must be covered by their employer for workers' compensation insurance pursuant to Education Code 51769. Students participating in an unpaid work-based learning program must be covered by the district's insurance, unless the employer elects to provide such coverage.

WORK-BASED LEARNING (continued)

In addition, Education Code 35208 requires districts to insure against liability. Pursuant to Education Code 51760, the ~~Governing~~ Board may choose to purchase liability insurance for students participating in work-based learning programs off school grounds or may require such students to purchase insurance and pass on all or a portion of the costs to the district, at the discretion of the Board.

The Superintendent or designee shall ensure that any student participating in a work-based learning program off school grounds is covered under the employer's or district's insurance, as applicable, in the event the student is injured.

(cf. 3530 - Risk Management/Insurance)
(cf. 5143 - Insurance)

~~Note: 5 CCR 10075 establishes requirements related to the qualifications of WEE teacher-coordinators. As amended by Register 2011, No. 12, 5 CCR 10075 provides that the requires a WEE teacher-coordinator may to possess any valid preliminary, professional clear, or life credential or other nonintern teaching credential that authorizes the teacher to teach in California K-12 schools. Pursuant to 5 CCR 10080 and 10100, teachers of community classrooms and cooperative CTE programs must be certificated CTE teachers.~~

The Superintendent or designee shall ensure that any teacher-coordinator of a work-based learning program possesses the appropriate credential issued by the Commission on Teacher Credentialing. (5 CCR 10075, 10080, 10100)

(cf. 4112.2 - Certification)

The Superintendent or designee shall maintain records ~~for~~ **related to** each student's participation in the **district's work-based learning** program, including, but not limited to, the student's individualized training plan, ~~his/her~~ employment hours and job site, work permit if applicable, ~~the~~ employer's report of student's attendance and job performance, the teacher coordinator's consultations and observations, and **reports of** the student's grade and credits earned.

(cf. 5125 - Student Records)

Note: The following optional paragraph may be revised to reflect indicators agreed upon by the Board and Superintendent for evaluating program effectiveness.

The Superintendent or designee ~~shall~~ **may** periodically report to the Board regarding program implementation and effectiveness, including, but not limited to, rates of student participation in work-based learning programs and assessment results of participating students.

(cf. 0500 - Accountability)

Legal Reference: (see next page)

WORK-BASED LEARNING (continued)

Legal Reference:

EDUCATION CODE

35208 *Liability insurance*
46144 *Minimum school day for work experience program*
46147 *Exception for minimum day; students in last semester or quarter of grade 12*
46300 *Method of computing ADA*
48402 *Enrollment in continuation education, minors not regularly employed*
49110-49119 *Permits to work*
49160 *Permits to work, duties of employer*
51760-51769.5 *Work-based learning*
52300-52499.66 *Career technical education*
54690-54697 *Partnership academies*
56026 *Students with exceptional needs*
52372.1 *Community classrooms and cooperative career technical education programs*

LABOR CODE

1285-1312 *Employment of minors*
1391-1394 *Working hours for minors*
3070-3099.5 *Apprenticeship*
3200-6002 *Workers' compensation and insurance*

CODE OF REGULATIONS, TITLE 5

1635 *Credit for work experience education*
10070-10075 *Work experience education*
10080-10090 *Community classrooms*
10100-10111 *Cooperative career technical education programs*

UNITED STATES CODE, TITLE 20

2301-2414 *Carl D. Perkins Career and Technical Education Act of 2006*

CODE OF FEDERAL REGULATIONS, TITLE 29

570.35a *Work experience programs*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Work Experience Education Guide

California Career Technical Education Model Curriculum Standards, 2013

Multiple Pathways to Student Success: Envisioning the New California High School, 2010

California Career Technical Education Model Curriculum Standards, 2013

2008-2012 California State Plan for Career Technical Education, 2008

Career Technical Education Framework for California Public Schools: Grades Seven Through Twelve, 2007

Work Experience Education Guide

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Child Labor Laws, 2000-2013

WEST ED PUBLICATIONS

Work-Based Learning in California: Opportunities and Models for Expansion, 2009

Management Resources continued: (see next page)

WORK-BASED LEARNING (continued)

Management Resources: (continued)

WEB SITES

CSBA: <http://www.csba.org>

California Association of Work Experience Educators: <http://www.cawee.org>

California Department of Education, Work Experience Education: <http://www.cde.ca.gov/ci/ct/we>

California Department of Industrial Relations: <http://www.dir.ca.gov>

Linked Learning Alliance: <http://www.linkedlearning.org>

WestEd: <http://www.wested.org>

Center USD

Board Policy

Work-Based Learning

BP 6178.1

Instruction

The Governing Board desires to facilitate the preparation of secondary school students for college and career by providing work-based learning opportunities which link classroom learning with real-world experiences. Work-based learning opportunities offered by the district shall be designed to teach the skills, attitudes, and knowledge necessary for successful employment and to reinforce mastery of both academic and career technical education (CTE) standards.

(cf. 6000 - Concepts and Roles)

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6178 - Career Technical Education)

(cf. 6178.2 - Regional Occupational Center/Program)

Work-based learning opportunities offered by the district may include paid and/or unpaid work experiences, including, but not limited to, work experience education as defined in Education Code 51764, cooperative CTE or community classrooms as defined in Education Code 52372.1, job shadowing as defined in Education Code 51769, student internships, apprenticeships, service learning, employment in social/civic or school-based enterprises, and technology-based or other simulated work experiences.

(cf. 6142.4 - Service Learning/Community Service Classes)

The Superintendent or designee shall involve local businesses or business organizations in planning and implementing work-based learning opportunities that support the district's vision and goals for student learning and local workforce development efforts. He/she also may work with postsecondary institutions, community organizations, and others to identify opportunities for work-based learning.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 1220 - Citizen Advisory Committees)

(cf. 1700 - Relations Between Private Industry and the Schools)

(cf. 6020 - Parent Involvement)

When required by law, the Superintendent or designee shall develop a written training agreement with the employer that describes the conditions and requirements to be met by all parties and shall develop an individual training plan for each student which outlines the objectives or competencies that the student is expected to accomplish at the work site. (5 CCR 10070-10071, 10087, 10108)

District staff shall coordinate with the workplace supervisor or mentor to ensure appropriate guidance and supervision of participating students and maximum educational benefit from placement in the program.

A minor student shall be issued a work permit before beginning employment through a paid work-based learning program in accordance with law, Board policy, and administrative regulation. (Education Code 49113, 49160)

(cf. 5113.2 - Work Permits)

All laws or rules applicable to minors in employment relationships shall be applicable to students enrolled in work-based learning programs. (Education Code 51763)

The Superintendent or designee shall ensure that any student participating in a work-based learning program off school grounds is covered under the employer's or district's insurance, as applicable, in the event the student is injured.

(cf. 3530 - Risk Management/Insurance)

(cf. 5143 - Insurance)

The Superintendent or designee shall ensure that any teacher/coordinator of a work-based learning program possesses the appropriate credential issued by the Commission on Teacher Credentialing. (5 CCR 10075, 10080, 10100)

(cf. 4112.2 - Certification)

The Superintendent or designee shall maintain records for each student's participation in the program, including, but not limited to, the student's individualized training plan, his/her employment hours and job site, work permit if applicable, employer's report of student's attendance and job performance, the teacher/coordinator's consultations and observations, and the student's grade and credits earned.

(cf. 5125 - Student Records)

The Superintendent or designee shall periodically report to the Board regarding program implementation and effectiveness, including, but not limited to, rates of student participation in work-based learning programs and assessment results of participating students.

(cf. 0500 - Accountability)

Legal Reference: (see next page)

Legal Reference:

EDUCATION CODE

35208 *Liability insurance*
46144 *Minimum school day for work experience program*
46147 *Exception for minimum day; students in last semester or quarter of grade 12*
46300 *Method of computing ADA*
48402 *Enrollment in continuation education, minors not regularly employed*
49110-49119 *Permits to work*
49160 *Permits to work, duties of employer*
51760-51769.5 *Work-based learning*
52300-52499.66 *Career technical education*
54690-54697 *Partnership academies*
56026 *Students with exceptional needs*
52372.1 *Community classrooms and cooperative career technical education programs*

LABOR CODE

1285-1312 *Employment of minors*
1391-1394 *Working hours for minors*
3070-3099.5 *Apprenticeship*
3200-6002 *Workers' compensation and insurance*

CODE OF REGULATIONS, TITLE 5

1635 *Credit for work experience education*
10070-10075 *Work experience education*
10080-10090 *Community classrooms*
10100-10111 *Cooperative career technical education programs*

UNITED STATES CODE, TITLE 20

2301-2414 *Carl D. Perkins Career and Technical Education Act of 2006*

CODE OF FEDERAL REGULATIONS, TITLE 29

570.35a *Work experience programs*

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Multiple Pathways to Student Success: Envisioning the New California High School, 2010
2008-2012 California State Plan for Career Technical Education, 2008
Career Technical Education Framework for California Public Schools: Grades Seven Through Twelve, 2007
Work Experience Education Guide

CALIFORNIA DEPARTMENT OF INDUSTRIAL RELATIONS PUBLICATIONS

Child Labor Laws, 2000

WEST ED PUBLICATIONS

Work-Based Learning in California: Opportunities and Models for Expansion, 2009

WEB SITES

CSBA: <http://www.csba.org>
California Association of Work Experience Educators: <http://www.cawee.org>
California Department of Education, Work Experience Education: <http://www.cde.ca.gov/ci/ct/we>
California Department of Industrial Relations: <http://www.dir.ca.gov>
Linked Learning Alliance: <http://www.linkedlearning.org>
WestEd: <http://www.wested.org>

Policy
adopted: October 17, 2012

CENTER UNIFIED SCHOOL DISTRICT
Antelope, California

CSBA Sample Administrative Regulation

Instruction

AR 6178.1(a)

WORK-BASED LEARNING

Note: The following optional administrative regulation is for use by districts maintaining middle and/or high schools that provide any of the work-based learning programs authorized by Education Code 51760.1. Pursuant to Education Code 51760.1, students participating in work-based learning programs must be afforded the same statutory and regulatory safeguards, when applicable, as students participating in work experience education (WEE) programs ~~offered pursuant to Education Code 51764~~. The district should select the section(s) below that reflect the program(s) available in the district.

Work Experience Education

Note: The following optional section is for use by districts that offer a WEE program pursuant to Education Code ~~51764~~ 51760.1 and 5 CCR 10070-10075, and may be revised to reflect district practice. ~~Any of~~ Although the WEE programs described in items #1-3 below may enroll students under age 16, ~~such but~~ only students ~~who are age 16 or older~~ may only receive credit for general WEE or career technical WEE ~~except~~ under the limited circumstances specified in Education Code 51760.3. For further information about the operation of WEE programs, see the California Department of Education's (CDE) Work Experience Education Guide.

The district's work experience education (WEE) program shall consist of one or more of the following types of unpaid and paid on-the-job experiences: (~~Education Code 51764~~; 5 CCR 10071)

1. *Exploratory WEE* which provides students with a combination of **related** classroom instruction in WEE and unpaid opportunities to observe and sample systematically a variety of conditions of work for the purpose of ascertaining their interest and suitability for the occupation they are exploring

The length of exploratory **WEE work experience** assignments may vary depending on the aptitude of the student, the occupation being explored, the facilities of the work station, and the job classification. A student may not participate in an exploratory **WEE work experience** assignment if he/she receives pay for like work at the same work station or similar job outside of the WEE program.

2. *General WEE* which has as its purpose the application of basic skills of reading, writing, and computation and which **enables-provides** students **an opportunity** to acquire general and specific occupational skills through a combination of supervised paid employment in any occupational field and related classroom instruction in WEE

Note: ~~5-CCR 10071, as amended by Register 2011, No. 12, now uses the terminology "career technical work experience education" to refer to the type of program described in item #3 below.~~ Although 5 CCR 10071 states that career technical WEE provides paid employment opportunities, the CDE's Work Experience Education Guide clarifies that career technical WEE may offer paid or unpaid work experiences.

WORK-BASED LEARNING (continued)

3. *Career technical WEE* which reinforces and extends career learning opportunities for students through a combination of related classroom instruction in WEE and supervised paid or unpaid employment in the occupation for which their career technical course in school prepares them

(cf. 6011 - Academic Standards)

(cf. 6143 - Courses of Study)

(cf. 6178 - Career Technical Education)

~~Note: The district is required to submit a secondary district plan to the CDE along with its WEE program application. 5-CGR-10070, as amended by Register 2011, No. 12, contains requirements for the content of the district plan, including (1) the course description with the units of instruction per week for each semester offered; (2) assurances by the employer that the employer and each student have entered into a training agreement that includes the components specified in 5-CGR-10070; (3) a detailed explanation of the criteria for granting school credit by the district; and (4) if applicable, a letter of authorization to issue work permits signed by the Superintendent or designee. 5 CCR 10070 also requires that the district submit evidence that the Governing Board has approved the district plan (e.g., meeting minutes).~~

~~The Superintendent or designee shall develop and present to the Governing Board for approval a district plan for WEE in accordance with 5 CCR 10070. [MOVED TO BP]~~

~~Note: Education Code 51768 authorizes the district to pay participating students' wages, but provides that the district may not make payments to or for private employers except for students with disabilities as defined in Education Code 56026.~~

~~Employment opportunities may be provided by any public or private employers in areas within or outside the district, either within California or in a contiguous state. (Education Code 51768) [MOVED TO BP]~~

The student-teacher ratio in **any the** WEE program shall not exceed 125 students per full-time equivalent certificated teacher coordinator. (Education Code 46300)

The minimum day for students enrolled in a WEE program shall be four periods totaling at least 180 minutes in duration, unless the school or student meets one of the conditions specified in Education Code 46144 or 46147. (Education Code 46144, 46147)

(cf. 6112 - School Day)

(cf. 6184 - Continuation Education)

Note: The following optional paragraph reflects guidance in the CDE's Work Experience Education Guide.

~~A WEE program offered during the summer shall be conducted in the same time period as the regular summer school program and shall conform to all appropriate laws and regulations applicable to WEE.~~

WORK-BASED LEARNING (continued)*(cf. 6177 - Summer ~~School Learning Programs~~)***Note: Pursuant to Education Code 51764, any WEE program must be coordinated by district staff.**

Each WEE program shall operate under the supervision of a teacher-coordinator. The teacher-coordinator shall make at least two on-site contacts per semester with each work supervisor or at least one on-site contact during summer school to evaluate student performance. (Education Code 51764; 5 CCR 10074)

Any Participating students who is age 16 years or older and who satisfactorily completes a WEE program with a minimum shall receive at least the equivalent of one instructional period per week of related classroom instruction or counseling by a certificated employee, in sessions scheduled intermittently throughout the semester, ~~.(Education Code 51760.3) A student~~ shall be granted up to 40 semester periods of credit for WEE within the following limits: (Education Code 51760.3; 5 CCR 1635)

1. For exploratory WEE, the student may earn 10 semester periods for each semester, with a maximum of 20 semester periods earned in two semesters.
2. For either general or career technical WEE, the student may earn 10 semester periods for each semester, with a maximum of 40 semester periods.

*(cf. 6146.1 - High School Graduation Requirements)**(cf. 6146.11 - Alternative Credits Toward Graduation)*

~~In order to receive credit for satisfactory completion of a general or career technical WEE program, a student shall be age 16 years or older. However, a~~Any student who satisfies the above requirements but is under age 16 may be granted credit under any of the following conditions: (Education Code 51760.3)

1. The student is enrolled in grade 11 or higher.
2. The principal certifies that the student **is in** ~~needs the program of immediate work experience education~~ in order to pursue employment opportunities.
3. **The principal certifies that, without being provided an opportunity to enroll in the WEE program, there is a high probability that** ~~or to encourage~~ the student's **will no longer be enrolled continuing enrollment** as a full-time student.

*(cf. 5147 - Dropout Prevention)***Note: Education Code 51760.3, as amended by AB 2063 (Ch. 72, Statutes of 2016), provides an additional circumstance under which students under age 16 can receive credit for satisfactory completion of a WEE program, as provided in item #4 below.**

WORK-BASED LEARNING (continued)

4. **The student is age 14 years or older and the principal certifies that such credit is necessary for the student's participation in a career technical education (CTE) program.**
- ~~3.~~ 5. ~~The student is a student with disabilities who~~ has an individualized education program (IEP) ~~prescribing which prescribes~~ the type of training for which participation in a WEE program is deemed appropriate.

(cf. 6159 - Individualized Education Program)

Cooperative Career Technical Education Program/Community Classrooms

Note: The following optional section is for use by districts that offer a cooperative career technical education (CTE) program (5 CCR 10100-10111) and/or community classroom program (5 CCR 10080-10090) and should be modified to reflect the program(s) offered by the district. Except where noted, requirements described below apply to either program.

Both the cooperative CTE and community classroom programs require participating students to be concurrently enrolled in a course or program approved by the CDE. Pursuant to 5 CCR 10103, students in the cooperative CTE program are also required to (1) be at least age 16 unless the principal determines that the program is appropriate for a younger student due to his/her financial, motivational, or other exceptional needs; (2) be full-time students as defined; and (3) have parent/guardian consent if under age 18.

To be eligible for program participation, a student shall be concurrently enrolled in a ~~career technical education (CTE)~~ course or program approved by the California Department of Education and shall meet other criteria specified in 5 CCR 10103 as applicable. (5 CCR 10082, 10103)

At least one instructional period per week of formal CTE classroom instruction shall be provided to participating students. Each CTE instructional period shall be equivalent to a minimum of three regular classroom instructional periods of at least 50 minutes each week. (5 CCR 10085, 10106)

Teachers assigned to the program shall locate and select training stations to provide participating students with unpaid on-the-job learning experiences in the specific occupation related to the approved course or program. (5 CCR 10086, 10107)

~~Related classroom instruction shall be provided in at least one instructional period per week, with a minimum equivalency of three instructional periods, of at least 50 minutes each, per week. (5 CCR 10085, 10106)~~

Note: The district should choose one or both options below reflecting program(s) offered by the district.

WORK-BASED LEARNING (continued)**OPTION 1: (Cooperative CTE Program)**

~~The cooperative CTE program teacher shall make at least one visitation every four weeks to each employer to ensure that the provisions of the training agreement are being met and that students are acquiring the competencies identified in their individual training plans. One out of every two visits to the training station shall include an observation of the student engaged in on-the-job training experiences. (5 CCR 10109)~~

OPTION 2: (Community Classrooms)

The community classroom teacher shall make at least one visitation every three weeks to consult with the work supervisor, observe students at the training station, provide instruction, and ensure that students are acquiring the competencies identified in their individual training plans. Each visitation shall include an observation of the student engaged in on-the-job training experiences. (5 CCR 10088)

Note: The following paragraph is for use by districts offering either the cooperative CTE or community classroom program.

Students shall be granted academic credit for satisfactory completion of the program. The teacher shall be responsible for evaluating the student's performance in the CTE course and, with the assistance of the employer, the student's participation at the training station. (5 CCR 10081, 10102)

Job Shadowing

Note: The following optional section is for use by districts that offer job shadowing opportunities pursuant to Education Code 51769. The section may be revised to reflect district practice, including specifying the position designated by the Superintendent or designee to coordinate or manage the program. The CDE's Work Experience Education Guide recommends that job shadowing activities be conducted under the supervision of the WEE coordinator.

The program coordinator shall identify job shadowing placements with the goal of providing students with exposure to a broad range of career options and employment settings.

The program coordinator shall supervise job shadowing activities, including the coordination of the student's and employer's schedules and consultation with the student's other teachers when necessary.

Note: Education Code 51769, as amended by AB 2063 (Ch. 72, Statutes of 2016), allows students to participate in job shadowing activities for up to 40 hours per semester, intersession, or summer school session under the conditions described below.

WORK-BASED LEARNING (continued)

Participating students may attend job shadowing opportunities for **up to 25 hours but no less than three hours and no more than 25 hours** in one semester, intersession, or summer school session. **However, a student may be permitted to participate for up to 40 hours in one semester, intersession, or summer school session, if the principal certifies that it is necessary for the student's participation in a CTE program.** (Education Code 51769)

(3/08 3/12) 5/17

Center USD

Administrative Regulation

Work-Based Learning

AR 6178.1
Instruction

Work Experience Education

The district's work experience education (WEE) program shall consist of one or more of the following types of unpaid and paid on-the-job experiences: (Education Code 51764; 5 CCR 10071)

1. *Exploratory WEE* which provides students with a combination of classroom instruction in WEE and unpaid opportunities to observe and sample systematically a variety of conditions of work for the purpose of ascertaining their interest and suitability for the occupation they are exploring

The length of exploratory work experience assignments may vary depending on the aptitude of the student, the occupation being explored, the facilities of the work station, and the job classification. A student may not participate in an exploratory work experience assignment if he/she receives pay for like work at the same work station or similar job outside of the WEE program.

2. *General WEE* which has as its purpose the application of basic skills of reading, writing, and computation and which enables students to acquire general and specific occupational skills through a combination of supervised paid employment in any occupational field and related classroom instruction in WEE
3. *Career technical WEE* which reinforces and extends career learning opportunities for students through a combination of related classroom instruction in WEE and supervised paid or unpaid employment in the occupation for which their career technical course in school prepares them

(cf. 6011 - Academic Standards)
(cf. 6143 - Courses of Study)
(cf. 6178 - Career Technical Education)

The Superintendent or designee shall develop and present to the Governing Board for approval a district plan for WEE in accordance with 5 CCR 10070.

Employment opportunities may be provided by any public or private employer in areas within or outside the district, either within California or in a contiguous state. (Education Code 51768)

The student-teacher ratio in the WEE program shall not exceed 125 students per full-time equivalent certificated teacher-coordinator. (Education Code 46300)

The minimum day for students enrolled in a WEE program shall be four periods totaling at least 180 minutes in duration, unless the school or student meets one of the conditions specified in Education Code 46144 or 46147. (Education Code 46144, 46147)

(cf. 6112 - School Day)

(cf. 6184 - Continuation Education)

A WEE program offered during the summer shall be conducted in the same time period as the regular summer school program and shall conform to all appropriate laws and regulations applicable to WEE.

(cf. 6177 - Summer School)

The teacher-coordinator shall make at least two on-site contacts per semester with each work supervisor or at least one on-site contact during summer school to evaluate student performance. (5 CCR 10074)

Participating students shall receive at least the equivalent of one instructional period per week of related classroom instruction or counseling by a certificated employee, in sessions scheduled intermittently throughout the semester. (Education Code 51760.3)

A student shall be granted up to 40 semester periods of credit for WEE within the following limits: (Education Code 51760.3; 5 CCR 1635)

1. For exploratory WEE, the student may earn 10 semester periods for each semester, with a maximum of 20 semester periods earned in two semesters.
2. For either general or career technical WEE, the student may earn 10 semester periods for each semester, with a maximum of 40 semester periods.

(cf. 6146.1 - High School Graduation Requirements)

(cf. 6146.11 - Alternative Credits Toward Graduation)

In order to receive credit for satisfactory completion of a general or career technical WEE program, a student shall be age 16 years or older. However, a student who is under age 16 may be granted credit under any of the following conditions: (Education Code 51760.3)

1. The student is enrolled in grade 11 or higher.
2. The principal certifies that the student needs the program in order to pursue employment opportunities or to encourage the student's continuing enrollment as a full-time student.

(cf. 5147 - Dropout Prevention)

3. The student is a student with disabilities who has an individualized education program prescribing the type of training for which participation in a WEE program is deemed appropriate.

(cf. 6159 - Individualized Education Program)

Cooperative Career Technical Education Program/Community Classrooms

To be eligible for program participation, a student shall be concurrently enrolled in a career technical education (CTE) course or program approved by the California Department of Education and shall meet other criteria specified in 5 CCR 10103 as applicable. (5 CCR 10082, 10103)

Teachers assigned to the program shall locate and select training stations to provide participating students with unpaid on-the-job learning experiences in the specific occupation related to the approved course or program. (5 CCR 10086, 10107)

Related classroom instruction shall be provided in at least one instructional period per week, with a minimum equivalency of three instructional periods, of at least 50 minutes each, per week. (5 CCR 10085, 10106)

Cooperative CTE Program

The cooperative CTE program teacher shall make at least one visitation every four weeks to each employer to ensure that the provisions of the training agreement are being met and that students are acquiring the competencies identified in their individual training plans. One out of every two visits to the training station shall include an observation of the student engaged in on-the-job training experiences. (5 CCR 10109)

Community Classrooms

The community classroom teacher shall make at least one visitation every three weeks to consult with the work supervisor, observe students at the training station, provide instruction, and ensure that students are acquiring the competencies identified in their individual training plans. Each visitation shall include an observation of the student engaged in on-the-job training experiences. (5 CCR 10088)

Students shall be granted academic credit for satisfactory completion of the program. The teacher shall be responsible for evaluating the student's performance in the CTE course and, with the assistance of the employer, the student's participation at the training station. (5 CCR 10081, 10102)

Job Shadowing

The program coordinator shall identify job shadowing placements with the goal of providing students with exposure to a broad range of career options and employment settings.

The program coordinator shall supervise job shadowing activities, including the coordination of the student's and employer's schedules and consultation with the student's other teachers when necessary.

Participating students may attend job shadowing opportunities for no less than three hours and no more than 25 hours in one semester, intersession, or summer school session. (Education Code 51769)

CSBA Sample Board Policy

Facilities

BP 7212(a)

MELLO-ROOS DISTRICTS

Note: The Mello-Roos Community Facilities Act (Government Code 53311-53368.3) authorizes school districts to establish a community facilities district (CFD) (also referred to as a Mello-Roos district) for specified school facility purposes. The boundaries of the ~~community facilities district~~ CFD may include the entire school district, but usually include only a portion of the district, such as an area with new housing developments. The bonds sold by the ~~community facilities district~~ CFD are paid for by a parcel tax or assessment on the properties within that ~~community facilities district's~~ CFD's boundaries.

~~AB 373 (Ch. 670, Statutes of 2007) made numerous changes to the laws regarding community facilities districts as well as the laws governing school facilities improvement districts, including amending Education Code 15302 to delete the prohibition on a new school facilities improvement district from including the territory of an existing community facilities district. See BP 7213 - School Facilities Improvement Districts. Because the laws regarding formation of a Mello-Roos district are complex, districts should consult legal counsel, as appropriate.~~

The Governing Board desires to provide adequate facilities in order to enhance student learning and to help the district achieve its vision for educating district students. ~~To~~ **Toward** that end, the Board may order the formation of a community facilities district (CFD) ~~(Mello-Roos district)~~ for the acquisition or improvement of school facilities when, in the Board's judgment, it is ~~advisable and~~ in the best interest of district students and the community. **The issuance of debt through the CFD shall be consistent with law and the district's debt management policy.**

(cf. 3470 - Debt Issuance and Management)

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7210 - Facilities Financing)

(cf. 7211 - Developer Fees)

(cf. 7213 - School Facilities Improvement Districts)

Note: Pursuant to Government Code 53318, the Governing Board may initiate the proceedings to establish a ~~community facilities district~~ CFD. In addition, Government Code 53318 specifies that the Board must institute such proceedings when two members of the Board have filed a written request or a specified percentage of registered voters or landowners in the district file a written petition requesting that the district establish a ~~community facilities district~~ CFD. The petition or request must describe the boundaries of the territory and specify the types of facilities and services to be financed by the proposed district.

~~The Board may initiate the p~~**Proceedings to establish a ~~community facilities district~~ CFD may be instituted at the Board's discretion. In addition, such proceedings shall be instituted . In addition, the Board shall initiate such proceedings when a written request to establish a CFD has been filed by any two Board members, have filed a written request or a specified percentage of voters or landowners have filed a petition requesting such a district be formed, or a petition has been submitted by at least 10 percent of registered voters**

MELLO-ROOS DISTRICTS (continued)

residing within the territory of the proposed CFD or by the owners of at least 10 percent of the area of land to be included within the proposed CFD. (Government Code 53317 53318)

Note: Government Code 53312.7, ~~as amended by AB 373 (Ch. 670, Statutes of 2007)~~, mandates that districts establishing a ~~community facilities district~~ CFD first adopt local goals and policies, as specified below. ~~Government Code 53312.7 also mandates a district policy giving attendance priority to children of residents in the community facilities district. For language fulfilling this mandate, see BP 5116 - School Attendance Boundaries.~~ At the district's discretion, the following list may be modified to reflect the district's goals and policies related to each required component. The district may also reference any other district policies that may be applicable to the mandated components, such as BP 7110 - Facilities Master Plan, BP 7210 - Facilities Financing, or BP 3470 - Debt Issuance and Management.

Prior to ~~forming a community facilities district~~ initiating proceedings to form a CFD, the Board shall consider and adopt local goals and policies that include the following elements: (Government Code 53312.7)

1. The priority that various facilities shall have for financing through the ~~community facilities district~~ **Mello-Roos Community Facilities Act**, including public facilities to be owned and operated by other public agencies and services to be provided by other public agencies
2. The credit quality to be required of bond issues and criteria to be used in evaluating the credit quality
3. Steps by which prospective property purchasers will be fully informed about their related taxing obligations
4. Criteria for evaluating the equity of tax allocation formulas, including desirable and maximum amounts of special tax to be levied against any parcel
5. Definitions, standards, and assumptions to be used in appraisals required by Government Code 53345.8

Note: Government Code 53312.7 mandates a district policy giving attendance priority to children of ~~residents in the CFD~~ who reside within the territory of the proposed CFD. For language fulfilling this mandate, ~~s~~See BP 5116 - School Attendance Boundaries for additional language fulfilling this mandate.

6. **To the extent authorized by law, priority for students residing within the CFD to attend schools financed in whole or in part by the CFD, in a manner that reflects the proportion of each school's financing provided through the CFD**

(cf. 5116 - School Attendance Boundaries)

MELLO-ROOS DISTRICTS (continued)

Within 45 days of receiving a written request or petition to establish a CFD, the Board shall determine a fee to be paid by the requesters or petitioners which shall be sufficient to compensate the district for the costs incurred in conducting proceedings to create the CFD. Proceedings for establishing the CFD shall only be initiated after payment of the fee. (Government Code 53318)

Note: ~~As amended by AB 373 (Ch. 670, Statutes of 2007),~~ Government Code 53320 requires that, within 90 days after the request or petition has been filed and any fee required under Government Code 53318 has been paid, the Board must adopt a resolution of intention to establish a ~~community facilities district~~ CFD. Specified components of the resolution are listed in Government Code 53321 and include, but are not limited to, a description of the boundaries of the district and a description of the public facilities and services that will be financed by the proposed district. Legal requirements for the hearing are detailed in Government Code 53323-53325.

Upon Board action to form a ~~community facilities district~~ CFD, or within 90 days after the receipt of a petition or request to form a CFD and the payment of any applicable fee, the Board shall adopt a resolution of intention and conduct a hearing in accordance with law. The resolution shall fix the time and place for holding a public hearing on the establishment of the ~~community facilities district~~ CFD, which shall be within 30-60 days after the adoption of the resolution. Notice of the hearing shall be given by publishing ~~a copy the text or a summary~~ of the resolution of intention ~~once~~, in a newspaper of general circulation ~~pursuant to Government Code 6061, starting published in the area of the proposed CFD~~, at least seven days before the hearing, and shall include ~~the other~~ requirements specified in Government Code 53322 ~~and 53322.4~~. Notice of the hearing may also be sent by first-class mail to each registered voter and to each landowner within the proposed CFD. (Government Code 53320, 53321, 53322, 53322.4)

If, after the hearing, the Board ~~determines~~ decides to establish a ~~community facilities district~~ CFD, the Board shall adopt a resolution of formation in accordance with law. (Government Code 53325, 53325.1)

Note: Government Code 53326 provides that the election on the levy of special taxes must be held 90-180 days following the adoption of the resolution of formation. However, any election to be held less than 125 days following the adoption of the resolution of formation requires the concurrence of the elections official. Because the levy of special taxes involves technical and complex provisions of law, districts are advised to consult legal counsel when contemplating the levy of a special tax.

If a special tax is proposed to be levied in the CFD, the Board shall submit the resolution of formation and other information specified in Government Code 53326 to the elections official within three business days after the adoption of the resolution of formation, and the question of levying the special tax shall be submitted to the qualified electors of the proposed CFD in accordance with law. (Government Code 53326)

MELLO-ROOS DISTRICTS (continued)

Upon approval by two-thirds of the voters in the proposed ~~community facilities district~~ CFD, the tax may be levied in accordance with Government Code 53340. (Government Code 53328)

Whenever the Board deems it necessary for the CFD to incur a bonded indebtedness, it shall follow the procedures specified in Government Code 53345-53365.7, as applicable.

The proceeds of any bonds, notes, or other securities issued pursuant to the Mello-Roos Community Facilities Act shall be deposited or invested in accordance with Government Code 53356.03.

Note: Pursuant to Government Code 53343.2, as amended by AB 1666 (Ch. 93, Statutes of 2016), any local agency that has established a CFD, such as a school district, is required to post on its web site the information listed below. If the school district is not the issuing agency, it is recommended that it provide a link on the district web site that accesses the required information on the issuing agency's web site.

The Superintendent or designee shall, within seven months after the last day of each fiscal year, prominently display the following reports on the district's web site: (Government Code 53343.2)

1. A copy of an annual report for that fiscal year, if requested pursuant to Government Code 53343.1
2. A copy of the report provided to the California Debt and Investment Advisory Commission pursuant to Government Code 53359.5
3. A copy of the report provided to the State Controller's Office pursuant to Government Code 12463.2

(cf. 3460 - Financial Reports and Accountability)

Legal Reference: (see next page)

MELLO-ROOS DISTRICTS (continued)

Legal Reference:

EDUCATION CODE

15300-15425 School facilities improvement districts

17060-17066 Joint venture school facilities construction projects

GOVERNMENT CODE

6061 One time notice

12463.2 Reports

17556 Payment of costs mandated by the state

53311-53368.3 Mello-Roos Community Facilities Act of 1982

53753 Assessment notice and hearing requirements

53753.5 Exemptions

54954.1 Mailed notice to property owners

54954.6 New or increased tax or assessment; public meetings and hearings; notice

65970-65981 School facilities development project

65995 Levies against development projects

CODE OF REGULATIONS, TITLE 2

1859-1859.106 School facility program

Management Resources:

CSBA PUBLICATIONS

Bond Sales – Questions and Considerations for Districts, 2012

~~Maximizing School Board Governance: School Facilities Management, 2006~~

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Coalition for Adequate School Housing: <http://www.cashnet.org>

Center USD

Board Policy

Mello Roos Districts

BP 7212

Facilities

The Governing Board desires to provide adequate facilities in order to enhance student learning and to help the district achieve its vision for educating district students. To that end, the Board may order the formation of a community facilities/Mello-Roos district for the acquisition or improvement of school facilities when, in the Board's judgment, it is advisable and in the best interest of district students and the community.

(cf. 7110 - Facilities Master Plan)

(cf. 7111 - Evaluating Existing Buildings)

(cf. 7210 - Facilities Financing)

(cf. 7211 - Developer Fees)

(cf. 7213 - School Facilities Improvement Districts)

Prior to forming a community facilities district, the Board shall consider and adopt local goals and policies that include the following elements: (Government Code 53312.7)

1. The priority that various facilities shall have for financing through the community facilities district, including public facilities to be owned and operated by other public agencies and services to be provided by other public agencies
2. The credit quality to be required of bond issues and criteria to be used in evaluating the credit quality
3. Steps by which prospective property purchasers will be fully informed about their related taxpaying obligations
4. Criteria for evaluating the equity of tax allocation formulas, including desirable and maximum amounts of special tax to be levied against any parcel
5. Definitions, standards, and assumptions to be used in appraisals required by Government Code 53345.8

(cf. 5116 - School Attendance Boundaries)

The Board may initiate the proceedings to establish a community facilities district. In addition, the Board shall initiate such proceedings when any two Board members have filed a written request or a specified percentage of voters or landowners have filed a petition requesting such a district be formed. (Government Code 53317)

Upon Board action to form a community facilities district or receipt of a petition or request, the Board shall adopt a resolution of intention and conduct a hearing in accordance with law. The resolution shall fix the time and place for holding a public hearing on the establishment of the community facilities district which shall be within 30-60 days after the adoption of the resolution. Notice of the hearing shall be given by publishing a copy of the resolution of intention in a newspaper of general circulation pursuant to Government Code 6061, starting at least seven days before the hearing, and shall include the requirements specified in Government Code 53322 and 53322.4. (Government Code 53321, 53322, 53322.4)

If, after the hearing, the Board determines to establish a community facilities district, the Board shall adopt a resolution of formation in accordance with law. (Government Code 53325, 53325.1)

Upon approval by two-thirds of the voters in the proposed community facilities district, the tax may be levied. The proceeds of any bonds, notes, or other securities issued pursuant to the Mello-Roos Community Facilities Act shall be deposited or invested in accordance with Government Code 53356.03.

Legal Reference:

EDUCATION CODE

15300-15425 School facilities improvement districts

17060-17066 Joint venture school facilities construction projects

GOVERNMENT CODE

6061 One time notice

53311-53368.3 Mello-Roos Community Facilities Act of 1982

53753 Assessment notice and hearing requirements

53753.5 Exemptions

54954.1 Mailed notice to property owners

54954.6 New or increased tax or assessment; public meetings and hearings; notice

65970-65981 School facilities development project

65995 Levies against development projects

CODE OF REGULATIONS, TITLE 2

1859-1859.106 School facility program

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: School Facilities Management, 2006

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education: <http://www.cde.ca.gov>

California Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Coalition for Adequate School Housing: <http://www.cashnet.org>

Policy CENTER UNIFIED SCHOOL DISTRICT
adopted: February 20, 2008 Antelope, California

CSBA Sample Board Policy

Facilities

BP 7214(a)

GENERAL OBLIGATION BONDS

Note: Article 16, Section 18 of the California Constitution permits school districts to issue bonds for the construction of school facilities with either a 66.67 percent or 55 percent approval by local voters. To qualify for the lower 55 percent (Proposition 39) threshold, districts must use the bond funds for certain purposes and fulfill additional accountability requirements, as specified in this Board policy and accompanying administrative regulation.

Education Code 15100 sets forth conditions under which the Governing Board may call for a bond election. Pursuant to Education Code 15266, these conditions must be satisfied if the Board is seeking either the 66.67 percent or 55 percent approval threshold. ~~The following paragraph is consistent with Education Code 15100:~~

In 88 Ops.Cal.Atty.Gen. 46 (2005), the Attorney General opined that a school district may use district funds to hire a consultant to assess the feasibility of developing a bond measure and to assess the public's support and opposition. ~~However, according to the Attorney General, a district may not use district funds to hire a consultant, but not to develop and implement a strategy to build a coalition to support the bond because such activities would be an impermissible use of public funds for campaign purposes in violation of Education Code 7054. However, in 99 Ops.Cal.Atty.Gen. 18 (2016), the Attorney General, while reaffirming the 2005 opinion, clarified that costs incurred from hiring consultants for pre-election services could not be paid from bond proceeds.~~ For further discussion regarding use of district funds for political purposes, see BP 1160 - Political Processes.

The Governing Board recognizes that school facilities are an essential component of the educational program and that the Board has a responsibility to ensure that the district's facilities needs are met in the most cost-effective manner possible. When the Board determines that it is in the best interest of district students, it may order an election on the question of whether bonds shall be issued to pay for school facilities.

(cf. 1160 - Political Processes)

(cf. 7110 - Facilities Master Plan)

(cf. 7210 - Facilities Financing)

Note: Pursuant to Government Code 8855, as amended by SB 1029 (Ch. 307, Statutes of 2016), the Board is required to adopt a debt management policy prior to issuing any debt, including a general obligation bond. For sample policy language fulfilling this mandate, see BP 3470 - Debt Issuance and Management.

For bonds requiring a 55 percent majority, Education Code 15268 and 15270 set limits as to the maximum amount of the bond and the tax rate that may be levied as a result of the bond. Limitations for bonds requiring a 66.67 percent majority are detailed in Education Code 15102-15109.

~~The Board shall determine the appropriate amount of the bonds in accordance with law. The Board's decision to order a bond election, as well as its determinations regarding the appropriate amount, timing, and structure of the bond issuance, shall be consistent with law and the district's debt management policy.~~

GENERAL OBLIGATION BONDS (continued)*(cf. 3470 - Debt Issuance and Management)*

Note: Pursuant to Education Code 15100, as amended by AB 2116 (Ch. 129, Statutes of 2016), the following requirement applies to bond elections ordered by the Board regardless of whether the Board is seeking the 66.67 percent or 55 percent approval threshold.

Before ordering a bond election, the Board shall obtain reasonable and informed projections of assessed valuations that take into consideration projections of assessed property valuations made by the county assessor. (Education Code 15100)

When any project to be funded by bonds will require state matching funds for any phase of the project, the ballot for the bond measure shall include a statement as specified in Education Code 15122.5, advising voters that, because the project is subject to approval of state matching funds, passage of the bond measure is not a guarantee that the project will be completed. (Education Code 15122.5)

Bonds Requiring 55 Percent Approval by Local Voters

Note: Pursuant to Education Code 15266, upon adoption of the resolution specified below, the district must comply with the accountability provisions required for the 55 percent threshold, even if the bond ultimately passes by a 66.67 percent majority of the voters.

The Board may decide to pursue the authorization and issuance of bonds by approval of 55 percent majority of the voters pursuant to Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution. If two-thirds of the Board agrees to such an election, the Board shall vote to adopt a resolution to incur bonded indebtedness if approved by a 55 percent majority of the voters. (Education Code 15266)

(cf. 9323.2 - Actions by the Board)

Note: Education Code 15266 requires ~~that the~~ bond elections to be held only during a regularly scheduled local election at which all of the electors (voters) in the district are entitled to vote. Therefore, those school districts whose boundaries encompass more than one city or county or whose board members are elected by trustee area must ensure that the bond election is on a ballot in which all of the electors in the district are entitled to vote, such as a statewide primary, general, or special election.

The bond election may only be ordered at a primary or general election, a statewide special election, or a regularly scheduled local election at which all of the electors of the district are entitled to vote. (Education Code 15266)

Bonded indebtedness incurred by the district shall be used only for the following purposes: (California Constitution Article 13A, Section 1(b)(3) and 1(b)(3)(A))

GENERAL OBLIGATION BONDS (continued)

1. The construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities
2. The acquisition or lease of real property for school facilities
3. The refunding of any outstanding debt issuance used for the purposes specified in items #1-2 above

The proposition approved by the voters shall include the following accountability requirements: (California Constitution Article 13A, Section 1(b)(3))

1. ~~A requirement that~~ **Certification that** proceeds from the sale of the bonds **will** be used only for the purposes specified in items #1-2 above, and not for any other purposes including teacher and administrative salaries and other school operating expenses
2. A list of specific school facilities projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list

(cf. 0440 - District Technology Plan)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 6151 - Class Size)

Note: The question of whether or not bond proceeds may be used to pay the costs of the audits required pursuant to items #3-4 below should be referred to the district's legal counsel. However, an Attorney General opinion (87 Ops.Cal.Atty.Gen. 157 (2004)) supports the use of bond proceeds to pay the salaries of district employees to the extent they perform administrative oversight work on bond projects. According to the opinion, because these audits are expressly required by Proposition 39 and are directly related to the bond projects rather than routine school operations, these project administration costs may be considered as within the purposes specified in California Constitution Article 13A, Section 1(b)(3)(A) and therefore are an appropriate expenditure of bond proceeds.

The performance audit described in item #3 may include an evaluation of the planning, financing, and implementation of the overall facilities program.

3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed
4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects

GENERAL OBLIGATION BONDS (continued)

Note: If the district has a general obligation bond approved ~~under~~ ~~according to~~ the 55 percent threshold provisions, Education Code 15278 requires that the Board appoint a citizens' oversight committee. See the accompanying administrative regulation for requirements related to the composition and duties of the committee.

If a district general obligation bond requiring a 55 percent majority is approved by the voters, the Board shall appoint an independent citizens' oversight committee to inform the public concerning the expenditure of bond revenues as specified in Education Code 15278 and the accompanying administrative regulation. This committee shall be appointed within 60 days of the date that the Board enters the election results in its minutes pursuant to Education Code 15274. (Education Code 15278)

(cf. 1220 - Citizen Advisory Committees)
(cf. 9324 - Minutes and Recordings)

~~Note: Pursuant to Education Code 15286, as amended by SB 581 (Ch. 91, Statutes of 2013), the district is required to ensure that performance and financial audits specified in items #3-4 above are issued in accordance with law and provided to the citizens' oversight committee as specified in the following paragraph.~~

The Superintendent or designee shall ensure that the annual, independent performance and financial audits required pursuant to items #3-4 above are issued in accordance with the U.S. Comptroller General's Government Auditing Standards and submitted to the citizens' oversight committee at the same time they are submitted to him/her and no later than March 31 of each year. (Education Code 15286)

The Board shall provide the citizens' oversight committee with responses to all findings, recommendations, and concerns addressed in the performance and financial audits within three months of receiving the audits. (Education Code 15280)

Note: The following optional paragraph may be revised to reflect district practice.

The Board may disband the citizens' oversight committee when the committee has completed its review of the final performance and financial audits.

Bonds Requiring 66.67 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 66.67 percent majority of the voters pursuant to Education Code 15100 and Article 13A, Section 1(b)(2) of the California Constitution. If a majority of the Board agrees to such an election, or upon a petition of the majority of the qualified electors residing in the district, the Board shall adopt a resolution ordering an election on the question of whether to incur bonded indebtedness if approved by a 66.67 percent majority of the voters. (Education Code 15100)

GENERAL OBLIGATION BONDS (continued)

Note: Pursuant to Education Code 15101, an election for a bond measure that requires 66.67 percent approval may be held only on specified days. Districts using this option should coordinate efforts with their local elections officials to ensure compliance with law.

The bond election may be ordered to occur on any Tuesday, except a Tuesday that is a state holiday or the day before or after a state holiday, is within 45 days before or after a statewide election unless conducted at the same time as the statewide election, or is an established election date pursuant to Elections Code 1000 or 1500. (Education Code 15101)

Note: Items #1-10 below reflect the purposes for which funds generated from a general obligation bond authorized with 66.67 percent voter approval may be used, pursuant to Education Code 15100. Some of these purposes may be inconsistent with Article 13A, Section 1 of the California Constitution, which permits a district to raise funds in this manner only for the acquisition or improvement of real property. Districts should consult with legal counsel when determining whether to order a bond election for any of the purposes specified in Education Code 15100. The district may revise the following list to reflect the specific purposes authorized by the Board.

Subject to limits specified in Article 13A, Section 1 of the California Constitution, Bonds shall be sold to raise money for any of the following purposes: (Education Code 15100)

1. Purchasing school lots
2. Building or purchasing school buildings
3. Making alterations or additions to school building(s) other than as may be necessary for current maintenance, operation, or repairs
4. Repairing, restoring, or rebuilding any school building damaged, injured, or destroyed by fire or other public calamity
5. Supplying school buildings and grounds with furniture, equipment, or necessary apparatus of a permanent nature
6. Permanently improving school grounds
7. Refunding any outstanding valid indebtedness of the district, evidenced by bonds or state school building aid loans
8. Carrying out sewer or drain projects or purposes authorized in Education Code 17577
9. Purchasing school buses with a useful life of at least 20 years

GENERAL OBLIGATION BONDS (continued)

10. Demolishing or razing any school building with the intent to replace it with another school building, whether in the same location or in any other location

Except for refunding any outstanding indebtedness, any of the purposes listed above may be united and voted upon as a single proposition by an order of the Board ~~and that is~~ entered into the minutes. (Education Code 15100)

Note: The following paragraph is optional. Although Education Code 15278 requires that the Board appoint a citizens' oversight committee if the district has a general obligation bond approved according to the 55 percent threshold provisions, ~~d~~Districts that have had approval of a bond with 66.67 percent majority vote are not required by law to appoint a citizens' oversight committee. However, such districts ~~but~~ may, at their discretion, form an oversight committee under requirements and guidelines adopted by the Board.

The Board may appoint a citizens' oversight committee to review and report to the Board and the public as to whether the expenditure of bond revenues complies with the intended purposes of the bond.

Certificate of Results

Note: The following section applies to bond elections requiring either a 55 percent or 66.67 percent approval by local voters. Pursuant to Elections Code 15372, following a bond election, the county elections official must submit a certificate of the election results to the Board, which then must provide certification to the County Board of Supervisors, as specified below.

If the certificate of election results received by the Board shows that the appropriate majority of the voters is in favor of issuing the bonds, the Board shall record that fact in its minutes. The Board shall then certify to the County Board of Supervisors all proceedings it had in connection with the election results. (Education Code 15124, 15274)

Resolutions Regarding Sale of Bonds

Note: The following section applies to bond elections requiring either a 55 percent or 66.67 percent approval by local voters. Pursuant to Education Code 15140, bonds may be offered for sale by either the County Board of Supervisors or the County Superintendent of Schools. However, the County Board of Supervisors may adopt a resolution authorizing a district to sell bonds on its own behalf when the district has not received a qualified or negative certification in its most recent interim financial report; see BP/AR 3460 - Financial Reports and Accountability.

In addition to districts' authority to issue bonds pursuant to Education Code 15100-15254, Government Code 53506-53509.5 provide an alternative method. However, ~~effective January 1, 2014,~~ any district that intends to issue bonds using this alternative method is subject to stricter requirements pursuant to Government Code 53508.5, ~~as added by AB 182 (Ch. 477, Statutes of 2013)~~. Districts using the alternative method may need to further modify this policy and accompanying administrative regulation and should consult with legal counsel as necessary.

GENERAL OBLIGATION BONDS (continued)

Regardless of the method used to issue bonds, pursuant to Education Code 15144.1 and 15144.2, ~~as added by AB 182,~~ the district's total debt service to principal ratio must not exceed four to one and, if the bond allows for the compounding of interest, such as a capital appreciation bond (CAB), and matures more than 10 years after its issuance date, the bond must be redeemable by the district no later than 10 years from issuance. Pursuant to Government Code 53508.6, ~~as added by AB 182,~~ a current interest bond (CIB) may ~~now~~ have a maturity of up to 40 years provided that the district complies with the disclosure requirements specified in Education Code 15146, ~~as amended by AB 182~~ and makes a finding that the useful life of the facility to be financed with the bonds is at least equal to the maturity date of the bonds.

Following passage of the bond measure by the appropriate majority of voters, the Board shall pass a resolution directing the issuance and sale of bonds. In accordance with law, the resolution shall prescribe the total amount of bonds to be sold and may also prescribe the maximum acceptable interest rate, not to exceed eight percent, and the time(s) when the whole or any part of the principal of the bonds shall be payable. (Education Code 15140; Government Code 53508.6)

Note: To ensure prudence in the expenditure of district resources, the Board should carefully consider all available funding instruments, such as CIBs, CABs, and convertible capital appreciation bonds, ~~how the manner in which~~ the bonds will be sold, and other related issues as specified in Education Code 15146. Districts considering the method of bond sale and kinds of bonds to sell are encouraged to review CSBA's Governance Brief Bond Sales - Questions and Considerations for Districts.

In passing the resolution, the Board shall consider each available funding instrument, including, but not limited to, the costs associated with each and their relative suitability for the project to be financed.

Prior to the sale of bonds, ~~the Board shall disclose, as an agenda item at a public meeting, either in the bond issuance resolution or a separate resolution,~~ **the Board shall place an agenda item at a public meeting and adopt as part of the bond issuance resolution, or in a separate resolution, disclosures of the available funding instruments, the costs and sustainability of each, and all of the following information:** (Education Code 15146; Government Code 53508.9)

1. Express approval of the method of sale (i.e., competitive, negotiated, or hybrid)
2. Statement of the reasons for the method of sale selected
3. Disclosure of the identity of the bond counsel, and the identities of the bond underwriter and the financial adviser if either or both are utilized for the sale, unless these individuals have not been selected at the time the resolution is adopted, in which case the Board shall disclose their identities at the public meeting occurring after they have been selected

GENERAL OBLIGATION BONDS (continued)

4. Estimates of the costs associated with the bond issuance, including, but not limited to, bond counsel and financial advisor fees, printing costs, rating agency fees, underwriting fees, and other miscellaneous costs and expenses of issuing the bonds

Note: Pursuant to Education Code 15146, as amended by AB 182 (Ch. 477, Statutes of 2013), the district must comply with the requirements specified in the following two paragraphs if it intends to sell bonds that allow for compounding of interest, including, but not limited to, CABs:

When the sale involves bonds that allow for the compounding of interest, such as a capital appreciation bond (CAB), **the resolution to be adopted by the Board shall include** items #1-4 above **as well as** and the financing term and time of maturity, repayment ratio, and the estimated change in the assessed value of taxable property within the district over the term of the bonds **shall be included in the resolution to be adopted by the Board**. The resolution shall be publicly noticed on at least two consecutive meeting agendas, first as an information item and second as an action item. The agendas shall identify that bonds that allow for the compounding of interest are proposed. (Education Code 15146)

Prior to adopting a resolution for the sale of bonds that allow for the compounding of interest, the Board shall be presented with the following: (Education Code 15146)

1. An analysis containing the total overall cost of the bonds that allow for the compounding of interest
2. A comparison to the overall cost of current interest bonds
3. The reason bonds that allow for the compounding of interest are being recommended
4. A copy of the disclosure made by the underwriter in compliance with Rule G-17 adopted by the federal Municipal Securities Rulemaking Board

Note: Government Code 8855 requires that the district report any proposed issuance of debt to the California Debt and Investment Advisory Commission (CDIAC) at least 30 days prior to the sale of the debt issue. Typically, bond counsel will file the report on behalf of the district. As amended by SB 1029 (Ch. 307, Statutes of 2016), Government Code 8855 requires that the report include a certification that the district has adopted a debt management policy and that the issuance is consistent with that policy. Pursuant to Government Code 8855, the district must also annually submit, on or before January 31, a report to the CDIAC regarding all outstanding debt and the use of the proceeds of the issued debt. See BP 3470 - Debt Issuance and Management.

At least 30 days prior to the sale of any debt issue, the Superintendent or designee shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission (CDIAC). (Government Code 8855)

GENERAL OBLIGATION BONDS (continued)

After the sale, the Board shall be presented with the actual issuance cost information and shall disclose that information at the Board's next scheduled meeting. The Board shall ensure that an itemized summary of the costs of the bond sale and all necessary information and reports regarding the sale are submitted to the ~~California Debt and Investment Advisory Commission~~ **CDAIC**. (Education Code 15146; Government Code 53509.5)

Bond Anticipation Notes

Note: Pursuant to Education Code 15150, the district is authorized to issue a bond anticipation note when the Board determines by resolution that it is in the best interest of the district to finance a facilities project on an interim basis in anticipation of the sale of bonds that has been approved by voters. The note may only be issued in accordance with law and subject to terms and conditions prescribed by the Board.

Whenever the Board determines that it is in the best interest of the district, it may, by resolution, issue a bond anticipation note, on a negotiated or competitive-bid basis, to raise funds that shall be used only for a purpose authorized by a bond that has been approved by the voters of the district in accordance with law. (Education Code 15150)

Note: Education Code 15150 clarifies that interest on a bond anticipation note may be paid at maturity from the proceeds of the sale of the bond in anticipation of which it was issued or paid periodically from a property tax levied for that purpose if certain conditions are satisfied.

Payment of principal and interest on any bond anticipation note shall be made at note maturity, not to exceed five years, from the proceeds derived from the sale of the bond in anticipation of which that note was originally issued or from any other source lawfully available for that purpose, including state grants. Interest payments may also be made from such sources. However, interest payments may be made periodically and prior to note maturity from an increased property tax if the following conditions are met: (Education Code 15150)

1. A resolution of the Board authorizes the property tax for that purpose.
2. The principal amount of the bond anticipation note does not exceed the remaining principal amount of the authorized but unissued bonds.

A bond anticipation note may be issued only if the tax rate levied to pay interest on the note would not cause the district to exceed the tax rate limitation set forth in Education Code 15268 or 15270, as applicable.

Deposit of Bond Proceeds

Note: Pursuant to Education Code 15146, the proceeds of the sale of bonds, exclusive of any premium received, must be deposited in the county treasury to the credit of the building fund of the district. As

GENERAL OBLIGATION BONDS (continued)

amended by AB 2738 (Ch. 472, Statutes of 2016), Education Code 15146 prohibits districts from withdrawing proceeds from the sale of bonds at any time for purposes of making investments outside the county treasury.

With regard to general obligation bonds, the district shall invest new money bond proceeds in the county treasury pool as required by law. (Education Code 15146)

Legal Reference:

EDUCATION CODE

7054 Use of district property, campaign purposes

15100-15254 Bonds for school districts and community college districts

15264-15288 Strict Accountability in Local School Construction Bonds Act of 2000

17577 Sewers and drains

47614 Charter school facilities

ELECTIONS CODE

324 General election

328 Local election

341 Primary election

348 Regular election

356 Special election

357 Statewide election

1302 ~~School district~~ Local election

15372 Elections official certificate

1090-1099 Prohibitions applicable to specified officers

1125-1129 Incompatible activities

8855 California Debt and Investment Advisory Commission

53506-53509.5 General obligation bonds

53580-53595.5 Bonds

54952 Definition of legislative body, Brown Act

CALIFORNIA CONSTITUTION

Article 13A, Section 1 Tax limitation

Article 16, Section 18 Debt limit

CODE OF FEDERAL REGULATIONS, TITLE 17

240.10b-5 Prohibition against fraud or deceit

240.15c2-12 Municipal securities disclosure

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San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District (2006) 139 Cal.App.4th 1356

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99 Ops. Cal. Atty. Gen. 18 (2016)

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An Elected Official's Guide to Debt Issuance, 2nd Ed., 2016

Understanding Your Continuing Disclosure Responsibilities, Best Practice, September 2015

Investment of Bond Proceeds, Best Practice, September 2014

Selecting and Managing Municipal Advisors, Best Practice, February 2014

Debt Management Policy, Best Practice, October 2012

Analyzing and Issuing Refunding Bonds, Best Practice, February 2011

WEB SITES

CSBA: <http://www.csba.org>

California Debt and Investment Advisory Commission: <http://www.treasurer.ca.gov/cdiac>

California Department of Education: <http://www.cde.ca.gov>

California Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Government Finance Officers Association: <http://www.gfoa.org>

**Municipal Security Rulemaking Board, Electronic Municipal Market Access (EMMA):
<http://www.emma.msrb.org>**

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Center USD

Board Policy

General Obligation Bonds

BP 7214
Facilities

The Governing Board recognizes that school facilities are an essential component of the educational program and that the Board has a responsibility to ensure that the district's facilities needs are met in the most cost-effective manner possible. When the Board determines that it is in the best interest of district students, it may order an election on the question of whether bonds shall be issued to pay for school facilities.

(cf. 1160 - Political Processes)
(cf. 7110 - Facilities Master Plan)
(cf. 7210 - Facilities Financing)

The Board shall determine the appropriate amount of the bonds in accordance with law.

When any project to be funded by bonds will require state matching funds for any phase of the project, the ballot for the bond measure shall include a statement as specified in Education Code 15122.5, advising voters that, because the project is subject to approval of state matching funds, passage of the bond measure is not a guarantee that the project will be completed. (Education Code 15122.5)

Bonds Requiring 55 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 55 percent majority of the voters pursuant to Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution. If two-thirds of the Board agrees to such an election, the Board shall vote to adopt a resolution to incur bonded indebtedness if approved by a 55 percent majority of the voters. (Education Code 15266)

(cf. 9323.2 - Actions by the Board)

The bond election may only be ordered at a primary or general election, a statewide special election, or a regularly scheduled local election at which all of the electors of the district are entitled to vote. (Education Code 15266)

Bonded indebtedness incurred by the district shall be used only for the following purposes:
(California Constitution Article 13A, Section 1(b)(3) and 1(b)(3)(A))

1. The construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities
2. The acquisition or lease of real property for school facilities

3. The refunding of any outstanding debt issuance used for the purposes specified in items #1-2 above

The proposition approved by the voters shall include the following accountability requirements: (California Constitution Article 13A, Section 1(b)(3))

1. A requirement that proceeds from the sale of the bonds be used only for the purposes specified in items #1-2 above, and not for any other purposes including teacher and administrative salaries and other school operating expenses
2. A list of specific school facilities projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list

(cf. 0440 - District Technology Plan)

(cf. 0450 - Comprehensive Safety Plan)

(cf. 6151 - Class Size)

3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed
4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects

If a district general obligation bond requiring a 55 percent majority is approved by the voters, the Board shall appoint an independent citizens' oversight committee to inform the public concerning the expenditure of bond revenues as specified in Education Code 15278 and the accompanying administrative regulation. This committee shall be appointed within 60 days of the date that the Board enters the election results in its minutes pursuant to Education Code 15274. (Education Code 15278)

(cf. 1220 - Citizen Advisory Committees)

(cf. 9324 - Minutes and Recordings)

The Superintendent or designee shall ensure that the annual, independent performance and financial audits required pursuant to items #3-4 above are issued in accordance with the U.S. Comptroller General's Government Auditing Standards and submitted to the citizens' oversight committee at the same time they are submitted to him/her and no later than March 31 of each year. (Education Code 15286)

The Board shall provide the citizens' oversight committee with responses to all findings, recommendations, and concerns addressed in the performance and financial audits within three months of receiving the audits. (Education Code 15280)

The Board may disband the citizens' oversight committee when the committee has completed its review of the final performance and financial audits.

Bonds Requiring 66.67 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 66.67 percent majority of the voters pursuant to Education Code 15100 and Article 13A, Section 1(b)(2) of the California Constitution. If a majority of the Board agrees to such an election, or upon a petition of the majority of the qualified electors residing in the district, the Board shall adopt a resolution ordering an election on the question of whether to incur bonded indebtedness if approved by a 66.67 percent majority of the voters. (Education Code 15100)

The bond election may be ordered to occur on any Tuesday, except a Tuesday that is a state holiday or the day before or after a state holiday, is within 45 days before or after a statewide election unless conducted at the same time as the statewide election, or is an established election date pursuant to Elections Code 1000 or 1500. (Education Code 15101)

Bonds shall be sold to raise money for any of the following purposes: (Education Code 15100)

1. Purchasing school lots
2. Building or purchasing school buildings
3. Making alterations or additions to school building(s) other than as may be necessary for current maintenance, operation, or repairs
4. Repairing, restoring, or rebuilding any school building damaged, injured, or destroyed by fire or other public calamity
5. Supplying school buildings and grounds with furniture, equipment, or necessary apparatus of a permanent nature
6. Permanently improving school grounds
7. Refunding any outstanding valid indebtedness of the district, evidenced by bonds or state school building aid loans
8. Carrying out sewer or drain projects or purposes authorized in Education Code 17577
9. Purchasing school buses with a useful life of at least 20 years
10. Demolishing or razing any school building with the intent to replace it with another school building, whether in the same location or in any other location

Except for refunding any outstanding indebtedness, any of the purposes listed above may be united and voted upon as a single proposition by order of the Board and entered into the minutes. (Education Code 15100)

The Board may appoint a citizens' oversight committee to review and report to the Board and the public as to whether the expenditure of bond revenues complies with the intended purposes of the bond.

Certificate of Results

If the certificate of election results received by the Board shows that the appropriate majority of the voters is in favor of issuing the bonds, the Board shall record that fact in its minutes. The Board shall then certify to the County Board of Supervisors all proceedings it had in connection with the election results. (Education Code 15124, 15274)

Resolutions Regarding Sale of Bonds

Following passage of the bond measure by the appropriate majority of voters, the Board shall pass a resolution directing the issuance and sale of bonds. In accordance with law, the resolution shall prescribe the total amount of bonds to be sold and may also prescribe the maximum acceptable interest rate, not to exceed eight percent, and the time(s) when the whole or any part of the principal of the bonds shall be payable. (Education Code 15140; Government Code 53508.6)

In passing the resolution, the Board shall consider each available funding instrument, including, but not limited to, the costs associated with each and their relative suitability for the project to be financed.

Prior to the sale of bonds, the Board shall disclose, as an agenda item at a public meeting, either in the bond issuance resolution or a separate resolution, available funding instruments, the costs and suitability of each, and all of the following information: (Education Code 15146; Government Code 53508.9)

1. Express approval of the method of sale (i.e., competitive, negotiated, or hybrid)
2. Statement of the reasons for the method of sale selected
3. Disclosure of the identity of the bond counsel, and the identities of the bond underwriter and the financial adviser if either or both are utilized for the sale, unless these individuals have not been selected at the time the resolution is adopted, in which case the Board shall disclose their identities at the public meeting occurring after they have been selected
4. Estimates of the costs associated with the bond issuance, including, but not limited to, bond counsel and financial advisor fees, printing costs, rating agency fees, underwriting fees, and other miscellaneous costs and expenses of issuing the bonds

When the sale involves bonds that allow for the compounding of interest, such as a capital appreciation bond (CAB), items #1-4 above and the financing term and time of maturity, repayment ratio, and the estimated change in the assessed value of taxable property within the district over the term of the bonds shall be included in the resolution to be adopted by the Board. The resolution shall be publicly noticed on at least two consecutive meeting agendas, first as an information item and second as an action item. The agendas shall identify that bonds that allow for the compounding of interest are proposed. (Education Code 15146)

Prior to adopting a resolution for the sale of bonds that allow for the compounding of interest, the Board shall be presented with the following: (Education Code 15146)

1. An analysis containing the total overall cost of the bonds that allow for the compounding of interest
2. A comparison to the overall cost of current interest bonds
3. The reason bonds that allow for the compounding of interest are being recommended
4. A copy of the disclosure made by the underwriter in compliance with Rule G-17 adopted by the federal Municipal Securities Rulemaking Board

After the sale, the Board shall be presented with the actual issuance cost information and shall disclose that information at the Board's next scheduled meeting. The Board shall ensure that an itemized summary of the costs of the bond sale and all necessary information and reports regarding the sale are submitted to the California Debt and Investment Advisory Commission. (Education Code 15146; Government Code 53509.5)

Bond Anticipation Notes

Whenever the Board determines that it is in the best interest of the district, it may, by resolution, issue a bond anticipation note, on a negotiated or competitive-bid basis, to raise funds that shall be used only for a purpose authorized by a bond that has been approved by the voters of the district in accordance with law. (Education Code 15150)

Payment of principal and interest on any bond anticipation note shall be made at note maturity, not to exceed five years, from the proceeds derived from the sale of the bond in anticipation of which that note was originally issued or from any other source lawfully available for that purpose, including state grants. Interest payments may also be made from such sources. However, interest payments may be made periodically and prior to note maturity from an increased property tax if the following conditions are met: (Education Code 15150)

1. A resolution of the Board authorizes the property tax for that purpose.
2. The principal amount of the bond anticipation note does not exceed the remaining principal amount of the authorized but unissued bonds.

A bond anticipation note may be issued only if the tax rate levied to pay interest on the note would not cause the district to exceed the tax rate limitation set forth in Education Code 15268 or 15270, as applicable.

Legal Reference:

EDUCATION CODE

7054 *Use of district property, campaign purposes*

15100-15254 *Bonds for school districts and community college districts*

15264-15288 *Strict Accountability in Local School Construction Bonds Act of 2000*

17577 *Sewers and drains*

47614 *Charter school facilities*

ELECTIONS CODE

324 *General election*

328 *Local election*

341 *Primary election*

348 *Regular election*

356 *Special election*

357 *Statewide election*

1302 *School district election*

15372 *Elections official certificate*

GOVERNMENT CODE

1090-1099 *Prohibitions applicable to specified officers*

1125-1129 *Incompatible activities*

8855 *California Debt and Investment Advisory Commission*

53506-53509.5 *General obligation bonds*

53580-53595.5 *Bonds*

54952 *Definition of legislative body, Brown Act*

CALIFORNIA CONSTITUTION

Article 13A, Section 1 Tax limitation

Article 16, Section 18 Debt limit

COURT DECISIONS

San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School

District (2006) 139 Cal.App.4th 1356

ATTORNEY GENERAL OPINIONS

88 *Ops. Cal. Atty. Gen. 46 (2005)*

87 *Ops. Cal. Atty. Gen. 157 (2004)*

Management Resources: (see next page)

Management Resources:

CSBA PUBLICATIONS

Bond Sales - Questions and Considerations for Districts, Governance Brief, December 2012

Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet, February 2011

WEB SITES

CSBA: <http://www.csba.org>

California Debt and Investment Advisory Commission: <http://www.treasurer.ca.gov/cdiac>

California Department of Education: <http://www.cde.ca.gov>

California Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

CSBA Sample Board Bylaw

Board Bylaws

BB 9012(a)

BOARD MEMBER ELECTRONIC COMMUNICATIONS

Note: The following optional Board bylaw should be modified to reflect district practice. The Brown Act (Government Code 54950-54963) requires that Governing Board members conduct district business at properly noticed and agendized public meetings. In general, Board members should keep in mind that, for purposes of the Brown Act, electronic communications are subject to the same conditions and the same rules of confidentiality that are applicable to other forms of communication, such as individual conversations, telephone calls, or paper copies of documents. However, the ease with which electronic communication can be shared and forwarded requires extra caution.

Furthermore, although Board members are not considered employees, there may be tax implications if the district provides Board members with laptop computers or subsidies for an Internet connection. In some circumstances, such provision or reimbursement may be considered a taxable benefit. Also see ~~BP 3350 - Travel Expenses and BP/AR 3513.1 - Cellular Phone Reimbursement~~.

The Governing Board recognizes that electronic communication ~~among Board members and between Board members, district administration, and members of the public~~ is an efficient and convenient way for Board members to communicate and expedite the exchange of information within the district and with members of the public. ~~and to help keep the community informed about the goals, programs, and achievements of the district and its schools.~~ Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendized Board meeting ~~nor to circumvent the public's right to access records regarding district business.~~

(cf. 1100 - Communication with the Public)

(cf. ~~6020 - Parent Involvement~~)

(cf. 9000 - Role of the Board)

(cf. 9322 - Agenda/Meeting Materials)

Note: Government Code 54952.2 defines a "meeting" as any congregation of a majority of the members of the Board at the same time and place to hear, discuss, or deliberate upon any item that is within the subject matter jurisdiction of the Board. ~~As amended by SB 1732 (Ch. 63, Statutes of 2008),~~ Government Code 54952.2 ~~revises the definition of a prohibited~~ prohibits a serial meeting, defined as a series of communications involving a majority of the Board to discuss, deliberate, or take action on any item of district business outside of an authorized meeting. Thus, a series of emails, as well as other electronic communications such as postings on an online forum, that ultimately include a majority of the Board could lead to a Brown Act violation. While the safest course of action is to not send an email to another Board member that, if forwarded, could lead to a discussion about district business by a majority of the Board, given the prevalence of email, such a practice may not be practical. However, in order to help prevent an inadvertent violation, Board members may wish to consider including a "do not reply/forward alert" in the subject line of emails, as appropriate.

BOARD MEMBER ELECTRONIC COMMUNICATIONS (continued)

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic 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. (Government Code 54952.2)

(cf. 9320 - Meetings and Notices)

Note: CSBA's Agenda Online is an electronic board meeting agenda service for use by districts and county offices of education which allows development of and access to Board meeting agendas, supporting documents, and minutes from any computer that has Internet access. Further information can be found on CSBA's web site.

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

Note: The prohibitions in the Brown Act apply only to discussions regarding district business. Like other citizens, Board members are permitted to use email to discuss personal, nondistrict matters.

In addition, Board members may use electronic communications to discuss matters ~~other than that do not pertain to district business with each other~~, regardless of the number of Board members participating in the discussion.

Note: ~~The following optional paragraph may be revised to reflect district practice. In general, Board members have no individual authority.~~ Many districts have established bylaws or other protocols describing how the Board has agreed to handle questions, concerns, or complaints received from members of the community. For example, see BB 9200 - Limits of Board Member Authority and ~~—The district's communications plan may designate the Board president or Superintendent as spokesperson to respond to media inquiries; see BP 1112 - Media Relations and BB 9121— Board President.~~

~~The following optional paragraph concerning electronic communications from the community should be reviewed carefully and revised as necessary for consistency with any such protocols or bylaws.~~

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate district process. As appropriate, communication received from the **press media** shall be forwarded to the designated district spokesperson.

(cf. 1112 - Media Relations)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

BOARD MEMBER ELECTRONIC COMMUNICATIONS (continued)

(cf. 1312.3 - Uniform Complaint Procedures)
(cf. 1312.4 - Williams Uniform Complaint Procedures)
(cf. 3320 - Claims and Actions Against the District)
(cf. 9005 - Governance Standards)
(cf. 9121 - Board President)
(cf. 9200 - Limits of Board Member Authority)
~~*(cf. 9270 - Conflict of Interest)*~~

~~In order to minimize the risk of improper disclosure, Board members shall avoid reference to confidential information and information acquired during closed session.~~

~~*(cf. 4112.6/4212.6/4312.6 - Personnel Files)*~~
~~*(cf. 5125 - Student Records)*~~
~~*(cf. 9011 - Disclosure of Confidential/Privileged Information)*~~
~~*(cf. 9321 - Closed Session Purposes and Agendas)*~~

Note: ~~The prohibitions in the Brown Act apply only to discussions regarding district business. Like other citizens, Board members are permitted to use email to discuss personal, nondistrict matters.~~

~~Board members may use electronic communications to discuss matters other than district business with each other, regardless of the number of members participating in the discussion.~~

Note: ~~Electronic communications received and sent by Board members may raise issues under are subject to disclosure upon request pursuant to the California Public Records Act (CPRA) (Government Code 6250-6270). Depending on the content of the communication and whether the message it is "prepared, owned, used, or retained" by the district in its normal course of business, the message may be subject to disclosure. Other legal issues arise if a Board member is using a non-district owned computer or personal email address. District legal counsel should be consulted as appropriate. Also see BP/AR 1340 - Access to District Records and BP/AR 3580 - District Records.~~

~~In City of San Jose v. Superior Court, the California Supreme Court held that a public official's communications about public business, even if sent or received on the official's personal account or device, are public records and are not categorically excluded from disclosure under the CPRA. The court observed that the CPRA requires public agencies to use "reasonable effort" to locate existing records in response to a public records request, but that such searches need not be extraordinary or intrusive. For further information, see CSBA's Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications.~~

~~In addition, although Board members are not considered employees, there may be tax implications if the district provides Board members with laptop computers or subsidies for an Internet connection. In some circumstances, such provision or reimbursement may be considered a taxable benefit. See BP 3350 - Travel Expenses and BP/AR 3513.1 - Cellular Phone Reimbursement.~~

~~Like other writings concerning district business, a Board member's electronic communications may be subject to disclosure under the California Public Records Act. To the extent possible, electronic communications regarding any district-related business~~

BOARD MEMBER ELECTRONIC COMMUNICATIONS (continued)

shall be transmitted through a district-provided device or account. When any such communication is transmitted through a Board member's personal device or account, he/she shall copy the communication to a district electronic storage device for easy retrieval.

(cf. 1340 - Access to District Records)

(cf. 3580 - District Records)

Legal Reference:

EDUCATION CODE

35140 Time and place of meetings

35145 Public meetings

35145.5 Agenda; public participation; regulations

35147 Open meeting law exceptions and applications

GOVERNMENT CODE

6250-6270 California Public Records Act

11135 State programs and activities, discrimination

54950-54963 The Ralph M. Brown Act, especially:

54952.2 Meeting, defined

54953 Meetings to be open and public; attendance

54954.2 Agenda posting requirements, board actions

COURT DECISIONS

City of San Jose v. Superior Court (2017) 2 Cal.5th 608

Management Resources:

CSBA PUBLICATIONS

Legal Alert: Tips for Governing Boards in Response to Public Records Act Ruling on Electronic Communications, March 2017

The Brown Act: School Boards and Open Meeting Laws, rev. 2006 2014

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>

<https://www.csba.org/ProductsAndServices/AllServices/AgendaOnline.aspx>

California Attorney General's Office: <https://oag.ca.gov>

Institute for Local Government: <http://www.cacities.org/index.jsp?zone=ilsg>

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Center USD

Board Bylaw

Board Member Electronic Communications

BB 9012

Board Bylaws

The Governing Board recognizes that electronic communication among Board members and between Board members, district administration, and members of the public is an efficient and convenient way to communicate and expedite the exchange of information and to help keep the community informed about the goals, programs, and achievements of the district and its schools. Board members shall exercise caution so as to ensure that electronic communications are not used as a means for the Board to deliberate outside of an agendaized Board meeting.

(cf. 1100 - Communication with the Public)

(cf. 6020 - Parent Involvement)

(cf. 9000 - Role of the Board)

(cf. 9322 - Agenda/Meeting Materials)

A majority of the Board shall not, outside of an authorized meeting, use a series of electronic 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. (Government Code 54952.2)

(cf. 9320 - Meetings and Notices)

Examples of permissible electronic communications concerning district business include, but are not limited to, dissemination of Board meeting agendas and agenda packets, reports of activities from the Superintendent, and reminders regarding meeting times, dates, and places.

Board members shall make every effort to ensure that their electronic communications conform to the same standards and protocols established for other forms of communication. A Board member may respond, as appropriate, to an electronic communication received from a member of the community and should make clear that his/her response does not necessarily reflect the views of the Board as a whole. Any complaint or request for information should be forwarded to the Superintendent in accordance with Board bylaws and protocols so that the issue may receive proper consideration and be handled through the appropriate district process. As appropriate, communication received from the press shall be forwarded to the designated district spokesperson.

(cf. 1112 - Media Relations)

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

(cf. 3320 - Claims and Actions Against the District)

(cf. 9005 - Governance Standards)

(cf. 9121 - Board President)

(cf. 9200 - Limits of Board Member Authority)
(cf. 9270 - Conflict of Interest)

In order to minimize the risk of improper disclosure, Board members shall avoid reference to confidential information and information acquired during closed session.

(cf. 4112.6/4212.6/4312.6 - Personnel Files)
(cf. 5125 - Student Records)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9321 - Closed Session Purposes and Agendas)

Board members may use electronic communications to discuss matters other than district business with each other, regardless of the number of members participating in the discussion.

Like other writings concerning district business, a Board member's electronic communication may be subject to disclosure under the California Public Records Act.

(cf. 1340 - Access to District Records)

Legal Reference:

EDUCATION CODE

35140 *Time and place of meetings*

35145 *Public meetings*

35145.5 *Agenda; public participation; regulations*

35147 *Open meeting law exceptions and applications*

GOVERNMENT CODE

11135 *State programs and activities, discrimination*

54950-54963 *The Ralph M. Brown Act, especially:*

54952.2 *Meeting, defined*

54953 *Meetings to be open and public; attendance*

54954.2 *Agenda posting requirements, board actions*

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

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WEB SITES

CSBA: <http://www.csba.org>

CSBA, Agenda Online: <http://www.csba.org/Services/Services/GovernanceTechnology/AgendaOnline.aspx>

Institute for Local Government: <http://www.cacities.org/index.jsp?zone=ilsg>

CSBA Sample Board Bylaw

Board Bylaws

BB 9121(a)

PRESIDENT

Note: Education Code 35022 requires any board with five or more members to elect a president from among its members. The election of the Governing Board president at the annual organizational meeting is addressed in BB 9100 - Organization.

The law does not specify the duties of a Board president. The following **optional** bylaw details some typical duties of a Board president, ~~as outlined in CSBA's publication Board Presidents' Handbook~~ and should be modified to reflect district practice.

The Governing Board shall elect a president from among its members to provide leadership on behalf of the **Board governance team** and the educational community it serves.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9100 - Organization)

~~The president shall preside at all Board meetings. He/she shall:~~ **To ensure that Board meetings are conducted in an efficient, transparent, and orderly manner, the president shall:**

1. **Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed required by law**

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

2. **Consult with the Superintendent or designee on the preparation of Board meeting agendas**

(cf. 9322 - Agenda/Meeting Materials)

- ~~1.~~ **3. Call the meeting to order at the appointed time and preside over the meeting**

- ~~2.~~ **4. Announce the business to come before the Board in its proper order**

- ~~3.~~ **5. Enforce the Board's policies-bylaws relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act**

- ~~4.~~ **6. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference**

- ~~5.~~ **Explain what the effect of a motion would be if it is not clear to every member**

PRESIDENT (continued)

~~6. Restrict discussion to the question when a motion is before the Board~~

7. Facilitate the Board's effective deliberation, ensuring that each Board member has an opportunity to participate in the deliberation and that the discussion remains focused

~~7. 8. Rule on issues of parliamentary procedure~~

~~8. 9. Put motions to a vote, and state clearly state the results of the vote~~

~~9. Be responsible for the orderly conduct of all Board meetings~~

(cf. 9323 - Meeting Conduct)

The president shall have the same rights as other members of the Board, including the right to ~~move, second,~~ discuss, and vote on all ~~questions matters~~ before the Board.

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts, ~~and orders,~~ **and resolutions** necessary to **comply with legal requirements and** carry out ~~state requirements and~~ the will of the Board

~~2. Consulting with the Superintendent or designee on the preparation of the Board's agendas~~

(cf. 9322 - Agenda/Meeting Materials)

~~3. 2. Working with the Superintendent or designee to ensure that Board members have necessary materials and information~~

~~4. 3. Subject to Board approval, appointing and dissolving all committees~~

(cf. 9130 - Board Committees)

~~5. Calling such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law~~

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

~~6. 4. In conjunction with the Superintendent or designee, Rrepresenting the district as governanee the Board's spokesperson in communications with the media in conjunction with the Superintendent~~

PRESIDENT (continued)

(cf. 1112 - Media Relations)

5. Leading the Board's advocacy efforts to build support within the local community and at the state and national levels

~~The president shall have the same rights as other members of the Board, including the right to move, second, discuss and vote on all questions before the Board.~~

Note: The following paragraph is optional. See CSBA's web site for information about CSBA's Board President's Workshop and other education opportunities that could assist board presidents in fulfilling their responsibilities, such as the Brown Act workshop, Annual Education Conference and Trade Show, and Masters in Governance program.

~~The president shall participate in the California School Boards Association's Board President's Workshop and other professional development opportunities to enhance his/her leadership skills.~~

(cf. 9240 - Board Training)

Note: Districts should select the appropriate option below.

OPTION 1: When the president resigns or is absent ~~or disabled~~, the clerk shall perform the president's duties. When both the president and clerk are absent ~~or disabled~~, the Board shall choose a president pro tempore to perform the president's duties.

~~**OPTION 2:** When the president resigns or is absent or disabled, the vice president shall perform the president's duties. When both the president and vice president are absent or disabled, the clerk shall perform the president's duties.~~

(cf. 9123 - Clerk)

Legal Reference: (see next page)

PRESIDENT (continued)

Legal Reference:

EDUCATION CODE

35022 *President of the board*

35143 *Annual organizational meetings; dates and notice*

GOVERNMENT CODE

54950-54963 *Ralph M. Brown Act*

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2015

Board Presidents' Handbook, revised 2002

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

WEB SITES

CSBA: <http://www.csba.org>

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Board Bylaw

President

BB 9121

Board Bylaws

The Governing Board shall elect a president from among its members to provide leadership on behalf of the Board and the educational community it serves.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9100 - Organization)

The president shall preside at all Board meetings. He/she shall:

1. Call the meeting to order at the appointed time
2. Announce the business to come before the Board in its proper order
3. Enforce the Board's policies relating to the conduct of meetings and help ensure compliance with applicable requirements of the Brown Act
4. Recognize persons who desire to speak, and protect the speaker who has the floor from disturbance or interference
5. Explain what the effect of a motion would be if it is not clear to every member
6. Restrict discussion to the question when a motion is before the Board
7. Rule on issues of parliamentary procedure
8. Put motions to a vote, and state clearly the results of the vote
9. Be responsible for the orderly conduct of all Board meetings

(cf. 9323 - Meeting Conduct)

The president shall perform other duties in accordance with law and Board policy including, but not limited to:

1. Signing all instruments, acts and orders necessary to carry out state requirements and the will of the Board

2. Consulting with the Superintendent or designee on the preparation of the Board's agendas

(cf. 9322 - Agenda/Meeting Materials)

3. Working with the Superintendent to ensure that Board members have necessary materials and information

4. Subject to Board approval, appointing and dissolving all committees

(cf. 9130 - Board Committees)

5. Calling such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law

(cf. 9320 - Meetings and Notices)

(cf. 9321 - Closed Session Purposes and Agendas)

6. Representing the district as governance spokesperson, in conjunction with the Superintendent

(cf. 1112 - Media Relations)

The president shall have the same rights as other members of the Board, including the right to move, second, discuss and vote on all questions before the Board.

When the president resigns or is absent or disabled, the clerk shall perform the president's duties. When both the president and clerk are absent or disabled, the Board shall choose a president pro tempore to perform the president's duties.

(cf. 9123 - Clerk)

Legal Reference:

EDUCATION CODE

35022 President of the board

35143 Annual organizational meetings; dates and notice

GOVERNMENT CODE

54950-54963 Ralph M. Brown Act

Management Resources:

CSBA PUBLICATIONS

Board Presidents' Handbook, revised 2002

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

WEB SITES

CSBA: <http://www.csba.org>

Bylaw CENTER UNIFIED SCHOOL DISTRICT
adopted: October 1, 2003 Antelope, California

CSBA Sample Board Bylaw

Board Bylaws

BB 9220(a)

GOVERNING BOARD ELECTIONS

Board Member Qualifications

Note: Education Code 35107 and Elections Code 20 details eligibility for Governing Board membership as specified below. In 81 Ops.Cal.Atty.Gen. 98 94 (1998), the Attorney General opined that the residency requirement in Education Code 35107 is a continuing requirement for holding the office during the entire term of the Board member.

~~Pursuant to Elections Code 20, as added by AB 2410 (Ch. 160, Statutes of 2012), any person who has been convicted of a felony involving bribery, offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or of conspiracy to commit any of these crimes, under California law or the law of any other state, the federal government, or a foreign government or country, is ineligible to be elected or to hold state or local public office unless he/she has received a pardon from the Governor or other authority as specified.~~

~~In addition, a~~ A person is ineligible to hold public office if he/she is not registered to vote. Elections Code 2201 lists the causes for cancelling an individual's voter registration and making him/her ineligible to hold public office ~~as including, but not limited to,~~ legally established mental incompetency, proof that the person is presently imprisoned or on parole for conviction of a felony, or official notification that the voter is registered to vote in another country or state.

Any person is eligible to be a member of the Governing Board, without further qualifications, if he/she is 18 years of age or older, a citizen of California, a resident of the school district, a registered voter, and not legally disqualified from holding civil office. Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or ~~be elected as~~ a Board member except when he/she has been granted a pardon in accordance with law. (Education Code 35107; Elections Code 20)

Note: Pursuant to Education Code 35107, a district employee elected to serve on the district Board must resign his/her employment before being sworn into office as a Board member.

~~Pursuant to Education Code 1006, as added by AB 1662 (Ch. 499, Statutes of 2012), employees of a school district may now be~~ are eligible to run for the county board of education seat as long as their school district employer is not within the jurisdiction of the county board.

A district employee elected to the Board shall resign his/her employment before being sworn in or shall have his/her employment automatically terminated upon being sworn into office. (Education Code 35107)

(cf. 9224 - Oath of Affirmation)

(cf. 9270 - Conflict of Interest)

GOVERNING BOARD ELECTIONS (continued)

Note: The following paragraph is optional. See CSBA's web site for information about school board service that may be shared with candidates.

The Board encourages all candidates to become knowledgeable about the role of board members. The Superintendent or designee shall provide all candidates with information that will enable them to understand the responsibilities and expectations of being a Board member, including information regarding available workshops, seminars, and/or training. The Superintendent or designee shall provide all candidates with the county election official's contact information and general information about school programs, district operations, and Board responsibilities.

(cf. 9230 - Orientation)

(cf. 9240 - Board Training)

Consolidation of Elections

Note: The following optional section is for districts that currently hold their Board elections at a time that is not concurrent with municipal or statewide elections.

Education Code 5000 and Elections Code 1302 require the regular election of Board members to be held on the first Tuesday after the first Monday in November of each odd-numbered year. However, in accordance with Pursuant to Elections Code 1302 and 10404.5, districts are authorized to request consolidation of their Board elections with the local municipal or state primary or general election by adopting a Board resolution and submitting it to the County Board of Supervisors for approval. Within 30 days following approval by the County Board of Supervisors, the elections official will notify all registered voters in the district of the change of election date.

Whenever a change is made to a district's election cycle, the terms of office of incumbent Board members must be extended accordingly. In addition, before making any rule changes that may affect voting in their elections, districts within Kings, Monterey, and Yuba counties must obtain prior approval of the U.S. Department of Justice (preclearance), pursuant to 42 USC 1973-1973aa-6 (the federal Voting Rights Act). For these reasons, districts should explore the full ramifications of proposed changes to their election rules and should consult legal counsel when necessary.

To reduce costs associated with conducting elections, the Board may consolidate Board elections with the local municipal or statewide primary or general election **in accordance with Elections Code 1302. Board election procedures shall be conducted in accordance with state and federal law.**

Note: Pursuant to Elections Code 14051-14052, as added by SB 415 (Ch. 235, Statutes of 2015), districts are required to hold elections concurrent with statewide elections if holding nonconcurrent elections has previously resulted in a "significant decrease" in voter turnout. Pursuant to Elections Code 14051, a significant decrease has occurred when voter turnout for a regularly scheduled election held on a nonconcurrent date is at least 25 percent less than the average local turnout for the previous four statewide general elections. A district that holds Board elections other than on a statewide elections date may only delay the consolidation if, by January 1, 2018, it has adopted a plan to consolidate elections

GOVERNING BOARD ELECTIONS (continued)

by November 8, 2022. It is recommended that districts with nonconcurrent elections review the voter turnout for their recent elections, consult with legal counsel, and, as necessary, prepare and approve a plan by January 1, 2018 to move their election to a statewide election date. For a further analysis of SB 415, see CSBA's Legal Alert on the Impact of Senate Bill No. 415 on School Board Elections.

Districts consolidating their elections due to low voter turnout should follow the procedures specified in Elections Code 1302, including the adoption of a Board resolution.

In addition, if a regularly scheduled Board election held other than on a statewide election date results in a decrease in local voter turnout of 25 percent or more compared to the average local turnout for the previous four statewide general elections, the Board shall take action to consolidate Board elections with statewide elections. The district shall move its election to the next state statewide election date, unless the Board has adopted a plan by January 1, 2018 to consolidate Board elections not later than the November 8, 2022 statewide general election. (Elections Code 14051, 14052)

In order to consolidate elections based on either circumstance described above, the Board shall adopt a resolution and submit it to the County Board of Supervisors for approval not later than 240 days prior to the date of the currently scheduled district election. (Elections Code 10404.5)

Whenever a regularly scheduled Board election is changed due to consolidation of elections, the terms of office of incumbent Board members shall be extended to align with the next applicable election. (Elections Code 10404.5)

(cf. 9110 - Terms of Office)

Elections Process and Procedures

Note: Pursuant to Education Code 5019, except in a school district governed by a board of education subject to a city or city and county charter, ~~each the county committee on school district organization is authorized, for the districts within its jurisdiction,~~ to establish trustee areas, rearrange boundaries of trustee areas, increase, decrease, or abolish trustee areas, and recommend any of three alternate methods of electing Board members as specified below and in Education Code 5030. In addition, Education Code 5019 specifies that each county committee may approve or disapprove a proposal to decrease the membership of a board from five to three for any district whose average daily attendance during the preceding year was less than 300. A proposal for any of these purposes ~~described above~~ may be initiated by the county committee, by a petition filed by voters, or by the ~~governing board of the school district Board~~.

Option 1 below is for districts that use the "by trustee area" method to elect Board members (i.e., voters in each trustee area elect the candidate to represent their area), Option 2 is for districts that use the "at-large" method (i.e., all voters cast ballots for all candidates within the district), and Option 3 is for districts that use the "from trustee area" or "hybrid" method (i.e., Board members must reside within designated trustee areas but are elected by voters throughout the district "at-large").

~~Pursuant to Education Code 1000-1001, elections to fill county boards of education are required to be conducted based on the "by trustee area" voting method.~~

GOVERNING BOARD ELECTIONS (continued)**OPTION 1: (Election by trustee area)**

~~The district is divided into trustee areas and each trustee area shall be represented by a Board member who resides in and is elected by voters residing within that trustee area. Trustee areas shall be balanced by population as required by state and federal law.~~

~~Note: To ensure equitable representation, Education Code 5019.5 requires any district using Option 1 to adjust its trustee area boundaries following each decennial federal census.~~

~~Prior to March 1 following the year in which the results of each decennial federal census are released, the Board shall adjust the boundaries of the district's trustee areas based on population figures as validated by the Population Research Unit of the Department of Finance. (Education Code 5019.5)~~

Note: Any district that selects Option 2 or 3 should ensure that its decision is consistent with Elections Code 14025-14032 (the California Voting Rights Act (CVRA)) which prohibits the use of the "at-large" voting method for elections within jurisdictions with a history of "racially polarized voting" (i.e., difference between voters of a protected class and voters in the rest of the jurisdiction in the choice of candidates preferred). Any district seeking more information about the CVRA and its possible effects should consult legal counsel.

OPTION 2: (Election using "at-large" voting method)

Board members may reside anywhere within the district's boundaries and shall be elected by all voters in the district.

Note: The extent, if any, to which a district using the "from trustee area/hybrid" method (Option 3) is required to balance its trustee areas by population is unclear; see *Dusch v. Davis*. Any district using Option 3 should consult with legal counsel regarding whether to **population** balance its trustee areas by **population**.

OPTION 3: (Election from trustee area/hybrid method)

~~Each Board member shall reside within the trustee area that he/she represents but shall be elected by all voters in the district.~~

Note: The remainder of this section is for districts using Option 2 or 3 and may be revised to reflect district practice. Such districts should periodically monitor the demographics within their geographical boundaries to ensure that no violation of the CVRA occurs. Any district found in violation of the CVRA could be held liable for attorneys' fees and legal costs. Elections Code 10010, as amended by AB 350 (Ch. 737, Statutes of 2016), requires that a prospective plaintiff send written notice to the district prior to filing a complaint alleging that the method of election violates the CVRA so that the district will have the chance to cure any potential violations before the commencement of litigation. Even if the district cures the alleged violations, it may be required to pay reasonable costs incurred in supporting the written notice.

GOVERNING BOARD ELECTIONS (continued)

To ensure ongoing compliance with the California ~~and federal~~ Voting Rights Acts, the Board may review the district's Board election method to determine whether any modification is necessary due to changes in the district's population or any of its racial, color, or language minority group composition. The review shall be based on the Superintendent or designee's report to the Board after the release of each decennial federal census.

Note: Converting from an "at-large" (Option 2) to a "by trustee area" (Option 1) voting method involves complex issues of law regarding matters such as the redrawing of maps, required approvals, and transition dates. **Elections Code 10010, as amended by AB 350 (Ch. 737, Statutes of 2016), requires the Board to hold hearings before and after drawing maps of the proposed district boundaries to allow for public input. If Board members will be elected at different times for staggered terms of office, hearings held after publishing the draft map(s) are required to include public input regarding the proposed sequence of elections.** Any district that is considering switching to "by trustee area" election method should consult legal counsel as necessary.

If the Board determines that a change is necessary, it shall **hold public hearings in accordance with Elections Code 10100 before adopting** a resolution at an open meeting specifying the change(s), and shall, in accordance with Education Code 5019, ~~or other applicable provisions of law,~~ obtain approval from the county committee on school district organization having jurisdiction over the district.

(cf. 9320 - Meetings and Notices)

Campaign Conduct

Note: Education Code 35177 has long authorized boards, by resolution, to limit campaign expenditures and/or contributions for candidates in board elections. However, in June 2006, the U.S. Supreme Court held in Randall v. Sorrell that limits on campaign expenditures are unconstitutional and violate a candidate's right to free speech. The court did hold that limits on contributions to candidates could be constitutional if such limits are not overly restrictive, allow candidates to compete in the race, and do not operate to protect incumbents. However, because Education Code 35177 provides no mechanism for the district to enforce any contribution limits set by the Board, such limits would be completely voluntary, and other candidates and/or the Board would have no ~~remedy~~ recourse in the event of noncompliance by a candidate. It is strongly recommended that, before adopting voluntary contribution limits under the authority granted in Education Code 35177, the Board consult legal counsel in order to ensure that the district's limits satisfy legal restrictions.

All candidates, including current Board members running as incumbents, shall abide by local, county, state, and federal requirements regarding campaign donations, funding, and expenditures.

Note: The following paragraph is optional. Government Code 85300 generally prohibits the expenditure of public funds for the purpose of seeking elective office. However, as amended by SB 1107 (Ch. 837, Statutes of 2016), Government Code 85300 permits a candidate to expend or accept public funds for the purpose of seeking elective office if the Board establishes a dedicated fund for that purpose, provided that both (1) the public funds are available to all qualified, voluntarily participating candidates for the same office without regard to incumbency or political party preference, and (2) the

GOVERNING BOARD ELECTIONS (continued)

Board has established criteria for determining a candidate's qualifications. For school board elections, candidate qualifications are specified in state law (see section "Board Member Qualifications" above), and districts should not establish additional qualification requirements. It is recommended that the district consult legal counsel when establishing a dedicated fund for those seeking election to the Board.

A Board member shall not expend, and a candidate shall not accept, any public money for the purpose of seeking elective office. However, the district may establish a dedicated fund for those seeking election to the Board, provided that the funds are available to all candidates who are qualified pursuant to Education Code 35107 without regard to incumbency or political preference. (Government Code 85300)

Note: Pursuant to Elections Code 20440, county election officials are required to present each candidate running for public office with a voluntary Code of Fair Campaign Practices for the candidate to sign. The pledge states the candidate's intent to conduct his/her campaign openly and fairly and provides that the candidate may not use or permit negative prejudice based on another candidate's race, religion, physical or mental disability, sex, gender, gender identity, gender expression, sexual orientation, or any other prohibited category of discrimination listed in Government Code 12940. Although neither the district nor opposing candidates have authority to enforce the pledge if it is violated, a candidate's signature is a matter of public record. The following optional paragraph expresses the Board's desire that candidates for Board membership sign and abide by the terms of the pledge.

~~The following optional paragraph expresses the Board's desire that candidates for Board membership sign and abide by the terms of the pledge:~~

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

(cf. 0410 - Nondiscrimination in District Programs and Activities)
(cf. 9005 - Governance Standards)

Statement of Qualifications

On the 125th day prior to the day fixed for the general district election, the Board secretary or his/her designee shall deliver a notice, bearing the secretary's signature and district seal, to the county elections official describing both of the following: (Elections Code 10509)

- 1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term**
- 2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307**

(cf. 9223 - Filling Vacancies)

GOVERNING BOARD ELECTIONS (continued)

Note: Pursuant to Elections Code 13307, the candidate statement is limited to 200 words (Option 1 below), unless the Board has authorized an increase to a 400-word maximum (Option 2 below).

OPTION 1: Candidates for the Board may submit a candidate statement to the elections official for inclusion in the voter's pamphlet. Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

~~**OPTION 2: Candidates for the Board may submit a candidate statement to the elections official for inclusion in the voter's pamphlet. Candidate statements shall be limited to no more than 400 words. (Elections Code 13307)**~~

Note: The following optional paragraph is for use by any district that authorizes electronic distribution of candidate statements in addition to or instead of the mailed voter's pamphlet. Pursuant to Elections Code 13307, a voter may receive by mail a voter's pamphlet that contains candidate statements or, when authorized by the elections official, may opt to obtain the voter's pamphlet and related materials electronically (i.e., from the elections official's web site or via email). If a candidate chooses to submit a statement for electronic distribution only, it will not appear in the mailed voter's pamphlet.

When electronic distribution is authorized by the elections official, districts may choose, pursuant to Elections Code 13307, as amended by AB 2010 (Ch. 128, Statutes of 2016), whether or not to permit Board candidates to prepare a statement for electronic distribution. The following paragraph may be revised to reflect district practice.

When the elections official allows for the electronic distribution of candidate statements, a candidate for the Board may, in addition to or instead of submitting a candidate statement for inclusion in the mailed voter's pamphlet, prepare and submit a candidate statement for electronic distribution.

Note: Prior to the beginning of the nominating period, Elections Code 13307, as amended by AB 2010 (Ch. 128, Statutes of 2016), requires the Board to determine whether to have the district assume the costs of producing candidate statements of qualifications (~~Option 1 below~~) or to charge candidates for the costs (~~Option 2 below~~), regardless of whether the statements are for hard copy or electronic distribution. In 85 Ops.Cal.Atty.Gen. 49 (2002), the Attorney General opined that Elections Code 13307, which authorizes the district to pay for the distribution of candidate statements, does not conflict with Education Code 7054, which prohibits the use of district resources for campaign purposes. According to the Attorney General, distributing campaign statements cannot be considered campaigning for any particular candidate in a partisan manner so as to conflict with the Education Code prohibition.

Option 1 below is for districts that assume the costs associated with producing candidate statements, and Option 2 is for districts that charge candidates for the costs. The following options may be revised to reflect the method of distribution (i.e., electronic and/or hard copy) used by the district.

~~**OPTION 1: In order to help defray the costs of campaigning for the Board, the district shall pay the cost of printing, handling, translating, and mailing, and/or electronically distributing candidate statements filed pursuant to Elections Code 13307.**~~

GOVERNING BOARD ELECTIONS (continued)

OPTION 2: The district shall assume no part of the cost of printing, handling, translating, or mailing, or electronically distributing of candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the hard copy and/or electronic voter's pamphlet, the district may require candidates to pay their estimated pro rata share of these costs to the district in advance pursuant to Elections Code 13307.

Tie Votes in Board Member Elections

Note: Education Code 5016 requires the Board to decide, before conducting any election, whether a potential tie will be resolved by lot or with by a runoff election. ~~Option 1 is for use by districts that will make this determination prior to each election. For districts that do not re-determine the method at each election,~~ Option 2-1 provides for the use of lots to determine the winner in case of a tie in every election, while Option 3 2 provides for a runoff election in every election, and Option 3 is for use by districts that will make this determination prior to each election.

Education Code 5016 requires the County Superintendent of Schools to provide certification of a tie vote in an election to the district Board.

OPTION 2 1: Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. (Education Code 5016)

~~**OPTION 3 2:** Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall schedule a runoff election in accordance with law. (Education Code 5016)~~

~~**OPTION 1 3:** Before each election, the Board shall establish decide whether to resolve a potential tie is to be resolved by lot or with by a runoff election. After an election for which If the Board has decided to resolve a tie by lot, the Board shall, immediately after the election, notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. If After an election for which the Board has decided to resolve a tie with a runoff election, the Board shall schedule the runoff election in accordance with law. (Education Code 5016)~~

Legal Reference: (see next page)

GOVERNING BOARD ELECTIONS (continued)*Legal Reference:*EDUCATION CODE~~1000 Composition, and trustee area, county board of education~~

1006 Qualifications for holding office, county board of education

5000-5033 Elections

5220-5231 Elections

5300-5304 General provisions (conduct of elections)

5320-5329 Order and call of elections

5340-5345 Consolidation of elections

5360-5363 Election notice

5380 Compensation (of election officer)

5390 Qualifications of voters

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions

7054 Use of district property

35107 Eligibility; school district employees

35177 Campaign expenditures or contributions

35239 Compensation of governing board member of districts with less than 70 ADA

ELECTIONS CODE

20 Public office eligibility

1302 Local elections, school district election

2201 Grounds for cancellation

4000-~~4004~~ 4008 Elections conducted wholly by mail10010 District boundaries

10400-10418 Consolidation of elections

10509 Notice of election by secretary

10600-10604 School district elections

13307 Candidate's statement

13308 Candidate's statement contents

13309 Candidate's statement, indigence

14025-14032 California Voting Rights Act

14050-14057 California Voter Participation Rights Act

20440 Code of Fair Campaign Practices

GOVERNMENT CODE

1021 Conviction of crime

1097 Illegal participation in public contract

12940 Nondiscrimination, Fair Employment and Housing Act

81000-91014 Political Reform Act

PENAL CODE

68 Bribes

74 Acceptance of gratuity

424 Embezzlement and falsification of accounts by public officers

661 Removal for neglect or violation of official duty

CALIFORNIA CONSTITUTION

Article 2, Section 2 Voters, qualifications

Article 7, Section 7 Conflicting offices

Article 7, Section 8 Disqualification from office

UNITED STATES CODE, TITLE 42 52~~1973-1973aa-6~~ 10301-10508 Voting Rights Act*Legal Reference continued: (see next page)*

GOVERNING BOARD ELECTIONS (continued)

Legal Reference: (continued)

COURT DECISIONS

Rey v. Madera Unified School District, (2012) ~~138 Cal. Rptr. 3d 192~~ 203 Cal. App. 4th 1223

Randall v. Sorrell, (2006) 126 S.Ct. 2479

Sanchez v. City of Modesto, (2006) ~~51 Cal. Rptr. 3d 821~~ 145 Cal. App. 4th 660

Dusch v. Davis, (1967) 387 U.S. 112

ATTORNEY GENERAL OPINIONS

85 Ops. Cal. Atty. Gen. 49 (2002)

83 Ops. Cal. Atty. Gen. 181 (2000)

81 Ops. Cal. Atty. Gen. 98 94 (1998)

69 Ops. Cal. Atty. Gen. 290 (1986)

Management Resources:

CALIFORNIA SCHOOL BOARDS ASSOCIATION PUBLICATIONS

Legal Alert on the Impact of Senate Bill No. 415 on School Board Elections, January 2017

WEB SITES

CSBA: <http://www.csba.org>

California Secretary of State's Office: <http://www.ss.ca.gov> <http://www.sos.ca.gov>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute for Local Self Government: <http://www.ca-ilg.org>

(11/06 4/13) 7/17

Center USD

Board Bylaw

Governing Board Elections

BB 9220
Board Bylaws

Any person is eligible to be a member of the Governing Board, without further qualifications, if he/she is 18 years of age or older, a citizen of California, a resident of the school district, a registered voter, and not legally disqualified from holding civil office. Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or be a Board member except when he/she has been granted a pardon in accordance with law. (Education Code 35107; Elections Code 20)

A district employee elected to the Board shall resign his/her employment before being sworn in or shall have his/her employment automatically terminated upon being sworn into office. (Education Code 35107)

(cf. 9224 - Oath of Affirmation)
(cf. 9270 - Conflict of Interest)

To reduce costs associated with conducting elections, the Board may consolidate Board elections with the local municipal or statewide primary or general election. Board election procedures shall be conducted in accordance with state and federal law.

(cf. 9110 - Terms of Office)

Electing Board Members

(Election using "at-large" voting method)

Board members may reside anywhere within the district's boundaries and shall be elected by all voters in the district.

To ensure ongoing compliance with the California and federal Voting Rights Acts, the Board may review the district's Board election method to determine whether any modification is necessary due to changes in the district's population or any of its racial, color, or language minority group composition. The review shall be based on the Superintendent or designee's report to the Board after the release of each decennial federal census.

If the Board determines that a change is necessary, it shall adopt a resolution at an open meeting specifying the change(s) and shall, in accordance with Education Code 5019 or other applicable provisions of law, obtain approval from the county committee on school district organization having jurisdiction over the district.

(cf. 9320 - Meetings and Notices)

Campaign Conduct

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

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

(cf. 9005 - Governance Standards)

Statement of Qualifications

The district shall assume no part of the cost of printing, handling, translating, or mailing of candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the voter's pamphlet, the district may require candidates to pay their estimated pro rata share of these costs to the district in advance pursuant to Elections Code 13307.

On the 125th day prior to the day fixed for the general district election, the Board secretary or his/her designee shall deliver a notice, bearing the secretary's signature and district seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

(cf. 9223 - Filling Vacancies)

Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

Tie Votes in Board Member Elections

Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives

should appear before the Board. The Board at that time shall determine the winner by lot.
(Education Code 5016)

Legal Reference:

EDUCATION CODE

1000 *Composition, and trustee area, county board of education*
1006 *Qualifications for holding office, county board of education*
5000-5033 *Elections*
5220-5231 *Elections*
5300-5304 *General provisions (conduct of elections)*
5320-5329 *Order and call of elections*
5340-5345 *Consolidation of elections*
5360-5363 *Election notice*
5380 *Compensation (of election officer)*
5390 *Qualifications of voters*
5420-5426 *Cost of elections*
5440-5442 *Miscellaneous provisions*
7054 *Use of district property*
35107 *Eligibility; school district employees*
35177 *Campaign expenditures or contributions*
35239 *Compensation of governing board member of districts with less than 70 ADA*

ELECTIONS CODE

20 *Public office eligibility*
1302 *Local elections, school district election*
2201 *Grounds for cancellation*
4000-4004 *Elections conducted wholly by mail*
10400-10418 *Consolidation of elections*
10509 *Notice of election by secretary*
10600-10604 *School district elections*
13307 *Candidate's statement*
13309 *Candidate's statement, indigence*
14025-14032 *California Voting Rights Act*
20440 *Code of Fair Campaign Practices*

GOVERNMENT CODE

1021 *Conviction of crime*
1097 *Illegal participation in public contract*
12940 *Nondiscrimination, Fair Employment and Housing Act*
81000-91014 *Political Reform Act*

PENAL CODE

68 *Bribes*
74 *Acceptance of gratuity*
424 *Embezzlement and falsification of accounts by public officers*
661 *Removal for neglect or violation of official duty*

Legal Reference continued: (see next page)

Legal Reference: (continued)

CALIFORNIA CONSTITUTION

Article 2, Section 2 Voters, qualifications

Article 7, Section 7 Conflicting offices

Article 7, Section 8 Disqualification from office

UNITED STATES CODE, TITLE 42

1973-1973aa-6 Voting Rights Act

COURT DECISIONS

Rev v. Madera Unified School District, (2012) 138 Cal. Rptr. 3d 192

Randall v. Sorrell, (2006) 126 S.Ct. 2479

Sanchez v. City of Modesto, (2006) 51 Cal.Rptr.3d 821

Dusch v. Davis, (1967) 387 U.S. 112

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81 Ops.Cal.Atty.Gen. 98 (1998)

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Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute for Local Self Government: <http://www.ca-ilg.org>

CSBA Sample Board Bylaw

Board Bylaws

BB 9230(a)

ORIENTATION

Note: The following optional bylaw may be revised to reflect district practice.

Board Candidate Orientation

Note: CSBA's ~~School Board Leadership~~ publication is designed to assist Governing Board candidates and other community members by providing answers to frequently asked questions about school Board service, including Board roles and responsibilities, how to work effectively as a governance team, and requirements for becoming a Board member.

Pursuant to Elections Code 20440, when filing to run for public office, the county elections official presents each candidate with a voluntary Code of Fair Campaign Practices for the candidate to sign. For language regarding the Board's intent that candidates for the Board adhere to those fair campaign principles, see BB 9220 - Governing Board Elections.

~~The Governing Board desires to provide Board candidates with information that will enable them to understand the responsibilities and expectations of Board membership. The Superintendent or designee shall provide all candidates with general information about school programs, district operations, and Board responsibilities and the county election official's contact information.~~

~~(cf. 9200 - Limits of Board Member Authority)~~

~~(cf. 9220 - Governing Board Elections)~~

~~(cf. 9270 - Conflict of Interest)~~

~~The Board encourages all candidates to attend public Board meetings during the period of their candidacy. Candidates shall have the same access as members of the public to district staff and information.~~

~~(cf. 1340 - Access to District Records)~~

~~(cf. 9011 - Disclosure of Confidential/Privileged Information)~~

New Board Member Orientation

Note: The following optional bylaw may be revised to reflect district practice. In addition to providing new Governing Board members with information about district programs and operations, it is recommended that new Board members be provided information and professional development regarding the roles and responsibilities of the Board (see BB 9000 - Role of the Board) and professional governance standards agreed upon by the Board (see BB 9005 - Governance Standards). The provision of information to Board candidates regarding the district and/or Board responsibilities is addressed in BB 9220 - Governing Board Elections.

ORIENTATION (continued)

The Governing Board recognizes the importance of providing all newly elected or appointed Board members with support and information to assist them in becoming effective members of the Board. Incoming Board members shall be provided an orientation designed to build their knowledge of the district and an understanding of the responsibilities of their position. Such orientation may include the provision of information, support, and/or training related to Board functions, policies, protocols, and standards of conduct.

(cf. 9000 - Role of the Board)

(cf. 9220 - Governing Board Elections)

(cf. 9223 - Filling Vacancies)

Note: Pursuant to Government Code 54952.2, if a majority of Board members congregate at the same time and location to hear or discuss matters within the jurisdiction of the Board, the meeting must be open to the public and proper notice provided; see BB 9320 - Meetings and Notices. The following optional paragraph provides for orientation meetings to be held with all members of the Board during a public Board meeting and may be revised to reflect district practice.

As early as possible following the election or appointment of Board members, one or more orientation sessions shall be held during open meeting(s) of the Board. The Board president and the Superintendent or designee shall develop an agenda for the meeting(s) and shall identify resources that may be useful for incoming Board members.

(cf. 9121 - President)

~~The Board shall convene a meeting to provide an orientation and information to incoming Board members to assist them in understanding the Board's functions, policies, procedures, protocols, and agreed upon standards of conduct. Incoming Board members shall receive the district's policy manual and other materials related to the district and Board member responsibilities.~~

Note: The following optional paragraph may be revised to reflect district practice. Pursuant to Government Code 54952.7, the Board may require that a copy of the Brown Act be given to each member of the Board and any person elected to the Board who has not yet assumed the duties of office. Government Code 54952.1 states that persons elected to serve as Board members, even if they have not yet assumed office, are subject to the requirements of the Brown Act as soon as they are elected.

Upon their election or appointment, incoming Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office. Additional information for incoming Board members may include, but is not limited to, Board bylaws related to the limits of individual Board member authority, the conduct of Board meetings, and other Board operations; governance standards for ethical conduct; legal requirements

ORIENTATION (continued)

related to conflict of interest and prohibited political activity; protocols for speaking with district staff, members of the public, and the media; and publications on effective governance practices.

(cf. 1112 - Media Relations)
(cf. 1160 - Political Processes)
(cf. 9005 - Governance Standards)
(cf. 9010 - Public Statements)
(cf. 9011 - Disclosure of Confidential/Privileged Information)
(cf. 9012 - Board Member Electronic Communications)
(cf. 9200 - Limits of Board Member Authority)
(cf. 9270 - Conflict of Interest)
(cf. 9323 - Meeting Conduct)

In addition, the Superintendent may or designee shall provide incoming Board members with additional specific background and information regarding the district, including, but not limited to, the district's vision and goals statements, operations, and current challenges in areas that include, but are not limited to, student achievement, curriculum, finance, facilities, policy, human resources, and collective bargaining. local control and accountability plan and other comprehensive plans, student demographic data, student achievement data, district policy manual, district budget, and minutes of recent open Board meetings.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 0400 - Comprehensive Plans)
(cf. 0460 - Local Control and Accountability Plan)

The Superintendent or designee may offer incoming Board members a tour of district schools and facilities, and may introduce them to district and school site administrators and other staff.

~~Incoming members are encouraged to attend Board meetings and review agenda materials available to the public in order to become familiar with current issues facing the district.~~

Note: See CSBA's web site for information about CSBA conferences and workshops that address the needs of new Board members, including its Orientation for New Trustees, Institute for New and First-Term Board Members, and other education opportunities related to governance basics.

Pursuant to Government Code 54952.2, a "meeting" subject to Brown Act requirements does not include the attendance of a majority of the Board's members at a conference or similar public gathering, provided that a majority of the members do not discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the Board. See BB 9240 - Board Training and BB 9320 - Meetings and Notices.

ORIENTATION (continued)

Incoming members ~~also may be encouraged~~, at district expense and with approval of the Board, to attend the California School Boards Association's Orientation for New Trustees, Institute for New and First-Term Board Members, and workshops and conferences relevant to their ~~individual needs or to the needs~~ of the individual member, the Board as a whole, or the district.

(cf. 9240 - Board Training)

(cf. 9320 - Meetings and Notices)

Legal Reference:

EDUCATION CODE

33360 Department of Education and statewide association of school district boards; annual workshops

33362-33363 Reimbursement of expenses; board member or member-elect

ELECTIONS CODE

~~13307 Candidate's statement~~

~~20440 Code of Fair Campaign Practices~~

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially:

54952.1 Member of a legislative body

54952.2 Open meeting laws; posting agenda; board actions

54952.7 Copies of Brown Act to board members

Management Resources:

CSBA PUBLICATIONS

~~School Board Leadership, 2007~~

~~Professional Governance Standards for School Boards, 2000~~

~~The Brown Act: School Boards and Open Meeting Laws, rev. 2007/2009~~

~~Guide to Effective Meetings, 2007~~

~~Maximizing School Board Leadership, 1996~~

NATIONAL SCHOOL BOARDS ASSOCIATION PUBLICATIONS

~~Becoming a Better Board Member: A Guide to Effective School Board Service, 2006~~

WEB SITES

CSBA: <http://www.csba.org>

Fair Political Practices Commission: <http://www.fppe.ca.gov>

National School Boards Association: <http://www.nsba.org>

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Center USD

Board Bylaw

Orientation

BB 9230

Board Bylaws

Board Candidate Orientation

The Governing Board desires to provide Board candidates with information that will enable them to understand the responsibilities and expectations of Board membership. The Superintendent or designee shall provide all candidates with general information about school programs, district operations, and Board responsibilities and the county election official's contact information.

(cf. 9200 - Limits of Board Member Authority)

(cf. 9220 - Governing Board Elections)

(cf. 9270 - Conflict of Interest)

The Board encourages all candidates to attend public Board meetings during the period of their candidacy. Candidates shall have the same access as members of the public to district staff and information.

(cf. 1340 - Access to District Records)

(cf. 9011 - Disclosure of Confidential/Privileged Information)

New Board Member Orientation

The Board shall convene a meeting to provide an orientation and information to incoming Board members to assist them in understanding the Board's functions, policies, procedures, protocols, and agreed-upon standards of conduct. Incoming Board members shall receive the district's policy manual and other materials related to the district and Board member responsibilities.

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

Upon their election, incoming Board members shall be provided a copy of the Brown Act and informed that, pursuant to Government Code 54952.1, they must conform to the Act's requirements as if they had already assumed office.

The Superintendent may provide incoming Board members with additional background and information regarding the district's vision and goals, operations, and current

challenges in areas that include, but are not be limited to, student achievement, curriculum, finance, facilities, policy, human resources, and collective bargaining.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

Incoming members are encouraged to attend Board meetings and review agenda materials available to the public in order to become familiar with current issues facing the district. Incoming members also may, at district expense and with approval of the Board, attend workshops and conferences relevant to their individual needs or to the needs of the Board as a whole or the district.

(cf. 9240 - Board Development)

Legal Reference:

EDUCATION CODE

33360 Department of Education and statewide association of school district boards; annual workshops

33362-33363 Reimbursement of expenses; board member or member-elect

ELECTIONS CODE

13307 Candidate's statement

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Becoming a Better Board Member: A Guide to Effective School Board Service, 2006

WEB SITES

CSBA: <http://www.csba.org>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

National School Boards Association: <http://www.nsba.org>

Bylaw

adopted: November 19, 2014

CENTER UNIFIED SCHOOL DISTRICT

Antelope, California