

# **CENTER JOINT UNIFIED SCHOOL DISTRICT**

[www.centerusd.org](http://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, March 21, 2018 - 6:00 p.m.***

### **STATUS**

- |  |             |
|--|-------------|
| <b>I. CALL TO ORDER &amp; ROLL CALL - 5:30 p.m.</b>                                    |             |
| <b>II. ANNOUNCEMENT OF ITEMS TO BE DISCUSSED IN CLOSED SESSION</b>                     |             |
| 1. Public Employee Performance Evaluation (Certificated) - Superintendent (G.C.554957) |             |
| 2. Student Expulsions/Readmissions (G.C. §54962)                                       |             |
| <b>III. PUBLIC COMMENTS REGARDING ITEMS TO BE DISCUSSED IN CLOSED SESSION</b>          |             |
| <b>IV. CLOSED SESSION - 5:30 p.m.</b>  |             |
| <b>V. OPEN SESSION - CALL TO ORDER - 6:00 p.m.</b>                                     |             |
| <b>VI. FLAG SALUTE</b>   |             |
| <b>VII. ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION</b>                             | Info/Action |
| <b>VIII. ADOPTION OF AGENDA</b>  | Action      |
| <b>IX. STUDENT BOARD REPRESENTATIVE REPORTS (3 minutes each)</b>                       | 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.

	<b>X. ORGANIZATION REPORTS</b> (3 minutes each)	Info
	1. CUTA - Venessa Mason, President	
	2. CSEA - Marie Huggins, President	
	<b>XI. COMMITTEE UPDATES</b> (8 minutes each)	Info
Facilities & Op.	1. Facilities Update - Craig Deason	
	<b>XII. REPORTS/PRESENTATIONS</b> (8 minutes each)	Info
Curr & Instr	1. History/Social Science Adoption - Mike Jordan	
	<b>XIII. COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA</b>	Public Comments Invited
	<i>Anyone may address the Board regarding any item that is within the Board's subject matter jurisdiction. However, the Board <u>may not</u> discuss or take action on any item which is not on this agenda except as authorized by Government Code Section 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.</i>	
	<b>XIV. BOARD / SUPERINTENDENT REPORTS</b> (10 minutes)	Info
	<b>XV. CONSENT AGENDA</b> (5 minutes)	Action
	<i>NOTE: The Board will be asked to approve all of the following items by a single vote, unless any member of the Board asks that an item be removed from the consent agenda and considered and discussed separately.</i>	
Governance	1. Approve Adoption of Minutes from February 21, 2018 Regular Meeting	
Personnel	2. Approve Classified Personnel Transactions	
↓	3. Approve Certificated Personnel Transactions	
Special Ed	4. Ratify 2017/2018 Individual Services Agreements	
	2017/18-207, 211, 212 Easter Seals	
	2017/18-208-210 CCHAT Center	
Curr & Instr	5. Approve Field Trip: Future Business Leaders of America 2018 State Leadership Conference in Ontario, CA - CHS	
Facilities & Op.	6. Ratify 2017-18 Safe School and Emergency Preparedness Plan - Dudley	
↓	7. Ratify 2017-18 Safe School and Emergency Preparedness Plan - Oak Hill	
↓	8. Approve Agreement with Wallace Kuhl & Associates, for Construction Testing	
↓	9. Approve Professional Service Agreement: Hugh R. Davison	
Business	10. Approve Payroll Orders: July 2017 - February 2018	
↓	11. Approve Supplemental Agenda (Vendor Warrants): February 2018	
	<b>XVI. BUSINESS ITEMS</b>	
Governance	<b>A. <u>Raymond Bender Recognition</u></b>	Action
Facilities & Op.	<b>B. <u>Meal Payment Collection Strategies and Procedures</u></b>	Action
	BP 3551 requires strategies and procedures for the collection of meal payments. This Board item outlines the strategies and procedures that will be posted on the district website.	
Business	<b>C. <u>Second Interim Report for Fiscal Year 2017-18</u></b>	Action
	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 January 31, 2018.	
↓	<b>D. <u>Parking at Dudley Elementary, Oak Hill Elementary, and Spinelli Elementary</u></b>	Discussion

- |               |  |               |
|---------------|--|---------------|
| <b>XVII.</b>  | <b>ADVANCE PLANNING</b>  | <b>Info</b>   |
| <i>a.</i>     | <i>Future Meeting Dates:</i>   |               |
| <i>i.</i>     | <i>Regular Meeting: Wednesday, April 18, 2018 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747</i> |               |
| <i>b.</i>     | <i>Suggested Agenda Items:</i>   |               |
| <b>XVIII.</b> | <b>CONTINUATION OF CLOSED SESSION (Item IV)</b>  | <b>Action</b> |
| <b>XIX.</b>   | <b>ADJOURNMENT</b>   | <b>Action</b> |

**CJUSD Mission:**

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

## *Center Joint Unified School District*

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

**To:** Board of Trustees

**Date:** March 14, 2018

**From:** Mike Jordan,  
Director of Curriculum, Instruction and Special Education

**Principal/Administrator Initials:** MDJ

**AGENDA REQUEST FOR:**

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

**Information Item**   X  

**# Attached Pages** \_\_\_\_\_

**SUBJECT:** History/Social Science Adoption

Mike Jordan will provide a brief overview of the adoption process and timelines for the history/social studies curriculum adoption.

**RECOMMENDATION:** Informational item. No action required.

## *Center Joint Unified School District*

Dept./Site: Superintendent's Office  
To: Board of Trustees  
Date: March 21, 2018  
From: Scott A. Loehr, Superintendent  
Principal's Initials: \_\_\_\_\_

**AGENDA REQUEST FOR:**

Action Item     X    

Information Item           

# Attached Pages           

**SUBJECT: Adoption of Minutes**

**The minutes from the following meeting are being presented:**

February 21, 2018 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, February 21, 2018

### MINUTES

**OPEN SESSION - CALL TO ORDER** - Trustee Anderson 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 (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** – 6:00 p.m.

**FLAG SALUTE** - led by Jeremy Hunt

**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 Readmission 15-16.02 – Recommendation approved.

**Motion:** Kelley  
**Second:** Pope

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

Student Expulsion 17-18.07 – Recommendation approved.

**Motion:** Kelley  
**Second:** Pope

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

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

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

**Vote:** General Consent

## **STUDENT BOARD REPRESENTATIVE REPORTS**

1. Center High School – Marissa Davis
  - Every 15 Minutes is today and tomorrow.
  - Powder Puff game is March 9th.
  - ARK (Acts of Random Kindness) week is March 12-16
2. McClellan High School – Christopher Sill
  - 4 graduates from Center Adult School - 3 former McClellan students
  - 8 graduates from McClellan High School in the last grading period
  - 18 students made honor roll in last grading period
  - 5 students earned outstanding attendance awards
  - Celebrated “Great Kindness Challenge” week January 22-26. Students made posters encouraging kind actions and staff passed out “Kindness Coins” to students who were helpful or supportive of others. Preschool and high school students met in gym to form a big heart circling a little heart, symbolizing compassion, support, and connection for our preschool students.
  - MHS Leadership students pairing with McClellan Preschool students - “Big Buddies, Little Tots” - high school students will volunteer in preschool when they are ahead in their classes.
  - Our basketball team is now 2-0 in early league play. We play every Thursday, beginning at 11:00 am at the Hardwood Palace on Tinker Road in Rocklin. All are invited to come cheer.

## **ORGANIZATION REPORTS**

1. CUTA - Venessa Mason, President, was not available to report.
2. CSEA - Marie Huggins, President, spoke on behalf of the employees at the 4 elementary schools. She noted that safe, available parking is an issue at most of our elementary sites. As we grow as a district, and hire additional teachers and support staff, the concerns for adequate parking will grow as well. She asked that the district and the Board consider what options may be available to address these issues. They are asking that this be revisited for consideration. Mr. Loehr noted that he is mostly familiar with the issue at Oak Hill, and if parents take up a couple parking spots, then staff are having to park on the street. He and Mr. Deason have spoken about it. Mr. Loehr and Mr. Grimes have also each driven around to see. The district does take it seriously and will look into it. Trustee Pope asked if it is correct that parents are parking in those areas, and if so do we have, or can we have “Employee Only” parking signs. Mr. Loehr noted that during high traffic times, like Kindergarten drop off and pick up times, it is difficult to find parking. He noted that this does not address the current situations, but for future sites there would be joint use where we will share with parks. If someone has any suggestions, we are open to hearing them. We hate to take field space away from any of the sites. Trustee Anderson asked if we know how many of the spaces are taken by the childcare employees and parents that are on the campus. Trustee Kelley asked if it was possible to have a workshop. Mr. Loehr noted that we are already doing that at a staff level. Trustee Kelley asked if we could add that in to the next meeting agenda. Mr. Loehr noted that currently at Oak Hill, we have some teachers that are pulling their cars up past the portables, past the fire lane, to give 6-8 more spots. Mr. Loehr also noted that this is not a cheap fix. Trustee Wilson noted that a solution at Oak Hill might be putting a gate in there and giving the employees a key card. Mr. Loehr noted that there are a couple spots allocated for daycare, as well as a drop-off area. Mr. Grimes noted that not long ago they had to increase the number of handicapped spots, set aside spots for daycare, lost a couple spots for the garbage bins (relocated because of the new walk-in freezer). Also, Oak Hill was originally built as a year round school, where there would be less traffic. Mr. Grimes also noted that folks who work in downtown Sacramento park in parking garages and walk to their place of business. Our employees that park on the streets are closer to their worksite than folks in downtown Sacramento.

## **COMMITTEE UPDATES**

**Facilities Update** - Craig Deason, Assistant Superintendent of Operations & Facilities, noted that the Facilities Committee met yesterday and finalized the scope of the modernization projects for Oak Hill and North Country so that we know what pieces we are going out to bid on. The committee reviewed the scope on the high school project; at the next meeting they will finalize that piece, which means that the scope priorities will be complete. The district will then be able to put out an RFP for the architect; the architect can then start designing the projects so that we can get it into DSA. The district is putting together bid packages and schedules for the projects to go out to bid for the quick strike projects that would be happening this summer. Those will go out to bid hopefully in March. The contracts will hopefully be approved in April and then on May 25th the projects hopefully will start. In Prop 39, the California Energy Commission just approved the district's final amendments for the remaining portion of our money. CEC has also extended the deadline to complete projects. The new deadline is December 2019; we will have our projects done by December 2018. Other Items - The application for funding of the Video Lab upgrades that has already been completed has been submitted to OPSC. The SMUD site purchase item is on the agenda. The purchase would close next Monday. Lastly, the tree foundation has donated some trees to us (36 trees). Nineteen have been planted at the DO Annex, seventeen will be planted at CHS. The remaining will be used at the other sites. Trustee Kelley asked if when they were going through the modernization plans were the parking lots included in those analyses. Mr. Deason noted that only striping and sealing were considered.

## **REPORTS/PRESENTATIONS**

1. **Williams Uniform Complaint Quarterly Reporting (1st & 2nd Quarter)** - Mike Jordan was not available to report. David Grimes reported that there was 1 complaint in the first quarter, but it was resolved within 24 hours. There were no complaints in the 2<sup>nd</sup> quarter.

## **COMMENTS FROM THE AUDIENCE REGARDING ITEMS NOT ON THE AGENDA - None**

## **BOARD/SUPERINTENDENT REPORTS**

### **Mr. Wilson**

- noted that it is Crab Feed time of year. Junior Cougars will be holding their Crab Feed on March 31st at the Placer County Fairgrounds.

**Mr. Hunt** – had nothing to report.

**Mrs. Kelley** – had nothing to report.

### **Mrs. Pope**

- participated in the Dudley PBIS Family Night.
- attended the North Country Science Night; great turn out.
- attended the SCOE dinner with Mr. Loehr and Mrs. Anderson. Mr. Rob Bennett was the speaker and talked about school finances, as well as the deficit of STRS and PERS. Their tabletop conversation was about computer science and computer programming. She noted that she hopes we can get the programs offered within the district
- visited with Mr. Farrell and Mrs. Lord at North Country with Mr. Loehr; they observed several classes.
- visited McClellan High School; was able to observe in Mrs. Baioni's class, who is back at work. Had the opportunity to congratulate a young lady who was graduating from MHS.
- visited with Mr. Ferguson at CHS.
- attended the Riles Community Open House. This event grows every year. There were presentations by Mrs. Frisch, Mr. Borasi, Mrs. Kent, and Ms. Lathrop.
- thanked Mr. Loehr and Mr. Deason for sending out the Safety letter to the community.
- attended her first Safety Meeting; Mr. Deason took the time to explain & answer her questions.

## **BOARD/SUPERINTENDENT REPORTS (continued)**

### **Mr. Loehr**

- had a lot of wonderful activities this past month.
- acknowledged Mr. Anadon, from CSBA, who is in attendance tonight. Mrs. Anderson and Mr. Loehr met with him the other day.
- noted that he and the Board received an invitation for next Wednesday night to attend the KVIE premier.
- noted that Roseville is putting on a Safety Forum. He will let the board know of the date and they are welcome to attend.

### **Mrs. Anderson**

- noted that it was a nice meeting with Mr. Anadon from CSBA.
- noted that the SCOE Dinner was very informative.
- noted that the "Every 15 Minutes" will be happening at CHS tomorrow.

## **CONSENT AGENDA**

1. Approve Adoption of Minutes from January 17, 2018 Regular Meeting
2. Approve Classified Personnel Transactions
3. Approve Certificated Personnel Transactions
4. Ratify 2017/2018 Master Contract:  
Northern California Preparatory School
5. Ratify 2017/2018 Individual Services Agreements:  
2017/18-204 Placer Learning Center  
2017/18-205 Northern CA Prep School  
2017/18-206 Bright Start Therapy
6. Approve Field Trip: CHS Girls Varsity Basketball Tournament
7. Approve Field Trip: 6th Grade Classes to Sly Park Environmental Education Center - Spinelli
8. Approve 2017-18 Consolidated Application
9. Approved Single Plan for Student Achievement - Center HS
10. Approved Single Plan for Student Achievement - Dudley
11. Approved 2016/17 School Accountability Report Cards
12. Approved 2017-2018 Safe School and Emergency Preparedness Plan - Riles MS
13. Approved 2017-2018 Safe School and Emergency Preparedness Plan - Center HS
14. Approved Contract with Hancock Park & DeLong, Inc. for State Facility Funding Services
15. Approved Contract Amendment #1 to the Contract By and Between School Facility Solutions LLC, and Center Joint Unified School District
16. Approved Agreement with Wallace Kuhl & Associates, for Construction Testing
17. Approved Professional Services Agreement: Pamela Zanze
18. Approved Agreement Between Center Joint Unified School District and Entek Consulting Group, Inc.
19. Approved Disposal of Surplus Equipment:  
1997 Ford F250 Pickup, VIN # 1FTHF25H7VEB83144, Plate #1260437
20. Approved Contractor Change Order #3 to the Contract By and Between BRCO Constructors, Inc. and Center Joint Unified School District. Project #17-04
21. Approved Notice of Completion for BRCA Constructors, Inc., for the Campus Painting and Fencing Upgrades, Project No. 17-04 for Wilson C. Riles Middle School and Spinelli Elementary School
22. Approved Certification of Corrective Actions for the 2016/17 Audit Findings
23. Approved Payroll Orders: July 2017 - January 2018
24. Approved Supplemental Agenda (Vendor Warrants): January 2018
25. Approved Purchase of SMUD Substation

**CONSENT AGENDA (continued)**

**Motion:** Kelley  
**Second:** Pope

**Vote:** General Consent

**BUSINESS ITEMS**

**A.     **TABLED - 2018 CSBA Delegate Assembly Election, Subregion 6-B****

There was a motion to Table this item.

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

**Vote:** General Consent

**B.     **APPROVED - Resolution #13/2017-18: Resolution Calling for Full and Fair Funding of California's Public Schools****

There was a motion to approve.

**Motion:** Kelley  
**Second:** Pope

Trustee Wilson noted that he knows where they are going with this. The "Therefore Be It Resolved" clause puts the school boards and districts in a funny position. This does not call for the Governor or the Legislature to follow through. It will put us into other issues that we don't even want to get into. He doesn't have a problem with the idea behind this, but this is going beyond saying that California has to be above the national average.

Trustee Kelley asked if there is a timeline that we would have to approve this now, and asked Trustee Wilson if he had a change to propose. Trustee Wilson noted that if were to propose an amendment, it would be to change the THEREFORE BE IT RESOLVED clause, for the Governor and the Legislature to quit with their budget gimmicks and to fully fund what they already promised. Mr. Loehr asked Mr. Anadon if there was a deadline. He noted that their goal is March 13<sup>th</sup>, but they will be taking them after that date as well.

Trustee Kelley noted that we should make the change now and not wait until the next meeting. Trustee Wilson discussed the prior funding promises. Mr. Anadon also addressed the topic.

Trustee Kelley amended her motion. She recommended that the last paragraph of the resolution be revised to:

*"NOW, THEREFORE BE IT RESOLVED, that the governing board of the Center Joint Unified School District urges the State Legislature to fund California public schools at the levels dictated by the approved Prop 98 funding levels plus all funding owed to the California public schools without using loopholes to avoid the funding that has been approved by the voters of California.*

*BE IT ALSO RESOLVED, that the Legislature prioritize education funding and strive to achieve and maintain funding at a level that is equal to or above the average of the Top 10 states nationally."*

**Motion:** Kelley  
**Second:** Pope

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

**BUSINESS ITEMS (continued)**

**C. Discussion - Recognition**

Mr. Loehr recommended that a small committee come together and report back ideas to the Board and the Board can vote. Mr. Loehr noted that he did mention it to the family. Currently, the leading ideas would be something at the stadium snack bar. Trustee Anderson suggested that work behind this, gathering ideas or a plan, could be done prior and then brought back to the Board. Trustee Kelley noted that once we have an idea of what we want, maybe we should have it in a resolution. Trustee Wilson noted that with a committee, it tends to get slowed down. He suggested that instead of a committee, have a few folks work on this and get it done. There was agreement on this. Trustee Kelley asked that it be brought back at the March Board Meeting.

**D. Naming of Next Elementary School**

There was a motion to bring this to the floor.

**Motion:** Anderson

**Second:** Pope

Mrs. Anderson noted that she requested that this be placed back on the agenda. She noted that she was on the Board when the naming of Rex Fortune Elementary took place. She spoke to Mr. Fortune and it was his understanding that it wasn't necessarily the site next door, but the next school built. At that time it was thought that the site next door would be the next site built. Mr. Wilson noted that we don't need to cross the bridge until we get to it. And we don't know when the next school will be built. It is not a subject that needs to be dealt with at this time. The school off of Fiddymont may not be the next school either. The best solution is to Table this item until it matters. Mrs. Anderson noted that she didn't think that would be acceptable. Dr. Fortune was promised a school being named after him. Trustee Kelley asked for clarification on what the original resolution states.

Trustee Wilson made a motion to table this item.

**Motion:** Wilson

**Second:** Hunt

**Ayes:** Wilson, Hunt

**Noes:** Kelley, Pope, Anderson

**Motion to Table failed.**

Trustee Kelley motioned that we clarify the original resolution to mean "the next elementary school built".

**Motion:** Kelley

**Second:** Pope

Trustee Wilson called the question.

**Ayes:** Kelley, Pope, Anderson

**Noes:** Wilson, Hunt

**Motion passed** to name the next built school after Rex Fortune.

**BUSINESS ITEMS (continued)**

**E. APPROVED - Second Reading: Board Policies/Regulations/Exhibits**

BP 0400 - Comprehensive Plans  
BP/AR 0420.4 - Charter School Authorization  
BP/AR 0460 - Local Control and Accountability Plan  
BP 0500 - Accountability  
BP/AR 0520.2 - Title I Program Improvement Schools  
BP 0520.3 - Title I Program Improvement Districts  
BP/AR 1113 - District and School Web Sites  
BP 1325 - Advertising and Promotion  
BP 3100 - Budget  
BP 3280 - Sale or Lease of District-Owned Real Property  
BP 3513.4 - Drug and Alcohol Free Schools  
AR 3515.6 - Criminal Background Checks for Contractors  
BP 3515.7 - Firearms on School Grounds  
BP/AR 3517 - Facilities Inspection  
BP 4119.21/4219.21/4319.21 - Professional Standards  
BP 4140/4240/4340 - Bargaining Units  
AR 4144/4244/4344 - Complaints  
BP/AR 4200 - Classified Personnel  
BP/AR 5113.1 - Chronic Absence and Truancy  
BP/AR 5113.12 - District School Attendance Review Board  
BP/AR 5117 - Interdistrict Attendance  
AR 5125.2 - Withholding Grades, Diploma or Transcripts  
BP 5131.6 - Alcohol and Other Drugs  
E 5131.63 - Steroids  
BP 5144 - Discipline  
BP/AR 5144.1 - Suspension and Expulsion/Due Process  
AR 5148.2 - Before/After School Programs  
BP/AR 6020 - Parent Involvement  
AR 6112 - School Day  
BP 6153 - School-Sponsored Trips  
BP/AR/E 6162.52 - High School Exit Examination  
BP 6170.1 - Transitional Kindergarten  
AR 6173.1 - Education for Foster Youth  
BP/AR 6173.2 - Education of Children of Military Families  
BB 9150 - Student Board Members

Trustee Kelley asked that in BP 3513.4 that we strike item # 3 in its entirety.

**Motion:** Kelley  
**Second:** Pope

**Ayes:** Anderson, Hunt, Kelley, Pope  
**Noes:** Wilson

**ADVANCE PLANNING**

- a. *Future Meeting Dates:*
  - i. *Regular Meeting: Wednesday, March 21, 2018 @ 6:00 p.m. - District Board Room - Room 503, located at Riles Middle School, 4747 PFE Road, Roseville, CA 95747*
- b. *Suggested Agenda Items: Bender idea, and working discussion at end of meeting to discuss the parking lots at 3 sites. Trustee Anderson asked about a board workshop regarding the roles of the Board, Board Development, when Board should be acting, what to do when major items hit the media – Masters in Governance Refresher/Overview.*

**ADJOURNMENT – 7:20 p.m.**

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

**Vote:** General Consent

Respectfully submitted,

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

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Kelly Kelley, Clerk  
Board of Trustees

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Adoption Date

# Center Joint Unified School District

## AGENDA REQUEST FOR:

Dept./Site:	Personnel Department	Action Item	<u>X</u>
Date:	March 21, 2018	Information Item	<u>  </u>
To:	Board of Trustees	# Attached Pages	<u>1</u>
From:	David Grimes,  Director of Personnel and Student Services		

## Subject: Classified Personnel Transactions

### New Hire

Alena Bukhantsov, Instructional Specialist/PH Autism  
 Elizabeth Carrasco, Instructional Specialist/PH Autism  
 Lee Hu, Noon Duty Aide  
 Chris Oliver, Instructional Specialist/PH Autism  
 TBA- Central Office Clerk- Personnel

### Release from Probation

Christine Rice, Cafeteria Worker

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

CONSENT AGENDA

Alena Bukhantsov has been hired as an Instructional Specialist/PH Autism at Dudley Elementary School effective March 1, 2018.

Elizabeth Carrasco has been hired as an Instructional Specialist/PH Autism at Spinelli Elementary School effective March 5, 2018.

Lee Hu has been hired as a Noon Duty Aide at Wilson Riles Middle School effective March 1, 2018.

Chris Oliver has been hired as an Instructional Specialist/PH Autism at Oak Hill Elementary School effective March 1, 2018.

Christine Rice was released from her probationary position as a Cafeteria Worker at North Country Elementary School effective February 22, 2018.

# *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Personnel Department

**Action Item** X

**Date:** March 21, 2018

**Information Item**

**To:** Board of Trustees

**# Attached Pages** 1

**From:** David Grimes,  Director of Personnel and Student Services

**Subject:** Certificated Personnel Transaction

**Retirement**

Claudia Searls, Dudley Elementary School

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

**CONSENT AGENDA**

## **Retirement**

Claudia Searls has submitted her intent to retire from her position as First Grade Teacher, Dudley Elementary School, effective end of day on May25, 2018.

# Center Joint Unified School District

## AGENDA REQUEST FOR:

Dept./Site: Special Education

Date: March 21, 2018

Action Item X

To: Board of Trustees

Information Item

From: Michael Jordan  
Director of Special Education & Curriculum

\_\_\_\_\_ # Attached Pages

Initials: MOT

**SUBJECT:** 2017/2018 Individual Services Agreements

Please ratify the following Individual Services Agreements for special education to receive services at nonpublic schools/agencies during the 2017/18 fiscal year.

2017/18-207, 211,212	Easter Seals	\$ 5,925.00
2017/18-208-210	CCHAT Center	\$ 1,560.00

**RECOMMENDATION:** CJUSD Board of Trustees to ratify Individual Service Agreements for the 2017/2018 school year.

CONSENT AGENDA

# *Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Center High School

**Date:** February 26<sup>th</sup> 2018

**Action Item** XX

**To:** CUSD Board of Trustees

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

**From:** Jerald Ferguson

**# Attached Pages** 24

**Principal's Initials** JF

**SUBJECT: FUTURE BUSINESS LEADERS OF AMERICA 2018 STATE LEADERSHIP CONFERENCE**

Future Business Leaders of America advisers Cathy Cummings and Larry Davenport are requesting approval to take approximately 15 members of our organization to the 2018 State Leadership Conference in Ontario, CA. This conference will take place in Ontario California during April 12-15, 2018. All conference events will take place @ the Ontario Convention Center. Conference opportunities include competitive events in over 40 Business and Technology areas, keynote speakers, exhibits and campaigns, workshops, section meetings, networking, and awards night.

In addition, Center High School will be sharing the expense of a charter bus with Colusa High School FBLA students and advisers. FBLA will pay for the bus from fundraising that has been done throughout this year. Students will leave for the conference on Thursday, April 12th and return to Sacramento on Sunday, April 15th. We will fly as a group on Southwest Airlines. Reservations and times have not yet been established pending approval.

**CONSENT AGENDA**

Hotel accommodations have tentatively been reserved to:

Azure Hotel & Suites

1945 E. Holt Blvd

Ontario, CA 91764

(909) 390-7778

Students will miss school on Thursday, and Friday. Students understand they are responsible for all work missed. Parents are responsible to transport their child to and from Sacramento airport. Airport shuttle will be provided in Ontario. Funding for expenses will be provided through CTEIG, FBLA student account, and parent support.

The purpose of this trip is to build leadership skills, compete in scheduled events, network, and enhance entrepreneurship and career awareness.

We respectfully submit this proposal for approval.

Cathy Cummings, Adviser

Larry Davenport, Adviser

February 14, 2018

**RECOMMENDATION:** Future Business Leaders of America advisers Cathy Cummings and Larry Davenport are requesting approval to take approximately 15 members of our organization to the 2018 State Leadership Conference in Ontario, CA.

# Field Trip Planning/Approval Form

Teacher Cummings / Davenport Approx. 15  
Number of Students

Class or Club FBLA

Clear description of the trip's connection to the curriculum and standards:

2018 State Leadership Conference  
Disneyland Field Trip Celebration - end of year.

Date of Trip 4/12-4/16 <sup>Times are approximate</sup> Time Leaving 7:30am Time Returning 7:00 pm  
2018

Other Places you may go during the trip: Area restaurants  
Disneyland, Area mall

Transportation Request Submitted NA YES \_\_\_\_\_ NO We will be flying  
as a group SW Airlines  
Are parents driving, and if so has a volunteer & employee auto usage statement on  
file? YES \_\_\_\_\_ NO X

If the trip is overnight or over 150 miles, and if so has the Board Agenda Request  
been submitted? YES X NO \_\_\_\_\_

Teacher Signature\* Cathy Cummings Date 2/13/18 Pending approval  
\*Signature indicates the teacher has examined and supports how the trip supports academic and  
content standards.

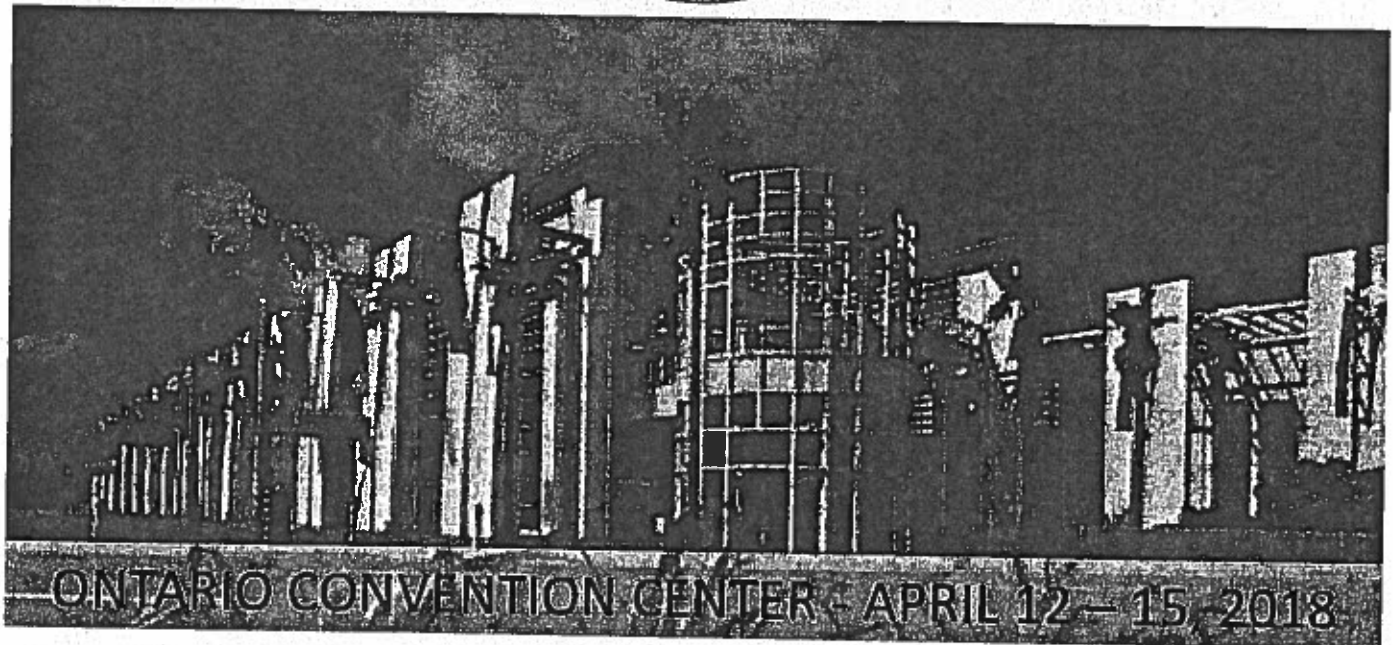
Dept. Chair Signature\* [Signature] Date 2/13/18  
\*Signature indicates the Department Chair has examined and supports how the trip supports  
academic and content standards.

Principals Signature [Signature] Date 2/16/18

## Reminders:

1. This form must be completed by the teacher and have final approval BEFORE any letters are sent home or any final arrangements are made. Requests must be submitted at least ten (10) days before the trip. Requests for trips over 150 miles or that include an overnight stay must be submitted to the Board of Trustees for approval at least thirty (30) days prior to the trip
2. A final list of student participants must be placed in each staff mailbox, and a copy given to the attendance office, no less than three (3) days prior to the trip.
3. Refer to the Field Trip Procedural Outline to insure that all appropriate forms are completed.
4. If there are any special factors about the trip, please attach a separate sheet describing them.

2018 STATE LEADERSHIP CONFERENCE  
PARTICIPANT INFORMATION GUIDE



ONTARIO CONVENTION CENTER - APRIL 12 - 15, 2018

**ELEVATE**  
YOUR **FUTURE**

2017-18

FUTURE BUSINESS LEADERS OF AMERICA  PHI BETA LAMBDA

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## CONFERENCE INFORMATION

The State Leadership Conference is open to FBLA members, advisers, and guests. An adviser is the school-approved person responsible for the local FBLA chapter and is required to be in attendance at this conference for the chapter to be eligible to compete. It is imperative that this adviser also monitor student conduct throughout the conference to ensure FBLA standards are being met. Students who have paid dues for the 2017–2018 school year may attend. A guest is a family member, school administrator, businessperson, etc.

### ONLINE CONFERENCE REGISTRATION

Access the Online Conference Registration system by going to [cafbla.org](http://cafbla.org)

- Click the "Conferences" Tab at the top of the page
- On the Dropdown menu locate "State Leadership Conference 2018" and click (this is where all the information for the conference will be located)

### REGISTRATION FEES

Rates for those staying in the FBLA Room Block:	Rates for those <u>NOT</u> staying in the FBLA Room Block:
<input type="checkbox"/> Member Regular Conference Registration fee is <b>\$105</b>	<input type="checkbox"/> Member Regular Conference Registration fee is <b>\$155</b>
<input type="checkbox"/> Member Late Conference Registration fee is <b>\$125</b>	<input type="checkbox"/> Member Late Conference Registration fee is <b>\$175</b>
<input type="checkbox"/> Adviser Regular Conference Registration fee is <b>\$50</b>	<input type="checkbox"/> Adviser Regular Conference Registration fee is <b>\$100</b>
<input type="checkbox"/> Adviser Late Conference Registration fee is <b>\$70</b>	<input type="checkbox"/> Adviser Late Conference Registration is <b>\$120</b>
<input type="checkbox"/> Guest Regular Conference Registration fee is <b>\$30</b>	<input type="checkbox"/> Guest Regular Conference Registration fee is <b>\$50</b>
<input type="checkbox"/> Guest Late Conference Registration fee is <b>\$50</b>	<input type="checkbox"/> Guest Late Conference Registration fee is <b>\$70</b>
Once online registration has closed (at deadline), there are <u><b>NO refunds</b></u> for Conference Registration fees. There are <u><b>NO refunds</b></u> for Pre-Judged events once they are submitted before SLC.	

### CONFERENCE OPPORTUNITIES

#### ENTERTAINMENT

Several possibilities are currently being examined. These events will be listed in the final Conference Program.

#### EXHIBITS AND CAMPAIGNS

Several businesses will be on hand for conference attendees to visit along with state officer campaign booths. These are two opportunities that will enhance the Conference for those who visit them.

#### WORKSHOPS

Workshops will be presented throughout the conference. Review the final Conference Program for more details.

#### VOTING DELEGATES

Two voting delegates from each chapter will participate in the voting delegates' session. Voting ribbons will be in the chapter registration packet and must be worn during the conference.

#### PARADE OF PRESIDENTS

The Parade of Presidents will be held during the Awards Session on Saturday evening. The local chapter president should attend the practice prior to the session. Review the Conference Program for more details.

## HOTEL INFORMATION

Chapters are encouraged to stay at the designated SLC Conference hotels and reserve through the online form that will be posted to [cafbla.org](http://cafbla.org) closer to the conference date. Attendees will benefit from convenience, networking opportunities, negotiated services, regular registration rates, and conference room rates. Those chapters staying off-site or booking directly through the hotel (outside the FBLA room block) will pay a higher registration rate to cover the cost of meeting space, room setup charges, and penalties for not filling contracted rooms.

## HOTEL PROPERTIES AND RATES

At the 2018 SLC we have room blocks at several properties for our attendees. All prices below reflect a **THREE NIGHT ROOM** block (April 12, April 13, and April 14, 2018). **NOTE FOR ADVISERS:** Divide these rates by the number of student members staying per room (2, 3, or 4 students in a room) to provide a cost to your students.

Note: All properties are within a .1 to .3 mile walking distance to the Convention Center

Room Type	Holiday Inn Ontario Airport 2155 E. Convention Center Way Ontario, CA 91764
Single/Double Triple/Quad	<b>\$440.00</b> (for three nights)
*All room types are all inclusive, including taxes & fees	

Room Type	DoubleTree by Hilton Hotel Ontario Airport 222 N Vineyard Ave Ontario, CA 91764
Single/Double Triple/Quad	<b>\$440.00</b> (for three nights)
*All room types are all inclusive, including taxes & fees	

Room Type	Comfort Suites 1811 E Holt Blvd Ontario, CA 91764
Single/Double Triple/Quad	<b>\$440.00</b> (for three nights)
*All room types are all inclusive, including taxes & fees	

Room Type	Azure Hotel & Suites 1945 E Holt Blvd Ontario, CA 91764
Single/Double Triple/Quad	<b>\$440.00</b> (for three nights)
*All room types are all inclusive, including taxes & fees	

Room Type	Ontario Gateway Hotel 2200 E Holt Blvd Ontario, CA 91764
Single/Double Triple/Quad	<b>\$440.00</b> (for three nights)
*All room types are all inclusive, including taxes & fees	

All chapters must have a **school-approved ADVISER** staying on-site for the **WHOLE CONFERENCE**.

Please identify any special needs for disabled guests requiring accommodation to your assigned hotel.

## BOOKING YOUR ROOMS

Advisers are encouraged to reserve early as each hotel has a specific number of rooms and room types available. Hotels may sell out and chapters may have to reserve at another FBLA hotel with varying room rates. Larger chapters should reserve early to ensure your large room block can be accommodated. **At this year's SLC, chapters must book all three room nights to secure their rooms. Chapters booking less than three nights will not be processed.**

As the Conference approaches, a Hotel Reservation Form link will be available on [cafbla.org](http://cafbla.org) under the State Leadership Conference 2018 tab. This link will walk you through the proper steps to completing and sending in your Hotel Reservations. Regularly check the website for more information.

# WHO IS ELIGIBLE TO COMPETE AT SLC

- **FIRST PLACE WINNERS AT SECTION CONFERENCE**  
Creed Contest
- **FIRST AND SECOND PLACE WINNERS AT SECTION CONFERENCE**  
Broadcast Journalism                      Impromptu Speaking                      Introduction to Public Speaking  
Job Interview                      Public Speaking                      Sales Presentation
- **FIRST, SECOND, AND THIRD PLACE WINNERS AT SECTION CONFERENCE**  
Parliamentary Procedure\*
- **FIRST, SECOND, THIRD, FOURTH, AND FIFTH PLACE WINNERS AT SECTION CONFERENCE\*\***  
Computer Applications                      Spreadsheet Applications  
Database Design & Applications                      Word Processing
- **FIRST, SECOND, THIRD, FOURTH, FIFTH AND SIXTH PLACE WINNERS AT SECTION CONFERENCE\*\***

Accounting I*** Accounting II Agribusiness Business Calculations Business Communication Business Law Computer Problem Solving Cyber Security Economics	Entrepreneurship Future Business Leader Introduction to FBLA*** Global Business Health Care Administration Hospitality Management Insurance and Risk Management Introduction to Business*** Introduction to Business Communication***	Introduction to Business Procedures*** Introduction to Financial Math*** Introduction to Information Technology*** Management Decision Making Marketing Personal Finance Securities and Investments Sports & Entertainment Management
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- **WILD CARD ENTRIES**  
Two per school—can be used for any online objective test event which started at the section level; no member may participate in more than one wild card
- **INDIVIDUAL EVENTS BEGINNING AT SLC (DUES PAID BY MARCH 1)**

Advertising (Up to 3 members per chapter) Client Service (1 per chapter) Coding & Programming (1 per chapter) Electronic Career Portfolio (1 per chapter) Help Desk (1 per chapter)	Introduction to Parliamentary Procedure (Up to 3 members per chapter)**** Journalism (Up to 3 members per chapter) Networking Concepts (Up to 3 members per chapter) Organizational Leadership (Up to 3 members per chapter)
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- **INDIVIDUAL/TEAM EVENTS BEGINNING AT SLC (DUES PAID BY MARCH 1)- 1 ENTRY PER CHAPTER UP TO 3 MEMBERS**

3D Animation Banking & Financial Systems Business Ethics Business Financial Plan Business Plan Computer Game & Simulation Programming Digital Video Production E-Business Emerging Business Issues	Graphic Design Introduction to Business Presentation Management Information Systems Mobile Application Development Network Design Public Service Announcement Publication Design Social Media Campaign Website Design
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- **TEAM EVENTS (DUES PAID BY MARCH 1)**  
Parliamentary Procedure
- **CHAPTER EVENTS BEGINNING AT SLC (DUES PAID BY MARCH 1, CHECK DUE DATES)**

American Enterprise Project Community Service Project	Local Chapter Annual Business Report Partnership with Business Project
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**If you have a competitor who qualified at section but who cannot compete at SLC, please notify your section director immediately. This will allow the next eligible member to be notified to participate.**

- \* Any student wishing to qualify for national parliamentarian may become eligible by entering and taking the test at the state conference. Enter this event using the Online Conference Registration system.
- \*\* The number of competitors is determined by the number who took the tests taken at your section conference. Refer to your section winners' list.
- \*\*\* Only wild card entrants who did not compete at the Section level in a specific event must submit proof of grade level circled in red with registration form. Transcripts with Accounting courses circled are required for Accounting I wild card entrants only.
- \*\*\*\* All entrants must submit proof of grade level circled in red with registration form.

## CONFERENCE DRESS CODE

The 2018 State Leadership Conference will uphold the National FBLA Dress Code during our conference. All attendees are required to dress accordingly as specified in the final Program.

# NATIONAL DRESS CODE

FBLA/PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world. Appropriate attire is required for all attendees—advisers, members, and guests—at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

**Professional attire acceptable for official FBLA-PBL activities include:**

### FEMALES

Business suit with blouse

Business pantsuit  
with blouse

Skirt or dress slacks with  
blouse or sweater

Business dress

Capris or gauchos with  
coordinating jacket/suit,  
worn below the knee

Dress shoes



### MALES

Business suit with collar  
dress shirt and necktie

Sport coat, dress slacks,  
collar shirt, and necktie

Dress slacks, collar shirt,  
and necktie

Banded collar shirt may be  
worn only if sport coat or  
business suit is worn

Dress shoes and dress socks

### INAPPROPRIATE ATTIRE (FOR BOTH MEN AND WOMEN)

Jewelry in visible body piercing, other than ears; denim or chambray fabric clothing of any kind, overalls, shorts, skirts, stretch or stirrup pants, exercise or bike shorts; backless, see-through, tight-fitting, spaghetti straps, strapless, extremely short, or low-cut blouses/tops/dresses/skirts; T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits; sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-kneeboots; athletic wear, including sneakers; hats or flannel fabric clothing; bolo ties; visible foundation garments.



**CLARIFICATION**—Many women's two-piece suits are currently designed so that they do not require a blouse. Therefore, this will be accepted. In addition, sling-back shoes, open-toe shoes, and sleeveless dresses are accepted.

# PRELIMINARY CONFERENCE SCHEDULE- EVENTS AT A GLANCE (SUBJECT TO CHANGE)

*This schedule is subject to change, please review final conference program for exact times and locations of events.*

PERFORMANCE, PRESENTATION, INTERVIEW EVENTS		
3D/ANIMATION	Saturday, April 14	9:00 AM
AMERICAN ENTERPRISE PROJECT	Thursday, April 12	7:00 PM
BANKING & FINANCIAL SYSTEMS #	Saturday, April 14	9:00 AM
BUSINESS ETHICS	Friday, April 13	9:00 AM
BUSINESS FINANCIAL PLAN	Friday, April 13	12:00 PM
BUSINESS PLAN	Friday, April 13	9:00 AM
BROADCAST JOURNALISM	Friday, April 13	12:00 PM
CLIENT SERVICE (A) #	Friday, April 13	9:00 AM
CLIENT SERVICE (B) #	Friday, April 13	9:00 AM
CLIENT SERVICE (C) #	Friday, April 13	9:00 AM
CLIENT SERVICE (D) #	Friday, April 13	9:00 AM
CLIENT SERVICE: FINALS #	Saturday, April 14	9:00 AM
COMMUNITY SERVICE PROJECT	Thursday, April 12	7:00 PM
COMPUTER GAME & SIMULATION PROG.	Saturday, April 14	9:00 AM
CREED	Thursday, April 12	7:00 PM
CODING & PROGRAMMING	Saturday, April 14	9:00 AM
DIGITAL VIDEO PRODUCTION	Friday, April 13	12:00 PM
E-BUSINESS	Thursday, April 12	7:00 PM
ELECTRONIC CAREER PORTFOLIO	Thursday, April 12	7:00 PM
EMERGING BUSINESS ISSUES	Friday, April 13	9:00 AM
ENTREPRENEURSHIP #	Friday, April 13	3:00 PM
FUTURE BUSINESS LEADER	Saturday, April 14	9:00 AM
GLOBAL BUSINESS #	Friday, April 13	3:00 PM
GRAPHIC DESIGN	Friday, April 13	12:00 PM
HELP DESK #	Friday, April 13	3:00 PM
HOSPITALITY MANAGEMENT #	Friday, April 13	3:00 PM
IMPROMPTU SPEAKING #	Friday, April 13	3:00 PM
INTRODUCTION TO BUSINESS PRESENTATION	Friday, April 13	9:00 AM
INTRODUCTION TO PUBLIC SPEAKING	Friday, April 13	9:00 AM
JOB INTERVIEW	Friday, April 13	12:00 PM
LYBYRAM BATES MEMORIAL SCHOLARSHIP	Saturday, April 14	9:00 AM
MANAGEMENT DECISION MAKING #	Friday, April 13	3:00 PM
MANAGEMENT INFORMATION SYSTEMS #	Friday, April 13	3:00 PM
MARKETING #	Friday, April 13	3:00 PM
MOBILE APPLICATION DEVELOPMENT	Saturday, April 14	9:00 AM
NETWORK DESIGN #	Saturday, April 14	9:00 AM
PARLIAMENTARY PROCEDURE #	Saturday, April 14	9:00 AM
PARTNERSHIP WITH BUSINESS PROJECT	Thursday, April 12	7:00 PM
PUBLIC SERVICE ANNOUNCEMENT	Thursday, April 12	7:00 PM
PUBLIC SPEAKING	Friday, April 13	9:00 AM
PUBLICATION DESIGN	Saturday, April 14	9:00 AM
SALES PRESENTATION	Friday, April 13	12:00 PM
SOCIAL MEDIA CAMPAIGN	Friday, April 13	12:00 PM
SPORTS & ENTERTAINMENT MANAGEMENT #	Friday, April 13	3:00 PM
WEB SITE DESIGN	Thursday, April 12	7:00 PM

# = Sequestered events

# PRELIMINARY CONFERENCE SLE - EVENTS AT A GLANCE (SUBJECT TO CHANGE)

ONLINE COMPETITIVE EVENTS		
ACCOUNTING I	Friday, April 13	8:40 AM
ACCOUNTING II	Friday, April 13	12:10 PM
AGRIBUSINESS	Friday, April 13	4:50 PM
BANKING & FINANCIAL SYSTEMS *	Thursday, April 12	8:20 PM
BUSINESS CALCULATIONS	Friday, April 13	2:30 PM
BUSINESS COMMUNICATION	Friday, April 13	2:30 PM
BUSINESS LAW	Friday, April 13	6:00 PM
COMPUTER APPLICATIONS	Friday, April 13	12:10 PM
COMPUTER PROBLEM SOLVING	Friday, April 13	8:40 AM
CYBER SECURITY	Friday, April 13	4:50 PM
DATABASE DESIGN & APPLICATIONS	Friday, April 13	12:10 PM
ECONOMICS	Friday, April 13	3:40 PM
ENTREPRENEURSHIP *	Thursday, April 12	4:50 PM
FUTURE BUSINESS LEADER	Thursday, April 12	3:40 PM
GLOBAL BUSINESS *	Thursday, April 12	6:00 PM
HEALTH CARE ADMINISTRATION	Friday, April 13	6:00 PM
HELP DESK *	Thursday, April 12	3:40 PM
HOSPITALITY MANAGEMENT *	Thursday, April 12	4:50 PM
INSURANCE & RISK MANAGEMENT	Friday, April 13	1:20 PM
INTRODUCTION TO BUSINESS	Friday, April 13	2:30 PM
INTRODUCTION TO BUSINESS COMMUNICATION	Friday, April 13	8:40 AM
INTRODUCTION TO BUSINESS PROCEDURES	Friday, April 13	4:50 PM
INTRODUCTION TO FBLA	Friday, April 13	3:40 PM
INTRODUCTION TO FINANCIAL MATH	Friday, April 13	1:20 PM
INTRODUCTION TO INFORMATION TECHNOLOGY	Friday, April 13	12:10 PM
INTRODUCTION TO PARLIAMENTARY PROCEDURE	Friday, April 13	7:30 AM
MANAGEMENT DECISION MAKING *	Thursday, April 12	6:00 PM
MANAGEMENT INFORMATION SYSTEMS *	Thursday, April 12	7:10 PM
MARKETING *	Thursday, April 12	6:00 PM
NETWORK DESIGN *	Thursday, April 12	7:10 PM
NETWORKING CONCEPTS	Friday, April 13	7:30 AM
PARLIAMENTARY PROCEDURE *	Thursday, April 12	3:40 PM
PERSONAL FINANCE	Friday, April 13	3:40 PM
SECURITIES AND INVESTMENTS	Friday, April 13	6:00 PM
SPORTS & ENTERTAINMENT MANAGEMENT *	Thursday, April 12	8:20 PM
SPREADSHEET APPLICATIONS	Friday, April 13	1:20 PM
WORD PROCESSING	Friday, April 13	1:20 PM
ADVERTISING	Saturday, April 14	8:20 AM
JOURNALISM	Saturday, April 14	9:40 AM
ORGANIZATIONAL LEADERSHIP	Saturday, April 14	10:40 AM

\* = Two-part event: an online objective test & performance component for top scorers.

*This schedule is subject to change, please review final conference program for exact times and locations of events.*

# PRELIMINARY CONFERENCE SCHEDULE (SUBJECT TO CHANGE)

**THURSDAY – APRIL 12, 2018**

1:00 PM	<b>CONFERENCE HEADQUARTERS</b>
1:30 PM – 4:30 PM	<b>CONFERENCE REGISTRATION (ADVISERS ONLY)</b>
3:40 PM – 4:40 PM	<b>ONLINE COMPETITIVE EVENTS</b> <ul style="list-style-type: none"> <li>• Future Business Leader</li> <li>• Help Desk</li> <li>• Parliamentary Procedure</li> </ul>
4:50 PM – 5:50 PM	<b>ONLINE COMPETITIVE EVENTS</b> <ul style="list-style-type: none"> <li>• Entrepreneurship</li> <li>• Hospitality Management</li> </ul>
6:00 PM – 7:00 PM	<b>JUDGES ORIENTATION</b>
6:00 PM – 7:00 PM	<b>ONLINE COMPETITIVE EVENTS</b> <ul style="list-style-type: none"> <li>• Global Business</li> <li>• Management Decision Making</li> <li>• Marketing</li> </ul>
7:00 PM	<b>AMERICAN ENTERPRISE PROJECT</b> <b>COMMUNITY SERVICE PROJECT</b> <b>CREED</b> <b>E-BUSINESS</b> <b>ELECTRONIC CAREER PORTFOLIO</b> <b>PARTNERSHIP WITH BUSINESS PROJECT</b> <b>PUBLIC SERVICE ANNOUNCEMENT</b> <b>WEBSITE DESIGN</b>
TBA	<b>STATE OFFICER CANDIDATES MEETING</b> <b>-Mandatory for ALL State and National Officer Candidates</b>
7:10 PM – 8:10 PM	<b>ONLINE COMPETITIVE EVENTS</b> <ul style="list-style-type: none"> <li>• Management Information Systems</li> <li>• Network Design</li> </ul>
8:20 PM – 9:20 PM	<b>ONLINE COMPETITIVE EVENTS</b> <ul style="list-style-type: none"> <li>• Banking &amp; Financial Systems</li> <li>• Sports &amp; Entertainment Management</li> </ul>
10:30 PM	<b>HOTEL CURFEW (IN YOUR OWN HOTEL)</b>
11:00 PM – 6:00 AM	<b>CURFEW (IN YOUR OWN ROOM)</b>

*This schedule is subject to change, please review final conference program for exact times and locations of events.*

# PRELIMINARY CONFERENCE SCHEDULE (SUBJECT TO CHANGE)

## FRIDAY – APRIL 13, 2018

7:30 AM	<b>CONFERENCE HEADQUARTERS</b>
7:30 AM – 9:00 AM	<b>CONFERENCE REGISTRATION</b>
7:30 AM – 8:30 AM	<b>ONLINE COMPETITIVE EVENTS</b> <ul style="list-style-type: none"> <li>• Networking Concepts</li> <li>• Introduction to Parliamentary Procedure</li> </ul>
8:00 AM – 9:00 AM	<b>JUDGES ORIENTATION</b>
8:30 AM – 9:30 AM	<b>ADVISER MEETING</b> All Advisers need to attend one general Adviser Meeting during SLC.
8:30 AM – 4:00 PM	<b>CAMPAIGN &amp; EXHIBITORS</b>
8:40 AM – 9:40 AM	<b>ONLINE COMPETITIVE EVENTS</b> <ul style="list-style-type: none"> <li>• Accounting I</li> <li>• Computer Problem Solving</li> <li>• Introduction to Business Communication</li> </ul>
8:30 AM	<b>CLIENT SERVICE: PRELIMINARY</b> <i>Participants report to be sequestered</i> <ul style="list-style-type: none"> <li>• All Groups</li> </ul>
8:45 AM – 9:30 PM	<b>WORKSHOPS</b>
9:00 AM	<b>BUSINESS ETHICS</b>
	<b>BUSINESS PLAN</b>
	<b>INTRODUCTION TO BUSINESS PRESENTATION</b>
	<b>INTRODUCTION TO PUBLIC SPEAKING</b>
	<b>CLIENT SERVICE: PRELIMINARY</b>
	<b>EMERGING BUSINESS ISSUES</b>
	<b>PUBLIC SPEAKING</b>
10:00 AM – 12:00 PM	<b>OPENING GENERAL SESSION</b>
12:00 PM	<b>BUSINESS FINANCIAL PLAN</b>
	<b>DIGITAL VIDEO PRODUCTION</b>
	<b>GRAPHIC DESIGN</b>
	<b>JOB INTERVIEW</b>
	<b>SALES PRESENTATION</b>
	<b>SOCIAL MEDIA CAMPAIGN</b>
	<b>BROADCAST JOURNALISM</b>

*This schedule is subject to change, please review final conference program for exact times and locations of events.*

# PRELIMINARY CONFERENCE SCHEDULE (SUBJECT TO CHANGE)

## FRIDAY – APRIL 13, 2018

12:10 PM – 1:10 PM

### ONLINE COMPETITIVE EVENTS

- Accounting II
- Computer Applications
- Database Design & Applications
- Introduction to Information Technology

1:00 PM – 2:00 PM

### JUDGES ORIENTATION

1:00 PM – 2:45 PM

### WORKSHOPS

1:20 PM – 2:20 PM

### ONLINE COMPETITIVE EVENTS

- Insurance & Risk Management
- Introduction to Financial Math
- Spreadsheet Applications
- Word Processing

2:00 PM – 3:00 PM

### ADVISERS MEETING

2:30 PM – 3:30 PM

### ONLINE COMPETITIVE EVENTS

- Business Calculations
- Business Communication
- Introduction to Business

2:30 PM

*Events below MUST REPORT AT THIS TIME TO BE SUQUESTERED:*

### ENTREPRENEURSHIP

### GLOBAL BUSINESS

### HELP DESK

### HOSPITALITY MANAGEMENT

### IMPROMPTU SPEAKING

### MANAGEMENT DECISION MAKING

### MANAGEMENT INFORMATION SYSTEMS

### MARKETING

### SPORTS & ENTERTAINMENT MANAGEMENT

3:00 PM

### ENTREPRENEURSHIP

### GLOBAL BUSINESS

### HELP DESK

### HOSPITALITY MANAGEMENT

### IMPROMPTU SPEAKING

### MANAGEMENT DECISION MAKING

### MANAGEMENT INFORMATION SYSTEMS

### MARKETING

### SPORTS & ENTERTAINMENT MANAGEMENT

*This schedule is subject to change, please review final conference program for exact times and locations of events.*

# PRELIMINARY CONFERENCE SCHEDULE (SUBJECT TO CHANGE)

**FRIDAY – APRIL 13, 2018**

3:00 PM – 3:45 PM	<b>WORKSHOPS</b>
3:15 PM – 4:00 PM	<b>NEW ADVISERS MEETING</b>
4:15 PM – 5:00 PM	<b>NLC INFORMATIONAL MEETING</b> <i>Members and Advisers expecting on attending NLC this summer should attend this meeting or the meeting after the Awards.</i>
4:00 PM – 4:45 PM	<b>WORKSHOPS</b>
3:40 PM – 4:40 PM	<b>ONLINE COMPETITIVE EVENTS</b> <ul style="list-style-type: none"> <li>• Economics</li> <li>• Introduction to FBLA</li> <li>• Personal Finance</li> </ul>
4:50 PM – 5:50 PM	<b>ONLINE COMPETITIVE EVENTS</b> <ul style="list-style-type: none"> <li>• Agribusiness</li> <li>• Introduction to Business Procedures</li> <li>• Cyber Security</li> </ul>
6:00 PM – 7:00 PM	<b>ONLINE COMPETITIVE EVENTS</b> <ul style="list-style-type: none"> <li>• Business Law</li> <li>• Healthcare Administration</li> <li>• Securities and Investments</li> </ul>
7:30 PM – 8:30 PM	<b>SECTION MEETINGS</b>
8:45 PM – 9:45 PM	<b>SECTION MEETINGS</b>
10:00 PM – 11:00 PM	<b>FUN ACTIVITIES</b>
11:30 PM	<b>HOTEL CURFEW (IN YOUR OWN HOTEL)</b>
12:00 AM – 6:00 AM	<b>CURFEW (IN YOUR OWN ROOM)</b>

*This schedule is subject to change, please review final conference program for exact times and locations of events.*

# PRELIMINARY CONFERENCE SCHEDULE (SUBJECT TO CHANGE)

## SATURDAY – APRIL 14, 2018

7:00 AM	<b>CONFERENCE HEADQUARTERS</b>
8:00 AM	<b>JUDGES ORIENTATION</b>
TBA	<b>NEW SECTION OFFICERS ORIENTATION</b> <i>All 2017-18 Section Officers MUST attend this meeting to receive vital information about being an officer and the 2019 Leadership Summit in June.</i>
8:30 AM	<i>ALL Participants in the below events report to be sequestered:</i> <b>BANKING &amp; FINANCIAL SYSTEMS</b> <b>CLIENT SERVICE: FINALS</b> <b>NETWORK DESIGN</b> <b>PARLIAMENTARY PROCEDURE</b>
9:00 AM	<b>3D ANIMATION</b> <b>BANKING &amp; FINANCIAL SYSTEMS</b> <b>CLIENT SERVICE: FINALS</b> <b>COMPUTER GAME &amp; SIMULATION PROGRAMMING</b> <b>CODING &amp; PROGRAMMING</b> <b>FUTURE BUSINESS LEADER</b> <b>L. BYRAM BATES MEMORIAL SCHOLARSHIP</b> <b>MOBILE APPLICATION DEVELOPMENT</b> <b>NETWORK DESIGN</b> <b>PARLIAMENTARY PROCEDURE</b> <b>PUBLICATION DESIGN</b>
9:15 AM – 10:00 AM	<b>CAMPAIGN CAUCUS</b>
10:15 AM – 11:00 AM	<b>VOTING SESSION</b>
2:00 PM	<b>CALIFORNIA AWARDS PROGRAM COMMITTEE MEETING</b>
7:00 PM – 10:00 PM	<b>AWARDS OF EXCELLENCE PROGRAM</b>
10:00 PM	<b>NLC MEETING</b> <b>For all NLC qualifiers in Competitive Events (TOP 4 in all events). This meeting is mandatory for all qualifiers if you didn't attend afternoon meeting.</b>
11:30 PM	<b>HOTEL CURFEW (IN YOUR OWN HOTEL)</b>
12:00 AM – 6:00 AM	<b>CURFEW (IN YOUR OWN ROOM)</b>

## SUNDAY – APRIL 15, 2018

8:00 AM – 9:30 AM	<b>BREAKFAST FOR BOARD OF DIRECTORS, MANAGEMENT TEAM, STATE OFFICERS, THEIR ADVISERS</b>
9:45 AM – 10:30 AM	<b>MEETING FOR OUTGOING &amp; INCOMING STATE OFFICERS AND THEIR ADVISERS</b>

## CONFERENCE CURFEW

California FBLA prides itself on the exemplary behavior of our students at conferences. The curfews that are established for overnight conferences are an important part of maintaining this strong tradition.

### GUIDELINES FOR ADVISERS

- Discuss curfew and consequences for violation with the members attending the conference.
- Remember that the adviser cannot overrule the established curfew.
- Check all students' rooms each night to be sure that the curfew has been followed.
- Please be sure your chapters are adhering to the following guideline (which is listed in the Code of Conduct as well): Students may not enter rooms of the opposite gender at any time during the conference or event without adult supervision.

### CURFEW DEFINITION

Each student is in his or her own assigned hotel room at the curfew time specified in the conference program. The student may not leave the hotel room until 6:00 am the following morning.

### CONSEQUENCES FOR CURFEW VIOLATION

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

The Management Team will assist advisers in enforcing curfew by checking hotel floors after curfew. If problems exist, the appropriate adviser(s) will be notified to take corrective action.

### NEW! HOTEL CURFEW HOURS (AT YOUR OWN HOTEL)

Thursday - April 12 10:30 PM

Friday - April 13 11:30 PM

Saturday - April 14 11:30 PM

All attendees must be in their own hotel at these listed times. If not, attendees risk being removed from their competitive events. This is new for this year, please ensure all attendees know this is in effect.

### CURFEW HOURS (IN YOUR OWN HOTEL ROOMS)

Thursday - April 12 11:00 PM – 6:00 AM

Friday - April 13 12:00 AM – 6:00 AM

Saturday - April 14 12:00 AM – 6:00 AM

**If we all work together on this, there should be NO problems with curfew.**

## MEMBERS WITH DISABILITIES FORM

Members with disabilities add an important dimension to the organization. They serve as models within the profession and to the students, as well as provide guidance concerning program needs, sensitivity, and accessibility. Please contact California FBLA staff as soon as possible if you know of a member who may require special services at section and state events. To ensure that your request can be accommodated, please submit your needs by completing the form found at the link below.

<https://cafbla2014.wufoo.com/forms/k1y61kdq1fcqt1y/>

## ONLINE REGISTRATION INSTRUCTIONS- ADVISERS ONLY

For the 2018 State Leadership Conference, California FBLA will be using the online registration system which is directly linked to the national membership registration system used to register members.

From December 1 to 9:00 PM PST on March 9, 2018, a link to the conference online registration system will be available under the "Conference" menu link on the home page of the California FBLA web site located at <http://www.cafbla.org>. Click on the link to open the log-in page for the conference registration system. (Detailed instructions are on the next page, if necessary.)

Your students will not appear in the system as available to register for the conference if their membership dues are not yet recorded as **PAID** in the national membership system. All registrants must be paid members of FBLA by **MARCH 1**. However, any student to be entered in one of the competitive events having a **February 16** submission deadline must have membership dues paid prior to that date. **Be sure to allow for time for nationals to post your dues payment if you are mailing a check to the national office. Even credit card payments take up to three days to post.**

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

**IMPORTANT:** Please contact your section director immediately if a section qualifying student from your chapter cannot attend the SLC so that the student next in line can be notified and necessary changes in the registration database can be made.

In addition, each chapter will be allowed to register up to two students as "wildcards" in an online objective test event. The system will time out about 20 minutes after you log in. For large chapters, you may need to submit your registration in two or three online sessions on the same day in order to complete it.

After making all of the entries, the system will take you to a screen where you will be able to review and print your registration summary. A copy of the summary will be emailed to you and to conference personnel.

**NOTE:** There are **NO REFUNDS** for the registration fees of individuals or teams who submit pre-judged materials and do not make the finals in that event.

### **PLEASE PRINT AT LEAST FOUR COPIES OF THE REGISTRATION SUMMARY FOR THE FOLLOWING:**

- Your business office to generate your back up for your check payable to: **California FBLA**
- For your files
- Send with transcripts (for required events)
- **Mail with your registration check to:**  
CA FBLA  
c/o Laura Martin, Business Manager  
2821 Sierra Modra Ave  
Clovis, CA 93611

### **FOR QUESTIONS REGARDING THE USE OF THE ONLINE REGISTRATION SYSTEM, CONTACT:**

**Sue Christensen**

[communicationsmanager@cafbla.org](mailto:communicationsmanager@cafbla.org)

### **FOR QUESTIONS REGARDING SLC CONTACT:**

**Melanie Dias, Conference Coordinator**

[mdias@cafbla.org](mailto:mdias@cafbla.org)

# ONLINE REGISTRATION PROCEDURES- ADVISERS ONLY

## LOG IN

- Online Registration Link is available at <http://www.cafbla.org>, then click Conferences
- Follow prompt to go to log in page: Log In is the same as your Online Membership Log In (ADVISERS ONLY)

## STEP ONE: CONTACT INFORMATION

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

## STEP TWO: ADVISER REGISTRATION

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

## STEP THREE: STUDENT REGISTRATION

- Only online paid members are listed  
**\*\*Deadline for Membership is March 1. All competitors' membership dues must be received by the national office and posted by them before the student's name will be activated.**
- Procedure for Registering students:
  - Check the box next to each student attending
  - Choose Current Grade
  - Choose Competitive Events
    - For team events, if the system asks for a Team Number, input the number 1
  - If you need to register more than 30 students, please move to the end to finalize after 20 minutes. Online database systems automatically time out, generally at 20 minutes, and you do not want to lose data. If you need to log back in again to complete registration, it's not a problem.
  - DO NOT submit Transcripts or Pre-judged events through the registration system. They will not be collected or graded from that location.

**NOTE:** There are NO REFUNDS for the registration fees of individuals or teams who submit pre-judged materials and do not make the finals in that event.

## STEP FOUR: GUESTS/CHAPERONES

- Add any Guests/Chaperones attending and select the appropriate Registration Type

**Note:** Please use this option to register any attendee who is not an active Adviser or Student Member

## STEP FIVE: FINALIZE REGISTRATION

- Review registration information and finalize registration to proceed to Registration Summary.
  - Be sure that your registration is completed correctly and members are placed into the correct events. Changes will not be allowed after the Registration deadline.

## STEP SIX: REGISTRATION SUMMARY

- Follow the instructions in the last paragraph of the Online Registration Instructions on page 8 (Print the necessary copies and distribute as specified.)

## ONLINE REPORT/EVENT SUBMISSION

- The 2018 SLC Online Report and Pre-Judged submission will be similar to 2017. We will utilize a WuFoo form that will be posted on the [cafbla.org](http://cafbla.org) website and emailed to Advisers.

# IMPORTANT DATES AND DEADLINES

DATE	ITEM OR ACTIVITY	WHAT TO DO / WHO TO SEND IT TO
December 1, 2017 - March 2, 2018	<b>CONFERENCE REGISTRATION</b> <b>Deadline for Pre-Judged Event &amp; Regular Registration</b> <ul style="list-style-type: none"> <li>Membership Dues Deadline (to be eligible for Pre-Judged Events)</li> <li>Online Conference Registration Deadline (to be eligible for Pre-Judged Events)</li> <li>Conference Registration Payment Deadline (to be eligible for Pre-Judged Events)</li> <li>Send with printed Conference Registration Confirmation Summary</li> </ul> <p align="center"><b>Make checks payable to California FBLA</b></p>	<b>Send:</b> <b>\$105 per on-site attendee</b> <b>\$155 per off-site attendee</b>  <a href="http://www.fbla-pbl.org">www.fbla-pbl.org</a> <a href="http://www.cafbla.org">www.cafbla.org</a>  CA FBLA c/o Laura Martin, Business Manager 2821 Sierra Madre Ave Clovis, CA 93611 <a href="mailto:lmartin@cafbla.org">lmartin@cafbla.org</a>
December 16, 2017 <b>SUBMITTED</b>	<b>STATE RECOGNITION AWARDS DEADLINE: PROJECT</b> <ul style="list-style-type: none"> <li>FBLA Goes Green (Individual)</li> </ul>	Submit via email utilizing email address found <a href="#">HERE</a> Contact Dr. Laurie Looker with any questions.
February 15, 2018 <b>SUBMITTED</b>	<b>STATE RECOGNITION AWARDS DEADLINE: PROJECTS</b> <ul style="list-style-type: none"> <li>Financial Literacy (Individual)</li> <li>Career Development (Individual)</li> </ul>	Submit via email utilizing email address found <a href="#">HERE</a> . Contact Dr. Laurie Looker with any questions.
February 16, 2018 <b>SUBMITTED</b>	<b>PRE-JUDGED EVENT ENTRIES DEADLINE*</b> <div> <div> <b>SUBMITTED</b> <ul style="list-style-type: none"> <li>3D Animation</li> <li>Business Ethics</li> <li>Business Financial Plan</li> <li>Business Plan</li> <li>Coding &amp; Programming</li> <li>Computer Game &amp; Sim Program</li> <li>Digital Video Production</li> <li>E-business</li> <li>Electronic Career Portfolio</li> <li>Emerging Business Issues</li> </ul> </div> <div> <b>SUBMITTED</b> <ul style="list-style-type: none"> <li>Graphic Design</li> <li>Intro to Business Presentation</li> <li>Public Service Announcement</li> <li>Publication Design</li> <li>Mobile Application Development</li> <li>Social Media Campaign</li> <li>Web Site Design</li> </ul> </div> </div> <p><small>*Please refer to the 2017-2018 California Awards Program (CAP) for with any questions on events listed.</small></p>	Send entries to be judged using WebGo forms: <ul style="list-style-type: none"> <li>Located at <a href="http://www.cafbla.org">www.cafbla.org</a> then click Competition</li> </ul>
February 16, 2018 <b>EMAILED/ SUBMITTED</b>	<b>STATE RECOGNITION AWARDS DEADLINE: PROJECT</b> <ul style="list-style-type: none"> <li>Government Awareness Project (Chapter)</li> <li>Online Professional Membership Dues (Paid by this date for State Project Recognition)</li> </ul> <b>SLC Production Event Request Form SUBMISSION</b> (Computer Applications, Database Design & Applications, Spreadsheet Applications, and Word Processing)	Submit via email utilizing email address found <a href="#">HERE</a> .  Located at <a href="http://www.cafbla.org">www.cafbla.org</a> ; then click Competition
March 1, 2018 <b>RECEIVED</b>	<b>Membership Dues Deadline (to be eligible for SLC)</b> <b>Business Achievement Awards—Individual</b> <ul style="list-style-type: none"> <li>Future Business and Leader</li> </ul>	Go to <a href="http://www.fbla-pbl.org">www.fbla-pbl.org</a>
March 1, 2018 <b>EMAILED</b>	<b>State and National Officer Candidate Applications</b>	Dr. Laurie Looker <a href="mailto:stateofficersadviser@cafbla.org">stateofficersadviser@cafbla.org</a>

# IMPORTANT DATES AND DEADLINES (CONTINUED)

DATE	ITEM OR ACTIVITY	WHAT TO DO / WHO TO SEND IT TO				
March 2, 2018 SUBMITTED	L. Byram Bates Memorial Scholarship Application Deadline	Send applications using WuFoo forms: Located at <a href="http://www.cafbla.org">www.cafbla.org</a> , then click Competition				
March 2, 2018 SUBMITTED	STATE RECOGNITION AWARDS DEADLINE: PROJECTS <ul style="list-style-type: none"><li>FBLA Goes Green (Chapter)</li><li>Online Professional Division Membership (Paid for on this date)</li><li>Chapter Business Achievement Awards Entries</li></ul>	Submit via email utilizing email address found <a href="#">HERE</a> .  Contact Dr. Laurie Looker with any questions.				
March 2, 2018 SUBMITTED	REPORT / INTERVIEW MATERIALS DEADLINE <table><tr><th>REPORTS</th><th>INTERVIEW</th></tr><tr><td><ul style="list-style-type: none"><li>American Enterprise Project</li><li>Community Service Project</li><li>Local Chapter Annual Business Report (Required for Gold Seal Recognition)</li><li>Partnership with Business</li></ul></td><td><ul style="list-style-type: none"><li>Future Business Leader</li><li>Job Interview</li></ul></td></tr></table>	REPORTS	INTERVIEW	<ul style="list-style-type: none"><li>American Enterprise Project</li><li>Community Service Project</li><li>Local Chapter Annual Business Report (Required for Gold Seal Recognition)</li><li>Partnership with Business</li></ul>	<ul style="list-style-type: none"><li>Future Business Leader</li><li>Job Interview</li></ul>	Send entries to be judged using WuFoo forms: <ul style="list-style-type: none"><li>Located at <a href="http://www.cafbla.org">www.cafbla.org</a>, then click Competition</li></ul>
REPORTS	INTERVIEW					
<ul style="list-style-type: none"><li>American Enterprise Project</li><li>Community Service Project</li><li>Local Chapter Annual Business Report (Required for Gold Seal Recognition)</li><li>Partnership with Business</li></ul>	<ul style="list-style-type: none"><li>Future Business Leader</li><li>Job Interview</li></ul>					
March 2, 2018 POSTMARKED	FINAL PROGRAM OF WORK (POW) FORM <ul style="list-style-type: none"><li>BA<sup>2</sup> Chapter Recognition</li><li>Gold Seal Chapter Recognition: must email Local Chapter Annual Business Report as well.</li></ul>	Your Section Director				
March 9, 2018 RECEIVED	HOTEL RESERVATION DEADLINE <ul style="list-style-type: none"><li>Hotel Reservation Form (SUBMITTED)</li><li>Hotel Payment (Mail check upon receipt of Invoice)</li></ul>	Refer to <a href="http://www.cafbla.org">www.cafbla.org</a> (then click Conferences) to confirm information needed to submit your Hotel Reservation. <b>Send: \$125 per on-site attendee</b> <b>\$175 per off-site attendee</b> <a href="http://www.fbla-pbl.org">www.fbla-pbl.org</a> <a href="http://www.cafbla.org">www.cafbla.org</a> ; then click Conferences				
March 9, 2018 RECEIVED	LATE CONFERENCE REGISTRATION Rates for those staying in the FBLA Room Block: <ul style="list-style-type: none"><li>Registration fee is \$125 for members</li></ul> Rates for those NOT staying in the FBLA Room Block: <ul style="list-style-type: none"><li>Registration fee is \$175 for members</li><li>Online Conference Registration Deadline (to be eligible for late registration fee)</li><li>Send with printed Conference Registration Confirmation Summary</li></ul>	CA FBLA c/o Laura Martin, Business Manager 2821 Sierra Madre Ave Clovis, CA 93611 <a href="mailto:lmartin@cafbla.org">lmartin@cafbla.org</a>				
March 15, 2018 SUBMITTED	STATE RECOGNITION AWARDS DEADLINE: PROJECT March of Dimes Project (Mission Lift)	Submit via email utilizing email address found <a href="#">HERE</a>				
March 16, 2018 RECEIVED	ALL SLC MONEY RECEIVED (HOTEL & REGISTRATION)					
April 12, 2018 TURNED IN	CONFERENCE FORMS (REQUIRED FOR ALL MEMBERS) Code of Conduct / Emergency Medical Release Forms	Conference Registration				

## CONFERENCE CONTACT INFORMATION

### GENERAL QUESTIONS/NEED HELP?

Laura Martin, Business Manager  
[lmartin@cafbla.org](mailto:lmartin@cafbla.org)

### ONLINE REGISTRATION QUESTIONS

Sue Christensen  
[communicationsmanager@cafbla.org](mailto:communicationsmanager@cafbla.org)

### HOTEL RESERVATIONS & DEPOSIT

See Online Reservation Form with more information about Hotel Reservations and Deposit at [cafbla.org](http://cafbla.org) closer to the conference or contact  
Melanie Dias  
[mdias@cafbla.org](mailto:mdias@cafbla.org)

### CAFBLA PAYMENTS

CA FBLA  
c/o Laura Martin, Business Manager  
2821 Sierra Madre Ave  
Clovis, CA 93611  
[lmartin@cafbla.org](mailto:lmartin@cafbla.org)

### COMPETITIVE EVENTS

Nancy Sansot  
[competition@cafbla.org](mailto:competition@cafbla.org)

### STATE PROJECTS QUESTIONS

Dr. Laurie Looker, State Officers Adviser  
[stateofficersadviser@cafbla.org](mailto:stateofficersadviser@cafbla.org)

## CAFBLA SECTION DIRECTORS

### BAY SECTION: GRAEME LOGIE

[baydirector@cafbla.org](mailto:baydirector@cafbla.org)

### INLAND SECTION: LEE LARA

[inlanddirector@cafbla.org](mailto:inlanddirector@cafbla.org)

### CENTRAL SECTION: JACOB AVILA

[centraldirector@cafbla.org](mailto:centraldirector@cafbla.org)

### NORTHERN SECTION: JONATHAN MIRELES

[northerndirector@cafbla.org](mailto:northerndirector@cafbla.org)

### GOLD COAST SECTION: DR. LAURIE

LOOKER

[goldcoastdirector@cafbla.org](mailto:goldcoastdirector@cafbla.org)

### SOUTHERN SECTION: BRITNI REBOLLAR

[southerndirector@cafbla.org](mailto:southerndirector@cafbla.org)

# CODE OF CONDUCT FORM



## California Future Business Leaders of America Code of Conduct Form

Student Name (print/type) \_\_\_\_\_

School (print/type) \_\_\_\_\_

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

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

1. All students attending a conference must be paid members of FBLA.
2. All chapter members attending FBLA conferences are expected to attend *all sessions* of the conference.
3. All persons shall behave in a courteous and respectful manner refraining from language and actions that might bring discredit upon themselves, their school, their home, their friends, the conference, or upon the FBLA organization.
4. Because conference attendees are guests using the facilities, special care should be taken not to deface or destroy any property. Do not throw *anything* out of windows or over balconies. Any damages to any property or furnishings in the hotel rooms or buildings must be paid for by the individual or chapter involved.
5. Students may not enter rooms of the opposite gender at any time during the conference or event without adult supervision.
6. Dress regulations established for the conference shall be business attire as defined by the FBLA Dress Code.
7. Curfew regulations shall be interpreted to mean that each person shall be in his/her room and shall begin ½ hour after the last scheduled activity unless stated otherwise in the conference program. Conference area participants not staying in the hotel shall be off the grounds of the hotel by the curfew.
8. Student delegates shall (1) keep their adult advisers informed of their activities and whereabouts at all times, (2) not use their own cars or ride in cars belonging to others during the conference, unless accompanied by an authorized adviser, and (3) not engage in dating activities with students not attending the conference.
9. NO ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS in any form shall be possessed or used at any time under any circumstances on public or private property. Smoking is prohibited.
10. Identification badges are to be worn at all conference activities.

I have read and agree to abide by the California FBLA Code of Conduct. I also agree that the school officials, the FBLA chapter adviser(s), or the FBLA Board of Directors, have the right to send me home from the activity at my expense, provided that in their opinion, the seriousness of the violation of the Code of Conduct warrants it.

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_

Adviser Name (type/print) \_\_\_\_\_ Date \_\_\_\_\_

# MEDICAL RELEASE FORM



## California Future Business Leaders of America Release of Claim for Damages and Emergency Medical Treatment Authorization

Student Name (print/type) \_\_\_\_\_

School (print/type) \_\_\_\_\_

Home Address: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

School Phone: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

Adviser(s) in Charge: \_\_\_\_\_

This is to certify that \_\_\_\_\_ has my permission to attend the above named FBLA activity. I also do hereby, on behalf of \_\_\_\_\_ absolve and release the school officials, the FBLA chapter advisers, and the state FBLA association and staff from any claims for personal injuries which might be sustained while he/she is enroute to and from or during the FBLA sponsored activity.

I also authorize the above named adviser or state FBLA staff to secure the services of a doctor or hospital. I will incur the expenses for necessary services in the event of accident or illness and provide for the payment.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Adviser Signature \_\_\_\_\_

School Official Signature \_\_\_\_\_

### MEDICAL INFORMATION

Known allergies (drug or natural) \_\_\_\_\_

Special medication(s) being taken \_\_\_\_\_

Date of last tetanus shot? \_\_\_\_\_

History of heart condition, diabetes, asthma, epilepsy or rheumatic fever: \_\_\_\_\_

Any physical restrictions: \_\_\_\_\_

Other conditions: \_\_\_\_\_

Family doctor: \_\_\_\_\_

Parent or guardian contact numbers. Work: \_\_\_\_\_ Home: \_\_\_\_\_ Other: \_\_\_\_\_

### INSURANCE INFORMATION

Insurance provider \_\_\_\_\_

Policy number: \_\_\_\_\_

Coverage: \_\_\_\_\_

## Center Joint Unified School District

**AGENDA REQUEST FOR:**

Dept./Site: **Dudley Elementary**

Date: **March 6, 2018**

Action Item   X  

To: **Center Joint Unified School District Board of Trustees**

Information Item       

From: **Steve Jackson**

# of Attached Pages  101 

Principal's Initials:   SJ  

**SUBJECT: 2017-18 Safe School and Emergency preparedness Plan – Dudley Elementary**

CONSENT AGENDA

**RECOMMENDATION: The CJUSD Board of Trustees to Approve the 2017-18 Safe School and Emergency preparedness Plan – Dudley Elementary**

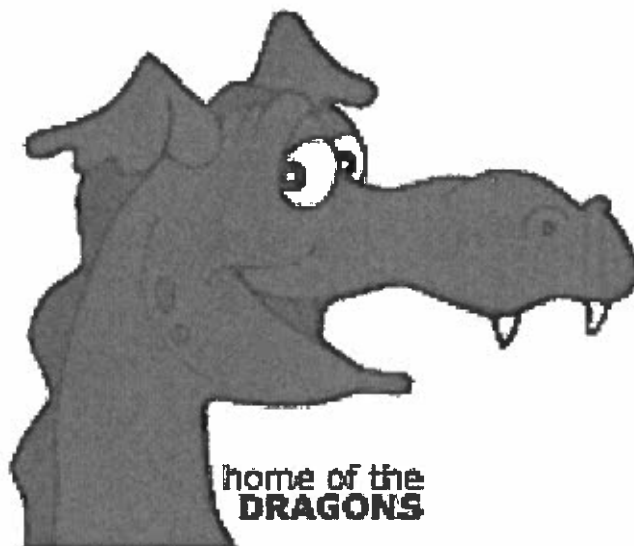
# ARTHUR S. DUDLEY ELEMENTARY

**Safe School**

**And**

**Emergency Preparedness Plan**

**Center Joint Unified School District  
Antelope, CA**



Revised February 2018

## **EMERGENCY PREPAREDNESS PLAN**

The Emergency Response Plan has as its primary objectives:

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

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

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

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

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

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

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## **PART 1 CRISIS MANAGEMENT**

### **SECTION 1 INCIDENT COMMAND SYSTEM**

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

## Dudley Elementary School Incident Command System

		Incident Commander Steve Jackson **Nancy Dzida		
Public Information Officer  David Grimes	Safety Officer  Steve Jackson **Nancy Dzida		Scribe  Laurel Stolfus	Liaison  Kim Moss
<u>Operations Chief</u> <i>Doers</i> Handles all emergency response jobs, including taking care of students as well as handling the challenges of the emergency.  Jennifer Nelson **Delanne Mathias	<u>Planning Chief</u> <i>Thinkers</i> Responsible for tracking both available and needed resources, assessing the changing situation, documenting the response, and managing the large site map at the Command Post.  Venessa Mason **Sonja White		<u>Logistics Chief</u> <i>Getters</i> Manages personnel, supplies, and equipment. During a response, the Logistics Team is responsible for handing out supplies and equipment, deploying unassigned people for work.  Diane Keller	<u>Finance &amp; Administration Chief</u> <i>Collectors</i> Responsible for buying materials and keeping financial records of expenditures and employee hours.  Kim Moss
Search & Locate  Trevor Forbes Cynthia Piegaro Custodians	Documentation  Laurel Stolfus **Leah Dean		Supplies, Facilities, and Staffing  Sandy Oliver **Mary Linden	Timekeeping and Purchasing  Kim Moss
Parent-Student Reunion/Release  Hannah Kassis Tracie Meloy Patti Stever	Medical Team  Steve Carlson Dawn Altobell Jennifer Steffens		Communications and Transportation  Tina Duncan	Student Staging Leader  Lisa Morton Claudia Searls Liz Heath
Site Security  Robert Smith Susan Velez		Student Supervision		
		Andrea Kasai Robert Smith Lisa Tarner Valerie Rose Mary Ruth Neal Rochele Haywood Terri Skogebo Sandra Newman Brianna Hakanson Chelsea King Lauren Hellman Debbie Pavlovich		

## Incident Command Descriptions

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

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

### *Admin/Finance Chief*

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

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

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

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

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

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

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

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

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

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

*Medical Team:* Members of this team will take roll with their own class, send in their EOC form, and then ask a supervising teacher to watch their students. They will then report directly to the Team Leader in a pre-determined First Aid Staging Area and organize first aid supplies. The medical area should provide privacy for the injured and easy access for cars used to transport people with major injuries.

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

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

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

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

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

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

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

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

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

*Student Release a.k.a. Parent Reunion Coordinator:* This team will supervise the release of students. They will document the persons picking up students. They must record the time, signature, and where they will be taking the student. Pictures of each child with the adult picking them up may be useful. Members will take roll with their own class, send in their EOC form, and wait to be called up. Before parents begin arriving, the Team Leader will begin setting up the Reunification Center, with support if needed, in a predetermined location. They will gather information regarding attendance from the Admin/Finance Team. When parents begin arriving, the Team Leader will call up the rest of the team and notify the Operations Chief. As more parents arrive, more teachers and classified staff will be assigned to this staging area. Students will be re-assigned to other Supervising Teachers. If evacuating the site, before leaving the school grounds, the Student Release Team will post a notice on the front door informing parents where to pick up their children. If the front door is no longer there, the notice will be placed on the flagpole.

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

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

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

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

## **SECTION 2**

## **STAGING AREAS**

Indoor Command Post:

1. **Main Office**
2. **Library**

Outdoor Command Post:

1. **Benches on side of M-4**
2. **Gazebo behind multi-purpose room**

Triage Area:

**Blacktop in front of M-9 – M-12**

Parent Reunification Area:

**School Parking Lot**

Bus Staging Area:

**Aztec Way**

Media Staging Area:

**Something Extra Pre-School Parking Lot**

Off-Site Evacuation Location:

### **SECTION 3**

### **LOCKDOWN PROCEDURES**

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

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

In addition to an onsite emergency, lockdown procedures can be modified for use during a local incident in which the school population is not in direct danger. A local incident might be a sheriff or fire event nearby or an injury on school grounds that requires limiting student movement in the area.

When a lockdown is announced, several steps should take place. Someone must be assigned to the dangerous situation or area to ensure students and staff do not enter the area. Immediate notification should be made to the 911, fully explaining what is known at that time. The bells must be held and instructions to ignore the fire alarm should be given.

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

A) Classes in progress (not during lunch)

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

B) Class change in progress

"Teachers and students, it is necessary to begin a lockdown of classrooms. All students report directly to your next assigned class and ignore any fire alarms."

C) Lunch is in session

Add the following to either announcement:

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

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

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

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

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

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

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

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

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

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

Special areas of concern:

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

## **SECTION 4**

## **EVACUATION PROCEDURES**

### General Evacuation

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

### Evacuation of School Grounds

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

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

During evacuation, the students will walk quickly, quietly, and in single file. If busses are available, students will board {insert location}. When releasing students to the care of parents or other adults, refer to the section entitled, "Release of Students to Parents".

### School Evacuation Instructions

#### Exit the Building

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

#### Teachers

- Take class lists, red/green cards and student emergency card.
- Make special provisions to assist handicapped students.
- Exit the building through assigned exit or nearest unblocked exit.
- Lead the class out of the building to pre-designated area at least 500 feet from building. Area must be free from hazards such as overhead power lines, gas lines and motor vehicle traffic.
- Take roll and report any missing students (by name) to the Student Supervision Leader at pre-designated location away from building.
- Necessary first aid should be performed.

#### Students

##### In homeroom class

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

#### NOT in homeroom

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

#### At recess / break

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

#### Staff Not Assigned To Classrooms

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

#### Principal or Designee

- Report any missing persons to emergency response personnel.
- If building is determined to be safe to re-enter:
  - Determine WHEN it is safe to re-enter
  - Notify teachers by all clear signal or runner. DO NOT USE FIRE ALARM SIGNAL for re-entry.
- If building is unsafe to re-enter, evacuate the school site, using predetermined plan.
  - Instruct teachers to:
    - Release students to responsible adults using predetermined procedure.
    - Students will exit school grounds to the blacktop/field either to board busses or to walk to {insert location}.

#### Evacuation of Students with Disabilities

Students with sensory, developmental, cognitive and mobility disabilities will have evacuation protocol in place that meets the requirements of their Individualized Education Plan, their Health Plan and/or Americans with Disabilities Act requirements.

#### During an evacuation:

- A pre-designated staff member will assist with the evacuation.
- The staff member will describe the situation and actions to be taken in advance of beginning the evacuation procedures.
- The staff member will use facial expressions and hand gestures as clues when describing the procedures.
- The staff member will give one direction at a time during the evacuation.
- The student will never be left unattended.

#### Exit Route

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

## **SECTION 5**

## **STUDENT RELEASE PROCEDURES**

### Early Dismissal

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

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

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

Follow the "Release of Students to Parents" plan.

### Release of Students to Parents

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

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

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

**STUDENT RELEASE FORM**

Date Time

Student

Teacher

Room # Grade

**PERSON CHECKING OUT STUDENT:**

Signature

-----  
**STUDENT RELEASE FORM**

Date Time

Student

Teacher

Room # Grade

**PERSON CHECKING OUT STUDENT:**

Signature

-----  
**STUDENT RELEASE FORM**

Date Time

Student

Teacher

Room # Grade

**PERSON CHECKING OUT STUDENT:**

Signature

## **SECTION 6**

## **SCHOOL PARTNERSHIPS**

### Off Site Partnership

**SECTION 7****RESOURCES**Staff List/Special Skills

## Staff Emergency Information

<b>Staff Member</b>	<b>Phone Number</b>	<b>Health Concerns</b>	<b>Special Skills</b>
<b>SDC</b>			
Rose, Valerie			
<b>Kindergarten</b>			
Dzida, Nancy			
Kasai, Andrea			
Nelson, Jennifer			
Turner, Lisa			
<b>1<sup>st</sup> Grade</b>			
Morton, Lisa			
Newman, Sandra			
Searls, Claudia			
Skogebo, Terri			
<b>2<sup>nd</sup> Grade</b>			
Carlson, Steve			
Dean, Leah			
Forbes, Trevor			
Velez, Susan			
<b>3<sup>rd</sup> Grade</b>			
Altobell, Dawn			
Hakanson, Brianna			
Oliver, Sandra			
Piegato, Cynthia			
<b>4<sup>th</sup> Grade</b>			
Kassis, Hannah			
Linden, Mary			
Steffens, Jennifer			
<b>5<sup>th</sup> Grade</b>			
King, Chelsea			
Meloy, Tracie			
Mary Ruth Neal			
<b>6<sup>th</sup> Grade</b>			
Hellman, Lauren			

Mathias, Delanne			
White, Sonja			
<b>Other Certificated</b>			
Haywood, Rochele			
Jackson, Steve			
Keller, Diane			
Mason, Venessa			
Silverman, Todd			
Smith, Robert			
Pavlovich, Debra			
<b>Classified</b>			
Buderer, Claudia			
Caton, Becky			
Chaturvedula, Rajani			
Clark, Deborah			
Davis, Linda			
Deleon, Irene			
Duncan, Tina			
Glass (Titterington), Kitty			
Gomez, Edwin			
Heath, Liz			
Kelly, Kim			
Kraft, Laura			
Miranda, Martha			
Moss, Kim			
Neverez, Hilda			
Palavivatana, Phensri (Jimmi)			
Parker, Ginger			
Powell, Bonnie			
Raghanuth, Ranjana (Jean)			
Rivas, Patricia			
Sharma, Christina			
Smith, Kristina			
Stever, Patti			
Stevens, Dorothy			
Zakharchuk, Petr			
Zaki, Zarghoona			

## **SECTION 8**

## **COMMUNICATIONS**

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

Communication between the custodial staff and the office staff will be by radio. One radio shall be assigned to each of the following people:

Principal  
Secretary  
Day Custodian  
Night Custodian  
Noon Duty Aide  
Resource Teacher  
Counselor  
Operations Chiefs  
Planning Chiefs  
Logistics Chiefs  
Incident Commanders

### **Telephone Communication**

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

**SECTION 9****CRISIS PHONE DIRECTORY**

- Sheriff/Fire Department: 911
- Twin Rivers Police Department: (916) 566-2777
- Poison Control Center, UCD Medical Center:(916) 734-3692
- Citizens Utilities (Water): (916) 568-4200
- SMUD (Electricity): (916) 456-7683
- PG&E (Gas): (916) 743-5000
- Superintendent's Office: (916) 338-6409
- Maintenance, Operations, Transportation (MOT):
  - o Craig Deason, Assistant Superintendent: (916) 338-6337
  - o Karen Matre, Assistant Superintendent's Secretary: (916) 338-6337
  - o Angela Espinoza, Staff Secretary: (916) 338-6417
- Child Protective Services (CPS): (916) 875-5437
- Dudley Elementary School: (916) 338-6470
- North Country Elementary School: (916) 338-6480
- Oak Hill Elementary School: (916) 338-6460
- Spinelli Elementary School: (916) 338-6490
- Wilson C. Riles Middle School: (916) 787-8100
- Center High School: (916) 338-6420
- McClellan High School: (916) 338-6445

## **SECTION 10      LETTERS HOME**

The letters on the following pages shall be provided to families at the beginning of each school year.



Established 1858

8408 Watt Avenue Antelope, CA 95843-9116  
(916) 338-6413 Fax (916) 338-6322

**BOARD OF TRUSTEES**

*Nancy Anderson  
Jeremy Hunt  
Kelly Kelley  
Delrae M. Pope  
Donald E. Wilson*

**SUPERINTENDENT**

*Scott A. Loehr*

**CJUSD Disaster Procedures**

Dear Parents/Guardians:

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

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

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

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

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

If you have any questions about these procedures, please contact the school office. Thank you for your cooperation in this very important matter.

Sincerely,

Principal



Established 1858

8408 Watt Avenue Antelope, CA 95843-9116  
(916) 338-6413 Fax (916) 338-6322

**BOARD OF TRUSTEES**

Nancy Anderson  
Jeremy Hunt  
Kelly Kelley  
Debrae M. Pope  
Donald E. Wilson

**SUPERINTENDENT**

Scott A. Loehr

**Snack Request**

Dear Parents:

As part of our disaster preparedness program we ask that each child's family prepare a snack-pack to be kept at school. In the event of major disaster which might delay you from picking up your children from school, this pack will provide a source of nourishment and comfort. Please involve your children in putting together this pack and share a short explanation of its potential use. Have your child bring the bag to his/her classroom the first week of school.

In a heavy-duty 1-gallon ZIP-LOCK bag, place the items listed below:

- (1) *can* of fruit drink (*no pouches, no boxes because they leak*)
- (1) bottle of water
- (3) small non-perishable snack packages – please choose commercially vacuum-packed items such as beef jerky, a granola bar, a fruit roll-up, cheese and crackers or a small pull-top *can* of fruit with a plastic spoon
- (1) small packet of wet wipes
- (1) note of reassurance and a small picture, as these may be a source of comfort in the event of an emergency and extended separation

Please do not send items that need to be refrigerated. Items that are perishable or need to be refrigerated will be sent back home with the student.

Please make sure the bag is marked clearly with your child's name, grade, teacher and room. Packs will be returned to students at the end of the school year.

Having these supplies on-site will better enable us to care for the students in an actual emergency, and they will also be a source of comfort to them. Your child will not be permitted to take something from the kit if s/he forgets a snack or wants a drink. The kits are for true emergencies only.

If you have any questions about this program, please contact the school office. Thank you for your cooperation in this very important matter.

Sincerely,

Principal

## **SECTION 11      AFTERMATH**

### Counseling

The need for a proactive counseling program cannot be overlooked.

Many dangerous situations can be avoided with early intervention by trained professionals. Available resources should be identified and used on a regular basis when the first sign of depression, anger, or other alarming changes in a student is observed. During a crisis, the CMT member responsible for counseling must quickly organize a counseling program to help students, parents, faculty, and the community heal from the incident. Counselors at the affected school may handle some incidents, while other incidents could easily require the cooperation of many services. Identifying resources within the school system, county, and community should be planned and well organized before a crisis occurs.

## **SECTION 12      TRAINING AND UPDATING**

### Drills

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

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

### Training

The staff has participated in the following trainings:

- Arson Prevention (every other year – odd years)
- Bloodborne Pathogens for School Employees (every other year – even years)
- Code Red Lockdown Training (annually)
- CPR Training (every other year – even years)
- NIMMS/ICS video (discuss components annually, can watch video every other year)
- Mandated Child Abuse Reporter Training (annually)
- Triage Training (every other year – odd years)

\* The Power Point Presentations on the Schools Insurance Authority website can be used in lieu of their videos. In either case, sign in sheets must be used.

## **PART 2 CRISIS READINESS**

### **SECTION 1 ACTIVITY IN THE VICINITY**

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

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

## **SECTION 2**

## **AFTER-HOURS CRISIS PROCEDURES**

Train custodians on what role they should take during after-hours events. Ensure that custodians have access to the Twin Rivers' Police Department phone number at all times. Also, ensure that custodians carry a phone so they may be communicated with if a crisis occurs.

An After Hours cover page has been provided with the CJUSD "Facilities Use Agreement." This document asks the facility user to meet with the site administrator to discuss the location of the safety plan and to review the "Crisis Management" and "Crisis Readiness" sections of the plan. In addition, facility users must indicate with their signature that they have received and read the CJUSD Emergency Procedures poster, which is posted in all rooms at all sites. Outside facility users must have their copy of the Emergency Procedures with them at all times when using district facilities.

## **SECTION 3**

## **BOMB THREAT**

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

### Bomb Threat Procedures

#### **I. Office Personnel**

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

#### **II. Administration**

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

- a. Notify teachers to evacuate their rooms by announcing the bomb threat. All students should be at least 500 ft. away from the building.
- b. Wait for the sheriff's unit to arrive. Assist the officers as needed.
- c. Provide a designated employee(s) to assist law enforcement in search of suspicious objects on school grounds.
- d. Administrator must determine if students will need to evacuate the school grounds if no suspicious item is found.

- e. Maintenance, Operations, & Transportation will be called to provide busses for students, if necessary.

### III. Teachers

- a. Upon receiving the notice to evacuate, have your students assemble outside your classroom in an orderly manner and wait for you.
- b. Students should take their backpacks with them.
- c. Check your room before you leave for anything out of the ordinary. Take a 360-degree sweep from eye level to floor and if you see anything suspicious, report it to an administrator.
- d. Keep your group together and walk with them to the field. Take your roll sheet and emergency information and call roll when you get there. Get your group together in an orderly manner and stay with them. You will probably be there for awhile, so take your time with these tasks and make sure students obey you perfectly.
- e. When you hear the all clear signal (announcement over the intercom or on the bullhorn) return to your classroom in an orderly manner.

### IV. Custodians, Cooks, and other Classified Employees

- a. Check your work areas. Do a 360 degree visual check of your room(s) as described under "Teachers" above.
- b. Assist Administration as needed.

## BOMB THREAT FORM

### RECEIVING A BOMB THREAT

#### INSTRUCTIONS:

Be calm and courteous: LISTEN! Do not interrupt the caller. Quietly attract the attention of someone nearby, indicating to them the nature of the call. Ask the questions in the order they are listed. Complete this form as soon as the caller hangs up and the school administration has been notified.

Exact time of call: \_\_\_\_\_

Exact words of caller:

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#### Questions to Ask

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to detonate? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

#### Caller's Voice (Circle):

Calm	Disguised	Nasal	Angry	Broken
Stutter	Slow	Sincere	Lisp	Rapid
Giggling	Deep	Crying	Squeaky	Excited
Stressed	Accent	Loud	Slurred	Normal

#### Voice Description (Circle):

Male	Female	
Calm	Nervous	
Young	Old	Middle-Aged
Rough	Refined	

Accent: Yes      No      Describe \_\_\_\_\_

Speech Impediment: Yes      No      Describe \_\_\_\_\_

Unusual Phrases \_\_\_\_\_

Recognize Voice? If so, who do you think it was? \_\_\_\_\_

Background Noises (Circle):

Music            TV  
Traffic          Running Motor (type) \_\_\_\_\_  
Horns          Whistles      Bells  
Machinery    Aircraft      Tape Recorder    Other \_\_\_\_\_

Additional Information:

- A. Did the caller indicate knowledge of the facility? If so, how? In what ways? \_\_\_\_\_  
\_\_\_\_\_
- B. What line did the call come in on? \_\_\_\_\_
- C. Is the number listed? Private number? Whose? \_\_\_\_\_  
\_\_\_\_\_
- D. Person Receiving Call \_\_\_\_\_
- E. Telephone number the call was received at \_\_\_\_\_
- F. Date \_\_\_\_\_
- G. Report call immediately to: \_\_\_\_\_  
(Refer to bomb incident plan)

Signature \_\_\_\_\_ Date \_\_\_\_\_

## THREATENING PHONE CALL FORM

Time call was received\_\_\_\_\_ Time caller hung up\_\_\_\_\_

Try to get another person on the line and record the conversation. Exact words of person:\_\_\_\_\_

\_\_\_\_\_

Questions to ask if not already covered by caller's statement (record exact words)

1. What is your name? \_\_\_\_\_
2. What are you going to do? \_\_\_\_\_
3. What will prevent you from doing that? \_\_\_\_\_
4. Why are you doing this? \_\_\_\_\_
5. When are you doing this? \_\_\_\_\_
6. Where is the device right now? \_\_\_\_\_
7. What kind of device or material is it? \_\_\_\_\_
8. What does it look like? \_\_\_\_\_

Person receiving the call

Person monitoring the call

Department\_\_\_\_\_

Department\_\_\_\_\_

Dept Phone No.\_\_\_\_\_

Dept. Phone No.\_\_\_\_\_

Home Address\_\_\_\_\_

Home Address\_\_\_\_\_

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

## **SECTION 4**

## **BUS ACCIDENT**

### Field Trip Preparedness for Staff Members

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

## **SECTION 5**

## **CHEMICALS/BIOHAZARD/GAS ODOR**

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

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

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

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

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

## **SECTION 6**

## **DEATH/SUICIDE**

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

Principal or designee shall:

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

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

## **SECTION 7**

## **EARTHQUAKE**

### **During the Quake**

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

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

### **After the Quake**

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

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

### **Re-entry of Building**

Follow the procedures of the re-entry instructions (after "Building Evacuation") except: the building should be inspected by a qualified person who has been trained in Building Analysis. This person will perform an inspection on structural soundness, electrical wiring, water distribution, oil, gas, and other fuel systems, and boiler and heating systems.

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

## **SECTION 8**

## **FIRE/EXPLOSION**

### Fire

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

### Computer Labs

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

### Lunchrooms and Kitchens

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

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

### Fire Drill Procedures

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

1. When the signal is sounded, the teaching staff will proceed to the evacuation assembly area (blacktop/field) with their classes. Staff not assigned a regular class of children will report to the same area to render any needed assistance to teachers.
2. Once each month, all teachers will instruct their classes in the correct procedures and behaviors to utilize during fire drills.
3. Once each month, a fire drill will be conducted by the school staff.
4. Students stand facing away from the building in silent lines.

5. Supervising staff will take roll. The whereabouts of all students should be known.
6. Any student in attendance at school but not with class or in a special class should be reported immediately to the Student Supervision Leader.

#### Silent Fire Drill / Neighborhood Disaster Plan

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

#### Fire Extinguishers

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

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

#### Fire Extinguisher Inspections

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

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

## **SECTION 9**

## **FLOOD**

### When there is a flood at the school site

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

### After the danger is over

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

### Minor Flooding

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

## **SECTION 10      GAS ODOR**

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

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

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

## **SECTION 11**     **HOSTAGE SITUATION**

### **Intruder or Hostage Situation**

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

The procedures for the following situations are as follows:

### **Terrorist or Intruder Enters the Classroom**

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

### **Terrorist or Intruder Enters the Office**

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

### **Terrorist or Intruder Appears on Campus During Recess**

1. The teacher on yard duty who first notices an armed individual (gun, knife, or other dangerous weapon) on campus will signal other adults on the playground with four short blasts on a whistle. An adult will send a student to the closest classroom door to enter and ask the teacher inside to inform the office immediately.

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

## **SECTION 12      HOSTILE VISITOR**

### Domestic or Civil Disturbance

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

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

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

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

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

### Procedure to Deal with Civil Disturbances

#### **Violent Person:**

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

If it is a parent with a restraining order planning to take his/her child, allow him/her to do so if it appears that it may be dangerous to intervene. Get a description of the subject, license number, make and model of car and direction of travel. If there are any

records on this person in the school office have them ready for law enforcement. See further information under the heading, "Kidnapping/Attempted Kidnapping."

**Mob:**

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

**Unidentified Person(s) Taking Control:**

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

## **SECTION 13      KIDNAPPING/ATTEMPTED KIDNAPPING**

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

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

## **SECTION 14      MEDICAL EMERGENCY**

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

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

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

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

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

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

### First Aid Stations

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

### Rescue

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

With a serious or critical injury, do the following:

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

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

1. Administer first aid.
2. Notify parents for their information and action. If parents cannot be contacted, notify other adults on the emergency card.

3. If no one can be contacted, lie the student down in the nurse's office or send the student back to class if the injury doesn't warrant the need to keep a close watch on the student.
4. Keep a record of time of injury, what first aid was administered and at what time.

With critical illness or injury, do the following:

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

#### FIRST AID INSTRUCTIONS

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

#### Abdominal Pain

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

#### Artificial Respiration

1. Steps for mouth-to-mouth artificial respiration:
  - Clear airway
  - Tilt head back (unless possible neck injury - use jaw thrust)
  - Pinch nostrils
  - Seal mouth and blow
  - Watch for chest to rise
  - Listen for air to escape from mouth
  - Watch for chest to fall

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

### Bleeding

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

\*Internal bleeding – Treat for shock

### Bone Injuries

1. Dislocations: fingers, thumb, shoulder  
Keep the part quiet. Immobilize shoulder with arm sling.
2. Fractures:
  - Signs of a closed fracture:
    1. Swelling
    2. Tenderness to touch
    3. Deformity
    4. Discoloration
  - Treatment (closed fracture - no bleeding or broken skin at wound)
    1. Keep broken bone ends from moving
    2. Keep adjacent joints from moving
    3. Treat for shock
  - Treatment (open fracture - broken bone and broken skin)
    1. Do not move protruding bone end
    2. If bleeding, control bleeding by direct pressure on wound
    3. Treat the same as closed fracture after bleeding is controlled.
3. Sprains (injury to soft tissue around a joint)
  - Always immobilize
  - Elevate joint
  - Apply cold packs during first half hour
  - Treat the same as closed fractures
  - X-ray may be necessary

## Breathing - Unconscious Person

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

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

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

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

## Rescue Breathing:

1. Giving mouth-to-mouth rescue breathing to an adult:
  - a. Put your hand on the victim's forehead, pinching the nose shut with your fingers. Your other hand is lifting the victim's chin to maintain an open airway.
  - b. Place your mouth over the victim's, making a tight seal.
  - c. Breathe slowly and gently into the victim until you see the chest rise. Give 2 breaths, each lasting about 1½ seconds. Pause between breaths to let the airflow out. Watch the victim's chest rise each time you give a breath to make sure air is going in.
  - d. Check for a pulse after giving these 2 initial, slow breaths. If you feel a pulse but the victim is still not breathing, give one breath about every 5 seconds. After 10 to 12 breaths, re-check pulse to make sure the heart is still beating.
  - e. Repeat the cycle every 5 seconds, 10-12 breaths per minute, rechecking the pulse after each cycle. Continue rescue breathing until one of the following happens:
    - i. The victim begins to breathe without your help
    - ii. The victim has no pulse (begin CPR).
    - iii. Another trained rescuer takes over for you.
    - iv. You are too tired to go on.
2. Giving mouth-to-mouth rescue breathing to infants and small children:
  - a. A small child's head should be tilted back gently to avoid injury. With head tilted back, pinch the nose shut. Lift the chin and check for breathing as you would for an adult. Give 2 slow breaths until the chest rises.

- b. Check for a pulse.
- c. Give 1 slow breath about every 3 seconds. Do this for approximately 1 minute, or 20 breaths.
- d. Recheck the pulse and for breathing.
- e. Call 911 if you have not already done so. Continue rescue breathing as long as a pulse is present and the child is not breathing.
- f. Continue rescue breathing until one of the following occurs:
  - i. The child begins to breathe on his/her own.
  - i. The child has no pulse (begin CPR).
  - ii. Another trained rescuer takes over for you.
  - iii. You are too tired to go on.

## Burns

1. Degrees:
  - Skin red (1st degree)
  - Blisters develop (2nd degree). Never break open blisters.
  - Deep tissue damage (3rd degree)
2. First Aid for thermal burns (1st and 2nd degree burns) to exclude air:
  - Submerge in cold water
  - Apply a cold pack
  - Cover with a thick dressing or plastic. (Do not use plastic on face.)
  - After using cold water or ice pack, cover burned area with a thick, dry, sterile dressing and bandage firmly to exclude air.
3. First Aid for 3rd degree burns:
  - Apply a thick, dry sterile dressing and bandage to keep out air.
  - If large area, wrap with a clean sheet or towel.
  - Keep burned hands and feet elevated and get medical help immediately.
  - Treat the same as shock victim, giving fluids as indicated; warmth necessary.
4. First Aid for chemical burns
  - Wash chemical away with water.
5. Acid burn to the eye (also alkali burns)
  - Wash eye thoroughly with a solution of baking soda (1 teaspoon per 8-ounce glass of water) or plain water for 5 minutes.
  - If victim is lying down, turn head to side. Hold the lid open and pour from inner corner outward. Make sure chemical isn't washed out onto the skin.
  - Have victim close the eye, place eye pad over lid, bandage and get medical help.

### Choking (Heimlich Maneuver)

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

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

If the victim is on his back:

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

### Convulsions or Seizures

#### 1. Symptoms

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

These seizures are seldom dangerous, but they are frightening.

#### 2. Causes

- Head injuries
- Severe infections
- Epilepsy

#### 3. Treatment

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

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

### Diabetics

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

### Dog/Animal Bites

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

### Ears

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

### Electric Shock

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

### Eyes

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

### Fainting

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

### Fracture

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

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

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

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

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

### Frostbite

1. The frostbitten area will be slightly reddened with a tingling sensation of pain. The skin becomes grayish-yellow, glossy and feels numb. Blisters eventually appear.
2. Re-warm the area by quickly submerging it in warm water (start with 98 degrees and gradually warm to 102-103 degrees). Don't rub the area nor break the blisters.

### Head Injury

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

### Heart Attack

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

### Nosebleeds

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

### Pandemic Flu Plan

#### Seasonal Flu:

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

#### Mild to Moderate Pandemic:

- Caused by new influenza virus that has not previously circulated and can be easily spread.
- It is likely most people will have no immunity to the new virus; it will likely cause illness in high numbers of people and more severe illness and deaths than seasonal influenza.
- Symptoms are similar to seasonal flu, but may be more severe and have more serious complications.
- Healthy adults may be at increased risk for serious complications.

#### Severe Pandemic:

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

#### Measures to limit the spread of flu:

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

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

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

### Social distancing:

In a pandemic, the risk of getting the flu is greatest when one has close contact with an infected person. Social distancing measures may include standing three feet apart when communicating, canceling outdoor recess, and monitoring hand washing after bathroom use and after sneezing/coughing/blowing nose. Wipe phones with antibacterial wipes after each use. Limit use of headphones, keyboards and any other shared items in the classroom – wipe with antibacterial wipes after each use.

Use a bacterial spray (such as Lysol) in the classroom twice daily.

Open windows if weather permits while room is occupied or when students leave the room for lunch. Consider possible school closure for a short amount of time early in the course of a community outbreak.

Consult [www.pandemicflu.gov](http://www.pandemicflu.gov) for new and updated information.

### Poisoning

1. In all oral poisoning, give liquids to dilute the poison.
2. Procedures for handling specific oral poisoning cases should be reviewed by teachers of classes in areas where poisoning may take place.

### Puncture Wounds (knife and gunshot)

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

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

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

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

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

## Seizure

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

1. During a seizure:
  - a. There is little you can do to stop a seizure.
  - b. Call for help.
  - c. Let the seizure run its course.
  - d. Help the victim to lie down and keep from falling to avoid injury.
  - e. Do not use force.
  - f. Loosen restrictive clothing.
  - g. Do not try to restrain a seizure victim.
  - h. Cushion the victim's head using folded clothing or a small pillow.
  - i. If a seizure lasts 10 minutes in a known epileptic, or 5 minutes in a person with no seizure history, call 911.
2. After a seizure:
  - a. Check to see if the victim is breathing. If not, immediately begin rescue breathing.
  - b. Check to see if the victim is wearing a MEDIC ALERT or similar bracelet. It describes emergency medical requirements.
  - c. Check to see if the victim has any burns around the mouth. This would indicate poison.
3. The victim of a seizure may be conscious but confused and not talking when the intense movement stops. Stay with the victim and be certain that breathing continues. When the victim is able to move, get medical attention.

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

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

## Shock

1. Shock is likely to develop in any serious injury or illness. Shock may be serious enough to cause death even though the injury itself may not be fatal. Four important symptoms of shock are:
  - Pale, cold, moist skin
  - Weak and/or rapid pulse
  - Rapid breathing
  - Altered consciousness
2. The symptoms of shock may appear immediately or may be delayed for an hour or more. Give shock care to all seriously injured persons:
  - Have the victim lie down.
  - Control any external bleeding.

- Help the victim maintain body temperature, cover to avoid chilling.
- Reassure the victim.
- Elevate legs about 12 inches unless you suspect head, neck, or back injuries or broken bones involving hips or legs.
- Do not provide anything to eat or drink.
- Call 911.
- Call parents.

### Sunstroke

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

### Wounds

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

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

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

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

## **SECTION 15 MISSING STUDENT**

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

### Access into Building

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

### Student Accountability

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

### Photo Identification Badges

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

### Visitor Badges and Log

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

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

1. Begin gathering information on the child, including:
  - Description, including height, weight, skin color, eye color, clothing, backpack, etc.
  - Obtain photo, if available.
  - Home address, phone number, parents' contact numbers
  - Class schedule, special activities
  - Bus or walking route information
2. Contact custodial parents.
3. Convene crisis management team.
4. Begin recording events.
5. If incident is happening during the school day, consider holding the bells until the matter is either resolved or school has been completely searched for the student.
6. Notify the Center Unified District Office.

7. Obtain information on possible witnesses, friends, and last person to see student.
8. If incident occurred while student was on the way home, contact bus driver, safety patrol, crossing guard.
9. Double check circumstances. Could child have ridden the wrong bus or walked home? Did someone pick-up the child? Is the child at another activity?
10. Assist the sheriff's department with investigation.
11. Arrange for counseling of students as needed.

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

## **SECTION 16      PUBLIC DEMONSTRATION**

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

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

## **SECTION 17      SCHOOL SITE AS MASS CARE AND WELFARE SHELTER**

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims.

The governing board of any school district shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare.

1.     Use of Facility: Upon request and if feasible, the Center Joint Unified School District (CJUSD) will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter.
2.     Shelter Management: The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. CJUSD will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.
3.     Condition of Facility: The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross. They will record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of CJUSD.
4.     Food Services: Upon request by the Red Cross, and if such resources exist and are available, CJUSD will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.
5.     Custodial Services: Upon request by the Red Cross and if such resources exist and are available, CJUSD will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.

6. Security: In coordination with the Facility Coordinator; the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.

7. Signage and Publicity: The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. CJUSD will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. CJUSD will refer all media questions about the shelter to the Shelter Manager.

8. Closing the Shelter: The Red Cross will notify the CJUSD or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.

9. Reimbursement: The Red Cross will reimburse the Owner for the following:

- a. *Damage to the Facility or other property of Owner, reasonable wear and tear excepted, resulting from the operations of the Red Cross. The Red Cross is not responsible for storm damage or other damage caused by the disaster.*
- b. *Reasonable costs associated with custodial and food service personnel which would not have been incurred but for the Red Cross's use of the Facility for sheltering.*

*Reasonable, actual, out-of-pocket operational costs to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises.*

## **SECTION 18      SEVERE WEATHER**

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

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

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

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

## **SECTION 19      SHOOTING/STABBING**

Assess the situation

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

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

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

Disable the bell system, if possible.

Once situation has been assessed:

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

## **PART 3 SITE ACTION PLAN**

### **SECTION 1 DISTRICT AND SITE MISSION STATEMENTS**

#### Center Joint Unified School District Mission Statement

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

#### School Mission Statement

At Arthur S. Dudley Elementary we are dedicated to partnering with families to create a safe and respectful environment that supports student learning and development. Our mission is to guide and encourage students to meet or exceed challenging academic standards, to establish a connection to school, to be responsible and productive citizens and to be life-long learners with college as a goal for the future.

**SECTION 2      People and Programs:**  
**Create a "caring and connected" school climate.**

**DESCRIPTION OF SCHOOL CLIMATE**

**The School's Social Environment**

Leadership at Dudley Elementary is a shared process. A proactive role is assumed in all phases of the school operation. The school staff is committed to developing Dudley Elementary toward excellence in the areas of academic and social behavior.

The principal sets a positive tone for the school, guides the staff and works closely with them on curriculum and school safety issues. The school site's organizational structure is open and flexible contributing to sensitivity concerning school safety issues and promoting a safe, orderly school environment conducive to learning.

**Disaster Procedures, Routine and Emergency**

A contingency plan for emergencies is contained in a handbook available to each staff member. The plan is reviewed throughout the school year. This plan also contains available district and outside agency resources, emergency disaster procedures and information on Standardized Emergency Management System (SEMS).

**Classroom Organization and Structure**

Dudley Elementary teachers provide a varied learning environment in their classrooms. Teachers use a variety of teaching strategies.

The teachers at Dudley Elementary are highly qualified, with many teachers holding advanced degrees. The staff is united in their desire to provide quality education for all pupils. Classrooms and teachers provide safe, orderly learning environments, enhance the experience of learning, and promote positive interactions amongst pupil and staff. Instructional time is maximized and disruptions are minimized.

**The School's Cultural Environment**

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

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

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

## **SECTION 3**

## **SCHOOL CLIMATE GOALS**

### The School Climate

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

### Data to Used to Develop Objectives

#### Parent Safety Survey

- Parents are made aware of school-wide activities and events
  - o 2015- 91.3% Agree or Strongly Agree
  - o 2016- 94% Agree or Strongly Agree
  - o 2017- 92.1% Agree or Strongly Agree
  - o 2018- 88.5% Agree or Strongly Agree
- Parents, teachers, and community members are encouraged to participate in school activities.
  - o 2015- 78.3% Agree or Strongly Agree
  - o 2016- 90.9% Agree or Strongly Agree
  - o 2017- 87.3% Agree or Strongly Agree
  - o 2018- 88.4% Agree or Strongly Agree
- My child feels safe and secure at school
  - o 2015- 78.2% Agree or Strongly Agree
  - o 2016- 93.9% Agree or Strongly Agree
  - o 2017- 79.4% Agree or Strongly Agree
  - o 2018- 88.4% Agree or Strongly Agree

#### Staff Safety Survey

- The principal and staff show respect, consideration, and sensitivity to the students and parents.
  - o 2015- 100% Agree or Strongly Agree
  - o 2016- 92.1% Agree or Strongly Agree
  - o 2017- 94.3% Agree or Strongly Agree
  - o 2018- 100% Agree or Strongly Agree

#### California Healthy Kids Survey

- I feel like I am part of this school
  - o 2014- 68% Yes. Most of the time (29%) or Yes, all of the time (39%)
  - o 2016- 49% Yes. Most of the time (22%) or Yes, all of the time (27%)
- Do you feel safe at school?
  - o 2014- 68% Yes. Most of the time (26%) or Yes, all of the time (42%)
  - o 2016- 46% Yes. Most of the time (30%) or Yes, all of the time (16%)

#### Student Safety Survey

- I feel like I am part of this school
  - o 2016- 73.6% Yes.
  - o 2017- 70.1 % Yes.
  - o 2018- 71.7% Yes.
- Do you feel safe at school?
  - o 2016- 86.8% Yes.
  - o 2017- 81.7% Yes.
  - o 2018- 77.2% Yes.

Objective #1: A school environment that has in place supports for students' social-emotional needs will be provided.

- A school counselor will be employed. The counselor will provide small group and individual counseling and will lead conflict mediation. He will also provide support for staff and parents.
- The Dragon Pals program will support kindergarten through third grade students who exhibit impulsivity, shyness and/or difficulty with school adjustment.
- The Second Step character education and social skills curriculum will be taught 30 minutes weekly in each classroom. The lesson focus will be highlighted and referred to throughout the week.
- The Healthy Play program, which allows students to practice conflict resolution and empathy, will be implemented at Dudley. All staff members, including lunch supervisors, will be trained to implement the program.
- Extracurricular clubs and school events will be provided to increase school connectedness.
- Dudley participates in the Safe School Ambassador program to minimize incidents of bullying and support students who feel they are victims of bullying.
- Dudley is implementing tier I and tier II of Positive Behavior Intervention and Supports (PBIS) program to positively affect our school climate.
- The staff at Dudley has been trained in the strategy of Community Circles to foster effective communication between student peers.

Objective #2: Frequent communication will be maintained among staff, students and parents.

- Parents will have access to Homelink.
- The Family Handbook will be made available on the first day of school and online and will be referenced in the school newsletter and automated calls.
- The school website will provide information regarding school activities.
- The principal will send home automated calls and emails weekly. Flyers will be attached to the email.
- Parent-Teacher Conferences will be held twice per year. Teachers are asked to set conference appointments with all of the families in their classroom at both sets of conferences.
- Staff meeting time will be provided for staff to make parent phone calls.
- Each grade level will host a Family Night activity. These monthly events will increase opportunities for families to come to campus and learn more about their child's teacher and the many programs we have available at Dudley Elementary.

## **SECTION 4      Place**

### **Create a physical environment that communicates respect for learning and for individuals.**

#### **DESCRIPTION OF PHYSICAL ENVIRONMENT**

##### **The Schools' Location and Physical Environment**

Dudley Elementary School is located in the Antelope area of Sacramento County that has an average crime rate and average poverty level. The immediate area around the school includes single family dwellings, apartments, and parks. There are no significant safety hazards in the immediate vicinity of the school.

##### **Description of School Ground**

Dudley Elementary School was built in the 1950's and has since received upgrades and portable classrooms. The buildings have numerous corridors which surround both a California History Center and a Nature Center. The playground is grass, concrete and asphalt and includes basketball and four square courts, a play structure, baseball diamonds and soccer goals. The gates that separate the school from the main thoroughfare are kept locked during school hours. There are several wings and clusters of classrooms including both permanent and re-locatable classrooms. Other ancillary structures include: office, cafeteria, restrooms, library, teacher work room, storage sheds and a day care facility.

During the school day, staff members and administrators shall provide campus supervision. Identified problem areas receive increased supervision to reduce discipline, crime, or other school safety concerns.

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

##### **Maintenance of School Buildings/Classrooms**

In 2008, the school received modernization funds. Improvements included: bringing the campus up to current ADA specifications, fire/life/safety upgrades, and painting. District personnel periodically examine the school's physical facility and help eliminate obstacles to school safety. Additionally, health and fire department inspectors contribute to school safety.

The classrooms are monitored for safety and appearance by the administration and individual classroom teachers.

##### **Internal Security Procedures**

Dudley Elementary has established procedures in the following areas: California Safe School Assessment (CSSA) reporting procedures, suspension and expulsion procedures, and an inventory system.

Keeping reportable crimes at a minimum requires constant vigilance. The following strategies will be utilized in achieving this goal: provide effective school supervision, and identify and provide preventative programs and activities such as the WE TIP Hotline and security cameras.

Dudley Elementary maintains a copy of the district's sexual harassment policy in the main office/principal's office and the policy is available on request. The District's Sexual Harassment Policy contains dissemination plans, applicable definitions, reporting requirements, investigation procedures, enforcement regulations, and information related to suspension and/or expulsion for sexual harassment of or by pupils.

Included in this Safe School Plan is a school map indicating safe entrance and exit areas for pupils, parents and school employees

To ensure the safety of pupils and staff, all visitors to the campus, except pupils of the school and staff members, shall register immediately upon entering any school building or grounds when school is in session

Discipline procedures shall focus on finding the cause of problems and working with all concerned to reach the proper, lawful solutions. The school's discipline plan begins at the classroom level. Teachers shall use a visible classroom management plan to communicate classroom rules, promote positive pupil conduct, and reduce unacceptable conduct. Appropriate consequences are administered based on the seriousness of the pupil's misbehavior.

Pupils may be suspended, transferred to another school, or recommended for expulsion for certain acts. For specific student violations, a mandatory expulsion recommendation shall be submitted by the administration.

Site administrators contribute to a positive school climate, promote positive pupil behavior, and help reduce inappropriate conduct. The principal/designee uses available district and other appropriate records to inform teachers of each pupil identified under E.C. 49079.

Law enforcement is contacted and consulted to help maintain and to promote a safe and orderly school environment. Dudley Elementary employees comply with all legal mandates, regulations, and reporting requirements for all instances of suspected child abuse.

Additional internal security procedures affecting the integrity of the school facility include: school wide intercom system and two-way radios.

Community involvement is encouraged to help increase school safety.

Inventory System – Engraved ID, Security Storage

Most school-site equipment has a metal ID tag or a bar code sticker adhered to its surface. These items are inventoried annually and there is an established accountability system. Office and classroom supplies are secured.

## **SECTION 5**

## **PHYSICAL ENVIRONMENT GOALS**

### The Physical Environment

An action plan for places reflecting the school's physical environment including crisis response procedures and policies relating to student safety

*The following objectives were developed as the result of feedback from students, staff and parents on our Safe School Survey*

### Data to Used to Develop Objectives

#### Parent Safety Survey

- The school facilities are safe and well maintained.
  - o 2015- 78.3% Agree or Strongly Agree
  - o 2016- 80.3% Agree or Strongly Agree
  - o 2017- 65.1% Agree or Strongly Agree
  - o 2018- 80.8% Agree or Strongly Agree
- My child feels safe and secure at school
  - o 2015- 78.2% Agree or Strongly Agree
  - o 2016- 93.9% Agree or Strongly Agree
  - o 2017- 79.4% Agree or Strongly Agree
  - o 2018- 88.4% Agree or Strongly Agree

#### Staff Safety Survey

- The effects of vandalism on campus are quickly repaired.
  - o 2015- 89.1% Agree or Strongly Agree
  - o 2016- 84.2% Agree or Strongly Agree
  - o 2017- 91.4% Agree or Strongly Agree
  - o 2018- 70.8% Agree or Strongly Agree
- The school buildings and grounds are free of hazards that might cause accidental injury.
  - o 2015- 70.2% Agree or Strongly Agree
  - o 2016- 73.7% Agree or Strongly Agree
  - o 2017- 74.2% Agree or Strongly Agree
  - o 2018- 66.7% Agree or Strongly Agree

#### California Healthy Kids Survey

- Do you feel safe at school?
  - o 2014- 68% Yes. Most of the time (26%) or Yes, all of the time (42%)
  - o 2016- 46% Yes. Most of the time (30%) or Yes, all of the time (16%)

#### Student Safety Survey

- Do you feel safe at school?
  - o 2016- 86.8% Yes.
  - o 2017- 81.7% Yes.
  - o 2018- 77.2% Yes.

Objective #1: The physical environment of Dudley Elementary will be free of hazards.

Related Activities:

- Each morning, the custodian will walk through the plant and submit work orders to the school secretary for any hazards observed to ensure a safe physical environment.

Objective #2: 100% of staff will understand the Safety Plan procedures and their role in the Incident Command System.

Related Activities:

- The parent reunification process will be included in upcoming drills.
- Students will be given injuries to act out so staff will have the opportunity to practice triage methods.
- Staff training will occur during staff meetings.
- The entire school population will participate in practice drills at least twice monthly.

Objective #3: Staff members will wear their staff badges and carry a 2-way radio whenever outside of the classroom.

- Staff will also wear safety vests when on before and after school supervision.

Objective #4: Safety kits will be stored in each classroom.

- Letters will be sent to each family requesting a bag of food, water and a letter to be shared with their child to provide comfort and reassurance in the event of a disaster.
- Fundraiser profits will be used to purchase safety kits.

## SECTION 6      SIGNATURE SHEET

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

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

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

Member	Title	Signature
<u>Steve Jackson</u>	Principal	<u>[Signature]</u>
<u>Venessa Mason</u>	Teacher	<u>V. Mason</u>
<u>Laurel Stolfus</u>	Teacher	<u>[Signature]</u>
<u>Todd Silverman</u>	Counselor	<u>Todd Silverman</u>
<u>Kim Moss</u>	School Secretary	<u>Kim Moss</u>
<u>Kim Kelly</u>	Parent	<u>Kim Kelly</u>

**Appendix A**  
**Staff's Classroom Telephone Numbers**

<b>Name</b>	<b>Room #</b>	<b>Extension</b>
Dawn Altobell	B-5	2217
Steve Carlson	M-9	2226
Leah Dean	A-1	2219
Nancy Dzida	A-5	2223
Trevor Forbes	M-12	2229
Brianna Hakanson	B-2	2214
Rochele Haywood	T-4a	2113
Lauren Hellman	M-8	2235
Sydney Hickman	T-4b	2114
Andrea Kasai	A-6	2224
Hannah Kassis	C-6	2209
Diane Keller	T-3	2203
Chelsea King	C-2	2205
Mary Linden	Rm. 7	2211
Venessa Mason	Rm. 8	2212
Delanne Mathias	M-7	2234
Tracie Meloy	C-3	2206
Lisa Morton	A-3	2221
Mary Ruth Neal	C-4	2207
Jennifer Nelson	A-6	2224
Sandra Newman	A-4	2222
Sandy Oliver	B-3	2215
Debora Pavlovich	T-3	2203
Cynthia Piegaro	B-6	2218
Valerie Rose	B-4	2216
Mary Schaefer	M-6	2233
Claudia Searls	A-2	2220
Todd Silverman	T-4c	2115
Terri Skogebo	B-1	2213
Robert Smith	T-5	2202
Jennifer Steffens	C-5	2208
Laurel Stolfus	C-1	2204
Lisa Tarner	A-5	2223
Susan Velez	M-10	2227
Sonja White	M-4	2231
Steve Jackson	Principal's Office	2101
Kim Moss	Front Office	2104
Tina Duncan	Front Office	2105
Nurse's Office		2106
Library		2109
Conference Room	Main Office	2107
Meeting Room	M-5	2232

Claudia Buderer	A-7	2225
Kitchen		2110
Room 10--Staff Lounge		2111
CDC		339-4615

## **Appendix B**

### **Utility Shut-off Map**

## **Appendix C**

### **Evacuation Map**

## **Appendix D**

### **Off Campus Evacuation Map**



## Appendix E

### EOC Message Form

EOC Form.doc [Compatibility Mode] - Microsoft Word

Home Insert Page Layout References Mailings Review View Soda PDF 2012

#### Student & Staff Accountability Form

DATE: \_\_\_\_\_

TEACHER: \_\_\_\_\_

ROOM #: \_\_\_\_\_

FORM COMPLETED BY: \_\_\_\_\_

# of students enrolled in this class: \_\_\_\_\_

# of students marked absent in this class: \_\_\_\_\_

Please list students marked absent by name: \_\_\_\_\_

# of students unaccounted for\* in this class: \_\_\_\_\_

\*You didn't mark them absent and they are not with your class at this time

Please list students unaccounted for by name: \_\_\_\_\_

Are there any adult staff from this room unaccounted for? \_\_\_\_\_

If so, please list by name: (Include staff staying behind with injured) \_\_\_\_\_

# of students with you but not on roster: \_\_\_\_\_

Please list these students by name: \_\_\_\_\_

# of extra adults in room \_\_\_\_\_

Please list extra adults by name: \_\_\_\_\_

For Command Staff: \_\_\_\_\_

\_\_\_\_\_ Missing students/adults recorded

#### EOC Message Form Data

Tally and insert into the grid below

Category	Description	Number
----------	-------------	--------

**A Fatalities** \_\_\_\_\_

**B Minor Injuries (First aid only)** \_\_\_\_\_

**C Injuries - Ambulance (Major + Moderate)** \_\_\_\_\_

**Major (Immediate):** \_\_\_\_\_

Unable to treat on site, i.e. airway and breathing difficulties, cardiac arrest, uncontrolled or suspected severe bleeding, severe head injuries, severe medical problems, open chest or abdominal wounds, severe shock.

**Moderate (Delayed):** \_\_\_\_\_

Burns, major multiple fractures, back injuries with or without spinal cord damage.

**D Property Damages**

Circle One

**Major damage:**

Building collapse, building leaning, major ground movement causing large cracks in ground.

**Major**

**Moderate damage:**

Falling hazards present, hazard present (toxic chemical spill, broken gas line, fallen power lines).

**Moderate**

**Minor damage:**

Dislodged overhead air duct terminals, light fixtures, suspended ceiling grid, overhead mechanical systems and broken windows

**Minor**

\_\_\_\_\_ Triage recorded

Page 1 of 1 Words: 231

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## **Appendix F**

# **California Child Abuse and Neglect Reporting Law**

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

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

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

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

## **Who Are Mandated Reporters?**

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

- 1) A teacher.
- 2) An instructional aide.
- 3) A teacher's aide or a teacher's assistant employed by any public or private school.
- 4) A classified employee of any public school.
- 5) An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of any public or private school.
- 6) An administrator of a public or private day camp.
- 7) An administrator or employee of a public or private youth center, youth recreation program, or youth organization.
- 8) An administrator or employee of a public or private organization whose duties require direct contact and supervision of children.
- 9) Any employee of a county office of education or the California Department of Education, whose duties bring the employee into contact with children on a regular basis.
- 10) A licensee, an administrator, or an employee of a licensed community care or child day care facility.
- 11) A Head Start program teacher.
- 12) A licensing worker or licensing evaluator employed by a licensing agency as defined in P.C. 11165.11.
- 13) A public assistance worker.
- 14) An employee of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities.
- 15) A social worker, probation officer, or parole officer.
- 16) An employee of a school district police or security department.
- 17) Any person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in any public or private school.

- 18) A district attorney investigator, inspector, or local child support agency caseworker unless the investigator, inspector, or caseworker is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor.
- 19) A peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of the Penal Code, who is not otherwise described in P.C. 11165.7.
- 20) A firefighter, *except for volunteer fire-fighters*.
- 21) A physician, surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage, family and child counselor, clinical social worker, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code.
- 22) Any emergency medical technician I or II, paramedic, or other person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code.
- 23) A psychological assistant registered pursuant to Section 2913 of the Business and Professions Code.
- 24) A marriage, family and child therapist trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code.
- 25) An unlicensed marriage, family, and child therapist intern registered under Section 4980.44 of the Business and Professions Code.
- 26) A state or county public health employee who treats a minor for venereal disease or any other condition.
- 27) A coroner.
- 28) A medical examiner, or any other person who performs autopsies.
- 29) A commercial film and photographic print processor, as specified in subdivision (e) of P.C. 11166. For purposes of the California Child Abuse Reporting Law, "commercial film and photographic print processor" means any person who develops exposed photographic film into negatives, slides, or prints, or who makes prints from negatives or slides, for compensation. The term includes any employee of such a person; it does not include a person who develops film or makes prints for a public agency.
- 30) A child visitation monitor. For purposes of the California Child Abuse Reporting Law, "child visitation monitor" means any person who, for financial compensation, acts as monitor of a visit between a child and any other person when the monitoring of that visit has been ordered by a court of law.
- 31) An animal control officer or humane society officer. For purposes of the California Child Abuse Reporting Law, the following terms have the following meanings: (A) "Animal control officer" means any person employed by a city, county, or city and county for the purpose of enforcing animal control laws and regulations. (B) "Humane society officer" means any person appointed or employed by a public or private entity as a humane officer who is qualified pursuant to Section 14502 or 14503 of the Corporations Code.
- 32) A clergy member, as specified in subdivision (d) of P.C. 11166. For purposes of the California Child Abuse Reporting Law, "clergy member" means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized denomination or organization.
- 33) Any custodian of records of a clergy member, as specified in P.C. 11165.7 and subdivision (d) of Section 11166.
- 34) Any employee of any police department, county sheriff's department, county probation department, or county welfare department.
- 35) An employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 1424 of the Rules of the Court.
- 36) A custodial officer as defined in Section 831.5 of the Penal Code.
- 37) Any person providing services to a minor child under Section 12300 or 12300.1 of the Welfare and Institutions Code.

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

## Why Must You Report?

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

## What Do You Have To Report?

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

- a. A physical injury inflicted by other than accidental means upon a child. (P.C. 11165.6) Note that child abuse *does not* include a "mutual affray" between minors. It also *does not* include an injury caused by "reasonable and necessary force used by a peace officer acting within the course and scope of his or her employment." (P.C. 11165.6)
- b. Sexual abuse of a child, including both sexual assault and sexual exploitation. "Sexual assault" includes sex acts with a child, lewd or lascivious acts with a child, and intentional masturbation in the presence of a child. "Sexual exploitation" includes preparing, selling, or distributing pornographic materials involving children; employing a minor to perform in pornography; and employing or coercing a child to engage in prostitution. (P.C. 11165.1)
- c. Willful harming or injuring of a child or the endangering of the person or health of a child, including inflicting or permitting unjustifiable physical pain or mental suffering. (P.C. 11165.3)

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

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

## When Do You Have To Report?

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

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

You must make a report immediately (or as soon as practicably possible) by telephone and you must prepare and send, fax or electronically transmit a written report within 36 hours of receiving the information regarding the incident. (P.C. 11166 (a)) Written reports must be submitted on Department of Justice form (SS 8572), which can be downloaded from the California Attorney General's Web site at [www.ag.ca.gov](http://www.ag.ca.gov) (click on Child Protection Program; click on forms; click on SS 8572). The mandated reporter may include with the report any nonprivileged documentary evidence he or she possesses related to the incident.

## **To Whom Must You Report?**

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

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

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

## **Immunity**

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

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

## **Additional Safeguards for Mandated Reporters**

No supervisor or administrator may impede or inhibit a mandated reporter's reporting duties or subject the reporting person to any sanction for making a report. (P.C. 11166 (i)(1))

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

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

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

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

## **Liability for Failure to Make A Required Report**

A mandated reporter who fails to make a required report of child abuse is guilty of a misdemeanor punishable by up to six months in jail or by a \$1,000 fine or by both a fine and imprisonment. (P.C. 11166 (c)) If however, death or great bodily injury happens to the child as a result of the abuse, the mandated reporter is guilty of a misdemeanor punishable by not more than one year in a county jail, by a fine not to exceed five thousand dollars (\$5,000), or by both. (P.C. 11166.01 (b)) He or she may also be found civilly liable for damages, especially if the child-victim or another child is further victimized because of the failure to report. (*Landeros v. Flood* (1976) 17 Cal.3d 399.)

If a mandated reporter conceals his or her failure to report abuse or "severe" neglect, the failure to report is a continuing offense until the failure is discovered by an agency specified in Section 11165.9. (P.C. 11166 (c)) Because it is a continuing offense, the statute of limitations does not start to run until the failure to report is discovered.

## **Responsibilities of Agencies Employing Mandated Reporters**

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

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

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

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

## **Feedback to Mandated Reporters**

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

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

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

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

Crime and Violence Prevention Center

California Attorney General's Office

1300 I St., Suite 1120 (916) 324-7863 [www.safestate.org](http://www.safestate.org)

# Appendix G Child Abuse Reporting Form

Print

## SUSPECTED CHILD ABUSE REPORT

Reset Form

To Be Completed by Mandated Child Abuse Reporters

Pursuant to Penal Code Section 11166

CASE NAME: \_\_\_\_\_

PLEASE PRINT OR TYPE

CASE NUMBER: \_\_\_\_\_

<b>A. REPORTING PARTY</b>	NAME OF INDICATED REPORTER		TITLE		MARCHED REPORTER CATEGORY	
	REPORTER'S BUSINESS/CONTACT NAME AND ADDRESS Street City St					IS INDICATED REPORTER WITHIN THE AGENCY YES NO
	REPORTER'S TELEPHONE (AREA)		BUSINESS		TODAY'S DATE	
<b>B. REPORT INFORMATION</b>	IS LAW ENFORCEMENT YES COUNTY PROSECUTOR		AGENCY			
	IS COUNTY WELFARE / CPS (Child Protective Services)		ADDRESS Street City St CARRIER OF PHONE CALL			
	OFFICIAL CONTACTED, TITLE TELEPHONE ( )					
<b>C. VICTIM</b> On a report per Victim	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	CITY/STATE
	ADDRESS Street City St		TELEPHONE ( )			
	PRESENT LOCATION OF VICTIM		SCHOOL		CLASS	GRADE
	PHYSICALLY DISABLED YES NO	DEVELOPMENTALLY DISABLED YES NO	OTHER'S DISABILITY (SPE COPY)		PRIMARY LANGUAGE SPOKEN IN HOME	
	IN FOSTER CARE? YES NO	IF VICTIM IS IN ONE OF HOME CARES AT TIME OF INCIDENT, CHECK TYPE OF CARE: DAY CARE CHILD CARE CENTER FOSTER FAMILY HOME FAMILY FRIEND GROUP HOME OR INSTITUTION RELATIVE'S HOME			TYPE OF ABUSE (CHECK ONE OR MORE) PHYSICAL MEDICAL SEXUAL NEGLECT OTHER (SPECIFY)	
	RELATIONSHIP TO SUSPECT		PHOTO TAKEN BY YES NO		DID THE INCIDENT RESULT IN INJURY YES NO	
	VICTIM'S NAME (LAST, FIRST, MIDDLE) ADDRESS Street City St BIRTHDATE OR APPROX. AGE SEX CITY/STATE					
<b>D. INVOLVED PARTIES</b> VICTIM'S GUARDIAN IS SUSPECT	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	CITY/STATE
	ADDRESS Street City St		HOME PHONE ( )		BUSINESS PHONE ( )	
	NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	CITY/STATE
	ADDRESS Street City St		HOME PHONE ( )		BUSINESS PHONE ( )	
	SUSPECT'S NAME (LAST, FIRST, MIDDLE)		BIRTHDATE OR APPROX. AGE		SEX	CITY/STATE
	ADDRESS Street City St		TELEPHONE ( )			
	OTHER RELEVANT INFORMATION					
<b>E. INCIDENT INFORMATION</b>	IF NECESSARY, ATTACH EXTRA SHEETS OF OTHER FORMS, AND CHECK THE BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, INDICATE NUMBER					
	DATE / TIME OF INCIDENT		PLACE OF INCIDENT			
	BRIEF DESCRIPTION (What victim(s) notified the mandated reporter observed/heard person accompanying the victim(s) and/or other persons involved in the incident(s) or complaint)					

SS 8572 (Rev. 12/87)

### DEFINITIONS AND INSTRUCTIONS ON REVERSE

DD 8583 submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11166 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 if (1) an active investigation was conducted and (2) the incident was determined not to be unfounded.

WHITE COPY - Police or Sheriff's Department; BLUE COPY - County Welfare or Probation Department; GREEN COPY - District Attorney's Office; YELLOW COPY - Reporting Party

## Appendix H

Center Joint Unified School District  
• 8408 Watt Avenue, Antelope, CA 95843 • 916-338-6320 • 916-338-6329

### Williams Complaints Classroom Notice

#### Notice to Parents, Guardians, Pupils, and Teachers Complaint Rights

Pursuant to California *Education Code* Section 35186, you are hereby notified that:

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

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

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

4. Pupils, including English Learners, who have not passed one or both parts of the high school exit examination by the end of the 12th grade are to be provided the opportunities to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at [centerusd.org](http://centerusd.org). You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.

**Williams Complaints Form**

**Education Code (EC) Section 35186** created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: ☐ Yes ☐ No

Name (Optional): \_\_\_\_\_ Mailing Address (Optional): \_\_\_\_\_

Phone Number Day (Optional): \_\_\_\_\_ Evening (Optional): \_\_\_\_\_

Issue of complaint (please check all that apply):

**1. Textbooks and Instructional Materials**

- ☐ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- ☐ A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- ☐ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

**2. Facility Conditions**

- ☐ A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- ☐ A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- ☐ The school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

**3. Teacher Vacancy or Misassignment**

- ☐ Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- ☐ Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- ☐ Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

**4. High School Exit Examination (For school districts who receive intensive instruction funds)**

- ☐ Pupils who have not passed the high school exit exam by the end of 12<sup>th</sup> grade were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254 (d) (4) and (5) after the completion of grade 12.

Date of Problem: \_\_\_\_\_

Location of Problem (School Name, Address, and Room Number or Location): \_\_\_\_\_

Course or Grade Level and Teacher Name: \_\_\_\_\_

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation. \_\_\_\_\_

Please file this complaint at the following location: David Grimes, Director of Personnel/Student Services 8408 Watt Avenue, Antelope, CA 95843

## Appendix I

### Center Joint Unified School District Discipline Policies

Grounds for Suspension or Expulsion; Legislative Intent: California Education Code 48900 and Center Unified School District Board Policy 5144 (a) allow the superintendent or site administrator to suspend or recommend for expulsion a student for any violation of the following rules while on school grounds, going to or coming from school, during the lunch period whether on or off the campus, or during, or while going to, or coming from a school sponsored activity. Suspension of up to 5 days or a recommendation for expulsion may occur when the conduct is of an extreme nature.

- 1       \*48900(a-1): Caused, Attempted, or Threatened Physical Injury (S)
- 2       \*48900(a-2): Use of Force or Violence (S)
- 3       \*48900(b): Weapons (S)
- 4       \*48900(c): Drugs or Alcohol, Possession/Use of (S)
- 5       \*48900(d): Drugs or Alcohol, Sale of (S)
- 6       \*48900(e): Robbery/Extortion (S)
- 7       \*48900(f): School Property Damage (S)
- 8       \*48900(g): Property Theft (S)
- 9       \*48900(h): Tobacco, Possession/Use(S)
- 10      \*48900(i): Language, Obscene/Profanity (S)
- 11      \*48900(j): Drugs, Paraphernalia (S)
- 12      \*48900(k): Disrupted School Activities / Defiance of Authority(S)
- 13      \*48900(l): Stolen Property, Possession of (S)
- 14      \*48900(m): Firearm, Imitation (S)
- 15      \*48900(n): Sexual Assault (S)
- 16      \*48900(o): Harassment, Witness (S)
- 17      \*48900(p): Soma, Selling of (S)
- 18      \*48900(q): Hazing (S)
- 19      \*48900(r): Bullying/Harassment (S)
- 20      \*48900(t): Aids or Abets Physical Injury(S)
- 21      \*48900.2: Sexual Harassment (S)(E)
- 22      \*48900.3: Hate Violence (S)(E)
- 23      \*48900.4: Harassment, threats, intimidation (S)(E)
- 24      \*48900.7(a): Terroristic threats against school officials or property (S)(E)
- 25      \*48900.7(b): Terroristic Threat (S)(E)
- 50      \*48915(a-1): Caused Serious Physical injury (S)(E)
- 51      \*48915(a-2): Possession of Knife or other Dangerous Object (S)(E)
- 52      \*48915(a-3): Possession of any Controlled Substance (S)(E)
- 53      \*48915(a-4): Robbery/Extortion (S)(E)
- 54      \*48915(a-5): Assault or Battery on a School Employee (S)(E)
- 55      \*48915(c-1): Firearm; Possessing, Selling or Furnishing (E)\*\*
- 56      \*48915(c-2): Brandishing a Knife (E)\*\*
- 57      \*48915(c-3): Sales of Controlled Substance (E)\*\*
- 58      \*48915(c-4a): Sexual Assault(E)\*\*
- 59      \*48915(c-4b): Sexual Battery (E)\*\*
- 60      \*48915(c-5): Possession of an Explosive (E)\*\*

## **Appendix J**

### **Center Joint Unified School District Previous Suspension/Expulsion Notification**

Dated: \_\_\_\_\_

To: \_\_\_\_\_  
Teacher's Name

From: \_\_\_\_\_

Re: \_\_\_\_\_  
Student Name

Pursuant to Legislative Bill AB 29 and ED Code 49079, this notice is to inform you that our office has received a copy of the above named student's cumulative file. The cumulative file includes previous suspension or expulsion information during the previous three school years.

You have a right to view this information. You may check out the cumulative file from the office at your convenience. Please sign this notice indicating that you have been made aware of the prior suspensions/expulsions and of your right to view the cumulative folder. Then, return the form to my office as soon as possible.

Signature: \_\_\_\_\_

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

## **Appendix K**

### **Hate Motivated Behavior**

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

In order to create a safe learning environment for all students, the Governing Board desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, religious beliefs or practices.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. These efforts shall be focused on providing an efficient use of district and community resources.

The district shall provide age appropriate instruction to help promote an understanding of and respect for human rights, diversity and tolerance in a multicultural society and to provide strategies to manage conflicts constructively.

The Superintendent or designee shall ensure that staff receive training on recognizing hate-motivated behavior and on strategies to help respond appropriately to such behavior.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school level complaint process/grievance procedures as described in AR 5145.7-Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy and administrative regulation.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Principal, Superintendent or designee and/or law enforcement, as appropriate.

As necessary, the district shall provide counseling, guidance and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

## **Appendix L**

### **Nondiscrimination/Harassment**

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

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

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

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

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

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

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

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

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

## **Appendix M**

### **Site Dress Code**

Dudley students are to adhere to the following Dress Code to maintain a safe learning environment free from distractions:

Shoes are to be worn at all times. Sandals and platform shoes are considered unsafe during P.E. and recess activities. Flip-flops may not be worn at any time during the school day.

Clothing and jewelry shall be free of writing, pictures, or insignias which is/are crude, vulgar, profane or sexually suggestive, which advocate racial, ethnic, or religious prejudice, or which promote violence or the use of drugs, alcohol, or tobacco.

Non-religious head covering may not be worn indoors. The brim of any hat or visor must face forward.

Hair must not interfere with school activities. Decorative hair and/or distracting hair styles are not allowed.

Clothing that reveals undergarments may not be worn.

Clothing must completely cover one's torso. Spaghetti straps are not permitted.

Short length must be to or past the student's fingertips.

## *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

Dept./Site: Oak Hill Elementary

Date: 3/9/2018

Action Item   X  

To: Board of Trustees

Information Item

From: Patty Spore, Principal

# Attached Pages  105 

Principal's Initials:  PS 

**SUBJECT: OAK HILL SAFE SCHOOL AND EMERGENCY PREPAREDNESS  
PLAN: FEBRUARY 2018 REVISION**

Each school year we are required to update our Comprehensive School Safety Plan. The current revision includes updated safety goals to reflect current staff training and an update to reflect staff currently working at Oak Hill.

**RECOMMENDATION: The CJUSD Board of Trustees approve the Oak Hill Elementary Safe School and Emergency Preparedness Plan: February 2018 revision**

**CONSENT AGENDA**

# **OAK HILL ELEMENTARY**



---

## **Safe School And Emergency Preparedness Plan**

### **Center Joint Unified School District Antelope, CA**

**Revised February, 2018**

## **EMERGENCY PREPAREDNESS PLAN**

**The Emergency Response Plan has as its primary objectives:**

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

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

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

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

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

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

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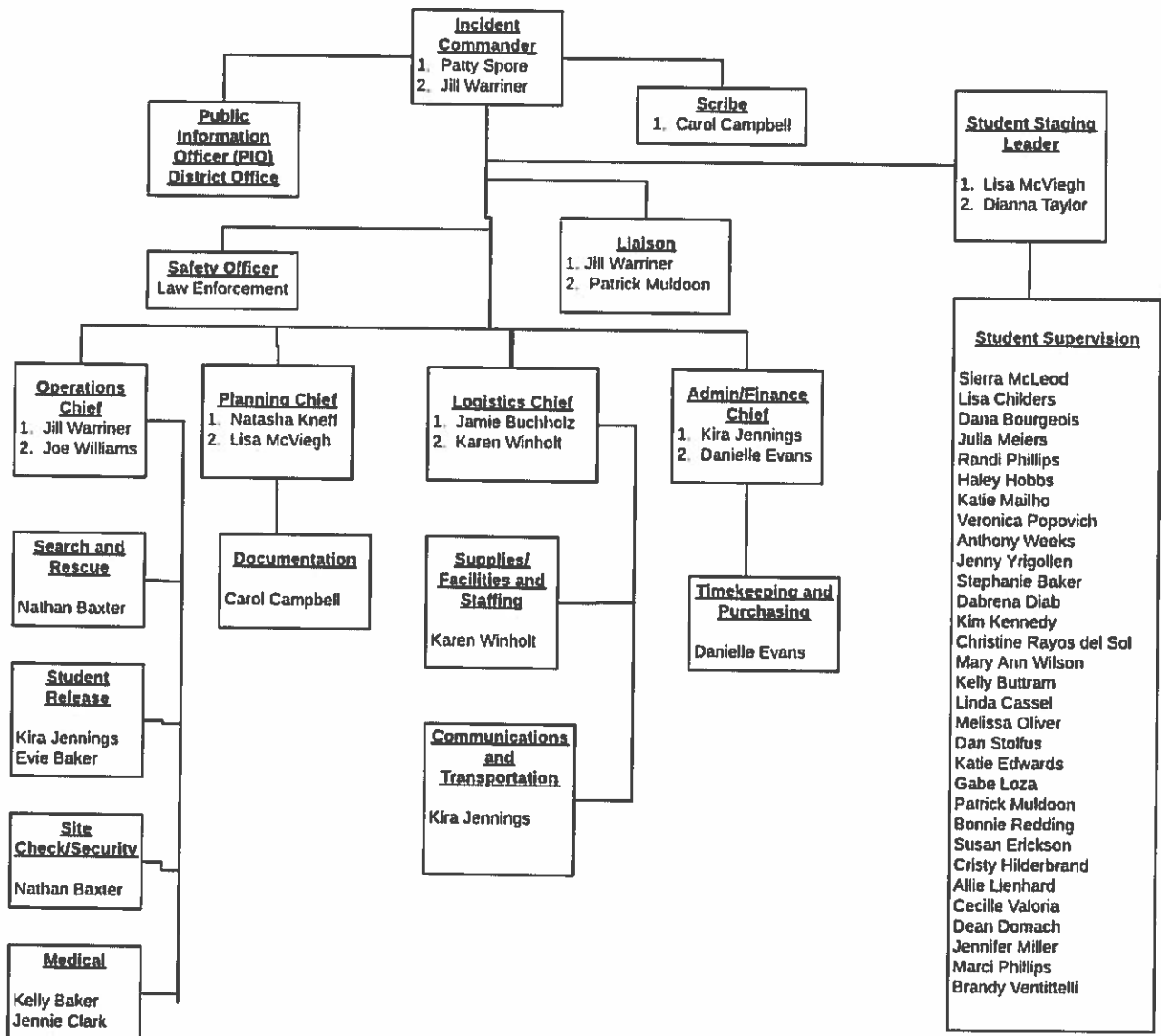
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## **PART 1 CRISIS MANAGEMENT**

### **SECTION 1 INCIDENT COMMAND SYSTEM**

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

# Oak Hill Elementary School Incident Command System



## **Incident Command Descriptions**

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

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

### ***Admin/Finance Chief***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Team Leader to report progress and/or need for additional help. The Team Leader reports progress/needs to the Operations Chief.**

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

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

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

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

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

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

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

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

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

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

## **SECTION 2      STAGING AREAS**

### **Indoor Command Post:**

- 1. Office**
- 2. Library**

### **Outdoor Command Post:**

- 1. Otter Outback**
- 2. Front Steps**
- 3. Nature Area**

**Triage Area: Quad, Bodega Triangle, or drive between Tule and Mission Bays**

**Parent Reunification Area: Cafeteria or Front Steps**

**Bus Staging Area: North Creek Court**

**Media Staging Area: Abalone Cove**

**Off-Site Evacuation Location:**

### **SECTION 3      LOCKDOWN PROCEDURES**

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

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

**In addition to an onsite emergency, lockdown procedures can be modified for use during a local incident in which the school population is not in direct danger. A local incident might be a sheriff or fire event nearby or an injury on school grounds that requires limiting student movement in the area.**

**When a lockdown is announced, several steps should take place. Someone must be assigned to the dangerous situation or area to ensure students and staff do not enter the area. Immediate notification should be made to the 911, fully explaining what is known at that time. The bells must be held and instructions to ignore the fire alarm should be given.**

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

**A) Classes in progress (not during lunch)**

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

**B) Class change in progress**

**"Teachers and students, it is necessary to begin a lockdown of classrooms. All students report directly to your next assigned class and ignore any fire alarms."**

**C) Lunch is in session**

**Add the following to either announcement:**

**"Students in the cafeteria, follow the instructions of the staff in the cafeteria."**

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

**During a lockdown, special attention should be given to the areas of the school where numerous students are gathered in an unsecured environment, such as**

**the cafeteria, auditorium, or library. Arrangements should be made so that students in these areas can be moved to nearby locations that can be secured.**

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

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

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

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

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

**Communication via school radio is permissible as long as the incident does not involve an explosive device or a suspect in possession of a radio or scanner. The sheriff liaison member of the Incident Command Team should be prepared**

**to gather all known information and respond to the first arriving sheriff personnel and brief them on the situation.**

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

**Special areas of concern:**

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

## **SECTION 4      EVACUATION PROCEDURES**

### **General Evacuation**

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

### **Evacuation of School Grounds**

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

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

During evacuation, the students will walk quickly, quietly, and in single file. If busses are available, students will board {insert location}. When releasing students to the care of parents or other adults, refer to the section entitled, "Release of Students to Parents".

### **School Evacuation Instructions**

#### **Exit the Building**

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

#### **Teachers**

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

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

#### **Students**

##### **In homeroom class**

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

##### **NOT in homeroom**

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

##### **At recess / break**

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

#### **Staff Not Assigned To Classrooms**

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

#### **Principal or Designee**

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

##### **Instruct teachers to:**

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

### **Evacuation of Students with Disabilities**

Students with sensory, developmental, cognitive and mobility disabilities will have evacuation protocol in place that meets the requirements of their Individualized Education Plan, their Health Plan and/or Americans with Disabilities Act requirements. During an evacuation:

- A pre-designated staff member will assist with the evacuation.
- The staff member will describe the situation and actions to be taken in advance of beginning the evacuation procedures.
- The staff member will use facial expressions and hand gestures as clues when describing the procedures.
- The staff member will give one direction at a time during the evacuation.
- The student will never be left unattended.

### **Exit Route**

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

## **SECTION 5      STUDENT RELEASE PROCEDURES**

### **Early Dismissal**

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

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

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

Follow the "Release of Students to Parents" plan.

### **Release of Students to Parents**

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

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

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

### STUDENT RELEASE FORM

Date \_\_\_\_\_ Time \_\_\_\_\_

Student \_\_\_\_\_

Teacher \_\_\_\_\_

Room # \_\_\_\_\_ Grade \_\_\_\_\_

PERSON CHECKING OUT STUDENT: \_\_\_\_\_

Signature \_\_\_\_\_

---

### STUDENT RELEASE FORM

Date \_\_\_\_\_ Time \_\_\_\_\_

Student \_\_\_\_\_

Teacher \_\_\_\_\_

Room # \_\_\_\_\_ Grade \_\_\_\_\_

PERSON CHECKING OUT STUDENT: \_\_\_\_\_

Signature \_\_\_\_\_

---

### STUDENT RELEASE FORM

Date \_\_\_\_\_ Time \_\_\_\_\_

Student \_\_\_\_\_

Teacher \_\_\_\_\_

Room # \_\_\_\_\_ Grade \_\_\_\_\_

PERSON CHECKING OUT STUDENT: \_\_\_\_\_

Signature \_\_\_\_\_

## **SECTION 6 SCHOOL PARTNERSHIPS**

### **Off Site Partnership**

**Include location, contact information, and directions here.**

**SECTION 7      RESOURCES****Staff List/Special Skills**

Staff Member			
	Phone Number	Health Concerns	Special Skills
Baker, Evie			
Baker, Kelly			
Baker, Stephanie			
Baxter, Nathan			
Becker, LeAnn			
Burgeois, Dana			
Buchholz, Jamie			
Buderer, Claudia			
Buttram, Kellie			
Campbell, Carol			
Cassel, Linda			
Cebula, Gail			
Childers, Lisa			
Clark, Jennie			
Davison, Elizabeth			
Diab, Dabrena			
Dobscha, Richard			
Domach, Dean			
Dorofeyev, Tatyana			
Edwards, Katie			
Erickson, Susan			
Evans, Danielle			
Friend, Elizabeth			

Staff Member	Phone Number	Health Concerns	Special Skills
Garcia, Lorenzo			
Golik, Marcelina			
Hame, Alyssa			
Harris, Linda			
Harvill, John			
Haywood, Rochele			
Hilderbrand, Cristy			
Ho, Tracy			
Hobbs, Haley			
Huff-Ortega, Christina			
Jennings, Kira			
Kennedy, Kim			
Kirkland, Rosina			
Kneff, Natasha			
Lark, Kim			
Lienhard, Allison			
Loza, Gabriel			
McLeod, Sierra			
McVeigh, Lisa			
Mallho, Katie			
Meier, Julia			
Miller, Jennifer			
Mortimore, Melinda			
Muldoon, Patrick			
Oliver, Chris			
Oliver, Melissa			
Peterson, Ana			
Phillips, Marci			
Phillips, Randi			
Staff Member			
Popovich, Nancy			
Popovich, Veronica			

Quintero, Dalia	
Rayos del Sol, Christine	
Redding, Bonnie	
Riley, Earl	
Rodriguez, Lesley	
Rosenbach, Akiko	
Russell, Damario	
Sherman-Williams, Joseph	
Spore, Patricia	
Stolfus, Dan	
Taylor, Diana	
Valoria, Cecille	
Vataman, Olga	
Ventittelli, Brandy	
Weeks, Anthony	
Wilson, Mary Ann	
Winholt, Karen	
Yoneda, Betty	
Young, Laura	
Yrigollen, Jenny	
Zelher, Allie	

## **SECTION 8      COMMUNICATIONS**

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

**Communication between the custodial staff and the office staff will be by radio. One radio shall be assigned to each of the following people:**

**Principal  
Secretary  
Day Custodian  
Night Custodian  
Noon Duty Aide  
Resource Teacher  
Counselor  
Operations Chiefs  
Planning Chiefs  
Logistics Chiefs  
Incident Commanders**

### **Telephone Communication**

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

## **SECTION 9      CRISIS PHONE DIRECTORY**

- **Sheriff/Fire Department: 911**
- **Twin Rivers Police Department: (916) 566-2777**
- **Poison Control Center, UCD Medical Center:(916) 734-3692**
- **Citizens Utilities (Water): (916) 568-4200**
- **SMUD (Electricity): (916) 456-7683**
- **PG&E (Gas): (916) 743-5000**
- **Superintendent's Office: (916) 338-6409**
- **Maintenance, Operations, Transportation (MOT):**
  - **Craig Deason, Assistant Superintendent: (916) 338-6337**
  - **Karen Matre, Assistant Superintendent's Secretary: (916) 338-6337**
  - **Angela Espinoza, Staff Secretary: (916) 338-6417**
- **Child Protective Services (CPS): (916) 875-5437**
- **Dudley Elementary School: (916) 338-6470**
- **North Country Elementary School: (916) 338-6480**
- **Oak Hill Elementary School: (916) 338-6460**
- **Spinelli Elementary School: (916) 338-6490**
- **Wilson C. Riles Middle School: (916) 787-8100**
- **Center High School: (916) 338-6420**
- **McClellan High School: (916) 338-6445**
- **Antelope View Charter School: (916) 339-4690**
- **Global Youth Charter School: (916) 339-4680**

## **SECTION 10      LETTERS HOME**

**The letters on the following pages shall be provided to families at the beginning of each school year.**



**BOARD OF TRUSTEES**  
**Nancy Anderson**  
**Jeremy Hunt**  
**Kelly Kelley**  
**Delrae M. Pope**  
**Donald E. Wilson**

**8408 Watt Avenue Antelope, CA 95843-9116**  
**(916) 338-6413 Fax (916) 338-6322**

**Established 1858**

**CJUSD**  
**Disaster Procedures**

**Dear Parents/Guardians:**

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

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

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

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

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

**If you have any questions about these procedures, please contact the school office.  
Thank you for your cooperation in this very important matter.**

**Sincerely,**

**Principal**



8408 Watt Avenue Antelope, CA  
95843-9116

**BOARD OF TRUSTEES**

Nancy Anderson  
Jeremy Hunt  
Kelly Kelley  
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Donald E. Wilson

**Snack Request**

**Dear Parents:**

As part of our disaster preparedness program we ask that each child's family prepare a snack-pack to be kept at school. In the event of major disaster which might delay you from picking up your children from school, this pack will provide a source of nourishment and comfort. Please involve your children in putting together this pack and share a short explanation of its potential use. Have your child bring the bag to his/her classroom the first week of school.

In a heavy-duty 1-gallon ZIP-LOCK bag, place the items listed below:

- (1) *can of fruit drink (no pouches, no boxes because they leak)*
- (1) bottle of water
- (3) small non-perishable snack packages – please choose commercially vacuum-packed items such as beef jerky, a granola bar, a fruit roll-up, cheese and crackers or a small pull-top *can* of fruit with a plastic spoon
- (1) small packet of wet wipes
- (1) note of reassurance and a small picture, as these may be a source of comfort in the event of an emergency and extended separation

Please do not send items that need to be refrigerated. Items that are perishable or need to be refrigerated will be sent back home with the student.

Please make sure the bag is marked clearly with your child's name, grade, teacher and room. Packs will be returned to students at the end of the school year.

Having these supplies on-site will better enable us to care for the students in an actual emergency, and they will also be a source of comfort to them. Your child will not be permitted to take something from the kit if s/he forgets a snack or wants a drink. The kits are for true emergencies only.

If you have any questions about this program, please contact the school office. Thank you for your cooperation in this very important matter.

Sincerely,

Principal

*"Respecting our traditions, while embracing new ideas"*

## **SECTION 11    AFTERMATH**

### Counseling

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

## **SECTION 12      TRAINING AND UPDATING**

### **Drills**

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

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

### **Training**

The staff has participated in the following trainings:

- Arson Prevention (every other year – odd years) – January 3, 2018
- Bloodborne Pathogens for School Employees (every other year – even years) – October 19, 2016
- Code Red Lockdown Training (annually) – August 17, 2017
- CPR Training (every other year – even years) – September 10, 2016
- NIMMS/ICS video (discuss components annually, can watch video every other year) – September 6, 2017
- Mandated Child Abuse Reporter Training (annually) – August 7, 2017
- Triage Training (every other year – odd years) – January 3, 2018

\* The Power Point Presentations on the Schools Insurance Authority website can be used in lieu of their videos. In either case, sign in sheets must be used.

## **PART 2 CRISIS READINESS**

### **SECTION 1 ACTIVITY IN THE VICINITY**

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

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

## **SECTION 2      AFTER-HOURS CRISIS PROCEDURES**

**Train custodians on what role they should take during after-hours events. Ensure that custodians have access to the Twin Rivers' Police Department phone number at all times. Also, ensure that custodians carry a phone so they may be communicated with if a crisis occurs.**

**An After Hours cover page has been provided with the CJUSD "Facilities Use Agreement." This document asks the facility user to meet with the site administrator to discuss the location of the safety plan and to review the "Crisis Management" and "Crisis Readiness" sections of the plan. In addition, facility users must indicate with their signature that they have received and read the CJUSD Emergency Procedures poster, which is posted in all rooms at all sites. Outside facility users must have their copy of the Emergency Procedures with them at all times when using district facilities.**

## **SECTION 3      BOMB THREAT**

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

### **Bomb Threat Procedures**

#### **I. Office Personnel**

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

#### **II. Administration**

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

- a. Notify teachers to evacuate their rooms by announcing the bomb threat. All students should be at least 500 ft. away from the building.
- b. Wait for the sheriff's unit to arrive. Assist the officers as needed.

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

### **III. Teachers**

- a. **Upon receiving the notice to evacuate, have your students assemble outside your classroom in an orderly manner and wait for you.**
- b. **Students should take their backpacks with them.**
- c. **Check your room before you leave for anything out of the ordinary. Take a 360-degree sweep from eye level to floor and if you see anything suspicious, report it to an administrator.**
- d. **Keep your group together and walk with them to the field. Take your roll sheet and emergency information and call roll when you get there. Get your group together in an orderly manner and stay with them. You will probably be there for awhile, so take your time with these tasks and make sure students obey you perfectly.**
- e. **When you hear the all clear signal (announcement over the intercom or on the bullhorn) return to your classroom in an orderly manner.**

### **IV. Custodians, Cooks, and other Classified Employees**

- a. **Check your work areas. Do a 360 degree visual check of your room(s) as described under "Teachers" above.**
- b. **Assist Administration as needed.**

## BOMB THREAT FORM

### RECEIVING A BOMB THREAT

#### INSTRUCTIONS:

Be calm and courteous: **LISTEN!** Do not interrupt the caller. Quietly attract the attention of someone nearby, indicating to them the nature of the call. Ask the questions in the order they are listed. Complete this form as soon as the caller hangs up and the school administration has been notified.

Exact time of call: \_\_\_\_\_

Exact words of caller:

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#### Questions to Ask

1. When is the bomb going to explode? \_\_\_\_\_
2. Where is the bomb? \_\_\_\_\_
3. What does it look like? \_\_\_\_\_
4. What kind of bomb is it? \_\_\_\_\_
5. What will cause it to detonate? \_\_\_\_\_
6. Did you place the bomb? \_\_\_\_\_
7. Why? \_\_\_\_\_
8. Where are you calling from? \_\_\_\_\_
9. What is your address? \_\_\_\_\_
10. What is your name? \_\_\_\_\_

#### Caller's Voice (Circle):

Calm	Disguised	Nasal	Angry		Broken
Stutter	Slow	Sincere	Lisp	Rapid	
Giggling	Deep	Crying	Squeaky	Excited	
Stressed	Accent	Loud	Slurred	Normal	

#### Voice Description (Circle):

Male	Female	
Calm	Nervous	
Young	Old	Middle-Aged
Rough	Refined	

Accent: Yes    No    Describe \_\_\_\_\_

Speech Impediment: Yes    No    Describe \_\_\_\_\_

**Unusual Phrases**\_\_\_\_\_

**Recognize Voice? If so, who do you think it was?**\_\_\_\_\_

**Background Noises (Circle):**

**Music**                      **TV**  
**Traffic**      **Running Motor (type)**\_\_\_\_\_  
**Horns**                      **Whistles**      **Bells**  
**Machinery Aircraft**      **Tape Recorder**      **Other**\_\_\_\_\_

**Additional Information:**

**A. Did the caller indicate knowledge of the facility? If so, how? In what ways?**

\_\_\_\_\_  
\_\_\_\_\_

**B. What line did the call come in on?**\_\_\_\_\_

**C. Is the number listed? Private number? Whose?**

\_\_\_\_\_  
\_\_\_\_\_

**D. Person Receiving Call**\_\_\_\_\_

**E. Telephone number the call was received at**\_\_\_\_\_

**F. Date**\_\_\_\_\_

**G. Report call immediately to:**\_\_\_\_\_  
**(Refer to bomb incident plan)**

**Signature**\_\_\_\_\_ **Date**\_\_\_\_\_

## THREATENING PHONE CALL FORM

Time call was received \_\_\_\_\_ Time caller hung up \_\_\_\_\_

Try to get another person on the line and record the conversation. Exact words of person: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Questions to ask if not already covered by caller's statement (record exact words)

1. What is your name? \_\_\_\_\_
2. What are you going to do? \_\_\_\_\_
3. What will prevent you from doing that? \_\_\_\_\_
4. Why are you doing this? \_\_\_\_\_  
\_\_\_\_\_
5. When are you doing this? \_\_\_\_\_
6. Where is the device right now? \_\_\_\_\_
7. What kind of device or material is it? \_\_\_\_\_
8. What does it look like? \_\_\_\_\_  
\_\_\_\_\_

Person receiving the call

Person monitoring the call

Department \_\_\_\_\_  
Dept Phone No. \_\_\_\_\_  
Home Address \_\_\_\_\_  
Date: \_\_\_\_\_

Department \_\_\_\_\_  
Dept. Phone No. \_\_\_\_\_  
Home Address \_\_\_\_\_

## **SECTION 4      BUS ACCIDENT**

### **Field Trip Preparedness for Staff Members**

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

## **SECTION 5      CHEMICALS/BIOHAZARD/GAS ODOR**

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

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

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

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

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

## **SECTION 6      DEATH/SUICIDE**

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

**Principal or designee shall:**

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

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

## **SECTION 7      EARTHQUAKE**

### **During the Quake**

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

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

### **After the Quake**

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

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

### **Re-entry of Building**

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

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

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

## **SECTION 8      FIRE/EXPLOSION**

### **Fire**

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

### **Computer Labs**

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

### **Lunchrooms and Kitchens**

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

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

### **Fire Drill Procedures**

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

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

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

#### **Silent Fire Drill / Neighborhood Disaster Plan**

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

#### **Fire Extinguishers**

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

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

#### **Fire Extinguisher Inspections**

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

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

## **SECTION 9      FLOOD**

### **When there is a flood at the school site**

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

### **After the danger is over**

**Beware of contaminated food, water, broken gas lines, and wet electrical equipment. Resume classes only after a qualified person has done a building assessment (see returning to building under earthquake.)**

### **Minor Flooding**

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

## **SECTION 10      GAS ODOR**

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

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

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

## **SECTION 11      HOSTAGE SITUATION**

### **Intruder or Hostage Situation**

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

The procedures for the following situations are as follows:

### **Terrorist or Intruder Enters the Classroom**

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

### **Terrorist or Intruder Enters the Office**

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

### **Terrorist or Intruder Appears on Campus During Recess**

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

## **SECTION 12      HOSTILE VISITOR**

### **Domestic or Civil Disturbance**

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

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

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

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

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

### **Procedure to Deal with Civil Disturbances**

#### **Violent Person:**

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

**contact the office immediately. The office will call 911. Administrators will inform the Superintendent.**

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

**Mob:**

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

**Unidentified Person(s) Taking Control:**

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

## **SECTION 13      KIDNAPPING/ATTEMPTED KIDNAPPING**

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

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

## **SECTION 14      MEDICAL EMERGENCY**

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

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

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

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

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

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

### **First Aid Stations**

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

### **Rescue**

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

**With a serious or critical injury, do the following:**

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

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

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

**With critical illness or injury, do the following:**

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

#### **FIRST AID INSTRUCTIONS**

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

### **Abdominal Pain**

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

### **Artificial Respiration**

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

### **Bleeding**

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

**\*Internal bleeding – Treat for shock**

### **Bone Injuries**

1. Dislocations: fingers, thumb, shoulder  
Keep the part quiet. Immobilize shoulder with arm sling.
2. Fractures:
  - Signs of a closed fracture:
    1. Swelling

2. Tenderness to touch
3. Deformity
4. Discoloration
- Treatment (closed fracture - no bleeding or broken skin at wound)
  1. Keep broken bone ends from moving
  2. Keep adjacent joints from moving
  3. Treat for shock
- Treatment (open fracture - broken bone and broken skin)
  1. Do not move protruding bone end
  2. If bleeding, control bleeding by direct pressure on wound
  3. Treat the same as closed fracture after bleeding is controlled.
3. Sprains (injury to soft tissue around a joint)
  - Always immobilize
  - Elevate joint
  - Apply cold packs during first half hour
  - Treat the same as closed fractures
  - X-ray may be necessary

### **Breathing - Unconscious Person**

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

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

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

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

### **Rescue Breathing:**

1. Giving mouth-to-mouth rescue breathing to an adult:

- a. Put your hand on the victim's forehead, pinching the nose shut with your fingers. Your other hand is lifting the victim's chin to maintain an open airway.
  - b. Place your mouth over the victim's, making a tight seal.
  - c. Breathe slowly and gently into the victim until you see the chest rise. Give 2 breaths, each lasting about 1½ seconds. Pause between breaths to let the airflow out. Watch the victim's chest rise each time you give a breath to make sure air is going in.
  - d. Check for a pulse after giving these 2 initial, slow breaths. If you feel a pulse but the victim is still not breathing, give one breath about every 5 seconds. After 10 to 12 breaths, re-check pulse to make sure the heart is still beating.
  - e. Repeat the cycle every 5 seconds, 10-12 breaths per minute, rechecking the pulse after each cycle. Continue rescue breathing until one of the following happens:
    - i. The victim begins to breathe without your help
    - ii. The victim has no pulse (begin CPR).
    - iii. Another trained rescuer takes over for you.
    - iv. You are too tired to go on.
2. Giving mouth-to-mouth rescue breathing to infants and small children:
- a. A small child's head should be tilted back gently to avoid injury. With head tilted back, pinch the nose shut. Lift the chin and check for breathing as you would for an adult. Give 2 slow breaths until the chest rises.
  - b. Check for a pulse.
  - c. Give 1 slow breath about every 3 seconds. Do this for approximately 1 minute, or 20 breaths.
  - d. Recheck the pulse and for breathing.
  - e. Call 911 if you have not already done so. Continue rescue breathing as long as a pulse is present and the child is not breathing.
  - f. Continue rescue breathing until one of the following occurs:
    - i. The child begins to breathe on his/her own.
    - ii. The child has no pulse (begin CPR).
    - iii. Another trained rescuer takes over for you.
    - iv. You are too tired to go on.

### Burns

1. Degrees:
  - Skin red (1st degree)
  - Blisters develop (2nd degree). Never break open blisters.
  - Deep tissue damage (3rd degree)
2. First Aid for thermal burns (1st and 2nd degree burns) to exclude air:
  - Submerge in cold water
  - Apply a cold pack
  - Cover with a thick dressing or plastic. (Do not use plastic on face.)

- After using cold water or ice pack, cover burned area with a thick, dry, sterile dressing and bandage firmly to exclude air.
3. **First Aid for 3rd degree burns:**
    - Apply a thick, dry sterile dressing and bandage to keep out air.
    - If large area, wrap with a clean sheet or towel.
    - Keep burned hands and feet elevated and get medical help immediately.
    - Treat the same as shock victim, giving fluids as indicated; warmth necessary.
  4. **First Aid for chemical burns**
    - Wash chemical away with water.
  5. **Acid burn to the eye (also alkali burns)**
    - Wash eye thoroughly with a solution of baking soda (1 teaspoon per 8-ounce glass of water) or plain water for 5 minutes.
    - If victim is lying down, turn head to side. Hold the lid open and pour from inner corner outward. Make sure chemical isn't washed out onto the skin.
    - Have victim close the eye, place eye pad over lid, bandage and get medical help.

### **Choking (Heimlich Maneuver)**

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

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

If the victim is on his back:

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

### **Convulsions or Seizures**

#### **1. Symptoms**

- Jerking movements
- Muscular rigidity
- Blue about the lips
- May drool

- High fever

These seizures are seldom dangerous, but they are frightening.

## **2. Causes**

- Head injuries
- Severe infections
- Epilepsy

## **3. Treatment**

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

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

### **Diabetics**

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

### **Dog/Animal Bites**

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

### **Ears**

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

### **Electric Shock**

1. Do not touch the victim if he is still in contact with the electricity.

2. Turn off the main switch or pull plug.
3. Be aware of the possibility of breathing emergency.

### **Eyes**

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

### **Fainting**

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

### **Fracture**

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

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

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

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

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

### **Frostbite**

1. The frostbitten area will be slightly reddened with a tingling sensation of pain. The skin becomes grayish-yellow, glossy and feels numb. Blisters eventually appear.
2. Re-warm the area by quickly submerging it in warm water (start with 98 degrees and gradually warm to 102-103 degrees). Don't rub the area nor break the blisters.

### **Head Injury**

#### **1. Symptoms**

- May or may not be unconscious
- Unconsciousness may be delayed one-half hour or more
- Bleeding from mouth, nose or ear
- Paralysis of one or more extremities
- Difference in size of pupils of the eyes

#### **2. First Aid for Head Injuries:**

- No stimulants or fluids
- Don't raise his feet; keep the victim FLAT
- Observe carefully for stopped breathing or blocked airway
- Get medical help immediately
- When transported, gently lay flat
- Position head to side so secretions may drool from corner of mouth
- Loosen clothing at neck

### **Heart Attack**

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

### **Nosebleeds**

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

### **Pandemic Flu Plan**

#### **Seasonal Flu:**

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

**Mild to Moderate Pandemic:**

- Caused by new influenza virus that has not previously circulated and can be easily spread.
- It is likely most people will have no immunity to the new virus; it will likely cause illness in high numbers of people and more severe illness and deaths than seasonal influenza.
- Symptoms are similar to seasonal flu, but may be more severe and have more serious complications.
- Healthy adults may be at increased risk for serious complications.

**Severe Pandemic:**

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

**Measures to limit the spread of flu:**

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

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

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

**Social distancing:**

**In a pandemic, the risk of getting the flu is greatest when one has close contact with an infected person. Social distancing measures may include standing three feet apart when communicating, canceling outdoor recess, and monitoring hand washing after bathroom use and after sneezing/coughing/blowing nose. Wipe phones with antibacterial wipes after each use. Limit use of headphones, keyboards and any other shared items in the classroom – wipe with antibacterial wipes after each use.**

**Use a bacterial spray (such as Lysol) in the classroom twice daily.**

**Open windows if weather permits while room is occupied or when students leave the room for lunch. Consider possible school closure for a short amount of time early in the course of a community outbreak.**

**Consult [www.pandemicflu.gov](http://www.pandemicflu.gov) for new and updated information.**

### **Poisoning**

1. In all oral poisoning, give liquids to dilute the poison.
2. Procedures for handling specific oral poisoning cases should be reviewed by teachers of classes in areas where poisoning may take place.

### **Puncture Wounds (knife and gunshot)**

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

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

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

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

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

### **Seizure**

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

#### **1. During a seizure:**

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

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

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

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

### **Shock**

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

### **Sunstroke**

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

### **Wounds**

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

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

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

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

## **SECTION 15 MISSING STUDENT**

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

### **Access into Building**

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

### **Student Accountability**

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

### **Photo Identification Badges**

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

### **Visitor Badges and Log**

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

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

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

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

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

## **SECTION 16      PUBLIC DEMONSTRATION**

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

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

## **SECTION 17 SCHOOL SITE AS MASS CARE AND WELFARE SHELTER**

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims.

The governing board of any school district shall grant the use of school buildings, grounds and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare.

1. **Use of Facility:** Upon request and if feasible, the Center Joint Unified School District (CJUSD) will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter.
2. **Shelter Management:** The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. CJUSD will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.
3. **Condition of Facility:** The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross. They will record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of CJUSD.
4. **Food Services:** Upon request by the Red Cross, and if such resources exist and are available, CJUSD will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.

5. **Custodial Services:** Upon request by the Red Cross and if such resources exist and are available, CJUSD will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
6. **Security:** In coordination with the Facility Coordinator; the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.
7. **Signage and Publicity:** The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. CJUSD will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. CJUSD will refer all media questions about the shelter to the Shelter Manager.
8. **Closing the Shelter:** The Red Cross will notify the CJUSD or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.
9. **Reimbursement:** The Red Cross will reimburse the Owner for the following:
  - a. ***Damage to the Facility or other property of Owner, reasonable wear and tear excepted, resulting from the operations of the Red Cross. The Red Cross is not responsible for storm damage or other damage caused by the disaster.***
  - b. ***Reasonable costs associated with custodial and food service personnel which would not have been incurred but for the Red Cross's use of the Facility for sheltering.***

***Reasonable, actual, out-of-pocket operational costs to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises.***

## **SECTION 18     SEVERE WEATHER**

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

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

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

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

## **SECTION 19 SHOOTING/STABBING**

### **Assess the situation**

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

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

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

**Disable the bell system, if possible.**

### **Once situation has been assessed:**

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

## **PART 3 SITE ACTION PLAN**

### **SECTION 1 DISTRICT AND SITE MISSION STATEMENTS**

#### **Center Joint Unified School District Mission Statement**

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

#### **School Mission Statement**

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

**SECTION 2      People and Programs: Create a “caring and connected” school climate.**

**DESCRIPTION OF SCHOOL CLIMATE**

Oak Hill is in the first year of implementation of the Positive Behavior Intervention and Supports (PBIS). Within the structure of the PBIS program, the staff and administration have built a high level of cohesiveness. Cooperation and support between teachers and administrators is evident. All staff members have been trained by the PBIS leadership team on how to support students in making positive choices.

All pupils are expected to behave in a manner that promotes safety and learning. The new “Otter Oath” gives students guidelines on the on the expectations of appropriate school behavior.

Otter Oath

Be Safe

Be Responsible

Be Respectful

Be Ready

Pupils are encouraged to bring problems to the administrators, teachers, or other staff members. The everyday goal is for the entire staff to be productive rather than reactive in all situations of concern.

The academic and behavior efforts of pupils are recognized and rewarded. Staff use Otter Dollars, coupons, and raffles to recognize and encourage positive behavior.

## **SECTION 3      SCHOOL CLIMATE GOALS**

### **The School Climate**

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

**Objective #1:** Create a caring school environment through Positive Behavior Interventions and Supports (PBIS) and Character Education

### **Related Activities:**

- **Positive Behavior Interventions and Supports (PBIS)**

- School-wide PBIS implementation:      Tier 1, 2017-2018  
   Tier 2, 2018-2019
- All students will understand and model the Otter Oath: Be Safe; Be Responsible; Be Respectful; Be Ready
- All classes will create a classroom poster showing the Otter Oath
- Display the Otter Oath in public places
- Students are encouraged to apply the Otter Oath when out on the playgrounds, in the classroom, and in all aspects of their lives
- Students demonstrating aspects of the Otter Oath may be rewarded with an Otter Dollar to spend in the Oak Hill store once weekly
- Develop ideas and strategies that sustain the momentum of the PBIS culture
- Continue staff training to ensure full implementation of PBIS
- Maintain high standards for behavior, decrease student referrals, and contribute to a safer, more caring environment
- Consistent school-wide discipline policy and language

- **Other Character Education Supports**

- Schools with character education programs have reported gains in reading and math scores
- Teachers in grades k-2 and 4th will teach the *2nd step Character Education* program weekly
- Students in grade 3 will receive training in the *Stop and Think* program through the Sacramento Children's Home Mental Health Services
- Students in grade 4 will participate in *A Touch of Understanding*, a program on disability awareness

- Teachers in grade 5 will teach a weekly lesson using the *Steps to Respect* program
- Students in grade 6 will participate in the *Too Good for Violence* program
- Students in grades 5 and 6 are encouraged to participate in the peer mediation group (Green Berets). Each trimester, two students from each class are selected by the teacher to act as peer mediators. At the beginning of the year, all fifth graders go through a one day training on the techniques used in peer mediation
- Students in grades 4, 5, and 6 participate in the *Safe School Ambassadors* program. At the beginning of each school year, students from each class are selected, through a student survey and teacher input, to serve as Safe School Ambassadors (SSA). These students participate in a 2 day training put on by the Schools Insurance Authority (SIA) that focuses on Bully Prevention.

**Objective #2: Establish a Multi-Tiered Systems of Support (MTSS) that will provide students with the needed assistance in learning and behavior**

**Related Activities:**

- Teachers develop academic and/or behavior SMART goals
- SST (Student Success Team) meetings are scheduled for students with concerns. Teachers or parents may request a SST
- Coordination with parent, student, classroom teacher, resources teacher, school psychologist, speech therapist, and administrator for students with special needs
- Before/After school intervention in English Language Arts and Math
- Behavior Intervention Plans (BIP), Behavior Support Plans (BSP), or behavior charts if appropriate
- Check-In, Check-Out (Tier 2 Behavior Intervention/PBIS)
- PIP (Primary Intervention Program)
- ERMHS (Educationally Related Mental Health Services) *Toolbox* program
- GATE/High Achieving classes in grades 4-6
- Positive reinforcement is practiced in all classrooms with accommodations and modification tailored to individual student needs
- United Way/AARP volunteer reading program

**Objective #3: Create meaningful opportunities for Student Participation/ Connectedness**

**Related Activities:**

- **Wee Deliver (In school postal system)**
- **Accelerated Reader**
- **Weekly STEAM (Science, Technology, Engineering, Art, Math) activities**
- **Project Lead the Way**
- **Student Council**
- **"Kids Can!" Food Drive**
- **Pennies for Patients: Bring in the Change Week**
- **Big Buddy/Little Buddy activities**
- **Spirit Assemblies**
- **Spirit Days once a month**
- **Student recognition during Spirit Day**
- **Student recognition awards**
- **Family Reading Night**
- **Family STEAM Night**
- **Penguin Patch**
- **Wild Things assembly**
- **B Street Theater assembly**
- **Author Day**
- **Varied clubs and activities to cover student interests**
  - Daily Flag Salute (over PA system)
  - Otter Outlook Media team (weekly bulletin)
  - Spirit Squad
  - Chess Club
  - Garden Club
  - Yearbook Club
  - Photography Club
  - English Language Learner Homework Club
  - Mad Science after school program
- **PTA Events**
  - Walk-a-thon
  - Fall Festival

- Scholastic Book Fair
- Trunk-or-Treat
- Family Skate Night
- Pancake Breakfast with Santa
- Family Dance Night
- Kickball Tournament
- Ice Cream Social
- Movie Nights

**SECTION 4      Place: Create a physical environment that communicates respect for learning and for individuals.**

**DESCRIPTION OF PHYSICAL ENVIRONMENT**

**The School's Location and Physical Environment**

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

**Description of School Grounds**

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

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

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

**Maintenance of School Buildings/Classrooms**

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

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

### **Internal Security Procedures**

Oak Hill has established procedures in the following areas: emergency preparedness, suspension, school discipline rules and procedures, and an adopted school-wide dress code.

Pupils may be suspended, transferred to another school, or recommended for expulsion for certain acts. For specific student violations, a mandatory expulsion recommendation shall be submitted by the administration of Oak Hill.

Site administrators contribute to a positive school climate, promote positive pupil behavior and help reduce inappropriate conduct. The principal/designee uses available district and other appropriate records to inform teachers of each pupil identified under E.C. 49079.

Law enforcement is contacted and consulted to help maintain and to promote a safe and orderly school environment. Oak Hill employees comply with all legal mandates, regulations and reporting requirements for all instances of suspected child abuse.

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

Community involvement is encouraged to help increase school safety using the WE TIP hotline to report suspected vandalism, drug use or other illegal activity.

## **SECTION 5      PHYSICAL ENVIRONMENT GOALS**

### **The Physical Environment**

An action plan for places reflecting the school's physical environment including crisis response procedures and policies relating to student safety

*The following objectives were developed as the result of feedback from students, staff and parents on our Safe School Survey*

### **Objective #1: Student Safety relating to Emergency Procedures**

*As a result of the following policies and procedures, the safety of all students is of the utmost importance and shall receive an approval rating of 90% or higher on the parent and student surveys.*

### **Related Activities:**

#### ● **Drills and Safety Plan**

- Fire Drills are held monthly
- Drills for Bomb Threat, Earthquake, and Intruder on Campus/Shelter in Place, are held one per month on a rotation basis
- Once each year a district disaster drill is held
- 
- Specific emergency procedures are listed in this handbook and are distributed to all staff members with copies in the office available to parents and law enforcement
  - The safety plan is updated yearly and approved by the School Site Council and the Board of Trustees
  - The plan is reviewed by the staff at least once a year
  - The district's Safety Committee meets periodically to make recommendations which are then shared with the staff members at Oak Hill

#### ● **Safety Information**

- Safety information is included in the parent handbook given out at the beginning of the year and posted on Oak Hill's website
- The staff is instructed to implement a lock down if there is any doubt regarding an unknown person on campus
- All adults must sign in at the office and obtain a pass before going to classrooms or any other building or outdoor area on campus
- Classroom doors remain locked during the school day

- Posters are prominently displayed in windows with a warning that parents and neighbors have been given the WE TIP Hotline number to report suspicious activity or vandalism
- Graffiti, broken windows, and any other damage found in the morning is reported immediately to the district's maintenance office
- It is taught and reinforced that students are to report any dangerous objects including broken glass, a weapon, lighters, matches, etc. to an adult immediately and not to touch that object
- The District's Volunteer Policy requires fingerprint clearance, TB check ( or TB Assessment form), and Megan's Law data base check
- The District shares a partnership with Twin Rivers Police Dept. Officers check in regularly and are available on an as-needed basis
- The administration will create an emergency procedure folder for new staff and substitutes that will give procedures in simple form

## **Objective #2: Student Safety relating to Daily Routines**

*As a result of the following programs and procedures, at least 95% of all surveyed students will report that they feel secure and safe while at school*

### **Related Activities:**

#### **● Routines**

- Staff members will communicate with students on a personal level
- PBIS and the Otter Oath will be taught and reinforced on a daily basis
- A freeze bell will prompt students to "stop, cool down, calm down" before walking to line when the whistle blows
- Teachers, instructional assistants, and other school personnel provide campus supervision
- Students are instructed that they may seek help from any adult on campus
- All adults use the PBIS language

## **Objective #3: Student Health**

*The following procedures and policies are in place to supplement the health fo the students and staff*

### **Related Activities:**

- A salad bar is offered each day during lunch
- Healthy snacks are encouraged
- Healthy snacks are provided for the ELL Homework Club
- Cardio activities are included during PE
- Sac State PE interns are requested each year
- Fifth grade students participate in an annual PE assessment
- Teachers will be trained in the Healthy Play program
- Students will participate in Healthy Play activities at least two days per week for 30 minutes each of these days
- Dental screening for all students through the District's Healthy Start program
- Hearing and vision screening are scheduled through the District nurse and may be requested by a teacher, parent, or SST member
- Resources for vision, medical, and dental are available through the District nurses or through the District's Healthy Start program
- Notification of contagious disease (or lice) is facilitated by the District nurse or health assistant
- Students sent home for lice must be screened by District health personnel before returning to class
- All adults working with students must have a valid TB test
- District health personnel review student shot records annually
- Counselors/mentors/tutors are available for foster students and students designated as "Homeless" through Healthy Start
- Mental health referrals are available through Educationally Related Mental Health Services (ERMHS)
- Staff working with specific student populations will receive Pro-Act training through the district ERMHS program

## SECTION 6 SIGNATURE SHEET

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

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

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

Member	Title	Signature
<u>Patricia Spore</u>	Principal	<u>Patricia Spore</u>
<u>Mary Ann Wilson</u>	Teacher	<u>Mary Ann Wilson</u>
<u>Randi Phillips</u>	Teacher	<u>Randi Phillips</u>
<u>Natasha Kneff</u>	Counselor	<u>Natasha Kneff</u>
<u>Jamie Buchholz</u>	Librarian	<u>Jamie Buchholz</u>
<u>Kira Jennings</u>	Secretary	<u>Kira Jennings</u>
<u>Pedro Martinezmoles</u>	SSC Parent	<u>Pedro Martinezmoles</u>

## Appendix A

### Staff's Classroom Telephone Numbers

<b><u>Kdg</u></b>			<b><u>1st Grade</u></b>		
McLeod (TK)	130	Tahoe T	Hobbs	139	Trinidad T
D. Bourgeois (K)	130	Tahoe T	Yrigollen	140	Trinidad S
Meier	132	Tahoe S	Weeks	138	Trinidad C
R. Phillips	132	Tahoe S	Popovich	135	Bodega C
Childers	134	Bodega S	Mailho	126	Bodega T
<b><u>2nd Grade</u></b>			<b><u>3rd Grade</u></b>		
Baker	158	Tule 3	Buttram	174	Mission 6
Kennedy	165	Tule 0	Cassel	171	Mission 3
Diab	175	Tule 5	Oliver	172	Mission 4
Wilson	161	Tule 2	Stolfus	163	Tule 4
Rayos del Sol	162	Tule 1			
<b><u>4th Grade</u></b>			<b><u>5th Grade</u></b>		
Edwards	152	Monterey S	Erickson	151	Monterey T
Muldoon	150	Monterey C	Lienhard	155	Shasta C
Redding	148	San Francisco C	Valoria	157	Shasta T
Loza	147	San Francisco T	Hilderbrand	156	Shasta S
<b><u>6th Grade</u></b>			<b><u>Other Classrooms</u></b>		
Domach	144	Emerald S	Buderer/Computer	173	Mission 5
Miller	143	Emerald T	RSP/Williams/McViegh	169	Mission 1
M. Phillips	166	Drakes Bay 1	ELL/Kirkland	170	Mission 2
Ventittelli	164	Drakes Bay 2	Speech/Young	168	Mission 0
			(Mon., Wed., 1/2 day Fri.)		
Principal: Patty Spore	104		PIP/Silverman	146	San Francisco S
Vice Principal: Jill Warriner	105		Psych/ Kneff	127	
			(Mon., Tues., Thurs.)		
Abalone Cove	129		Inclusion Room/Taylor	145	Emerald C
Kitchen	123				
Library	124				
SEVA Studio	121				

**Appendix B**  
**OAK HILL ELEMENTARY**  
**EMERGENCY SHUT OFF MAP**

# **Appendix C**

## **Classroom Evacuation Man**

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## **Appendix D**

### **Off Site Evacuation Map**

## Appendix E

### EOC Message Form

EOC Form.doc (Compatibility Mode) - Microsoft Word

Home Insert Page Layout References Mailings Review View Soda PDF 2012

#### Student & Staff Accountability Form

DATE \_\_\_\_\_

TEACHER: \_\_\_\_\_

ROOM #: \_\_\_\_\_

FORM COMPLETED BY: \_\_\_\_\_

# of students enrolled in this class: \_\_\_\_\_

# of students marked absent in this class: \_\_\_\_\_

Please list students marked absent by name \_\_\_\_\_

# of students unaccounted for\* in this class: \_\_\_\_\_

\*You didn't mark them absent and they are not with your class at this time

Please list students unaccounted for by name \_\_\_\_\_

Are there any adult staff from this room unaccounted for? \_\_\_\_\_

If so, please list by name: (Include staff staying behind with injured) \_\_\_\_\_

# of students with you but not on roster: \_\_\_\_\_

Please list these students by name: \_\_\_\_\_

# of extra adults in room: \_\_\_\_\_

Please list extra adults by name: \_\_\_\_\_

For Command Staff: \_\_\_\_\_ Missing students/adults recorded

#### EOC Message Form Data

Tally and insert into the grid below

Category	Description	Number
<b>A Fatalities</b>		_____
<b>B Minor Injuries (First aid only)</b>		_____
<b>C Injuries - Ambulance (Major + Moderate)</b>		_____
	<b>Major (Immediate)</b> Unable to treat on site, i.e. airway and breathing difficulties, cardiac arrest, uncontrolled or suspected severe bleeding, severe head injuries, severe medical problems, open chest or abdominal wounds, severe shock.	_____
	<b>Moderate (Delayed).</b> Burns, major multiple fractures, back injuries with or without spinal cord damage.	_____
<b>D Property Damages</b>		_____
	<b>Major damage:</b> Building collapse, building leaning, major ground movement causing large cracks in ground.	Major
	<b>Moderate damage:</b> Falling hazards present, hazard present (toxic chemical spill, broken gas line, fallen power lines)	Moderate
	<b>Minor damage:</b> Dislodged overhead air duct terminals, light fixtures, suspended ceiling gnd, overhead mechanical systems and broken windows	Minor

\_\_\_\_\_ Triage recorded

Page 1 of 1 Words: 231

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## Appendix F

# California Child Abuse and Neglect Reporting Law

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

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

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

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

### Who Are Mandated Reporters?

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

- 1) A teacher.
- 2) An instructional aide.
- 3) A teacher's aide or a teacher's assistant employed by any public or private school.
- 4) A classified employee of any public school.
- 5) An administrative officer or supervisor of child welfare and attendance, or a certificated pupil personnel employee of any public or private school.
- 6) An administrator of a public or private day camp.
- 7) An administrator or employee of a public or private youth center, youth recreation program, or youth organization.
- 8) An administrator or employee of a public or private organization whose duties require direct contact and supervision of children.
- 9) Any employee of a county office of education or the California Department of Education, whose duties bring the employee into contact with children on a regular basis.
- 10) A licensee, an administrator, or an employee of a licensed community care or child day care facility.
- 11) A Head Start program teacher.
- 12) A licensing worker or licensing evaluator employed by a licensing agency as defined in P.C. 11165.11.
- 13) A public assistance worker.
- 14) An employee of a child care institution including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities.
- 15) A social worker, probation officer, or parole officer.

- 16) An employee of a school district police or security department.
- 17) Any person who is an administrator or presenter of, or a counselor in, a child abuse prevention program in any public or private school.
- 18) A district attorney investigator, inspector, or local child support agency caseworker unless the investigator, inspector, or caseworker is working with an attorney appointed pursuant to Section 317 of the Welfare and Institutions Code to represent a minor.
- 19) A peace officer, as defined in Chapter 4.5 (commencing with Section 830) of Title 3 of Part 2 of the Penal Code, who is not otherwise described in P.C. 11165.7.
- 20) A firefighter, ***except for volunteer fire-fighters.***
- 21) A physician, surgeon, psychiatrist, psychologist, dentist, resident, intern, podiatrist, chiropractor, licensed nurse, dental hygienist, optometrist, marriage, family and child counselor, clinical social worker, or any other person who is currently licensed under Division 2 (commencing with Section 500) of the Business and Professions Code.
- 22) Any emergency medical technician I or II, paramedic, or other person certified pursuant to Division 2.5 (commencing with Section 1797) of the Health and Safety Code.
- 23) A psychological assistant registered pursuant to Section 2913 of the Business and Professions Code.
- 24) A marriage, family and child therapist trainee, as defined in subdivision (c) of Section 4980.03 of the Business and Professions Code.
- 25) An unlicensed marriage, family, and child therapist intern registered under Section 4980.44 of the Business and Professions Code.
- 26) A state or county public health employee who treats a minor for venereal disease or any other condition.
- 27) A coroner.
- 28) A medical examiner, or any other person who performs autopsies.
- 29) A commercial film and photographic print processor, as specified in subdivision (e) of P.C. 11166. For purposes of the California Child Abuse Reporting Law, "commercial film and photographic print processor" means any person who develops exposed photographic film into negatives, slides, or prints, or who makes prints from negatives or slides, for compensation. The term includes any employee of such a person; it does not include a person who develops film or makes prints for a public agency.
- 30) A child visitation monitor. For purposes of the California Child Abuse Reporting Law, "child visitation monitor" means any person who, for financial compensation, acts as monitor of a visit between a child and any other person when the monitoring of that visit has been ordered by a court of law.
- 31) An animal control officer or humane society officer. For purposes of the California Child Abuse Reporting Law, the following terms have the following meanings: (A) "Animal control officer" means any person employed by a city, county, or city and county for the purpose of enforcing animal control laws and regulations. (B) "Humane society officer" means any person appointed or employed by a public or private entity as a humane officer who is qualified pursuant to Section 14502 or 14503 of the Corporations Code.

32) A clergy member, as specified in subdivision (d) of P.C. 11166. For purposes of the California Child Abuse Reporting Law, "clergy member" means a priest, minister, rabbi, religious practitioner, or similar functionary of a church, temple, or recognized denomination or organization.

33) Any custodian of records of a clergy member, as specified in P.C. 11165.7 and subdivision (d) of Section 11166.

34) Any employee of any police department, county sheriff's department, county probation department, or county welfare department.

35) An employee or volunteer of a Court Appointed Special Advocate program, as defined in Rule 1424 of the Rules of the Court.

36) A custodial officer as defined in Section 831.5 of the Penal Code.

37) Any person providing services to a minor child under Section 12300 or 12300.1 of the Welfare and Institutions Code. Note: Unless otherwise stated, volunteers are not mandated reporters.

### **Why Must You Report?**

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

### **What Do You Have To Report?**

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

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

**(P.C. 11165.6)**

b. Sexual abuse of a child, including both sexual assault and sexual exploitation. "Sexual assault" includes sex acts with a child, lewd or lascivious acts with a child, and intentional masturbation in the presence of a child. "Sexual exploitation" includes preparing, selling, or distributing pornographic materials involving children; employing a minor to perform in pornography; and employing or coercing a child to engage in prostitution. **(P.C. 11165.1)**

c. Willful harming or injuring of a child or the endangering of the person or health of a child, including inflicting or permitting unjustifiable physical pain or mental suffering. **(P.C. 11165.3)** Note: Any mandated reporter **may** report any child who is suffering serious emotional damage or is at substantial risk of suffering serious emotional damage. **(P.C. 11166.05)**

d. Willful infliction of cruel or inhuman corporal punishment or injury resulting in a traumatic condition. **(P.C. 11165.4)**

e. Neglect of a child, whether "severe" or "general," by a person responsible for the child's welfare. The term "neglect" includes both acts or omissions harming or threatening to harm the child's health or welfare. **(P.C. 11165.2)**

### **When Do You Have To Report?**

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

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

You must make a report immediately (or as soon as practicably possible) by telephone and you must prepare and send, fax or electronically transmit a written report within 36 hours of receiving the information regarding the incident. **(P.C. 11166 (a))** Written reports must be submitted on Department of Justice form (SS 8572), which can be downloaded from the California Attorney General's Web site at [www.ag.ca.gov](http://www.ag.ca.gov) (click on Child Protection Program; click on forms; click on SS 8572). The mandated reporter may include with the report any nonprivileged documentary evidence he or she possesses related to the incident.

### **To Whom Must You Report?**

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

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

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

## **Immunity**

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

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

## **Additional Safeguards for Mandated Reporters**

No supervisor or administrator may impede or inhibit a mandated reporter's reporting duties or subject the reporting person to any sanction for making a report. **(P.C. 11166 (i)(1))**

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

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

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

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

### **Liability for Failure to Make A Required Report**

A mandated reporter who fails to make a required report of child abuse is guilty of a misdemeanor punishable by up to six months in jail or by a \$1,000 fine or by both a fine and imprisonment. **(P.C. 11166 (c))** If however, death or great bodily injury happens to the child as a result of the abuse, the mandated reporter is guilty of a misdemeanor punishable by not more than one year in a county jail, by a fine not to exceed five thousand dollars (\$5,000), or by both. **(P.C. 11166.01 (b))** He or she may also be found civilly liable for damages, especially if the child-victim or another child is further victimized because of the failure to report. (*Landeros v. Flood* (1976) 17 Cal.3d 399.)

If a mandated reporter conceals his or her failure to report abuse or "severe" neglect, the failure to report is a continuing offense until the failure is discovered by an agency specified in Section 11165.9. **(P.C. 11166 (c))** Because it is a continuing offense, the statute of limitations does not start to run until the failure to report is discovered.

### **Responsibilities of Agencies Employing Mandated Reporters**

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

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

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

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

## **Feedback to Mandated Reporters**

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

**(P.C. 11170 (b)(2))**

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

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

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

Crime and Violence Prevention Center

California Attorney General's Office

1300 I St., Suite 1120 (916) 324-7863 [www.safestate.org](http://www.safestate.org)

## Appendix G Child Abuse Reporting Form

**Print**

### SUSPECTED CHILD ABUSE REPORT

**Reset Form**

To Be Completed by **Mandated Child Abuse Reporters**  
Pursuant to Penal Code Section 11166

CASE NAME: \_\_\_\_\_

PLEASE PRINT OR TYPE

CASE NUMBER: \_\_\_\_\_

<b>A. REPORTING PARTY</b>	NAME OF REPORTING PARTY		TITLE		MANDATED REPORTER CATEGORY			
	REPORTER'S RESIDENCE (NAME AND ADDRESS)		State	City	Zip	DO REPORTER RESIDE WITH THE ACCUSED?		
	REPORTER'S TELEPHONE (DAYTIME)		REPORTER'S		TELETYPE DATE			
<b>B. REPORT NOTIFICATION</b>	TO LAW ENFORCEMENT		TO COUNTY PROSECUTOR		AGENCY			
	TO COUNTY RELAY (CPS Child Protection Services)		ADDRESS		State	City	Zip	
	SPECIAL CONTACTS, ETC.		TELEPHONE		DATE/TIME OF PHONE CALL			
<b>C. VICTIM</b> <small>One report per victim</small>	NAME (LAST, FIRST, MIDDLE)				BIRTHDATE OR APPROX. AGE		SEX	ETHNICITY
	ADDRESS				State	City	Zip	TELEPHONE
	PRESENT LOCATION (E.G., HOME)				SCHOOL		CLASS	GRADE
	PHYSICALLY DISABLED?		DEVELOPMENTALLY DISABLED?		OTHER DISABILITY (SPECIFY)		PRESENT LANGUAGE	
	IN Foster Care?		IF VICTIM IS IN OUT OF HOME CARE AT TIME OF INCIDENT, CHECK TYPE OF CARE				TYPE OF ABUSE (CHECK ONE OR MORE)	
	TYPE CASE		TOY CASE				TOY CASE	
	RELATIONSHIP TO SUSPECT		PHYSICAL ABUSE		SEXUAL ABUSE		OTHER (SPECIFY)	
<b>D. INVOLVED PARTIES</b>	NAME (LAST, FIRST, MIDDLE)		ADDRESS		State	City	Zip	TELEPHONE
	NAME (LAST, FIRST, MIDDLE)		ADDRESS		State	City	Zip	TELEPHONE
	NAME (LAST, FIRST, MIDDLE)		ADDRESS		State	City	Zip	TELEPHONE
	NAME (LAST, FIRST, MIDDLE)		ADDRESS		State	City	Zip	TELEPHONE
	NAME (LAST, FIRST, MIDDLE)		ADDRESS		State	City	Zip	TELEPHONE
	NAME (LAST, FIRST, MIDDLE)		ADDRESS		State	City	Zip	TELEPHONE
	NAME (LAST, FIRST, MIDDLE)		ADDRESS		State	City	Zip	TELEPHONE
	NAME (LAST, FIRST, MIDDLE)		ADDRESS		State	City	Zip	TELEPHONE
	NAME (LAST, FIRST, MIDDLE)		ADDRESS		State	City	Zip	TELEPHONE
	NAME (LAST, FIRST, MIDDLE)		ADDRESS		State	City	Zip	TELEPHONE
<b>E. INCIDENT INFORMATION</b>	IF NECESSARY, ATTACH EXTRA SHEETS OR OTHER FORMS AND CHECK THIS BOX <input type="checkbox"/> IF MULTIPLE VICTIMS, REPORT ALL NAMES							
	DATE / TIME OF INCIDENT				PLACE OF INCIDENT			
	NARRATIVE DESCRIPTION (What occurred?) completed for mandated reporter, observational person, accompanying the victim(s) and/or parent(s) and/or guardian(s) and/or other person(s) involved in the incident.							

SS 8583 (Rev. 12/83)

#### DEFINITIONS AND INSTRUCTIONS ON REVERSE

**DO NOT** submit a copy of this form to the Department of Justice (DOJ). The investigating agency is required under Penal Code Section 11166 to submit to DOJ a Child Abuse Investigation Report Form SS 8583 (1) on active investigation was conducted and (2) the incident was determined not to be substantiated.

WHITE COPY - Police or Sheriff's Department BLUE COPY - County Welfare or Probation Department GREEN COPY - District Attorney's Office YELLOW COPY - Reporting Party

## Appendix H

### Center Joint Unified School District

• 8408 Watt Avenue, Antelope, CA 95843 • 916-338-6320 • 916-338-6329

#### Williams Complaints Classroom Notice

##### Notice to Parents, Guardians, Pupils, and Teachers Complaint Rights

Pursuant to California *Education Code* Section 35186, you are hereby notified that:

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

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

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

4. Pupils, including English Learners, who have not passed one or both parts of the high school exit examination by the end of the 12th grade are to be provided the opportunities to receive intensive instruction and services for up to two consecutive academic years after the completion of grade 12.
5. A complaint form may be obtained at the school office, district office, or downloaded from the school's Web site at [centerusd.org](http://centerusd.org). You may also download a copy of the California Department of Education complaint form from the following Web site: <http://www.cde.ca.gov/re/cp/uc>.

August 2013

Center Joint Unified School District

• 8408 Watt Avenue, Antelope, CA 95843 • 916-338-6400

Williams Complaints Form

Education Code (EC) Section 35186 created a procedure for the filing of complaints concerning deficiencies related to instructional materials, conditions of facilities that are not maintained in a clean or safe manner or in good repair, and teacher vacancy or misassignment. The complaint and response are public documents as provided by statute. Complaints may be filed anonymously. However, if you wish to receive a response to your complaint, you must provide the following contact information.

Response requested: ☐ Yes ☐ No

Name (Optional): \_\_\_\_\_ Mailing Address (Optional): \_\_\_\_\_

Phone Number Day (Optional): \_\_\_\_\_ Evening (Optional): \_\_\_\_\_

Issue of complaint (please check all that apply):

1. Textbooks and Instructional Materials

- ☐ A pupil, including an English learner, does not have standards-aligned textbooks or instructional materials or state-adopted or district-adopted textbooks or other required instructional materials to use in class.
- ☐ A pupil does not have access to textbooks or instructional materials to use at home or after school. This does not require two sets of textbooks or instructional materials for each pupil.
- ☐ Textbooks or instructional materials are in poor or unusable condition, have missing pages, or are unreadable due to damage.
- ☐ A pupil was provided photocopied sheets from only a portion of a textbook or instructional materials to address a shortage of textbooks or instructional materials.

2. Facility Conditions

- ☐ A condition poses an urgent or emergency threat to the health or safety of students or staff, including: gas leaks, nonfunctioning heating, ventilation, fire sprinklers or air-conditioning systems, electrical power failure, major sewer line stoppage, major pest or vermin infestation, broken windows or exterior doors or gates that will not lock and that pose a security risk, abatement of hazardous materials previously undiscovered that pose an immediate threat to pupils or staff, structural damage creating a hazardous or uninhabitable condition, and any other emergency conditions the school district determines appropriate.
- ☐ A school restroom has not been maintained or cleaned regularly, is not fully operational and has not been stocked at all times with toilet paper, soap, and paper towels or functional hand dryers.
- ☐ The school has not kept all restrooms open during school hours when pupils are not in classes, and has not kept a sufficient number of restrooms open during school hours when pupils are in classes.

3. Teacher Vacancy or Misassignment

- ☐ Teacher vacancy - A semester begins and a teacher vacancy exists. (A teacher vacancy is a position to which a single designated certificated employee has not been assigned at the beginning of the year for an entire year or, if the position is for a one-semester course, a position to which a single designated certificated employee has not been assigned at the beginning of a semester for an entire semester.)
- ☐ Teacher misassignment - A teacher who lacks credentials or training to teach English learners is assigned to teach a class with more than 20 percent English learner pupils in the class.
- ☐ Teacher misassignment - A teacher is assigned to teach a class for which the teacher lacks subject matter competency.

4. High School Exit Examination (For school districts who receive intensive instruction funds)

- ☐ Pupils who have not passed the high school exit exam by the end of 12<sup>th</sup> grade were not provided the opportunity to receive intensive instruction and services pursuant to Education Code 37254 (d) (4) and (5) after the completion of grade 12.

Date of Problem: \_\_\_\_\_

Location of Problem (School Name, Address, and Room Number or Location): \_\_\_\_\_

Course or Grade Level and Teacher Name: \_\_\_\_\_

Please describe the issue of your complaint in detail. You may attach additional pages if necessary to fully describe the situation. \_\_\_\_\_

Please file this complaint at the following location:

David Grimes, Director of Personnel/Student Services 8408 Watt Avenue, Antelope, CA 95843

## **Appendix I**

### **Center Joint Unified School District Discipline Policies**

**Grounds for Suspension or Expulsion; Legislative Intent: California Education Code 48900 and Center Unified School District Board Policy 5144 (a) allow the superintendent or site administrator to suspend or recommend for expulsion a student for any violation of the following rules while on school grounds, going to or coming from school, during the lunch period whether on or off the campus, or during, or while going to, or coming from a school sponsored activity. Suspension of up to 5 days or a recommendation for expulsion may occur when the conduct is of an extreme nature.**

- 1      \*48900(a-1): Caused, Attempted, or Threatened Physical Injury (S)**
- 2      \*48900(a-2): Use of Force or Violence (S)**
- 3      \*48900(b): Weapons (S)**
- 4      \*48900(c): Drugs or Alcohol, Possession/Use of (S)**
- 5      \*48900(d): Drugs or Alcohol, Sale of (S)**
- 6      \*48900(e): Robbery/Extortion (S)**
- 7      \*48900(f): School Property Damage (S)**
- 8      \*48900(g): Property Theft (S)**
- 9      \*48900(h): Tobacco, Possession/Use(S)**
- 10     \*48900(i): Language, Obscene/Profanity (S)**
- 11     \*48900(j): Drugs, Paraphernalia (S)**
- 12     \*48900(k): Disrupted School Activities / Defiance of Authority(S)**
- 13     \*48900(l): Stolen Property, Possession of (S)**
- 14     \*48900(m): Firearm, Imitation (S)**
- 15     \*48900(n): Sexual Assault (S)**
- 16     \*48900(o): Harassment, Witness (S)**
- 17     \*48900(p): Soma, Selling of (S)**
- 18     \*48900(q): Hazing (S)**
- 19     \*48900(r): Bullying/Harassment (S)**
- 20     \*48900(t): Aids or Abets Physical Injury(S)**
- 21     \*48900.2: Sexual Harassment (S)(E)**
- 22     \*48900.3: Hate Violence (S)(E)**
- 23     \*48900.4: Harassment, threats, intimidation (S)(E)**

- 24     **\*48900.7(a): Terroristic threats against school officials or property (S)(E)**
- 25     **\*48900.7(b): Terroristic Threat (S)(E)**
- 50     **\*48915(a-1): Caused Serious Physical injury (S)(E)**
- 51     **\*48915(a-2): Possession of Knife or other Dangerous Object (S)(E)**
- 52     **\*48915(a-3): Possession of any Controlled Substance (S)(E)**
- 53     **\*48915(a-4): Robbery/Extortion (S)(E)**
- 54     **\*48915(a-5): Assault or Battery on a School Employee (S)(E)**
- 55     **\*48915(c-1): Firearm; Possessing, Selling or Furnishing (E)\*\***
- 56     **\*48915(c-2): Brandishing a Knife (E)\*\***
- 57     **\*48915(c-3): Sales of Controlled Substance (E)\*\***
- 58     **\*48915(c-4a): Sexual Assault(E)\*\***
- 59     **\*48915(c-4b): Sexual Battery (E)\*\***
- 60     **\*48915(c-5): Possession of an Explosive (E)\*\***

## **Appendix J**

### **Center Joint Unified School District Previous Suspension/Expulsion Notification**

**Dated:** \_\_\_\_\_

**To:** \_\_\_\_\_  
**Teacher's Name**

**From:** \_\_\_\_\_

**Re:** \_\_\_\_\_  
**Student Name**

**Pursuant to Legislative Bill AB 29 and ED Code 49079, this notice is to inform you that our office has received a copy of the above named student's cumulative file. The cumulative file includes previous suspension or expulsion information during the previous three school years.**

**You have a right to view this information. You may check out the cumulative file from the office at your convenience. Please sign this notice indicating that you have been made aware of the prior suspensions/expulsions and of your right to view the cumulative folder. Then, return the form to my office as soon as possible.**

**Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

## **Appendix K**

# **Hate Motivated Behavior**

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

In order to create a safe learning environment for all students, the Governing Board desires to protect the right of every student to be free from hate-motivated behavior and will promote harmonious relationships among students so as to enable them to gain a true understanding of the civil rights and social responsibilities of people in society. The district prohibits discriminatory behavior or statements that degrade an individual on the basis of his/her actual or perceived race, ethnicity, culture, heritage, gender, sex, sexual orientation, physical/mental attributes, religious beliefs or practices.

The Superintendent or designee shall collaborate with regional programs and community organizations to promote safe environments for youth. These efforts shall be focused on providing an efficient use of district and community resources.

The district shall provide age appropriate instruction to help promote an understanding of and respect for human rights, diversity and tolerance in a multicultural society and to provide strategies to manage conflicts constructively.

The Superintendent or designee shall ensure that staff receive training on recognizing hate-motivated behavior and on strategies to help respond appropriately to such behavior.

Any student who believes he/she is a victim of hate-motivated behavior shall immediately contact the Principal. Upon receiving such a complaint, the Principal shall immediately investigate the complaint in accordance with school level complaint process/grievance procedures as described in AR 5145.7-Sexual Harassment. A student who has been found to have demonstrated hate-motivated behavior shall be subject to discipline in accordance with law, Board policy and administrative regulation.

Staff who receive notice of hate-motivated behavior or personally observe such behavior shall notify the Principal, Superintendent or designee and/or law enforcement, as appropriate.

As necessary, the district shall provide counseling, guidance and support to students who are victims of hate-motivated behavior and to students who exhibit such behavior.

## **Appendix L**

### **Nondiscrimination/Harassment**

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

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

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

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

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

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

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

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

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

## **Appendix M**

### **School Dress Code**

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

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

# Center Joint Unified School District

**AGENDA REQUEST FOR:**

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

**To:** Board of Trustees

**Action Item** X

**Date:** March 21, 2018

**Information Item**     

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

**# Attached Pages** 9

**Assist. Supt. Initials:** CD

**SUBJECT:** Agreement with Wallace Kuhl & Associates, for  
Construction Testing

The Facilities and Operations Department would like to enter into an agreement with Wallace Kuhl & Associates, a contractor for Verizon. Wallace Kuhl & Associates will provide existing structure evaluation services to support evaluation of the existing Verizon cellular equipment and monopole at Center High School. They will also provide materials testing and special inspection services during new construction for alterations.

The district will hold the contract, and all costs will be reimbursed by Verizon.

**RECOMMENDATION:** That the Board of Trustees approves the agreement with Wallace Kuhl & Associates for Verizon cellular equipment alternations.

CONSENT AGENDA



CORPORATE OFFICE  
3050 Industrial Boulevard  
West Sacramento, CA 95691  
916.372.1434 phone  
916.372.2565 fax

STOCKTON OFFICE  
3422 West Hammar Lane, Suite D  
Stockton, CA 95219  
209.234.7722 phone  
209.234.7727 fax

March 9, 2018

DSA File No. 34-H9  
DSA App. No. 02-116283  
LEA No. 116  
DIR No. 1000006168, Exp. 6/30/18

Mr. Craig Deason  
Center Joint Unified School District  
8408 Watt Avenue  
Antelope, California 95843  
Via email to: cdeason@centerusd.org

*Existing Structure Evaluation and Testing and Inspection Services Proposal*  
**CENTER HS VERIZON CELLULAR EQUIPMENT ALTERATIONS**  
3111 Center Court Lane  
Antelope, California

Wallace-Kuhl and Associates (WKA) is pleased to submit this proposal to provide existing structure evaluation services to support evaluation of the existing Verizon cellular equipment and monopole at Center High School. We would also provide materials testing and special inspection services during new construction for alterations

#### **Existing Structures Evaluation**

The purpose of our work will be to provide information regarding the existing monopole and equipment storage building to support evaluation of the structures by the Streamline Engineering. Our scope of work is based on the field verification, material sampling and testing notes on Plan Sheet S-7 of the DSA-approved plans dated 12/12/17.

Our budget estimate is based on review of the plans, discussions with the design team, a site reconnaissance, and our experience with similar projects. Please note that some of the investigation items have been completed by others and some will be verified by the Project Inspector.

Please be aware that our cost and time estimate for this work is rough. We cannot know the strength and quality of the various construction materials, nor can we know how consistent the construction is with the details shown on the available plans. In addition, much of the work requires a man lift to access the upper portions of the monopole. These are some of the factors that affect the amount of time and effort required to obtain the required information. Our priority will be to obtain the required information and communicate results to the design team as rapidly as possible.

Monopole Items 1, 2 and 3

This includes detailed verification of the light fixture at the top of the monopole, the handhole and access hole details, and the monopole seam welds and lap length. We would use inspections by a AWS Certified Welding Inspector, direct measurements, and non-destructive testing (ultrasonic testing of the welds and steel thickness and field Leeb Hardness testing) to verify the materials and construction. We estimate the inspections and testing will require two days in the field at a cost of approximately \$4500.

This work would require rental of a large man lift to access the pole at a cost of approximately \$3500 for two days. If the contractor has a lift available that we could use, this cost would not be needed.

Monopole Items 4 and 5

This includes verification of the base plate and anchor bolts and the strength of the foundation concrete. We would check the base plate welds with the non-destructive methods described above and excavate an approximately 7-foot-deep hole adjacent to one side of the drilled pier foundation. We would use ground penetrating radar (GPR) and a pachometer to verify the length of the anchor bolts and a rebound hammer (ASTM C805) to determine the approximate strength of the concrete. We estimate the excavation, backfill and non-destructive testing will require three days in the field at a cost of approximately \$7000.

Monopole Items 6, 7, 8 and 9

These items have been verified by others, as detailed in separate reports.

Equipment Building Items 1, 2, 3, 4, 5, 6, 7, 8 and 9

We understand these items will be verified by the Project Inspector through visual inspection and non-destructive testing.

Equipment Building Items 10 and 11

This includes verification of the reinforced concrete slab and footings. We will excavate to expose the footings in two locations and use a combination of direct measurement and non-destructive testing (GPR, pachometer and rebound hammer) to verify the rebar layout and approximate concrete strength. We estimate the excavation, backfill and non-destructive testing will require one day on site at a cost of approximately \$3500.

Engineering Oversight and Reporting

This includes engineering oversight, supervision and coordination in selection of footing exposure, steel, concrete and rebar sampling and testing locations; as well as documentation of existing structures elements and dimensions. Report preparation will include sketches, testing



results, photos, and written descriptions to transmit our findings and test results to the design team. The approximate cost for the engineering oversight and report preparation portion of the work will be approximately \$3500.

**We estimate that our fee for the existing structures evaluation services described above for this project would be approximately \$22,000. Billing would be only for work performed and determined based on the attached Schedules of Fees 2018P. Please note that any assistance the contractor provides for excavation and backfilling or the use of a lift would significantly reduce this cost.**

We understand this is a prevailing wage project. Should our scope of work change or conditions differ substantially from what we anticipate, our costs may differ from our estimate. In any event, we would not substantially change our scope of work or exceed our budget estimate without your prior authorization.

Please be aware that the investigation of existing structures involves unknowns in the strength and condition of existing materials. If requested we will replace the concrete we remove with material of equivalent strength, but please be aware that it is unlikely that we will be able to match the color or finish of the adjacent concrete. We will clean up and/or mark off our work areas to help maintain a safe working environment for our personnel.

#### **New Construction Special Inspection and Materials Testing**

Our scope of work will include sampling, testing and inspection of reinforced concrete, high strength bolts, steel welding, and post-installed concrete anchors. We would prepare and transmit the DSA-required documentation of our findings. **We estimate the cost for testing and inspection services for the new construction would be approximately \$6500.**

Our standard agreement for this work is attached to this proposal. If this proposal is acceptable, please sign the agreement and return it to us as our written authorization to proceed. We will return a fully executed copy of the agreement to you for your files. Please inform us if wet signed copies of the agreement are required. If that is the case, please print sign and return two copies of the agreement to our office. We will then return a fully executed copy by US mail for your files.



*Existing Structure Evaluation and Testing and Inspection Services Proposal*  
CENTER HS VERIZON CELLULAR EQUIPMENT ALTERATIONS  
March 9, 2018

Page 4

Please contact me if you have any questions or need additional clarification.

River City Geoprosessionals, Inc. dba Wallace - Kuhl & Associates



David A. Redford, P.E.  
Senior Engineer  
CA Registered Civil Engineer C51122, expires 9/30/19

Attachments: Construction Testing Agreement  
Schedule of Fees 2018P





## CONSTRUCTION TESTING AGREEMENT

CENTER HS VERIZON CELLULAR EQUIPMENT ALTERATIONS  
Antelope, California

CENTER JOINT UNIFIED SCHOOL DISTRICT ("CLIENT") and River City Geoprofessionals, Inc. dba WALLACE - KUHL & ASSOCIATES  
("WKA") agree:

1. **PROFESSIONAL SERVICES.** WKA will perform professional services and will receive compensation pursuant to the terms and conditions of the attached proposal letter dated March 9, 2018, which is incorporated herein by reference. In performing professional services, WKA shall use that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of the engineering profession practicing under similar conditions at the same time and in the same or similar locality. CLIENT understands and acknowledges the inherent risks connected with construction and agrees that no warranty, either express or implied, is included in this Agreement or in any drawing, specification, report or opinion produced pursuant to this Agreement.

2. **PAYMENT.** WKA will submit invoices for services rendered on a periodic basis, provided, however, said invoices shall not be submitted more frequently than once every 30 days. Invoices shall be due upon receipt, but shall not be considered delinquent if paid on or before the expiration of 30 days from date of mailing. If payment is not so made, a late payment charge shall be due on the invoice amount at the rate of one and one-half percent (1½%) per month on the unpaid balance from the date of the invoice until paid. In the event of delinquency, CLIENT shall pay the actual cost of collection including, without limitation, reasonable attorneys' fees. If the CLIENT is an LLC or LLP, then the individual signing the contract on behalf of the CLIENT shall be personally responsible for payment of all invoices.

3. **JOB SITE.** WKA will not act as supervisor of construction operations, nor will WKA direct or exert any control over such operations. The construction contractor(s) shall be informed that neither the presence of WKA on the job site, nor the testing by WKA shall excuse the contractor(s) for defects in any contractor's work or any contractor's non-compliance with the project plans, specifications or applicable laws, ordinances, regulations or standards, whether such defect or non-compliance is discovered during or after construction. CLIENT agrees that the construction contractor(s) will be required by CLIENT to assume sole and complete responsibility for job conditions during construction, including safety of persons and property.

4. **REPORTS.** Reports, plans and other work prepared by WKA remain the property of WKA. CLIENT agrees that all reports and other work furnished to the CLIENT and his agents not paid for will be returned upon demand, and will not be used for licensing, permits, design and/or construction.

5. **LIABILITY.** CLIENT agrees to indemnify and hold WKA harmless from any and all liability in connection with the performance of work during construction of this project, except liability arising directly from the gross negligence or willful misconduct of WKA. WKA carries workers' compensation insurance and public liability insurance for bodily injury and property damage that may be suffered by third parties and members of the public who are not covered by the limitation of liability set forth below in Paragraph 6. Certificates of coverage will be furnished to CLIENT upon written request. WKA assumes the risk of damage caused by its personnel to its supplies and equipment. In the event CLIENT desires greater insurance coverage and directs WKA to take out additional insurance, WKA shall procure and maintain additional insurance, if procurable, at CLIENT's expense; provided, however, WKA shall not be responsible for property damage and bodily injury resulting from any cause, including fire and explosion, beyond the amount and coverage of WKA's insurance.

6. **LIMITATION OF LIABILITY.** WKA's liability for damages due to alleged negligent professional acts, errors and omissions will be limited to a sum not to exceed \$50,000 or WKA's total fee, whichever is greater. Notwithstanding any other provision herein to the contrary, WKA shall not be responsible or held liable for any special, indirect or consequential damages resulting in any way from WKA's performance under this Agreement.

7. **GOVERNING LAW, DISPUTES.** This Agreement shall be governed by the laws of the State of California. Should either party hereto bring suit in court to enforce any term of this Agreement, it is agreed that each party shall pay their own legal costs, expenses and attorneys' fees.

CENTER JOINT UNIFIED SCHOOL DISTRICT

WALLACE • KUHL & ASSOCIATES

Signature

Signature

Name printed or typed

Title

David A. Redford, Senior Engineer

Name/Title CA Registered CE No. 51122, expires 9/30/19

Date

March 9, 2018

Date

Company Address

**PROFESSIONAL SERVICES**

**PROFESSIONAL SERVICES**

Principal Engineer / Geologist	\$175.00	per hour
Senior Engineer / Geologist	\$175.00	per hour
Senior Environmental Scientist	\$175.00	per hour
Project Engineer / Geologist	\$145.00	per hour
Project Environmental Scientist	\$145.00	per hour
Senior Staff Engineer / Geologist	\$135.00	per hour
Senior Staff Environmental Scientist	\$135.00	per hour
Staff Engineer / Geologist	\$130.00	per hour
Staff Environmental Scientist	\$130.00	per hour
Senior Environmental Technician	\$105.00	per hour
Senior / Supervising Technician	\$105.00	per hour
Draftsperson / GIS Technician	\$100.00	per hour
Administrative Assistant	\$75.00	per hour

**FIELD INVESTIGATION TESTING**

Seismic Refraction Survey	\$175.00	per hour
Thermal Resistivity Testing	\$175.00	per hour
Electrical Resistivity Survey	\$175.00	per hour
Hand Augering/Sampling - Engineer	\$160.00	per hour
Photoionization Detector	\$175.00	per hour
Rebar Location / GPR	\$290.00	per hour

**LITIGATION**

Data Review/Consultation	\$250.00	per hour
Depositions/Expert Witness Testimony	\$350.00	per hour

**EXPENSES**

Vehicle Charges ( <i>Subject to periodic adjustment due to fuel cost</i> )	\$0.75	per mile
Subsistence	\$60.00	per day
Lodging	Cost	
Services by Associate Firms and other outside services	Cost	plus 20%
Equipment rental, freight, special materials	Cost	plus 20%
Extra Report Copies		
Black and white versions	\$25.00	each
Color photography versions	\$35.00	each

**PREMIUM CHARGES**

Overtime and Saturdays	hourly rate plus	40	percent
Sunday and Holidays, and over 8 hrs on Saturday	hourly rate plus	75	percent

**SHIFT DIFFERENTIAL**

A 25 percent shift differential surcharge will be added to the hourly rate of personnel involved in scheduled testing work between the hours of 6 P.M. and 5 A.M., as well as a four hour minimum.



**FIELD SERVICES**

**CONCRETE & REINFORCING STEEL**

Ball Penetration (Kelly Ball)	\$130.00 /hr.
Batch Plant Inspection	\$100.00 /hr.
CaCl Moisture Emission Test Kit	\$35.00 /kit
CaCl Moisture Emission Testing	\$95.00 /hr.
CLSM/CDF/Slurry Testing	\$95.00 /hr.
Concrete Mix Design Review	\$175.00 /hr.
Concrete Placement Obs/Cast Cylinder	\$100.00 /hr.
Concrete Rebound Number Testing	\$130.00 /hr.
Concrete Trial Batch	\$100.00 /hr.
Floor Flatness Testing	\$130.00 /hr.
High Strength Grout Sampling / Testing	\$100.00 /hr.
Rebar / Post Tension Special Inspection	\$105.00 /hr.
Rebar Location / GPR	\$290.00 /hr.
Rebar Location / Pachometer	\$130.00 /hr.
Rebar Placement Inspection	\$105.00 /hr.
Reinforcing Steel Sampling/Tagging	\$100.00 /hr.
Relative Humidity Testing	\$130.00 /hr.
Shotcrete Special Inspection	\$100.00 /hr.
Transport Cylinders / Samples to Lab	\$100.00 /hr.

**CORING**

Coring (Technician + equipment)	\$130.00 /hr.
Coring (Technician assistant)	\$100.00 /hr.

**POST-INSTALLED ANCHORS**

Concrete Anchor Installation Inspection	\$100.00 /hr.
Concrete Anchor Proof Load Testing	\$130.00 /hr.
Concrete Anchor Torque Testing	\$105.00 /hr.
Suspended Ceiling Inspection / Testing	\$130.00 /hr.

**STRUCTURAL STEEL**

Fireproofing Special Inspection / Testing	\$100.00 /hr.
High Strength Bolt Special Inspection	\$105.00 /hr.
Non-Destructive Testing - UT/MT/PT	\$115.00 /hr.
Tower Certified Special Inspector	\$130.00 /hr.
Welding Special Inspection - Field	\$105.00 /hr.
Welding Special Inspection - Shop	\$105.00 /hr.

**MASONRY**

In-Place Masonry Flatjack Testing	\$155.00 /hr.
In-Place Masonry Shear Testing	\$130.00 /hr.
Masonry Materials Sampling / Testing	\$100.00 /hr.
Masonry Special Inspection	\$100.00 /hr.
Masonry Special Inspection DSA Cert.	\$110.00 /hr.

\* Based on hourly rate of Inspection or Testing schedule

\*\* Based on Staff Classification

**SOILS & ASPHALT CONCRETE**

Asphalt Concrete Inspection / Testing	\$105.00 /hr.
Asphalt Concrete Materials Sampling	\$105.00 /hr.
Building Pad Special Inspection / Testing	\$105.00 /hr.
Deep Foundation Inspection	\$105.00 /hr.
Flatwork AB Inspection / Testing	\$105.00 /hr.
Flatwork Subgrade Inspection / Testing	\$105.00 /hr.
Grading Inspection / Testing	\$105.00 /hr.
Hand Augering and Sampling	\$135.00 /hr.
Pavement AB Inspection / Testing	\$105.00 /hr.
Pavement Subgrade Inspection / Testing	\$105.00 /hr.
Proof Rolling Observation	\$105.00 /hr.
Shallow Foundation Inspection	\$105.00 /hr.
Slab Subgrade Soil Moisture Tests	\$105.00 /hr.
Soil / Aggregate Sampling	\$105.00 /hr.
Soil Treatment Testing / Observation	\$105.00 /hr.
Structure Backfill Inspection / Testing	\$105.00 /hr.
Subgrade Stabilization Observation	\$105.00 /hr.
Utility Trench Backfill Testing	\$105.00 /hr.
WKA Drill Rig (including operator)	\$275.00 /hr.
WKA Drill Rig (helper)	\$105.00 /hr.

**SPECIALIZED SERVICES**

Coefficient of Friction Testing	\$135.00 /hr.
Crack Monitoring	**
Existing Building Evaluation / Demo	\$100.00 /hr.
Existing Building Evaluation / Document	\$100.00 /hr.
Existing Building Evaluation / Repair	\$100.00 /hr.
Field Investigate Support	\$100.00 /hr.
Epoxy / FRP Installation Inspection	\$100.00 /hr.
Glulam / Truss Fabrication Inspection	\$100.00 /hr.
Glulam / Truss Inspection Travel	\$75.00 /hr.
GFRC Inspection / Testing	\$100.00 /hr.
Meggar Ground Testing	\$130.00 /hr.
Soil Elect. Resistivity Testing - Technician	\$135.00 /hr.
Prestress Framing Installation	\$100.00 /hr.
Proto Wall Inspection / Testing	\$100.00 /hr.
Roofing Inspection	\$100.00 /hr.
Shear Nailing Inspection	\$100.00 /hr.
Thickness Testing - Coating / Steel	\$130.00 /hr.
Timber Framing / Hardware Inspection	\$100.00 /hr.
Vapor Barrier Inspection	\$100.00 /hr.
Vibration Monitoring	**

**GENERAL**

Inspection / Testing Cancelled	*
Reinspection / Retesting	*
Stand-by Time	*

**MINIMUM CHARGES**

A two hour minimum charge will apply to field technician services with the following exceptions:

- Single trip pickup and delivery services, where a one hour minimum will apply.
- Saturday, Sunday and holidays, where a four hour minimum charge will apply.



**LABORATORY SERVICES**

**SOIL**

Atterberg Limits (LL/PI)	ASTM D4318	\$150.00	each
CLSM/CDF/Soil Cement Compression Test	ASTM D4832	\$50.00	each
Compaction Characteristics	ASTM D698	\$240.00	each
Compaction Characteristics	ASTM D1557	\$240.00	each
Compaction Characteristics	CTM 216	\$240.00	each
Expansion Index	ASTM D4829	\$175.00	each
Hydraulic Conductivity, Flexible Wall Permeability	ASTM D5084	\$400.00	each
Lime-Treated Unconfined Compression	CTM 373	\$785.00	each
Moisture Content	ASTM D2216	\$20.00	each
Organic Content	ASTM D2974	\$90.00	each
Resistance "R" Value - Untreated	ASTM D2844, CTM 301	\$250.00	each
Resistance "R" Value - Laboratory Lime-Treated	ASTM D2844, CTM 301	\$300.00	each
Sieve Analysis - Sieve only (Coarse or Fine)	ASTM C136/D1140	\$100.00	each
Sieve Analysis - Passing No. 200 only	ASTM D1140	\$90.00	each
Sieve Analysis - Sieve & Hydrometer	ASTM D422	\$160.00	each
Specific Gravity of Soils	ASTM D854	\$125.00	each
Triaxial Compression Test, 1 point - Undisturbed	ASTM D4767	\$250.00	each
Triaxial Compression Test, 3 Pt. Staged - Undisturbed	ASTM D4767	\$295.00	each
Triaxial Compression Test, 1 point - Remolded	ASTM D4767	\$325.00	each
Triaxial Compression Test, 3 Pt. Staged - Remolded	ASTM D4767	\$380.00	each
Unconfined Compression Test	ASTM D2166	\$100.00	each
Unit Weight/Moisture Content - Tube Sample	ASTM D2937/D2216	\$30.00	each
Consolidation (8 loads + 1 rebound)	ASTM D2435	\$450.00	each
Consolidation (additional loads)	ASTM D2435	\$50.00	each
Thermal Resistivity	ASTM D5334	\$50.00	each

**AGGREGATE**

Aggregate Unit Weight	ASTM C29	\$50.00	each
Clay Lumps and Friable Particles	ASTM C142	\$155.00	per size
Cleanness Value	CTM 227	\$160.00	each
Durability Index (Coarse or Fine)	CTM 229	\$155.00	each
Flat and Elongated Particles in Coarse Aggregate	ASTM D4791	\$115.00	per size
Fractured/Crushed Particles	ASTM D5821, CTM 205	\$115.00	per size
Organic Impurities in Fine Aggregates	ASTM C40	\$55.00	each
Resistance "R" Value - Aggregate	CTM 301	\$290.00	each
Sand Equivalent, 1 point	CTM 217	\$85.00	each
Sand Equivalent, 3 points	CTM 217	\$125.00	each
Sieve Analysis - Coarse or Fine	ASTM C136, CTM 202	\$100.00	each
Sieve Analysis - Passing No. 200 only	ASTM C117	\$90.00	each
Sodium Sulfate Soundness	ASTM C88, CTM 214	\$120.00	per size
Specific Gravity and Absorption (Coarse or Fine)	ASTM C127, C128	\$120.00	each

**ASPHALT CONCRETE**

Asphalt Content (Ignition Oven)	ASTM D6307, CTM 382	\$240.00	each
Hveem Compacted Unit Weight, 1 point	ASTM D1560/D2726		
	CTM 304/308	\$95.00	each
Laboratory Test Maximum Density (LTMD), 5 points	CTM 375	\$350.00	each
Marshall Compacted Unit Weight, 1 point	ASTM D6926/D2726	\$90.00	each
Sieve Analysis of AC Aggregate (Coarse and Fine)	ASTM D5444, CTM 202	\$165.00	each
Stabilometer Value, 1 point	CTM 366	\$125.00	each
Theoretical Maximum Density	ASTM D2041, CTM 309	\$150.00	each
Thickness of AC Cores	ASTM D3549	\$10.00	each
Unit Weight of AC Cores	ASTM D2726, D1188, CTM 308	\$50.00	each



**LABORATORY SERVICES**

**CONCRETE**

Compression Test, Concrete Cylinder	ASTM C39	\$25.00	each
Compression Test, Concrete Cylinder - Hold	ASTM C39	\$20.00	each
Compression Test, Concrete Core	ASTM C42, C39	\$75.00	each
Compression Test, Shotcrete Core	ASTM C42, C39	\$85.00	each
Compression Test, High Strength Grout	ASTM C1107/C109	\$35.00	each
Concrete Cylinder Mold		\$5.00	each
Density / Unit Weight of Concrete	ASTM C567, C642	\$50.00	each
Flexural Strength Test, Concrete Beam	ASTM C78	\$100.00	each
Laboratory Drying Shrinkage Test, per beam	ASTM C157	\$180.00	each
Splitting Tensile Test, Concrete Cylinder	ASTM C496	\$75.00	each

**MASONRY**

<b>Brick</b>			
Compression Test	ASTM C67	\$60.00	each
Modulus of Rupture	ASTM C67	\$70.00	each
Absorption	ASTM C67	\$85.00	each
<b>Concrete Masonry Unit</b>			
Compression Test	ASTM C140	\$70.00	each
Absorption & Moisture Content	ASTM C140	\$70.00	each
Linear Drying Shrinkage	ASTM C426	\$200.00	each
Compression Test, Composite Masonry Prism	ASTM C1314	\$100.00	each
Compression Test, Masonry Grout	ASTM C1019	\$35.00	each
Compression Test, Mortar	ASTM C780	\$30.00	each
Core Shear Test	CBC Section 2105A	\$80.00	each
Masonry Core Compression Test	CBC Section 2105A	\$70.00	each

**STEEL**

Anchor Bolt Tensile Test	ASTM F606	\$95.00	each
Fireproofing Density Test	ASTM E605	\$65.00	each
<b>High Strength Bolt Assembly Laboratory Testing</b>			
Bolt - Wedge Tension Test	ASTM F606	\$70.00	each
Bolt - Proof Load Test	ASTM F606	\$70.00	each
Bolt - Hardness Test	ASTM E18	\$30.00	each
Nut - Proof Load Test	ASTM F606	\$70.00	each
Nut - Hardness Test	ASTM E18	\$30.00	each
Washer - Hardness Test	ASTM E18	\$30.00	each
Prestressing Steel Strand Tensile Test	ASTM A416/A1061	\$125.00	each
<b>Reinforcing Steel (Rebar) Tensile Test</b>			
Up to No. 7	ASTM A615, A706/A370	\$75.00	each
From No. 8 through No. 14	ASTM A615, A706/A370	\$100.00	each
Reinforcing Steel (Rebar) Bend Test	ASTM A615, A706/A370	\$35.00	each
<b>Structural Steel Tensile Test</b>			
Up to 3/4"	ASTM A370	\$85.00	each
Sizes Larger Than 3/4"	ASTM A370	\$110.00	each
Machining of Test Specimens		cost plus %20	
Structural Steel Hardness Test	ASTM E18	\$75.00	each
Torque Wrench Calibration (minimum of 4 wrenches)		\$75.00	each
Weld Assembly, Guided Bend/Macroetch/T-Bend Test	AWS D1.1, ASTM E190	\$75.00	per test
Welder Qualification Test Inspection		\$80.00	per hour
Welder Qualification Test Record		\$95.00	each

**TESTING SERVICES**

Laboratory Technician	\$90.00	per hour
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# Center Joint Unified School District

		<b>AGENDA REQUEST FOR:</b>
Dept./Site:	Facilities & Operations Department	Action Item <u>X</u>
To:	Board of Trustees	Information Item <u>      </u>
Date:	March 21, 2018	# Attached Pages <u>5</u>
From:	Craig Deason, Asst. Superintendent	
Assist. Supt. Initials:	<u>CD</u>	

<b>SUBJECT:</b>	PSA for Hugh R. Davison
<b>CONSULTANT'S NAME:</b>	Hugh R. Davison
<b>COMPANY NAME (if applicable):</b>	
<b>SERVICES TO BE RENDERED:</b>	Disking of New School Property
<b>DATES OF SERVICE:</b>	April 15, 2018 - June 30, 2018
<b>PAYMENT PER DAY:</b>	\$990.00
<b>TOTAL AMOUNT OF CONTRACT:</b>	\$990.00
<b>FUNDING SOURCE:</b>	01-8150-0-5800-106-0000-8110-007-000
<b>RECOMMENDATION:</b>	That the CJUSD Board of Trustees approves the Professional Services Agreement as presented.

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 21st day of March, 2018, 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: Hugh R. DAVIDSON  
Address: Box 427 ELVERTA CA 95624  
Phone: 916-765-4000 Taxpayer ID #: [REDACTED]

\*Full description of services to be provided:

Weed Abatement

\*Payment \$ 990.00 per LOT. 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: 4-15-18 \*Frequency of Service Dates: once a year  
\*Ending Date of Service: 7-15-18

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 \$ 990.00 Budget # \_\_\_\_\_

Reason service cannot be provided by a District employee:

Signature of CONTRACTOR\*: Hugh R. Davidson Date\*: 3-7-18  
Signature of District employee requesting service: Craig Deason Date: 3/7/18  
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\*\*

**INDEPENDENT CONTRACTOR OR EMPLOYEE?  
DISTRICT GUIDELINES**

**PART I**

	YES	NO
1. Has this category of worker already been classified an "employee" by the IRS? <i>Refer to page 1 for individuals listed in IRS Publication SWR 40 and others identified during the IRS compliance studies in San Diego County.</i>		✓
2. Is the individual working as an employee prescribed by the Education Code? <i>Education Code sections 45100-45451/88000-88263 define what constitutes classified service and 44800-45060/87000-87333 define certificated service. The IRS predisposes an employer/employee relationship when state law mandates such a relationship.</i>		✓
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 exercise 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? <i>Are the services being provided necessary to the operation of the school, program, project, etc.? This indicates the district has an interest in the method of performance, and implies the maintenance of legal control.</i>		✓

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

**STOP HERE**

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

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

**PART II**

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

Form

**W-9**(Rev. December 2014)  
Department of the Treasury  
Internal Revenue Service**Request for Taxpayer  
Identification Number and Certification****Give Form to the  
requester. Do not  
send to the IRS.**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.Hugh R DAVISON**2** Business name/disregarded entity name, if different from aboveTRACTORbob's TRACTOR SERVICE**3** Check appropriate box for federal tax classification; check only one of the following seven boxes:☒ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

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.

☐ Other (see instructions) ▶**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) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

**5** Address (number, street, and apt. or suite no.)1710 ELVERTA Rd

Requester's name and address (optional)

**6** City, state, and ZIP codeELVERTA CA 95626**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.

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.

Social security number

or

Employer identification number

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ▶Hugh R DavisonDate ▶ 3-7-18**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](http://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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- 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.

## FARM LIABILITY INFORMATION

Coverage is provided only where a premium and a limit of liability are shown for that coverage.

COV	DESCRIPTION	LIMIT	PREMIUM
H	Farm Liability & Exchange Labor Bodily Injury And Property Damage Per Occurrence	\$1,000,000	\$257.00
12	Total Acres At All Locations In CA Additional Dwellings With Personal Liability Additional Dwellings Rented To Others On Farm Additional Residence Or Set Of Buildings Primary Livestock Type Secondary Livestock Type Y Hobby Farm N Lessor's Risk	Livestock Number Livestock Number	
I	Personal Injury And Advertising Injury Per Person Or Entity	\$1,000,000	INCLUDED
J	Products And Completed Operations Aggregate All Occurrences	\$1,000,000	INCLUDED
	Medical Payments Per Person Medical Payments Per Occurrence	\$5,000 \$25,000	\$73.00 INCLUDED
	General Annual Aggregate For Coverages H, I, and J All Occurrences	\$2,000,000	INCLUDED
	Farmers Medical Payments Per Person		

INSURED RESIDENCE EMPLOYEES RATED ON TYPE AND NUMBER OF  
EMPLOYEES DURING POLICY. MEDICAL PAYMENTS LIMIT SAME  
AS COV J ABOVE. EMPLOYER LIABILITY LIMIT IS \$100,000.

OUTSERVANT  
INSERVANT 20 HRS OR MORE  
INSERVANT 10 TO 20 HRS

Total Annual Farm Liability Coverage Premium For State CA

\$330.00

# Center Joint Unified School District

**AGENDA REQUEST FOR:**

**Dept. /Site:** Business Department

**Date:** 03/02/2018

**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 February 2018.

**RECOMMENDATION:** That the CJUSD Board of Trustees approve the District Payroll Orders for July 2017 through February 2018.

**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	\$ 641,198.32	\$ 159,895.74		\$ 801,094.06	492
2-Jan	\$ 1,991,001.43			\$ 1,991,001.43	273
JAN	\$ 2,849,091.88	\$ 96,522.71	\$ 6,704.16	\$ 2,952,318.75	966
FEB	\$ 2,658,073.95	\$ 145,332.70		\$ 2,803,406.65	872
MARCH				\$ -	
APRIL				\$ -	
MAY				\$ -	
JUNE				\$ -	
SPECIAL				\$ -	

\$ 19,651,329.67	\$ 1,056,366.43	\$ 6,704.16	\$ 20,714,400.26	6570
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# Center Joint Unified School District

**AGENDA REQUEST FOR:**

**Dept./Site:** Business Department

**Date:** February, 2018

**To:** Board of Trustees

**From:** Lisa Coronado

**Action Item**

**Information Item**

**# Attached Pages** 43

**SUBJECT:** Supplemental Agenda – Commercial Warrant Registers

February 08, 2018, \$481,283.08, February 15, 2018, \$430,694.95  
February 21, 2018, \$366,471.11

The commercial warrant payments to vendor's total

**\$ 1,278,449.14**

**RECOMMENDATION:** That the CJUSD Board of Trustees approve the Supplemental Agenda – Vendor Warrants as presented

**CONSENT AGENDA**

XV-11

Batch status: A All

From batch: 0039

To batch: 0039

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

081 CENTER UNIFIED SCHOOL DISTRICT J6963  
2-8-2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0039 02-8-2018  
FUND : 01 GENERAL FUND

APY500 L.00.12 02/08/18 09:59 PAGE 1  
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Reg Reference	Date			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
-----								
010669/00	ALHAMBRA & SIERRA SPRINGS							
183 PO-180154	02/08/2018	27045224780818		1 01-0000-0-4300-105-0000-7200-005-000 NN P		26.41	26.41	
183 PO-180154	02/08/2018	27045224780818		2 01-0000-0-5600-105-0000-7200-005-000 NN P		5.99	5.99	
TOTAL PAYMENT AMOUNT					32.40 *		32.40	
011617/00	AMADOR STAGE LINES							
1748 PO-181695	02/08/2018	74414,74415		1 01-0000-0-5865-112-0000-3600-007-000 NN F		1,461.44	1,461.44	
1748 PO-181695	02/08/2018	74414,74415		2 01-0076-0-5865-472-1110-4200-014-915 NN F		460.79	460.79	
TOTAL PAYMENT AMOUNT					1,922.23 *		1,922.23	
010400/00	AT&T							
345 PO-180313	02/08/2018	81008413		1 01-0000-0-5930-106-0000-8110-007-000 NN P		9.31	9.31	
TOTAL PAYMENT AMOUNT					9.31 *		9.31	
018533/00	ATKINSON ANDELSON LOYA RUDD							
592 PO-180557	02/08/2018	536917		1 01-0000-0-5880-105-0000-7200-005-000 NE P		3,253.95	3,547.68	
TOTAL PAYMENT AMOUNT					3,547.68 *		3,547.68	
015054/00	AUTOZONE INC							
1821 PO-181754	02/08/2018	#1820		1 01-0000-0-4300-112-0000-3600-007-000 NN F		1,512.81	1,512.81	
TOTAL PAYMENT AMOUNT					1,512.81 *		1,512.81	
019624/00	B & H VIDEO							
1553 PO-181516	02/08/2018	137438453		1 01-6387-0-4400-472-1110-1000-019-000 YN F		1,093.78	1,031.78	
TOTAL PAYMENT AMOUNT					1,031.78 *		1,031.78	
TOTAL USE TAX AMOUNT					79.96			
021669/00	BAIONI, RON							
1768 PO-181713	02/08/2018	REIMB PARTS		1 01-0000-0-4300-475-3200-2700-015-740 NN F		90.44	90.44	
TOTAL PAYMENT AMOUNT					90.44 *		90.44	

081 CENTER UNIFIED SCHOOL DISTRICT J6963  
2-8-2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0039 02-8-2018  
FUND : 01 GENERAL FUND

APY500 L.00.12 02/08/18 09:59 PAGE 2  
<< Open >>

Vendor/Addr	Remit name	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES DEP T9MPS		
015623/00	BARRIGA, MARIA I. PEREZ							
1172 PO-181130	02/08/2018	NOV-DEC MILEAGE	1	01-6500-0-5800-102-5770-3600-019-000	NN P		155.37	155.37
1172 PO-181130	02/06/2018	NOV MILEAGE	1	01-6500-0-5800-102-5770-3600-019-000	NN F		175.72	155.37
TOTAL PAYMENT AMOUNT							310.74 *	310.74
015525/00	BERCO REDWOOD INC							
1643 PO-181579	02/08/2018	68923/1	1	01-8150-0-4300-106-0000-8110-007-000	NN P		166.16	166.16
TOTAL PAYMENT AMOUNT							166.16 *	166.16
010988/00	BIDDLE, SHAHRZAD							
1790 PO-181738	02/08/2018	MILEAGE-DAVIS	1	01-0000-0-5210-103-1110-1004-019-000	NN F		40.33	40.33
TOTAL PAYMENT AMOUNT							40.33 *	40.33
019354/00	BREAKOUT INC							
1607 PO-181639	02/08/2018	12781	1	01-6520-0-4300-472-5770-1110-019-000	NN F		484.88	482.63
TOTAL PAYMENT AMOUNT							482.63 *	482.63
010575/00	CAPITOL CLUTCH & BRAKE INC.							
1469 PO-181425	02/05/2018	CREDIT BAL	1	01-0000-0-4300-112-0000-3600-007-000	NN M		-805.57	-805.57
1469 PO-181425	02/05/2018	1495028	1	01-0000-0-4300-112-0000-3600-007-000	NN P		1,167.06	1,167.06
1469 PO-181425	02/08/2018	1495566	1	01-0000-0-4300-112-0000-3600-007-000	NN F		496.63	496.63
1678 PO-181691	02/08/2018	1495566	1	01-0000-0-4300-112-0000-3600-007-000	NN P		1,195.58	1,195.58
TOTAL PAYMENT AMOUNT							2,053.70 *	2,053.70
022223/00	CASBO PROFESSIONAL DEVELOPMENT							
1769 PO-181714	02/08/2018	603295	1	01-0000-0-5200-105-0000-7200-005-000	NN F		305.00	305.00
TOTAL PAYMENT AMOUNT							305.00 *	305.00
020305/00	CDW GOVERNMENT INC.							
1477 PO-181439	02/08/2018	LHN2681	1	01-6500-0-4300-102-5001-2700-019-000	NN F		891.20	891.20
1662 PO-181607	02/08/2018	LMT2140	1	01-0000-0-4400-115-0000-7700-007-000	NN F		93.83	93.83
1662 PO-181607	02/08/2018	LMT2140	2	01-0000-0-4300-115-0000-7700-007-000	NN F		318.82	318.82
1687 PO-181625	02/08/2018	LNC9887	1	01-6500-0-4300-102-5770-1110-019-000	NN F		272.78	272.78
TOTAL PAYMENT AMOUNT							1,576.63 *	1,576.63

081 CENTER UNIFIED SCHOOL DISTRICT J6963  
2-8-2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0039 02-8-2018  
FUND : 01 GENERAL FUND

APY500 L.00.12 02/08/18 09:59 PAGE 3  
<< Open >>

Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS			
013928/00		CINTAS LOCATION 622						
108 PO-180057	02/08/2018	622114486		1	01-0000-0-5800-111-0000-8200-007-000	NN P	48.25	48.25
108 PO-180057	02/08/2018	622114484		1	01-0000-0-5800-111-0000-8200-007-000	NN P	20.73	20.73
108 PO-180057	02/08/2018	622114483		1	01-0000-0-5800-111-0000-8200-007-000	NN P	8.68	8.68
108 PO-180057	02/08/2018	622114482		1	01-0000-0-5800-111-0000-8200-007-000	NN P	24.31	24.31
108 PO-180057	02/08/2018	622114480		1	01-0000-0-5800-111-0000-8200-007-000	NN P	14.13	14.13
108 PO-180057	02/08/2018	622114479		1	01-0000-0-5800-111-0000-8200-007-000	NN P	8.88	8.88
108 PO-180057	02/08/2018	622114481		1	01-0000-0-5800-111-0000-8200-007-000	NN P	55.40	55.40
108 PO-180057	02/08/2018	622114485		1	01-0000-0-5800-111-0000-8200-007-000	NN P	22.74	22.74
TOTAL PAYMENT AMOUNT							203.12 *	203.12
015699/00		CLARK SECURITY PRODUCTS						
20 PO-180020	02/08/2018	22K-245845		1	01-8150-0-4300-106-0000-8110-007-000	NN P	49.14	49.14
20 PO-180020	02/08/2018	22K247160		1	01-8150-0-4300-106-0000-8110-007-000	NN P	77.30	77.30
TOTAL PAYMENT AMOUNT							126.44 *	126.44
014557/00		COLLEGE OAK TOW & TRANSPORT						
29 PO-180028	02/08/2018	507156		1	01-0000-0-5800-112-0000-3600-007-000	NN P	280.00	280.00
TOTAL PAYMENT AMOUNT							280.00 *	280.00
017117/00		DISCOUNT TWO-WAY RADIO						
1729 PO-181671	02/08/2018	SL176648		1	01-0000-0-4300-475-3200-1000-015-740	NN F	311.90	311.90
TOTAL PAYMENT AMOUNT							311.90 *	311.90
019943/00		DOCUMENT TRACKING SERVICES						
1804 PO-181748	02/08/2018	T-958430014		1	01-0000-0-5800-103-4760-1000-019-740	NN F	510.12	510.12
TOTAL PAYMENT AMOUNT							510.12 *	510.12
019262/00		ENTERPRISE RENT A CAR						
1776 PO-181722	02/08/2018	9WMNR		1	01-0076-0-5600-472-1110-4200-014-915	NN P	248.85	248.85
1776 PO-181722	02/08/2018	9WPTW4		1	01-0076-0-5600-472-1110-4200-014-915	NN P	248.85	248.85
1776 PO-181722	02/08/2018	9ZOKN7		1	01-0076-0-5600-472-1110-4200-014-915	NN P	298.27	298.27
1776 PO-181722	02/08/2018	9ZQJPB		1	01-0076-0-5600-472-1110-4200-014-915	NN P	298.27	298.27
1776 PO-181722	02/08/2018	1193F1		1	01-0076-0-5600-472-1110-4200-014-915	NN P	99.42	99.42
1776 PO-181722	02/08/2018	118W5D		1	01-0076-0-5600-472-1110-4200-014-915	NN F	99.42	99.42
TOTAL PAYMENT AMOUNT							1,293.08 *	1,293.08

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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
017005/00	FERGUSON ENTERPRISES INC #686							
356 PO-180321	02/08/2018	5788578-1		1 01-8150-0-4300-106-0000-8110-007-000 NN P			23.34	23.34
TOTAL PAYMENT AMOUNT							23.34 *	23.34
022347/00	GIVE SOMETHING BACK							
1546 PO-181523	02/08/2018	in-0703258		1 01-0000-0-4300-472-1500-1000-014-000 NN P			232.30	232.30
1546 PO-181523	02/08/2018	in-0703699		1 01-0000-0-4300-472-1500-1000-014-000 NN F			107.64	107.64
TOTAL PAYMENT AMOUNT							339.94 *	339.94
011618/00	GRAY STEP SOFTWARE							
1775 PO-181735	02/08/2018	3246		1 01-0000-0-5800-371-0000-2700-012-000 NN F			799.00	799.00
TOTAL PAYMENT AMOUNT							799.00 *	799.00
015636/00	HASTIE'S SAND AND GRAVEL CO							
1627 PO-181588	02/08/2018	156717		1 01-0076-0-4300-472-1110-4200-014-000 NN F			832.37	832.37
TOTAL PAYMENT AMOUNT							832.37 *	832.37
017002/00	HOME DEPOT CREDIT SERVICES							
347 PO-180331	02/08/2018	6035 3226 4903 3119		1 01-6387-0-4300-472-1110-1000-019-000 NN F			4,279.02	4,558.68
TOTAL PAYMENT AMOUNT							4,558.68 *	4,558.68
015764/00	HOMWOOD SUITES							
1762 PO-181725	02/08/2018	CHS ROOMS		3 01-0000-0-5200-472-1110-1000-014-603 NN F			869.20	869.20
1762 PO-181725	02/08/2018	CHS ROOMS		2 01-0000-0-5200-472-1110-1000-014-602 NN F			869.00	869.00
1762 PO-181725	02/08/2018	CHS ROOMS		1 01-0000-0-5200-472-1110-1000-014-600 NN F			254.85	254.85
TOTAL PAYMENT AMOUNT							1,993.05 *	1,993.05
018990/00	INTERSTATE BATTERIES							
1754 PO-181697	02/08/2018	210493		1 01-0000-0-4300-111-0000-8200-007-000 NN F			436.62	436.62
TOTAL PAYMENT AMOUNT							436.62 *	436.62

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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				
016225/00	JAMES STANFIELD & CO. INC						
1542 PO-181637	02/07/2018	81726	1 01-6520-0-4300-472-5770-1110-019-000 NN F			422.71	422.71
1542 PO-181637	02/08/2018	81726	2 01-3410-0-4300-472-1110-1000-019-000 NN F			1,970.17	1,936.41
TOTAL PAYMENT AMOUNT				2,359.12 *			2,359.12
015165/00	JOHN L. SULLIVAN CHEVROLET						
1781 PO-181728	02/08/2018	C01118,C03095	1 01-0000-0-4300-112-0000-3600-007-000 NN F			823.08	823.08
1781 PO-181728	02/08/2018	C03112	2 01-0000-0-5600-112-0000-3600-007-000 NN F			991.73	991.73
1781 PO-181728	02/08/2018	C03210	3 01-0000-0-5800-112-0000-3600-007-000 NN F			93.03	93.03
TOTAL PAYMENT AMOUNT				1,907.84 *			1,907.84
014645/00	JOHNSON, KATIE						
1733 PO-181700	02/08/2018	MILEAGE	1 01-6520-0-5200-472-5770-1110-019-000 NN F			10.81	10.81
1733 PO-181700	02/08/2018	MILEAGE	2 01-3410-0-5210-472-1110-1000-019-000 NN F			24.50	24.50
TOTAL PAYMENT AMOUNT				35.31 *			35.31
021636/00	LAMINATING AND BINDING						
1679 PO-181646	02/08/2018	157259	1 01-0000-0-4300-472-0000-2700-014-000 NN F			161.60	167.60
TOTAL PAYMENT AMOUNT				167.60 *			167.60
014389/00	LOMOVA, YELENA						
532 PO-180489	02/08/2018	TRIP 1562	1 01-0000-0-5800-112-0000-3600-007-000 NN P			18.22	18.22
TOTAL PAYMENT AMOUNT				18.22 *			18.22
017726/00	LOS ANGELES FREIGHTLINER						
36 PO-180033	02/08/2018	XA410002163:01	1 01-0000-0-4300-112-0000-3600-007-000 NN P			38.08	38.08
36 PO-180033	02/08/2018	XA410002336:01	1 01-0000-0-4300-112-0000-3600-007-000 NN P			200.91	200.91
TOTAL PAYMENT AMOUNT				238.99 *			238.99
010563/00	MHL ENTERPRISES	542135713					
1511 PO-181475	02/08/2018	801	1 01-0000-0-6290-106-0000-8500-007-995 NY P			170.00	170.00
165 PO-181724	02/08/2018	802	1 01-0000-0-6290-106-0000-8500-007-000 NY P			510.00	510.00
TOTAL PAYMENT AMOUNT				680.00 *			680.00

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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	
016087/00	MICHAEL'S TRANSPORTATION SERV.							
555 PO-180518	02/08/2018	101257	1	01-0000-0-5800-112-0000-3600-007-000	NN F		49,191.25	5,670.00
TOTAL PAYMENT AMOUNT				5,670.00 *				5,670.00
019059/00	MILLENNIUM TERMITE & PEST							
39 PO-180036	02/08/2018	TR-71099	1	01-0000-0-5500-106-0000-8110-007-000	NN P		91.00	91.00
39 PO-180036	02/08/2018	TR-72628	1	01-0000-0-5500-106-0000-8110-007-000	NN P		59.00	59.00
39 PO-180036	02/08/2018	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
010253/00	NCS PEARSON INC							
1583 PO-181528	02/08/2018	11484200	1	01-6500-0-4300-102-5770-1191-019-000	NN F		1,234.33	1,254.68
TOTAL PAYMENT AMOUNT				1,254.68 *				1,254.68
021173/00	NORTH STATE TIRE CO. INC							
1760 PO-181718	02/08/2018	K87882	2	01-0000-0-5800-112-0000-3600-007-000	NN F		427.50	427.50
1760 PO-181718	02/07/2018	K87673,K87740	1	01-0000-0-4300-112-0000-3600-007-000	NN F		6,596.71	6,596.70
TOTAL PAYMENT AMOUNT				7,024.20 *				7,024.20
015787/00	O'REILLY AUTO PARTS							
16 PO-180016	02/08/2018	ACCT 1333147	1	01-0000-0-4300-112-0000-3600-007-000	NN P		659.53	659.53
TOTAL PAYMENT AMOUNT				659.53 *				659.53
017576/00	OFFICE DEPOT							
1539 PO-181535	02/08/2018	999350410001	1	01-3010-0-4300-240-1110-1000-011-000	NN P		253.17	253.17
1539 PO-181535	02/08/2018	999350412001	1	01-3010-0-4300-240-1110-1000-011-000	NN F		63.79	65.23
1677 PO-181621	02/08/2018	102175088001	1	01-6500-0-4300-102-5770-1110-019-000	NN F		243.22	225.92
1685 PO-181623	02/08/2018	102176132001	1	01-6500-0-4300-102-5770-1110-019-000	NN P		147.94	147.94
1685 PO-181623	02/08/2018	102176133001	1	01-6500-0-4300-102-5770-1110-019-000	NN F		6.02	6.02
TOTAL PAYMENT AMOUNT				698.28 *				698.28

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Req Reference	Date	Description	FD RESO	P OBJE	SIT GOAL	FUNC RES	DEP T9MPS	
014358/00	OPFER, JULIE							
1791 PO-181732	02/08/2018	REIMB FOOD	1	01-4035-0-5800-103-1110-1000-019-000	NN F		138.82	138.82
TOTAL PAYMENT AMOUNT				138.82 *				138.82
010426/00	PAULS SAFE & LOCK							
663 PO-180611	02/08/2018	27083	1	01-8150-0-4300-106-0000-8110-007-000	NY P		54.15	54.15
TOTAL PAYMENT AMOUNT				54.15 *				54.15
014069/00	PLATT ELECTRIC SUPPLY INC							
12 PO-180012	02/08/2018	P578330	1	01-8150-0-4300-106-0000-8110-007-000	NN P		78.23	78.23
1766 PO-181711	02/05/2018	P521214	1	01-0000-0-4300-111-0000-8200-007-939	NN F		325.77	325.77
1767 PO-181712	02/08/2018	y026835	1	01-0000-0-4300-111-0000-8200-007-939	NN F		949.55	949.55
35 PO-181723	02/08/2018	P585431	1	01-0000-0-4300-111-0000-8200-007-939	NN F		1,082.17	1,082.16
TOTAL PAYMENT AMOUNT				2,435.71 *				2,435.71
017736/00	PRICE, KAREN							
1466 PO-181434	02/08/2018	JAN MILEAGE	1	01-0000-0-5210-103-1110-1004-019-000	NN P		24.42	24.42
TOTAL PAYMENT AMOUNT				24.42 *				24.42
021194/00	PRUDENTIAL OVERALL SUPPLY INC							
18 PO-180018	02/08/2018	180298640	1	01-0000-0-5600-112-0000-3600-007-000	NN P		120.01	120.01
TOTAL PAYMENT AMOUNT				120.01 *				120.01
011238/00	RELIABLE TIRE							
45 PO-180042	02/06/2018	159138	1	01-0000-0-4300-112-0000-3600-007-000	NN P		102.60	102.60
TOTAL PAYMENT AMOUNT				102.60 *				102.60
019099/00	RESTAURANT FURNITURE NET							
1806 PO-181749	02/08/2018	ORDER 62632	1	01-0000-0-4300-103-0000-2420-019-000	NY F		1,428.80	1,428.80
TOTAL PAYMENT AMOUNT				1,428.80 *				1,428.80

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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	
010627/00	RIVERVIEW INTERNATIONAL TRUCKS							
1275 PO-181227	02/08/2018	953686	1	01-0000-0-4300-112-0000-3600-007-000	NN	P	113.04	113.04
			TOTAL PAYMENT AMOUNT				113.04 *	113.04
020716/00	ROBERT A HOFFMAN							
1751 PO-181696	02/08/2018	VISION SCREENING	1	01-0000-0-5800-109-0000-3140-004-000	NY	F	3,786.00	3,786.00
			TOTAL PAYMENT AMOUNT				3,786.00 *	3,786.00
010242/00	ROTO-ROOTER PLUMBERS							
359 PO-180324	02/08/2018	295285970	1	01-8150-0-5800-106-0000-8110-007-000	NN	P	392.50	392.50
			TOTAL PAYMENT AMOUNT				392.50 *	392.50
010552/00	SAC VAL JANITORIAL							
788 PO-180748	02/08/2018	10279808	1	01-0000-0-9320-000-0000-0000-000-000	NN	P	2,184.45	2,184.45
788 PO-180748	02/08/2018	10280617	1	01-0000-0-9320-000-0000-0000-000-000	NN	P	615.65	615.65
788 PO-180748	02/08/2018	10280620	1	01-0000-0-9320-000-0000-0000-000-000	NN	P	485.52	485.52
788 PO-180748	02/08/2018	10280618	1	01-0000-0-9320-000-0000-0000-000-000	NN	P	112.14	112.14
			TOTAL PAYMENT AMOUNT				3,397.76 *	3,397.76
014786/00	SCHOOL SPECIALTY							
1537 PO-181534	02/08/2018	308102937582	1	01-3010-0-4300-240-1110-1000-011-000	NN	F	128.63	128.63
			TOTAL PAYMENT AMOUNT				128.63 *	128.63
011500/00	SCHOOLS INSURANCE AUTHORITY							
PV-180047	02/05/2018	FEBRUARY	01-0000-0-9552-000-0000-0000-000-000	NN				48,466.96
			TOTAL PAYMENT AMOUNT				48,466.96 *	48,466.96
017106/00	SCHOOLS INSURANCE AUTHORITY							
PV-180048	02/05/2018	FEBRUARY	01-0000-0-9552-000-0000-0000-000-000	NN				9,794.60
			TOTAL PAYMENT AMOUNT				9,794.60 *	9,794.60

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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	

010263/00 SMUD

22 PO-180022 02/08/2018 7000000347

1 01-0000-0-5510-106-0000-8110-007-000 NN P	46,563.99	46,563.99
TOTAL PAYMENT AMOUNT	46,563.99 *	46,563.99

020087/00 SOCCER PRO

1519 PO-181478 02/08/2018 53520  
1519 PO-181478 02/08/2018 53520

1 01-0076-0-4300-472-1110-4200-014-810 NN F	1,357.65	1,357.65
2 01-0076-0-5800-472-1110-4200-014-810 NN F	58.19	58.19
TOTAL PAYMENT AMOUNT	1,415.84 *	1,415.84

020252/00 STAPLES BUSINESS ADVANTAGE

043390816

1532 PO-181492 02/08/2018 3365105024  
1532 PO-181492 02/08/2018 3366179391  
1590 PO-181533 02/08/2018 3365669756  
1590 PO-181533 02/07/2018 3366179392  
1590 PO-181533 02/08/2018 3366486377  
1590 PO-181533 02/08/2018 3365984499  
1590 PO-181533 02/08/2018 3366486378  
1597 PO-181568 02/08/2018 3366486379  
1597 PO-181568 02/08/2018 3365984505  
1619 PO-181584 02/08/2018 3366179393  
1641 PO-181589 02/08/2018 3366179394  
1555 PO-181638 02/08/2018 3366678079  
1555 PO-181638 02/08/2018 3366678079  
1713 PO-181660 02/08/2018 3366678080  
1713 PO-181660 02/08/2018 3366678080  
1714 PO-181661 02/08/2018 3366678081  
1714 PO-181661 02/08/2018 3366678081  
1717 PO-181662 02/08/2018 3366678084  
1717 PO-181662 02/08/2018 3366678084

1 01-0000-0-4300-238-1110-1000-010-000 NN F	32.42	32.42
2 01-6300-0-4300-238-1110-1000-010-000 NN F	72.13	72.13
1 01-6512-0-4300-102-5001-3110-019-000 NN P	236.30	236.30
1 01-6512-0-4300-102-5001-3110-019-000 NN M	-38.60	-38.60
1 01-6512-0-4300-102-5001-3110-019-000 NN P	26.36	26.36
1 01-6512-0-4300-102-5001-3110-019-000 NN P	38.60	38.60
1 01-6512-0-4300-102-5001-3110-019-000 NN F	7.54	5.89
1 01-6300-0-4300-234-1110-1000-008-000 NN P	512.59	512.59
1 01-6300-0-4300-234-1110-1000-008-000 NN F	82.10	82.11
1 01-0000-0-4300-472-1600-1000-014-000 NN F	167.49	167.49
1 01-0000-0-4300-234-0000-2700-008-000 NN F	176.94	176.94
1 01-0000-0-4300-238-1110-1000-010-000 NN F	20.16	20.16
2 01-6300-0-4300-238-1110-1000-010-000 NN F	21.19	21.19
2 01-6300-0-4300-238-1110-1000-010-000 NN F	72.90	71.15
1 01-0000-0-4300-238-0000-2700-010-000 NN F	35.08	35.08
1 01-0000-0-4300-238-0000-2700-010-000 NN F	24.18	24.18
2 01-6300-0-4300-238-1110-1000-010-000 NN F	33.85	33.85
2 01-0000-0-4300-238-0000-2700-010-000 NN F	68.49	68.49
1 01-6300-0-4300-238-1110-1000-010-000 NN F	33.38	33.38
TOTAL PAYMENT AMOUNT	1,619.71 *	1,619.71

016801/00 SUNRISE ENVIRONMENTAL

1746 PO-181694 02/08/2018 83020

1 01-0000-0-4300-112-0000-3600-007-000 NN F	433.54	433.54
TOTAL PAYMENT AMOUNT	433.54 *	433.54

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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date				FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS			
010963/00		THE MARKERBOARD PEOPLE						
1618	PO-181583	02/08/2018 225585		1	01-0000-0-4300-472-1600-1000-014-000	YN F	478.41	444.00
					TOTAL PAYMENT AMOUNT			444.00
					TOTAL USE TAX AMOUNT		34.41	
011554/00		TRACTOR SUPPLY CO						
567	PO-180532	02/08/2018 241634		1	01-8150-0-4300-106-0000-8110-007-000	NN P	20.57	20.57
1038	PO-180995	02/07/2018 243626		1	01-0000-0-4300-106-0000-8110-007-000	NN P	12.00	12.00
1038	PO-180995	02/08/2018 244774		1	01-0000-0-4300-106-0000-8110-007-000	NN P	43.97	43.97
1038	PO-180995	02/08/2018 244775		1	01-0000-0-4300-106-0000-8110-007-000	NN M	-8.00	-8.00
1038	PO-180995	02/08/2018 244781		1	01-0000-0-4300-106-0000-8110-007-000	NN M	-11.98	-11.98
					TOTAL PAYMENT AMOUNT		56.56	56.56
016370/00		TWIN RIVERS UNIFIED SCH DIST						
481	PO-180432	02/08/2018 181298		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
011582/00		WILLIAM V. MACGILL & CO.						
1686	PO-181624	02/08/2018 IN0623349		1	01-6500-0-4300-102-5770-1110-019-000	NN F	68.53	68.55
					TOTAL PAYMENT AMOUNT		68.55	68.55
014397/00		WORKABILITY REGION 4						
1745	PO-181701	02/08/2018 SHAWNA PACHECO		1	01-6520-0-5200-472-5770-1110-019-000	NN P	125.00	125.00
1745	PO-181701	02/08/2018 ASHLEY BRADY		1	01-6520-0-5200-472-5770-1110-019-000	NN P	125.00	125.00
1745	PO-181701	02/08/2018 KATIE JOHNSON		1	01-6520-0-5200-472-5770-1110-019-000	NN F	125.00	125.00
					TOTAL PAYMENT AMOUNT		375.00	375.00
					TOTAL FUND PAYMENT		178,904.79	178,904.79
					TOTAL USE TAX AMOUNT		114.37	

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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
020098/00	BIG TRAY								
186	PO-180173	02/08/2018	7811.88	1	13-5310-0-4400-108-0000-3700-007-000	NN	P	7,811.88	7,811.88
TOTAL PAYMENT AMOUNT					7,811.88	*			7,811.88
016904/00	CDI COMPUTER DEALERS INC								
1604	PO-181545	02/08/2018	629162	1	13-5310-0-4400-108-0000-3700-007-000	YN	F	1,766.83	1,645.00
1605	PO-181546	02/08/2018	629305	1	13-5310-0-4400-108-0000-3700-007-000	YN	F	564.61	524.00
TOTAL PAYMENT AMOUNT					2,169.00	*			2,169.00
TOTAL USE TAX AMOUNT					168.10				
011205/00	CULTURE SHOCK YOGURT								
181	PO-180172	02/08/2018	5959	1	13-5310-0-4700-108-0000-3700-007-000	NN	P	139.10	139.10
181	PO-180172	02/08/2018	6022	1	13-5310-0-4700-108-0000-3700-007-000	NN	P	160.50	160.50
TOTAL PAYMENT AMOUNT					299.60	*			299.60
022586/00	D&P Creamery								
111	PO-180095	02/08/2018	50105	1	13-5310-0-4700-108-0000-3700-007-000	NN	P	1,855.51	1,855.51
111	PO-180095	02/08/2018	50110	1	13-5310-0-4700-108-0000-3700-007-000	NN	P	1,338.23	1,338.23
111	PO-180095	02/08/2018	50120	1	13-5310-0-4700-108-0000-3700-007-000	NN	P	1,288.64	1,288.64
111	PO-180095	02/08/2018	50125	1	13-5310-0-4700-108-0000-3700-007-000	NN	P	1,210.97	1,210.97
111	PO-180095	02/08/2018	50130	1	13-5310-0-4700-108-0000-3700-007-000	NN	P	895.68	895.68
111	PO-180095	02/08/2018	50135	1	13-5310-0-4700-108-0000-3700-007-000	NN	P	1,463.35	1,463.35
TOTAL PAYMENT AMOUNT					8,052.38	*			8,052.38
014098/00	JEW, JEANNENE								
1802	PO-181746	02/08/2018	REIMB GLUTIN FREE	1	13-5310-0-4700-108-0000-3700-007-000	NN	F	56.21	56.21
TOTAL PAYMENT AMOUNT					56.21	*			56.21
TOTAL FUND PAYMENT					18,389.07	**			18,389.07
TOTAL USE TAX AMOUNT					168.10				

081 CENTER UNIFIED SCHOOL DISTRICT J6963  
2-8-2018

ACCOUNTS PAYABLE PRELIST  
BATCH: 0039 02-8-2018  
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	
017855/00	BRCO CONTSTRUCTORS INC							
1764	PO-181704	02/08/2018	1704-3					
			1	21-0000-0-6200-106-0000-8500-007-171	NN P	280,600.09	280,600.09	
				TOTAL PAYMENT AMOUNT		280,600.09 *	280,600.09	
014069/00	PLATT ELECTRIC SUPPLY INC							
1001	PO-180965	02/08/2018	P127092					
			1	21-0000-0-6200-240-0000-8500-007-165	NN P	334.24	334.24	
1001	PO-180965	02/08/2018	0327701					
			1	21-0000-0-6200-240-0000-8500-007-165	NN P	337.47	337.47	
1001	PO-180965	02/08/2018	P126266					
			1	21-0000-0-6200-240-0000-8500-007-165	NN P	112.49	112.49	
				TOTAL PAYMENT AMOUNT		784.20 *	784.20	
014533/00	SCHOOL FACILITY CONSULTANTS	680100909						
1820	PO-181753	02/08/2018	0011423					
			1	21-0000-0-6200-106-0000-8500-007-171	NN P	2,553.75	2,553.75	
				TOTAL PAYMENT AMOUNT		2,553.75 *	2,553.75	
				TOTAL FUND	PAYMENT	283,938.04 **	283,938.04	
				TOTAL BATCH PAYMENT		481,283.08 ***	0.00	481,283.08
				TOTAL USE TAX AMOUNT		282.47		
				TOTAL DISTRICT PAYMENT		481,283.08 ****	0.00	481,283.08
				TOTAL USE TAX AMOUNT		282.47		
				TOTAL FOR ALL DISTRICTS:		481,283.08 ****	0.00	481,283.08
				TOTAL USE TAX AMOUNT		282.47		

Number of checks to be printed: 72, not counting voids due to stub overflows.

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Batch status: A All  
From batch: 0041  
To batch: 0041  
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		
Req Reference	Date	Description		FD RESO P	OBJE SIT	GOAL FUNC	RES DEP	T9MPS
010002/00	ALDAR ACADEMY							
716 PO-180686	02/15/2018	JAN 2018		1	01-6500-0-5800-102-5750-1180-019-000	NN P	4,896.60	4,896.60
				TOTAL PAYMENT AMOUNT	4,896.60 *			4,896.60
010669/00	ALHAMBRA & SIERRA SPRINGS							
24 PO-180024	02/15/2018	270474781257		1	01-0000-0-4300-112-0000-3600-007-000	NN P	57.85	57.85
24 PO-180024	02/15/2018	270474781257		2	01-0000-0-5600-112-0000-3600-007-000	NN P	7.50	7.50
25 PO-180025	02/15/2018	27053384782453		2	01-8150-0-5600-106-0000-8110-007-000	NN P	30.00	30.00
25 PO-180025	02/15/2018	27053384782453		1	01-8150-0-4300-106-0000-8110-007-000	NN P	63.84	63.84
425 PO-180393	02/15/2018	27050334781839		1	01-0000-0-4300-475-3200-2700-015-740	NN P	33.89	33.89
425 PO-180393	02/15/2018	27050334781839		2	01-0000-0-5600-475-3200-2700-015-740	NN P	7.50	7.50
502 PO-180459	02/15/2018	27045104780794		1	01-0000-0-4300-110-0000-7200-004-000	NN P	7.61	7.61
				TOTAL PAYMENT AMOUNT	208.19 *			208.19
021604/00	ATLAS DISPOSAL INDUSTRIES							
27 PO-180026	02/15/2018	1031		1	01-0000-0-5525-106-0000-8110-007-000	NN P	181.61	181.61
27 PO-180026	02/15/2018	149397		1	01-0000-0-5525-106-0000-8110-007-000	NN P	470.60	470.60
27 PO-180026	02/15/2018	149398		1	01-0000-0-5525-106-0000-8110-007-000	NN P	1,305.30	1,305.30
27 PO-180026	02/15/2018	149399		1	01-0000-0-5525-106-0000-8110-007-000	NN P	643.51	643.51
27 PO-180026	02/15/2018	149400		1	01-0000-0-5525-106-0000-8110-007-000	NN P	260.53	260.53
27 PO-180026	02/15/2018	149401		1	01-0000-0-5525-106-0000-8110-007-000	NN P	204.92	204.92
27 PO-180026	02/15/2018	149402		1	01-0000-0-5525-106-0000-8110-007-000	NN P	409.42	409.42
27 PO-180026	02/15/2018	149404		1	01-0000-0-5525-106-0000-8110-007-000	NN P	81.23	81.23
27 PO-180026	02/15/2018	170966		1	01-0000-0-5525-106-0000-8110-007-000	NN P	437.88	437.88
27 PO-180026	02/15/2018	189538		1	01-0000-0-5525-106-0000-8110-007-000	NN P	390.40	390.40
27 PO-180026	02/15/2018	193697		1	01-0000-0-5525-106-0000-8110-007-000	NN P	288.28	288.28
				TOTAL PAYMENT AMOUNT	4,673.68 *			4,673.68
019504/00	B & H PHOTO-VIDEO							
1389 PO-181369	02/15/2018	136926128		1	01-4203-0-4300-103-4760-1000-019-000	YN F	107.64	99.90
				TOTAL PAYMENT AMOUNT	99.90 *			99.90
				TOTAL USE TAX AMOUNT	7.74			
021669/00	BAIONI, RON							
1782 PO-181772	02/15/2018	REIMB SCREEN + PALMREST		1	01-0000-0-4300-238-1110-1000-010-000	NN F	90.44	90.44
1836 PO-181787	02/15/2018	REIMB CHROMEBOOK ATTACHMENT		1	01-0000-0-4300-371-0000-2700-012-000	NN F	285.11	285.11
1836 PO-181787	02/15/2018	REIMB CHROMEBOOK ATTACH		2	01-0000-0-5920-371-0000-2700-012-000	NN F	24.01	24.01
1851 PO-181798	02/15/2018	REIMB AUDIO SPLITTER		1	01-0000-0-4200-103-0000-7200-019-000	NN F	16.05	16.05

081 CENTER UNIFIED SCHOOL DISTRICT J7229  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0041 02-15-18  
FUND : 01 GENERAL 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
TOTAL PAYMENT AMOUNT						415.61 *		415.61
019177/00 BALLESTEROS, ARLENE								
1847 PO-181811	02/15/2018	REIMB OFFICE SUPPLIES	1	01-0000-0-4300-236-1110-1000-009-000	NN F			154.24 154.24
TOTAL PAYMENT AMOUNT						154.24 *		154.24
015623/00 BARRIGA, MARIA I. PEREZ								
1805 PO-181776	02/15/2018	DECEMBER TRANSP	1	01-6500-0-5800-102-5770-3600-019-000	NN P			56.50 56.50
TOTAL PAYMENT AMOUNT						56.50 *		56.50
016106/00 BERGER, CHRISTINE								
1815 PO-181781	02/15/2018	REIMB CHROMECAST DEVICE	1	01-6500-0-4300-102-5001-2700-019-000	NN F			37.71 37.71
TOTAL PAYMENT AMOUNT						37.71 *		37.71
018071/00 BRADY, ASHLEY								
1734 PO-181771	02/15/2018	MILEAGE	1	01-6520-0-5200-472-5770-1110-019-000	NN F			38.73 38.73
1734 PO-181771	02/15/2018	MILEAGE	2	01-3410-0-5210-472-1110-1000-019-000	NN F			24.50 24.50
TOTAL PAYMENT AMOUNT						63.23 *		63.23
013988/00 BUTTES/CENTER STATE PIPE &								
159 PO-180126	02/15/2018	S009990920.001	1	01-8150-0-4300-106-0000-8110-007-000	NN P			53.45 53.45
TOTAL PAYMENT AMOUNT						53.45 *		53.45
019164/00 CALIFORNIA ASSOCIATION OF [REDACTED]								
1864 PO-181817	02/15/2018	REGIST-LISA CALDWELL	1	01-4203-0-5200-103-4760-1000-019-000	NN F			520.00 520.00
TOTAL PAYMENT AMOUNT						520.00 *		520.00
017158/00 CCSESA								
1813 PO-181780	02/15/2018	NGSS-0143-0329-0329	1	01-4035-0-5200-103-1110-1000-019-000	NN P			250.00 250.00
1813 PO-181780	02/15/2018	NGSS-0143-0274-0274	1	01-4035-0-5200-103-1110-1000-019-000	NN P			250.00 250.00
1813 PO-181780	02/14/2018	NGSS-0143-0268-0268	1	01-4035-0-5200-103-1110-1000-019-000	NN P			250.00 250.00
1813 PO-181780	02/15/2018	MSN25LRXFNT	1	01-4035-0-5200-103-1110-1000-019-000	NN F			250.00 250.00
TOTAL PAYMENT AMOUNT						1,000.00 *		1,000.00

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081 CENTER UNIFIED SCHOOL DISTRICT J7229  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0041 02-15-18  
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				
021610/00	EATON INTERPRETING SERVICES						
1810 PO-181779	02/15/2018	303841	1 01-0000-0-5800-103-4760-1000-019-740 NN F			420.00	420.00
TOTAL PAYMENT AMOUNT						420.00 *	420.00
016002/00	EDGAR, SHERRY						
1861 PO-181814	02/15/2018	REIMB TENNIS BALLS	1 01-0076-0-4300-472-1110-4200-014-814 NN F			501.80	501.80
TOTAL PAYMENT AMOUNT						501.80 *	501.80
016162/00	EVE EASTTEAM						
1842 PO-181792	02/15/2018	REIMB PURCHASED ITEMS	1 01-5640-0-4300-601-1369-3150-017-000 NN F			315.26	315.26
TOTAL PAYMENT AMOUNT						315.26 *	315.26
019523/00	FOLLETT SCHOOL SOLUTIONS INC						
1858 PO-181813	02/15/2018	QUOTE 7234832 CUST-7234832	1 01-0000-0-5800-103-0000-2420-019-000 NN F			5,092.50	5,092.50
TOTAL PAYMENT AMOUNT						5,092.50 *	5,092.50
021764/00	FUTURE FORD OF SACRAMENTO						
1824 PO-181759	02/15/2018	483466	1 01-8150-0-5800-106-0000-8110-007-000 NN F			150.00	150.00
TOTAL PAYMENT AMOUNT						150.00 *	150.00
017618/00	GOPHER SPORT						
1698 PO-181631	02/15/2018	9419816	1 01-6300-0-4300-234-1110-1000-008-000 NN F			1,059.45	1,059.44
TOTAL PAYMENT AMOUNT						1,059.44 *	1,059.44
017718/00	GUIDING HANDS INC.						
782 PO-180744	02/15/2018	4801	1 01-6500-0-5800-102-5750-1180-019-000 NN P			62.50	62.50
782 PO-180744	02/15/2018	4813	1 01-6500-0-5800-102-5750-1180-019-000 NN P			187.50	187.50
782 PO-180744	02/15/2018	4780	1 01-6500-0-5800-102-5750-1180-019-000 NN P			2,312.52	2,312.52
TOTAL PAYMENT AMOUNT						2,562.52 *	2,562.52

081 CENTER UNIFIED SCHOOL DISTRICT J7229  
02-15-18

ACCOUNTS PAYABLE PRELIST  
BATCH: 0041 02-15-18  
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
Reg Reference	Date	Description	FD RESO P	OBJE SIT	GOAL FUNC RES DEP T9MPS		
016486/00	HDS WHITE CAP	CONST.SUPPLY					
1823 PO-181758	02/15/2018	10008252788	1	01-0000-0-4300-106-0000-8110-007-000	NN F	318.46	318.46
TOTAL PAYMENT AMOUNT						318.46 *	318.46
014431/00	HEAR SAY SPEECH AND LANGUAGE						
1257 PO-181220	02/15/2018	1472	1	01-6500-0-5800-102-5750-1180-019-000	NN P	403.75	403.75
TOTAL PAYMENT AMOUNT						403.75 *	403.75
017002/00	HOME DEPOT CREDIT SERVICES						
11 PO-180011	02/15/2018	6035 3225 0388 0209	1	01-8150-0-4300-106-0000-8110-007-000	NN P	811.18	811.18
1142 PO-181094	02/15/2018	6035322503880209	1	01-0000-0-4300-111-0000-8200-007-000	NN P	32.26	32.26
TOTAL PAYMENT AMOUNT						843.44 *	843.44
014507/00	HORIZON DISTRIBUTORS						
386 PO-180361	02/15/2018	2A145591	1	01-0000-0-4300-106-0000-8110-007-000	NN P	609.13	609.13
TOTAL PAYMENT AMOUNT						609.13 *	609.13
021789/00	JABBERGYM INC						
1256 PO-181219	02/15/2018	9299	1	01-6500-0-5800-102-5750-1180-019-000	NN P	41,692.50	41,692.50
1256 PO-181219	02/14/2018	9206-PARTIAL	1	01-6500-0-5800-102-5750-1180-019-000	NN P	2,727.50	2,727.50
1844 PO-181794	02/15/2018	9206-PARTIAL	1	01-6500-0-5800-102-5750-1180-019-000	NN P	20,672.50	20,672.50
TOTAL PAYMENT AMOUNT						65,092.50 *	65,092.50
018727/00	JACKSON, JASON						
1442 PO-181400	02/13/2018	dec mileage	1	01-6500-0-5800-102-5770-3600-019-000	NN P	25.68	25.68
TOTAL PAYMENT AMOUNT						25.68 *	25.68
016667/00	JIST/EMC PUBLISHING						
1752 PO-181708	02/15/2018	10861241	1	01-3410-0-4300-472-1110-1000-019-000	NN F	153.96	152.96
TOTAL PAYMENT AMOUNT						152.96 *	152.96

081 CENTER UNIFIED SCHOOL DISTRICT J7229  
02-15-18

ACCOUNTS PAYABLE PRELIST  
BATCH: 0041 02-15-18  
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				
017899/00	LAWSON, BECKY						
1789 PO-181774	02/15/2018	MILEAGE	1 01-0000-0-5210-103-0000-2110-019-000 N F		34.88	34.88	
TOTAL PAYMENT AMOUNT			34.88 *			34.88	
014800/00	LORD, KATHLEEN						
1848 PO-181797	02/15/2018	REIMB REGISTRATIONS	1 01-0000-0-5200-236-0000-2700-009-000 NN F		836.00	836.00	
TOTAL PAYMENT AMOUNT			836.00 *			836.00	
021914/00	LOY MATTISON ENTERPRISES						
416 PO-180382	02/15/2018	120117013118	1 01-0000-0-5800-106-0000-8110-007-000 NY P		900.00	900.00	
TOTAL PAYMENT AMOUNT			900.00 *			900.00	
015309/00	MAKERBOT INC						
1660 PO-181596	02/15/2018	INV132457	1 01-0000-0-4400-236-1110-1000-009-000 NN F		2,907.09	2,907.09	
1660 PO-181596	02/15/2018	INV132457	2 01-0000-0-4300-236-1110-1000-009-000 NN F		1,616.21	1,614.42	
TOTAL PAYMENT AMOUNT			4,521.51 *			4,521.51	
019087/00	MCCARTY, MELADEE						
1838 PO-181789	02/15/2018	Jan-2018	1 01-6500-0-5800-102-5750-1180-019-000 NY P		1,500.00	1,500.00	
TOTAL PAYMENT AMOUNT			1,500.00 *			1,500.00	
022590/00	MICHAEL JONES						
1135 PO-181092	02/15/2018	TRIP 1507	1 01-0000-0-5800-112-0000-3600-007-000 NN P		8.94	8.94	
TOTAL PAYMENT AMOUNT			8.94 *			8.94	
019545/00	MICHAEL WRIGHT						
1771 PO-181806	02/15/2018	REIMB SCIENCE SUPPLIES	1 01-0000-0-4300-472-1600-1000-014-000 NN F		93.64	93.64	
TOTAL PAYMENT AMOUNT			93.64 *			93.64	

081 CENTER UNIFIED SCHOOL DISTRICT J7229  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0041 02-15-18  
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		
019828/00	MIRANDA, RYAN						
1845 PO-181795	02/15/2018	MILEAGE	1	01-0000-0-5800-601-1110-1000-017-093	NN F	44.58	44.58
TOTAL PAYMENT AMOUNT						44.58 *	44.58
021058/00	MULDOON, CARRIE						
1577 PO-181521	02/15/2018	JAN 2018	1	01-0000-0-5210-103-1110-1004-019-000	NN P	18.97	18.97
TOTAL PAYMENT AMOUNT						18.97 *	18.97
022290/00	N2Y LLC						
1757 PO-181702	02/15/2018	S387472	1	01-6500-0-5800-102-5750-1110-019-000	NN F	7,616.37	7,616.37
TOTAL PAYMENT AMOUNT						7,616.37 *	7,616.37
018419/00	NCPS						
1822 PO-181783	02/15/2018	NCPS3466	1	01-6500-0-5800-102-5750-1180-019-000	NN P	442.17	442.17
TOTAL PAYMENT AMOUNT						442.17 *	442.17
021511/00	OCCUPATIONAL THERAPY FOR						
1204 PO-181166	02/15/2018	18-01-11	1	01-6500-0-5800-102-5750-1180-019-000	NN P	405.00	405.00
TOTAL PAYMENT AMOUNT						405.00 *	405.00
015373/00	OTC BRANDS INC						
1689 PO-181627	02/15/2018	688126249-01	1	01-6512-0-4300-102-5001-3110-019-000	NN F	35.03	47.96
TOTAL PAYMENT AMOUNT						47.96 *	47.96
010251/00	PLACER CO OFFICE OF EDUCATION						
731 PO-180707	02/15/2018	AR18-01210	1	01-0000-0-5200-103-1110-1000-019-605	NN F	900.00	900.00
TOTAL PAYMENT AMOUNT						900.00 *	900.00
019460/00	PLACER COUNTY OFFICE OF ED						
568 PO-180552	02/15/2018	AR18-01212	1	01-4035-0-5200-103-0000-2100-019-000	NN F	1,500.00	1,500.00
1313 PO-181275	02/15/2018	AR18-01211	1	01-0000-0-5200-234-1110-1000-008-000	NN F	300.00	300.00
TOTAL PAYMENT AMOUNT						1,800.00 *	1,800.00

081 CENTER UNIFIED SCHOOL DISTRICT J7229  
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ACCOUNTS PAYABLE PRELIST  
BATCH: 0041 02-15-18  
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		
022285/00	PLACER COUNTY OFFICE OF EDUC						
1831 PO-181784	02/15/2018	AR18-01190	1	01-0000-0-5800-103-1110-1000-019-995	NN F	14,500.00	14,500.00
TOTAL PAYMENT AMOUNT						14,500.00 *	14,500.00
011345/00	PLACER LEARNING CENTER						
1608 PO-181617	02/15/2018	JAN-2018	1	01-6500-0-5800-102-5750-1180-019-000	NN P	21,106.96	21,106.96
TOTAL PAYMENT AMOUNT						21,106.96 *	21,106.96
021401/00	PRACTI-CAL INC						
1840 PO-181790	02/15/2018	339749	1	01-5640-0-5800-109-0000-3140-017-000	NN P	128.73	128.73
1840 PO-181790	02/14/2018	339794	1	01-5640-0-5800-109-0000-3140-017-000	NN F	147.08	147.08
TOTAL PAYMENT AMOUNT						275.81 *	275.81
010229/00	RYLAND SCHOOL BUSINESS						
1818 PO-181756	02/15/2018	1968	1	01-0000-0-5800-105-0000-7200-005-000	NN F	326.25	326.25
TOTAL PAYMENT AMOUNT						326.25 *	326.25
015141/00	SAC METROPOLITAN AIR QUALITY						
1857 PO-181803	02/15/2018	1718-04-00040	1	01-0000-0-5800-112-0000-3600-007-000	NN F	1,269.00	1,269.00
TOTAL PAYMENT AMOUNT						1,269.00 *	1,269.00
010552/00	SAC VAL JANITORIAL						
788 PO-180748	02/14/2018	10280831	1	01-0000-0-9320-000-0000-0000-000-000	NN P	69.39	69.39
788 PO-180748	02/15/2018	10280830	1	01-0000-0-9320-000-0000-0000-000-000	NN P	131.79	131.79
1866 PO-181818	02/15/2018	10281505	1	01-0000-0-4300-111-0000-8200-007-000	NN F	419.08	419.08
TOTAL PAYMENT AMOUNT						620.26 *	620.26
016337/00	SAECHAO, MUANG						
1474 PO-181437	02/15/2018	DEC MILEAGE	1	01-6500-0-5800-102-5770-3600-019-000	NN P	181.48	181.48
1474 PO-181437	02/15/2018	JAN MILEAGE	1	01-6500-0-5800-102-5770-3600-019-000	NN P	173.31	173.31
TOTAL PAYMENT AMOUNT						354.79 *	354.79

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ACCOUNTS PAYABLE PRELIST  
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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	02/15/2018	2448183	1	01-6500-0-4300-102-5750-1110-019-000	NN P	34.41	34.41
498 PO-180456	02/15/2018	2448182	1	01-6500-0-4300-102-5750-1110-019-000	NN P	21.64	21.64
TOTAL PAYMENT AMOUNT						56.05 *	56.05
018297/00	SCHOOL SERVICES OF CALIFORNIA						
1390 PO-181347	02/15/2018	W098323-IN	1	01-0000-0-5200-105-0000-7200-005-000	NN F	430.00	430.00
1512 PO-181461	02/15/2018	W098324	1	01-0000-0-5200-120-0000-7110-000-000	NN F	215.00	215.00
TOTAL PAYMENT AMOUNT						645.00 *	645.00
018450/00	SHERATON SAN DIEGO HOTEL &						
1856 PO-181812	02/15/2018	RESERVATION 2123712	1	01-0000-0-5200-371-1110-1000-012-000	NN F	504.89	504.89
TOTAL PAYMENT AMOUNT						504.89 *	504.89
019683/00	SIERRA FOOTHILLS ACADEMY						
1794 PO-181741	02/15/2018	JAN-18	1	01-6500-0-5800-102-5750-1180-019-000	NN P	5,307.02	5,307.02
TOTAL PAYMENT AMOUNT						5,307.02 *	5,307.02
022385/00	SILVERMAN, TODD						
1779 PO-181808	02/15/2018	REIMB FAMILY NIGHT	1	01-3010-0-4300-234-1110-1000-008-000	NN F	382.72	382.72
TOTAL PAYMENT AMOUNT						382.72 *	382.72
020087/00	SOCCER PRO						
1833 PO-181785	02/15/2018	53590	1	01-0076-0-4300-472-1110-4200-014-811	NN F	913.72	913.72
TOTAL PAYMENT AMOUNT						913.72 *	913.72
018967/00	SPRINT CUSTOMER SERVICE						
23 PO-180023	02/15/2018	811116315-195	1	01-0000-0-5930-106-0000-8110-007-000	NN P	204.44	204.44
139 PO-180110	02/15/2018	811116315-195	1	01-0000-0-5930-115-0000-7700-007-000	NN P	108.24	108.24
132 PO-180115	02/15/2018	811116315-195	1	01-0000-0-5930-101-0000-7150-002-000	NN P	42.59	42.59
477 PO-180430	02/15/2018	811116315-195	1	01-0000-0-5930-472-0000-2700-014-000	NN P	0.39	0.39
543 PO-180509	02/15/2018	811116315-195	1	01-6500-0-5930-102-5060-2110-019-000	NN P	32.59	32.59
608 PO-180573	02/15/2018	811116315-195	1	01-0000-0-5930-109-0000-3140-004-000	NN P	10.48	10.48
783 PO-180745	02/15/2018	811116315-195	1	01-6387-0-5930-472-1110-1000-019-000	NN P	37.25	37.25

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

TOTAL PAYMENT AMOUNT					435.98 *		435.98
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014558/00 SPURR

15 PO-180015 02/15/2018 88892

1 01-0000-0-5515-106-0000-8110-007-000 NN P	11,443.83	11,443.83
TOTAL PAYMENT AMOUNT	11,443.83 *	11,443.83

018370/00 STANLEY CONVERGENT SECURITY

46 PO-180043 02/15/2018 15281734

1 01-8150-0-5800-106-0000-8110-007-000 NN P	196.02	196.02
TOTAL PAYMENT AMOUNT	196.02 *	196.02

020252/00 STAPLES BUSINESS ADVANTAGE

1718 PO-181663 02/15/2018 3366880719  
1718 PO-181663 02/15/2018 3366880719  
1715 PO-181682 02/15/2018 3367089351

1 01-0000-0-4300-238-0000-2700-010-000 NN F	55.64	55.64
2 01-6300-0-4300-238-1110-1000-010-000 NN F	0.00	0.00
1 01-0000-0-4300-472-1355-1000-014-000 NN F	65.01	65.01
TOTAL PAYMENT AMOUNT	120.65 *	120.65

016230/00 STEWART TITLE OF SACRAMENTO

1870 PO-181819 02/15/2018 CM-15016715-AV

1 01-0000-0-6100-106-0000-8500-007-995 NN F	120,244.80	120,244.80
TOTAL PAYMENT AMOUNT	120,244.80 *	120,244.80

020527/00 STOLFUS, LAUREL

1778 PO-181807 02/15/2018 REIMB GIFT CARDS

1 01-3010-0-4300-234-1110-1000-008-000 NN F	230.00	230.00
TOTAL PAYMENT AMOUNT	230.00 *	230.00

014079/00 THYSSENKRUPP ELEVATOR CORP

10 PO-180010 02/15/2018 3003688144  
10 PO-180010 02/15/2018 3003690682

1 01-8150-0-5800-106-0000-8110-007-000 NN P	168.48	168.48
1 01-8150-0-5800-106-0000-8110-007-000 NN P	2,134.98	2,134.98
TOTAL PAYMENT AMOUNT	2,303.46 *	2,303.46

018567/00 TROLITE GLASS & ALUMINUM SOL.

13 PO-180013 02/15/2018 121886389  
13 PO-180013 02/15/2018 121903920

1 01-8150-0-4300-106-0000-8110-007-000 NN P	75.91	75.91
1 01-8150-0-4300-106-0000-8110-007-000 NN P	78.62	78.62
TOTAL PAYMENT AMOUNT	154.53 *	154.53

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ACCOUNTS PAYABLE PRELIST  
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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num		Liq Amt	Net Amount
Req Reference	Date				FD RESO	P OBJE SIT	GOAL FUNC RES DEP T9MPS		
015191/00	WACHOB, CYNTHIA								
817 PO-180782	02/15/2018	jan mileage		1	01-6500-0-5210-102-5060-2110-019-000	N	P	149.01	149.01
TOTAL PAYMENT AMOUNT								149.01 *	149.01
022221/00	WESTERN HEALTH ADVANTAGE								
PV-180049	02/15/2018	INSURANCE PREMIUM			01-0000-0-9552-000-0000-0000-000-000	NN			5,659.92
TOTAL PAYMENT AMOUNT								5,659.92 *	5,659.92
015217/00	YOLO COUNTY OFFICE OF EDUC								
1522 PO-181486	02/14/2018	180184		1	01-0000-0-5200-234-1110-1000-008-605	NN	P	300.00	300.00
TOTAL PAYMENT AMOUNT								300.00 *	300.00
TOTAL FUND PAYMENT								342,255.56 **	342,255.56
TOTAL USE TAX AMOUNT								7.74	

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0041 02-15-18  
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				
-----							
011602/00	DANIELSEN CO., THE						
78 PO-180050	02/15/2018	156223	1 13-5310-0-4700-108-0000-3700-007-000 N P			1,168.79	1,168.79
78 PO-180050	02/14/2018	156223	2 13-5310-0-4300-108-0000-3700-007-000 N P			8.00	8.00
TOTAL PAYMENT AMOUNT						1,176.79 *	1,176.79
016670/00	FATCAT BAKERY						
179 PO-180145	02/15/2018	13510	1 13-5310-0-4700-108-0000-3700-007-000 NN P			2,150.00	2,150.00
TOTAL PAYMENT AMOUNT						2,150.00 *	2,150.00
021080/00	GOLD STAR FOODS INC						
81 PO-180053	02/15/2018	2299489	1 13-5310-0-4700-108-0000-3700-007-000 NN P			5,882.84	5,882.84
81 PO-180053	02/15/2018	2299914	1 13-5310-0-4700-108-0000-3700-007-000 NN P			334.56	334.56
81 PO-180053	02/15/2018	2299789	1 13-5310-0-4700-108-0000-3700-007-000 NN P			146.52	146.52
81 PO-180053	02/15/2018	2278462	1 13-5310-0-4700-108-0000-3700-007-000 NN P			494.72	494.72
TOTAL PAYMENT AMOUNT						6,858.64 *	6,858.64
016279/00	P&R PAPER SUPPLY						
118 PO-180060	02/15/2018	30172968-00	1 13-5310-0-4300-108-0000-3700-007-000 NN P			47.41	47.41
118 PO-180060	02/14/2018	30173014	1 13-5310-0-4300-108-0000-3700-007-000 NN P			1,307.98	1,307.98
TOTAL PAYMENT AMOUNT						1,355.39 *	1,355.39
019993/00	PROPACIFIC FRESH						
82 PO-180054	02/15/2018	60270	1 13-5310-0-4700-108-0000-3700-007-000 NN P			6,975.81	6,975.81
82 PO-180054	02/15/2018	61169	1 13-5310-0-4700-108-0000-3700-007-000 NN P			2,604.01	2,604.01
82 PO-180054	02/15/2018	61188	1 13-5310-0-4700-108-0000-3700-007-000 NN P			2,779.51	2,779.51
82 PO-180054	02/15/2018	65956	1 13-5310-0-4700-108-0000-3700-007-000 NN P			282.48	282.48
82 PO-180054	02/15/2018	60507	1 13-5310-0-4700-108-0000-3700-007-000 NN P			3,085.10	3,085.10
82 PO-180054	02/15/2018	62230	1 13-5310-0-4700-108-0000-3700-007-000 NN P			3,348.14	3,348.14
82 PO-180054	02/15/2018	61883	1 13-5310-0-4700-108-0000-3700-007-000 NN P			1,233.08	1,233.08
TOTAL PAYMENT AMOUNT						20,308.13 *	20,308.13
021194/00	PRUDENTIAL OVERALL SUPPLY INC						
113 PO-180097	02/15/2018	180298639	1 13-5310-0-5800-108-0000-3700-007-000 NN P			83.34	83.34
113 PO-180097	02/15/2018	180299735	1 13-5310-0-5800-108-0000-3700-007-000 NN P			77.75	77.75
113 PO-180097	02/15/2018	180299213	1 13-5310-0-5800-108-0000-3700-007-000 NN P			89.59	89.59
113 PO-180097	02/15/2018	181005717	1 13-5310-0-5800-108-0000-3700-007-000 NN M			-23.68	-23.68

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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
TOTAL PAYMENT AMOUNT			227.00 *				227.00
020235/00	SCHMIDT, CELESTE						
1835 PO-181767	02/15/2018	refund	1 13-5310-0-8634-000-0000-0000-000-000 NN F			32.55	32.55
TOTAL PAYMENT AMOUNT			32.55 *				32.55
018967/00	SPRINT CUSTOMER SERVICE						
177 PO-180143	02/15/2018	811116315-195	1 13-5310-0-5930-108-0000-3700-007-000 NN P			7.75	7.75
TOTAL PAYMENT AMOUNT			7.75 *				7.75
011422/00	SYSCO OF SAN FRANCISCO						
80 PO-180052	02/15/2018	131621230	1 13-5310-0-4700-108-0000-3700-007-000 NN P			2,221.90	2,221.90
80 PO-180052	02/15/2018	131621230	2 13-5310-0-4300-108-0000-3700-007-000 NN P			26.70	26.70
TOTAL PAYMENT AMOUNT			2,248.60 *				2,248.60
TOTAL FUND PAYMENT			34,364.85 **				34,364.85
TOTAL BATCH PAYMENT			430,694.95 ***		0.00		430,694.95
TOTAL USE TAX AMOUNT			7.74				
TOTAL DISTRICT PAYMENT			430,694.95 ****		0.00		430,694.95
TOTAL USE TAX AMOUNT			7.74				
TOTAL FOR ALL DISTRICTS:			430,694.95 ****		0.00		430,694.95
TOTAL USE TAX AMOUNT			7.74				

Number of checks to be printed: 82, not counting voids due to stub overflows.

Batch status: A All

From batch: 0042

To batch: 0042

Include Revolving Cash: Y

Include Address: N

Include Object Desc: N

Include Vendor TIN: Y

Include Audit Date and Time in Sort: N

081 CENTER UNIFIED SCHOOL DISTRICT J7425  
2-21-18

ACCOUNTS PAYABLE PRELIST  
BATCH: 0042 2-21-18  
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				
015930/00	ADA BADMINTON & TENNIS						
1759 PO-181717	02/21/2018	K-1230	1 01-0000-0-4300-472-1550-1000-014-000 YN F		754.25	700.00	
TOTAL PAYMENT AMOUNT				700.00 *		700.00	
TOTAL USE TAX AMOUNT				54.25			
014733/00	ALL WEST COACHLINES INC.						
1923 PO-181873	02/21/2018	66602	1 01-7220-0-5865-472-1110-1000-014-000 NN F		725.00	725.00	
1923 PO-181873	02/21/2018	66471	2 01-0000-0-5865-112-0000-3600-007-000 NN F		522.93	522.93	
1923 PO-181873	02/21/2018	66471	3 01-0076-0-5865-472-1110-4200-014-915 NN F		451.97	451.97	
TOTAL PAYMENT AMOUNT				1,699.90 *		1,699.90	
019769/00	AMERICAN EXPRESS						
1753 PO-181855	02/21/2018	0-03000	1 01-0000-0-5300-101-0000-7150-002-000 NN F		30.00	30.00	
TOTAL PAYMENT AMOUNT				30.00 *		30.00	
010738/00	ANNE WALTERS-COOKE						
1909 PO-181851	02/21/2018	MILEAGE	1 01-0000-0-5800-601-1110-1000-017-093 NN F		26.81	26.81	
TOTAL PAYMENT AMOUNT				26.81 *		26.81	
011481/00	AT&T						
521 PO-180480	02/21/2018	9391028109	1 01-0000-0-5930-106-0000-8110-007-000 NN P		5,346.08	5,346.08	
TOTAL PAYMENT AMOUNT				5,346.08 *		5,346.08	
015718/00	BASIC PACIFIC						
FV-180052	02/20/2018	2-28-18	01-0000-0-9552-000-0000-0000-000-000 NN			5,313.13	
TOTAL PAYMENT AMOUNT				5,313.13 *		5,313.13	
013979/00	BERGER, JONATHAN						
1902 PO-181863	02/21/2018	GUEST SPEAKER	1 01-0000-0-5800-472-1110-1000-014-602 NY F		250.00	250.00	
TOTAL PAYMENT AMOUNT				250.00 *		250.00	

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0042 2-21-18  
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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req Reference	Date			FD RESO P OBJE SIT GOAL FUNC RES DEP T9MPS				
-----								
014789/00	BISHO, VERNON							
1880 PO-181859	02/21/2018	MEAL REIMB		1 01-7220-0-5200-472-1110-1000-014-000 NN F			15.00	15.00
TOTAL PAYMENT AMOUNT							15.00 *	15.00
010575/00	CAPITOL CLUTCH & BRAKE INC.							
1678 PO-181691	02/21/2018	1495566		1 01-0000-0-4300-112-0000-3600-007-000 NN P			1,692.21	1,692.21
1678 PO-181691	02/21/2018	1496783		1 01-0000-0-4300-112-0000-3600-007-000 NN M			-193.95	-193.95
1678 PO-181691	02/21/2018	1498676		1 01-0000-0-4300-112-0000-3600-007-000 NN F			306.16	511.81
TOTAL PAYMENT AMOUNT							2,010.07 *	2,010.07
020305/00	CDW GOVERNMENT INC.							
1706 PO-181656	02/21/2018	LNP0425		1 01-0000-0-4300-472-0000-2700-014-000 NN F			41.05	41.05
1765 PO-181710	02/21/2018	LPX8471		1 01-6500-0-4300-102-5001-2700-019-000 NN F			182.22	182.22
1814 PO-181755	02/21/2018	LRZ0728		1 01-4203-0-4400-103-4760-1000-019-000 NN F			1,467.38	1,467.38
TOTAL PAYMENT AMOUNT							1,690.65 *	1,690.65
019910/00	CHANEY, AMY							
1886 PO-181861	02/21/2018	REIMB POSTER BOOK		1 01-7220-0-4300-472-1110-1000-014-000 NN F			21.11	21.11
TOTAL PAYMENT AMOUNT							21.11 *	21.11
016731/00	COMMITTEE FOR CHILDREN							
1846 PO-181796	02/21/2018	283651		1 01-0000-0-4300-601-1110-1000-017-093 YN F			1,867.31	1,733.00
TOTAL PAYMENT AMOUNT							1,733.00 *	1,733.00
TOTAL USE TAX AMOUNT							134.31	
010433/00	COUNTY OF SACRAMENTO							
1871 PO-181822	02/20/2018	52479		1 01-0000-0-5525-106-0000-8110-007-000 NN P			115.70	115.70
TOTAL PAYMENT AMOUNT							115.70 *	115.70
015735/00	COUNTY OF SACRAMENTO							
1826 PO-181761	02/21/2018	18935		1 01-8150-0-5800-106-0000-8110-007-000 NN P			25.00	25.00
TOTAL PAYMENT AMOUNT							25.00 *	25.00

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
010481/00	DEMCO INC	[REDACTED]			
1695 PO-181630	02/21/2018	6302298	1 01-0000-0-4300-103-0000-2420-019-000 NN F	113.00	113.77
		TOTAL PAYMENT AMOUNT	113.77 *		113.77
017213/00	DIVISION OF STATE ARCHITECT				
1921 PO-181871	02/21/2018	#34-10, DSA #02-60642	1 01-0000-0-5800-106-0000-8500-007-995 NN F	500.00	500.00
		TOTAL PAYMENT AMOUNT	500.00 *		500.00
017213/02	DIVISION OF STATE ARCHITECT				
1922 PO-181872	02/21/2018	#34-10, DSA #02-57403	1 01-0000-0-5800-106-0000-8500-007-995 NN F	500.00	500.00
		TOTAL PAYMENT AMOUNT	500.00 *		500.00
010336/00	ECOTECH PEST MANAGEMENT INC	[REDACTED]			
14 PO-180014	02/21/2018	18653	1 01-0000-0-5500-106-0000-8110-007-000 NN P	712.00	712.00
14 PO-180014	02/21/2018	19113	1 01-0000-0-5500-106-0000-8110-007-000 NN P	787.00	787.00
		TOTAL PAYMENT AMOUNT	1,499.00 *		1,499.00
017322/00	ELDRIDGE PUBLISHING CO.				
1786 PO-181731	02/20/2018	1102233	1 01-6300-0-4300-371-1110-1000-012-000 NN F	213.72	213.72
		TOTAL PAYMENT AMOUNT	213.72 *		213.72
010977/00	ELK GROVE FORD	273649012			
1798 PO-181734	02/21/2018	22101D	1 01-0000-0-6400-106-0000-8110-007-995 NN F	35,566.25	35,566.25
		TOTAL PAYMENT AMOUNT	35,566.25 *		35,566.25
015567/00	FERGUSON, JERALD				
1916 PO-181866	02/21/2018	REIMB FILTER	1 01-0000-0-4300-472-0000-2700-014-000 NN F	53.86	53.86
		TOTAL PAYMENT AMOUNT	53.86 *		53.86

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ACCOUNTS PAYABLE PRELIST  
BATCH: 0042 2-21-18  
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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
021764/00	FUTURE FORD OF SACRAMENTO						
1917 PO-181867	02/21/2018	369410	1	01-8150-0-4300-106-0000-8110-007-000	NN F	438.45	438.45
TOTAL PAYMENT AMOUNT						438.45 *	438.45
017618/00	GOPHER SPORT						
1772 PO-181720	02/20/2018	9421180	2	01-0000-0-4300-472-0000-2700-014-000	NN F	11.11	11.11
1772 PO-181720	02/21/2018	9421180	1	01-0000-0-4300-472-1550-1000-014-000	NN F	560.25	541.61
TOTAL PAYMENT AMOUNT						552.72 *	552.72
020904/00	HIBBERT, NIKKI						
1433 PO-181394	02/21/2018	TRIP 1601	1	01-0000-0-5800-112-0000-3600-007-000	NN P	16.28	16.28
TOTAL PAYMENT AMOUNT						16.28 *	16.28
016738/00	J'S PARTY RENTALS & DECOR						
1874 PO-181832	02/21/2018	DEPOSIT-CHAIRS	1	01-0000-0-5600-371-0000-2700-012-000	NY F	215.00	215.00
TOTAL PAYMENT AMOUNT						215.00 *	215.00
015165/00	JOHN L. SULLIVAN CHEVROLET						
1919 PO-181869	02/21/2018	C03310	1	01-0000-0-4300-112-0000-3600-007-000	NN F	296.40	296.40
1919 PO-181869	02/21/2018	C03310	2	01-0000-0-5600-112-0000-3600-007-000	NN F	160.00	160.00
TOTAL PAYMENT AMOUNT						456.40 *	456.40
014500/00	JOPE, BRINA						
1879 PO-181858	02/21/2018	MEAL REIMB	1	01-7220-0-5200-472-1110-1000-014-000	NN F	15.00	15.00
TOTAL PAYMENT AMOUNT						15.00 *	15.00
010355/00	KAISER FOUNDATION HEALTH PLAN						
FV-180053	02/21/2018	MARCH 2018		01-0000-0-9552-000-0000-0000-000-000	NN		143,244.44
TOTAL PAYMENT AMOUNT						143,244.44 *	143,244.44

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BATCH: 0042 2-21-18  
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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
014909/00	LANE, DOROTHY							
1728 PO-181678	02/21/2018	TRIP 1601	1	01-0000-0-5800-112-0000-3600-007-000	NN P			15.00 15.00
TOTAL PAYMENT AMOUNT				15.00 *				15.00
017899/00	LAWSON, BECKY							
1865 PO-181856	02/21/2018	REIMB REFRESHMENTS	1	01-0000-0-4300-103-0000-2110-019-000	N F			21.12 21.12
TOTAL PAYMENT AMOUNT				21.12 *				21.12
014389/00	LOMOVA, YELENA							
532 PO-180489	02/21/2018	TRIP 1601	1	01-0000-0-5800-112-0000-3600-007-000	NN P			15.00 15.00
TOTAL PAYMENT AMOUNT				15.00 *				15.00
014800/00	LORD, KATHLEEN							
1900 PO-181846	02/21/2018	LEADERSHIP SUPPLIES	1	01-0000-0-4300-236-1110-1000-009-000	NN P			38.03 38.03
TOTAL PAYMENT AMOUNT				38.03 *				38.03
017726/00	LOS ANGELES FREIGHTLINER							
36 PO-180033	02/21/2018	XA410001959:01	1	01-0000-0-4300-112-0000-3600-007-000	NN P			366.85 366.85
36 PO-180033	02/21/2018	XA410002162:01	1	01-0000-0-4300-112-0000-3600-007-000	NN M			-770.13 -770.13
36 PO-180033	02/21/2018	XA410002357:01	1	01-0000-0-4300-112-0000-3600-007-000	NN M			-482.82 -482.82
36 PO-180033	02/21/2018	XA410002763:01	1	01-0000-0-4300-112-0000-3600-007-000	NN P			496.09 496.09
36 PO-180033	02/21/2018	XA410002693:01	1	01-0000-0-4300-112-0000-3600-007-000	NN P			415.52 415.52
TOTAL PAYMENT AMOUNT				25.51 *				25.51
018678/00	MCGRAW HILL SCHOOL EDUCATION							
1756 PO-181698	02/21/2018	101701151001	1	01-3010-0-4100-240-1110-1000-011-000	NN F			2,865.47 2,878.83
TOTAL PAYMENT AMOUNT				2,878.83 *				2,878.83
022590/00	MICHAEL JONES							
1135 PO-181092	02/21/2018	TRIP 1601	1	01-0000-0-5800-112-0000-3600-007-000	NN P			15.00 15.00
1135 PO-181092	02/21/2018	TRIP 1566	1	01-0000-0-5800-112-0000-3600-007-000	NN P			6.35 6.35
1135 PO-181092	02/21/2018	TRIP 1565	1	01-0000-0-5800-112-0000-3600-007-000	NN P			9.26 9.26
TOTAL PAYMENT AMOUNT				30.61 *				30.61

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Vendor/Addr	Remit name	Description	Tax ID num	Deposit type	ABA num	Account num	Liq Amt	Net Amount
Req	Reference	Date		FD RESO P	OBJE SIT GOAL FUNC	RES DEP T9MPS		
-----								
016087/00	MICHAEL'S TRANSPORTATION SERV.							
555	PO-180518	02/21/2018	101452	2	01-0000-0-5800-112-0000-3600-007-000	NN P	4,050.00	4,050.00
555	PO-180518	02/21/2018	101366	2	01-0000-0-5800-112-0000-3600-007-000	NN P	3,645.00	3,645.00
555	PO-180518	02/21/2018	101370	2	01-0000-0-5800-112-0000-3600-007-000	NN P	2,430.00	2,430.00
				TOTAL PAYMENT AMOUNT			10,125.00 *	10,125.00
017576/00	OFFICE DEPOT							
1693	PO-181649	02/21/2018	103513162001	1	01-0000-0-4300-472-1385-1000-014-000	NN P	75.40	75.40
1693	PO-181649	02/21/2018	103513161001	1	01-0000-0-4300-472-1385-1000-014-000	NN P	150.84	150.84
1693	PO-181649	02/21/2018	103513160001	1	01-0000-0-4300-472-1385-1000-014-000	NN P	46.19	46.19
1693	PO-181649	02/21/2018	103513159001	1	01-0000-0-4300-472-1385-1000-014-000	NN P	22.20	22.20
1693	PO-181649	02/20/2018	103513158001	1	01-0000-0-4300-472-1385-1000-014-000	NN F	220.85	156.55
1711	PO-181658	02/21/2018	103498847001	1	01-0000-0-4300-238-0000-2700-010-000	NN F	81.59	80.00
1711	PO-181658	02/21/2018	103498847001	2	01-6300-0-4300-238-1110-1000-010-000	NN F	26.06	16.88
1712	PO-181659	02/21/2018	103503713001	1	01-0000-0-4300-238-0000-2700-010-000	NN F	73.13	73.13
1712	PO-181659	02/21/2018	103503713001	2	01-6300-0-4300-238-1110-1000-010-000	NN F	123.28	121.02
1723	PO-181667	02/21/2018	103508285001	1	01-0000-0-4300-238-0000-2700-010-000	NN F	106.47	100.96
1600	PO-181674	02/21/2018	103509257001	1	01-6512-0-4300-102-5001-3110-019-000	NN F	75.41	50.38
1743	PO-181686	02/21/2018	103500241001	1	01-0409-0-4300-238-0000-2420-010-000	NN F	102.66	77.73
1739	PO-181707	02/21/2018	104460399001	1	01-3010-0-4300-234-1110-1000-008-000	NN P	52.74	52.74
1739	PO-181707	02/21/2018	104460400001	1	01-3010-0-4300-234-1110-1000-008-000	NN F	325.95	325.94
1783	PO-181729	02/21/2018	105629159001	1	01-0000-0-4300-371-1110-1000-012-000	NN F	173.47	172.66
				TOTAL PAYMENT AMOUNT			1,522.62 *	1,522.62
017829/00	OLMSTEAD, ERICA							
1910	PO-181865	02/21/2018	REIMB TEACHING ITEMS	1	01-3010-0-4200-240-1110-1000-011-000	NN F	212.39	212.39
				TOTAL PAYMENT AMOUNT			212.39 *	212.39
017245/00	PRECISION DATA PRODUCTS INC.							
1830	PO-181765	02/21/2018	4629	1	01-0000-0-4300-472-1600-1000-014-000	NN F	312.36	312.36
				TOTAL PAYMENT AMOUNT			312.36 *	312.36
011202/00	PRINT SLINGERS		546841022					
1860	PO-181831	02/21/2018	2713	1	01-0000-0-5800-472-1110-1000-014-604	NY F	1,545.14	1,545.14
				TOTAL PAYMENT AMOUNT			1,545.14 *	1,545.14

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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
-----								
016900/00	REALLY GOOD STUFF							
1738 PO-181706	02/21/2018	6332138		1 01-3010-0-4300-234-1110-1000-008-000	YN F		109.69	116.75
TOTAL PAYMENT AMOUNT								116.75
TOTAL USE TAX AMOUNT								9.05
010627/00	RIVERVIEW INTERNATIONAL TRUCKS							
1275 PO-181227	02/21/2018	955591		1 01-0000-0-4300-112-0000-3600-007-000	NN P		504.28	504.28
1275 PO-181227	02/21/2018	955633		1 01-0000-0-4300-112-0000-3600-007-000	NN P		390.48	390.48
TOTAL PAYMENT AMOUNT								894.76
010552/00	SAC VAL JANITORIAL							
788 PO-180748	02/21/2018	10282132		1 01-0000-0-9320-000-0000-0000-000-000	NN P		2,804.23	2,804.23
788 PO-180748	02/21/2018	10282414		1 01-0000-0-9320-000-0000-0000-000-000	NN P		131.79	131.79
TOTAL PAYMENT AMOUNT								2,936.02
010266/00	SACRAMENTO COUNTY UTILITIES							
21 PO-180021	02/21/2018	50000185866		1 01-0000-0-5520-106-0000-8110-007-000	N P		858.51	858.51
TOTAL PAYMENT AMOUNT								858.51
017234/00	SCHIRO, BONNIE							
1878 PO-181857	02/21/2018	REIMB ITEMS-EVERY 15 MIN		1 01-0000-0-4300-472-1110-1000-014-600	N F		82.97	82.97
TOTAL PAYMENT AMOUNT								82.97
020811/00	SHRED-IT USA LLC							
463 PO-180422	02/21/2018	8124039871		1 01-0000-0-5800-371-0000-2700-012-000	NN P		38.57	38.57
1319 PO-181286	02/21/2018	8124039075		1 01-0000-0-5800-106-0000-7200-007-000	NN P		40.00	40.00
TOTAL PAYMENT AMOUNT								78.57
021105/00	SIGNATURE REPROGRAPHICS INC							
1920 PO-181870	02/21/2018	0000260035		1 01-0000-0-5800-106-0000-7200-007-000	NN F		555.76	555.76
TOTAL PAYMENT AMOUNT								555.76

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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
019771/00	SOCIAL THINKING						
1731 PO-181692	02/21/2018	88162	1	01-6512-0-4200-102-5001-3110-019-000	NN F	39.65	39.48
TOTAL PAYMENT AMOUNT						39.48 *	39.48
019198/00	STEELER INC						
1872 PO-181823	02/21/2018	266450	1	01-8150-0-4300-106-0000-8110-007-000	NN F	209.04	209.04
TOTAL PAYMENT AMOUNT						209.04 *	209.04
019383/00	SUTTER HEALTH PLUS						
PV-180051	02/20/2018	MARCH 2018	01-0000-0-9552-000-0000-0000-000-000	NN		32,459.46	32,459.46
TOTAL PAYMENT AMOUNT						32,459.46 *	32,459.46
022554/00	THE TRAILER SPECIALIST						
1914 PO-181828	02/21/2018	24700	1	01-8150-0-4300-106-0000-8110-007-000	NN F	65.62	65.62
1914 PO-181828	02/21/2018	24700	2	01-8150-0-5800-106-0000-8110-007-000	NN F	315.00	315.00
TOTAL PAYMENT AMOUNT						380.62 *	380.62
022254/00	VALLEY POWER SYSTEMS INC						
1875 PO-181825	02/21/2018	J29448	1	01-0000-0-4300-112-0000-3600-007-000	NN F	2,135.83	2,135.83
1875 PO-181825	02/21/2018	J29448	2	01-0000-0-5600-112-0000-3600-007-000	NN F	1,250.00	1,250.00
TOTAL PAYMENT AMOUNT						3,385.83 *	3,385.83
022221/00	WESTERN HEALTH ADVANTAGE						
PV-180050	02/20/2018	MARCH	01-0000-0-9552-000-0000-0000-000-000	NN		89,480.95	89,480.95
TOTAL PAYMENT AMOUNT						89,480.95 *	89,480.95
022348/00	WILSON, SHERRY						
881 PO-180838	02/21/2018	TRIP 1601	1	01-0000-0-5800-112-0000-3600-007-000	NN P	15.00	15.00
TOTAL PAYMENT AMOUNT						15.00 *	15.00

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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
-----							
019497/00	WOODS, HEATHER						
1881 PO-181860	02/21/2018	TRAVEL EXPENSE	1 01-7220-0-5200-472-1110-1000-014-000 NN F			15.00	15.00
TOTAL PAYMENT AMOUNT						15.00 *	15.00
017313/00	XEROX						
1 PO-180001	02/21/2018	702162492	2 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				350,638.22 **			350,638.22
TOTAL USE TAX AMOUNT				197.61			

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FUND : 09 CHARTER SCHOOLS

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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
014824/00		CALIFORNIA DEPARTMENT OF EDUC.					
1915 PO-181854	02/21/2018	C-059362		1 09-6264-0-8590-503-0000-0000-000-000 NN F		5,675.00	5,675.00
TOTAL PAYMENT AMOUNT				5,675.00 *			5,675.00
TOTAL FUND PAYMENT				5,675.00 **			5,675.00

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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
-----								
021669/00	BAIONI, RON							
1891 PO-181840	02/21/2018	MILEAGE		1 11-6391-0-5800-600-4130-1000-015-000 NN F			10.31	10.31
				TOTAL PAYMENT AMOUNT	10.31 *			10.31
018015/00	TOMPKINS, SHELLEY							
1896 PO-181843	02/21/2018	MILEAGE		1 11-6391-0-5800-600-4130-1000-015-000 NN F			34.88	34.88
				TOTAL PAYMENT AMOUNT	34.88 *			34.88
TOTAL FUND				PAYMENT	45.19 **			45.19

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BATCH: 0042 2-21-18  
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				
-----							
011205/00	CULTURE SHOCK YOGURT						
181 PO-180172	02/21/2018	6072	1 13-5310-0-4700-108-0000-3700-007-000 NN P			187.25	187.25
TOTAL PAYMENT AMOUNT						187.25 *	187.25
011602/00	DANIELSEN CO., THE						
78 PO-180050	02/21/2018	157007	1 13-5310-0-4700-108-0000-3700-007-000 N P			2,455.23	2,455.23
78 PO-180050	02/21/2018	157007	2 13-5310-0-4300-108-0000-3700-007-000 N P			8.00	8.00
TOTAL PAYMENT AMOUNT						2,463.23 *	2,463.23
021080/00	GOLD STAR FOODS INC						
81 PO-180053	02/21/2018	2300283	1 13-5310-0-4700-108-0000-3700-007-000 NN P			48.46	48.46
81 PO-180053	02/21/2018	2299783	1 13-5310-0-4700-108-0000-3700-007-000 NN P			1,107.51	1,107.51
81 PO-180053	02/21/2018	2308868	1 13-5310-0-4700-108-0000-3700-007-000 NN P			12.60	12.60
81 PO-180053	02/21/2018	2307110	1 13-5310-0-4700-108-0000-3700-007-000 NN P			153.41	153.41
81 PO-180053	02/21/2018	2309273	1 13-5310-0-4700-108-0000-3700-007-000 NN P			99.58	99.58
81 PO-180053	02/21/2018	2309817	1 13-5310-0-4700-108-0000-3700-007-000 NN P			1,165.92	1,165.92
81 PO-180053	02/21/2018	2311243	1 13-5310-0-4700-108-0000-3700-007-000 NN P			41.62	41.62
81 PO-180053	02/21/2018	2308746	1 13-5310-0-4700-108-0000-3700-007-000 NN P			3,926.86	3,926.86
TOTAL PAYMENT AMOUNT						6,555.96 *	6,555.96
016279/00	P&R PAPER SUPPLY						
118 PO-180060	02/21/2018	30172968-01	1 13-5310-0-4300-108-0000-3700-007-000 NN P			183.82	183.82
TOTAL PAYMENT AMOUNT						183.82 *	183.82
015088/00	SLIC CO-OP						
1877 PO-181826	02/21/2018	18012	1 13-5310-0-5300-108-0000-3700-007-000 NN F			75.00	75.00
TOTAL PAYMENT AMOUNT						75.00 *	75.00
011422/00	SYSKO OF SAN FRANCISCO						
80 PO-180052	02/21/2018	131630495	1 13-5310-0-4700-108-0000-3700-007-000 NN P			72.96	72.96
80 PO-180052	02/21/2018	131583132	1 13-5310-0-4700-108-0000-3700-007-000 NN M			0.00	-72.96
80 PO-180052	02/21/2018	131630494	1 13-5310-0-4700-108-0000-3700-007-000 NN P			2,007.93	2,007.93
80 PO-180052	02/21/2018	131573213	1 13-5310-0-4700-108-0000-3700-007-000 NN M			-1,834.55	-1,834.55
80 PO-180052	02/21/2018	131630494	2 13-5310-0-4300-108-0000-3700-007-000 NN P			808.02	808.02
80 PO-180052	02/21/2018	131461363	2 13-5310-0-4300-108-0000-3700-007-000 NN M			-503.06	-503.06
80 PO-180052	02/21/2018	131537943	1 13-5310-0-4700-108-0000-3700-007-000 NN P			169.10	169.10

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Vendor/Addr Req Reference	Remit name Date	Description	Tax ID num	Deposit type	ABA num FD RESO P OBJE SIT GOAL FUNC	Account num RES DEP T9MPS	Liq Amt	Net Amount
TOTAL PAYMENT AMOUNT					647.44 *			647.44
TOTAL FUND PAYMENT					10,112.70 **			10,112.70
TOTAL BATCH PAYMENT					366,471.11 ***	0.00		366,471.11
TOTAL USE TAX AMOUNT					197.61			
TOTAL DISTRICT PAYMENT					366,471.11 ****	0.00		366,471.11
TOTAL USE TAX AMOUNT					197.61			
TOTAL FOR ALL DISTRICTS:					366,471.11 ****	0.00		366,471.11
TOTAL USE TAX AMOUNT					197.61			

Number of checks to be printed: 65, not counting voids due to stub overflows.

## *Center Joint Unified School District*

Dept./Site: Superintendent's Office

To: Board of Trustees

Date: March 21, 2018

From: Scott A. Loehr, Superintendent

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

**AGENDA REQUEST FOR:**

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

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

# Attached Pages \_\_\_\_\_

**SUBJECT: Raymond Bender Recognition**

The Board collectively wishes to provide a recognition marker to commemorate the life and service of Mr. Raymond Bender to the Center Joint Unified School District.

**RECOMMENDATION: Discussion item only.**

### **Bender Recognition Outline**

**Purpose:** The board collectively wishes to provide a recognition marker to commemorate the life and service of Mr. Raymond Bender to the Center Joint Unified School District.

**Background:** Resolution illustrates rationale and accomplishments (copy attached)

<https://drive.google.com/file/d/145qk8AiTC9ZRHn0m4VRTcKlcHr8AoN7g/view?usp=sharing>

**Marker:** 8 x 10 metal/bronze plaque

**Location:** Gerety Stadium Snack Bar -- on outside of building

**Verbiage:**

*In recognition and appreciation of  
**Raymond F. Bender**  
(Board Member -- 1987 - 2008)  
for his years of service and contributions  
to the students, staff and community of  
Center Joint Unified School District*

**CENTER UNIFIED SCHOOL DISTRICT**

Resolution # 7/2007-08

**Resolution in Appreciation of  
Trustee Raymond F. Bender**

**WHEREAS, Trustee Bender as a Trustee of the Center Unified School District has provided over twenty years of quality service to the students, parents, faculty and staff of the CUSD; and**

**WHEREAS, Trustee Bender served four successful terms as President of the Center Board of Trustees; and**

**WHEREAS, Trustee Bender has been committed to the development of technology for the Center Unified School District; and**

**WHEREAS, Trustee Bender has been committed to, and advocated for, the establishment of vocational training through apprenticeship programs; and**

**WHEREAS, Trustee Bender has been thoroughly committed to the long term financial well being of the CUSD as evidenced by working to optimize the use of voter approved bond funding, carefully weighing many factors when making difficult budgetary decisions and supporting efforts to wisely use the human and financial resources of the CUSD; and**

**WHEREAS, Trustee Bender opened three new schools and established two new charter schools; and**

**WHEREAS, Trustee Bender strongly supported and participated in programs that promote student health and wellness; and**

**WHEREAS, Trustee Bender has devoted significant amounts of time and effort toward the continuing development and achievement of the CUSD; and**

**WHEREAS, Trustee Bender represented CUSD in meetings with members of Placer County and Sacramento County Supervisors, County School Board members, state organizations and US Congressional members to protect the District's interests and to acquire new resources; and**

**WHEREAS, Trustee Bender is retiring from the CUSD board; Therefore, be it**

**RESOLVED BY THE CENTER UNIFIED SCHOOL DISTRICT BOARD OF TRUSTEES, that Raymond Bender be thanked and recognized for his devotion and dedication to the Center Unified School District; and be it further**

**RESOLVED, that Raymond Bender be honored by having December 21, 2007 declared as Ray Bender Day in the Center Unified School District; and be it further**

**RESOLVED, that Raymond Bender be granted a lifetime pass to all Center Unified School District activities and home athletic events; and be it further**

**RESOLVED, that Raymond Bender be named as Trustee Emeritus of the Center Unified School District.**

**Approved by the Center Unified School District Board of Trustees**

**on this 19<sup>th</sup> day of December, 2007**

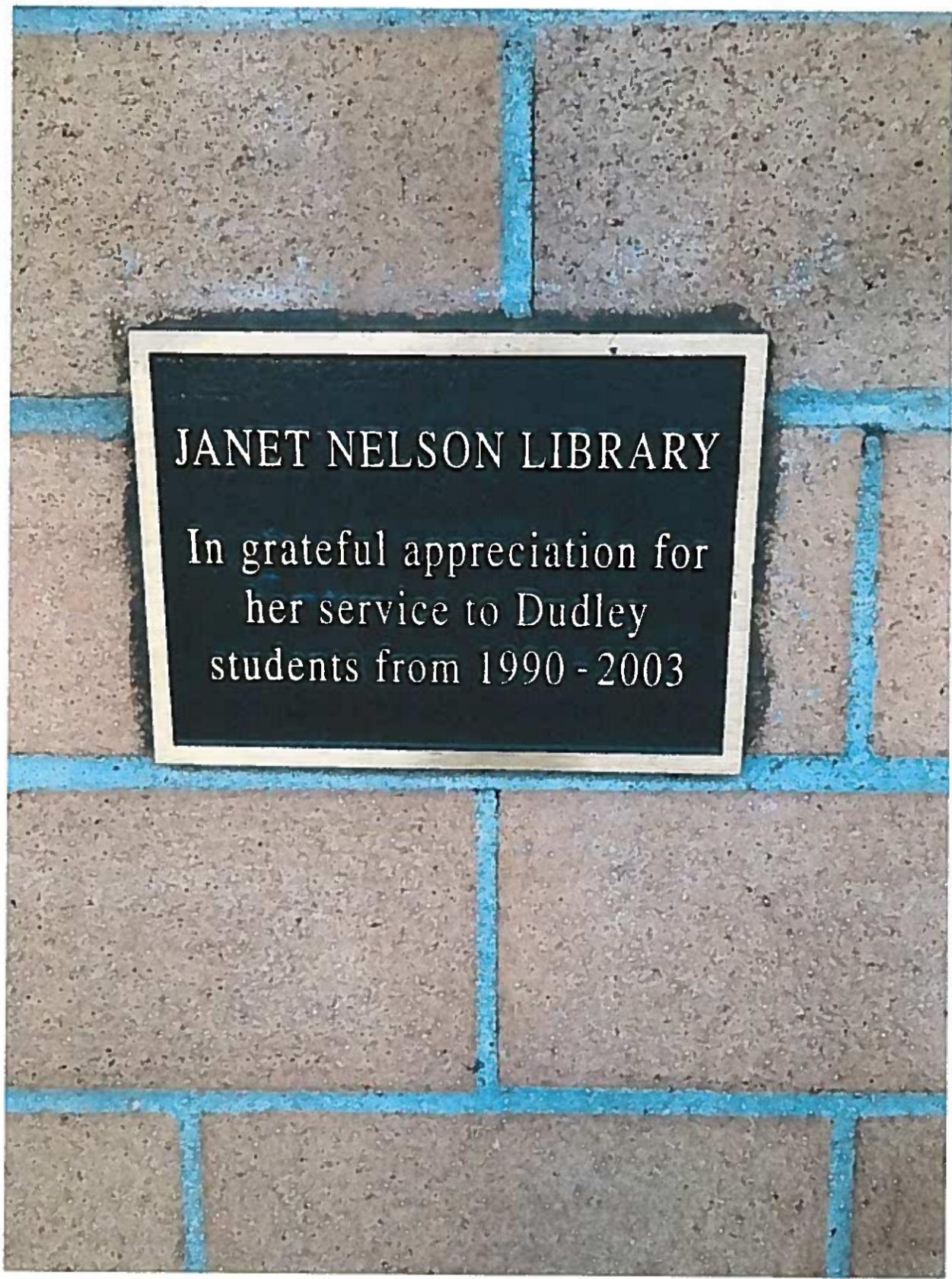
  
Gary N. Blenner, Member

  
Libby A. Williams, Member



  
Matthew L. Friedman, Clerk

  
Donald E. Wilson, Member



JANET NELSON LIBRARY

In grateful appreciation for  
her service to Dudley  
students from 1990 - 2003



IN MEMORY OF  
WILLIAM A. WISDOM  
BAND DIRECTOR 1958-1964  
LINCOLN UNION SCHOOL DISTRICT









# Center Joint Unified School District

**AGENDA REQUEST FOR:**

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

**To:** Board of Trustees

**Action Item** X

**Date:** March 21, 2018

**Information Item**     

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

**# Attached Pages** 1

**Assist. Supt. Initials:** CD

**SUBJECT:** Meal Payment Collection Strategies and Procedures

**BP 3551** requires strategies and procedures for the collection of meal payments. This Board item outlines the strategies and procedures that will be posted on the district website.

**RECOMMENDATION:** That the Board of Trustees approves the meal payment collection strategies and procedures.

## Center Joint Unified School District-Nutrition Services Department

### Meal Payment Strategies and Procedures

Center Joint Unified School District is passionate about ensuring students have access to healthy school meals to support our student's mental, physical, and academic growth.

Unpaid school meal debt can become a critical problem, and if left unaddressed, can impact the quality of meals for all students. We do not allow the charging of meals. We encourage parents/guardians to apply online for the Free/Reduced meal program at "EZMealApp.com", or fill out a paper application at your school site or the Nutrition Services department. Meal applications can be submitted anytime throughout the school year.

- Parents or Guardians are responsible for student meal payments and to ensure their children have a meal or meal money daily. Our Nutrition department works hard to connect all struggling families with meal assistance, so no student has to go hungry during the school day, we also will work with families to establish a payment plan to help clear any unpaid meal charges. Federal guidelines prohibit Child Nutrition Programs from dismissing bad debt (2 CFR 200.426). Outstanding negative meal balances are the responsibility of the parent/guardian.
- Every Thursday an automated call/email is generated to alert parents of their child's negative meal account balances. Monthly negative balances letters are also mailed to the home at the end of every month. At the elementary sites, courtesy low balance reminder notes are given to the students to take home. At the secondary sites confidential verbal reminders are communicated to the students.  
It is not the intent of the school or cafeteria staff to punish or embarrass any student. The Superintendent or designee shall ensure that a student whose parent/guardian has unpaid school meal fees is not overtly identified, shamed, treated differently, or served a meal that differs from the meal served to other students.  
We ask for the assistance of our parents/guardians to help us deliver a positive eating experience for their student by providing the required financial resources. A student who does not have money to purchase a meal will be given a wholesome, nutritious and well-balanced meal. Students are never given an alternative meal or denied a meal based on their ability to pay. After three meals are given to the student with no payment, the cafeteria staff will contact the Nutrition Services department to report the student's name. The Nutrition Services department will contact the parent/guardian to see if assistance is needed.
- **Students/Parents/Guardians**- Our Nutrition Department can take credit card payments, cash or check. Any remaining funds left on student accounts will be carried over to the next school year and will stay with that child as they change schools within our district. Payment for meals can be made in advance in the school cafeteria, online, or at the time of service. Parents/guardian's using a credit or debit card may establish an online meal account through [www.MySchoolBucks.com](http://www.MySchoolBucks.com) using their student's ID number. ID numbers may be obtained from our cafeteria staff or by calling the Nutrition Services office at (916)338-6416. Payments made online are preferred for enhanced accountability. A \$20.00 fee will be charged for each check returned for non-sufficient funds. Our school cafeterias have computerized points of sale that maintain records of all money deposited and meals served. Information and account balances are available by calling the Nutrition department at (916)338-6416.
- **Refunds**- for withdrawn and/or graduating students; a written or emailed request for a refund of money remaining in their account must be submitted through mail or brought to; Nutrition Services Dept., 8408 Watt Ave. Bldg.#0, Antelope, CA 95843 or emailed to "[nutritionservices@centerusd.org](mailto:nutritionservices@centerusd.org)".  
Refund forms are available online at "[centerusd.org](http://centerusd.org)", click on Departments then Nutrition Services.  
Parents are also given the option to transfer extra money to a sibling's account or donate to a disadvantaged student's negative balance account.
- **Unclaimed Funds**- must be requested within 365 days after they leave the district through email at "[nutritionservices@centerusd.org](mailto:nutritionservices@centerusd.org)". Refund forms are available at our nutrition office or you can download one off our nutrition website to bring to our nutrition department. To get to our website go to "[centerusd.org](http://centerusd.org)", click on Departments then choose Nutrition Services.  
Unclaimed funds will become the property of Center Joint Unified School District after the 365 days. Reduced status students will automatically be refunded any balance left on their meal account when they leave the district, if they have a shared account with their siblings the money will remain on the shared account until the last sibling leaves the district.

Healthy school meals are just as important to academic achievement as the textbooks that students receive. We work hard to ensure every student has access to the nutrition they need to succeed.

## *Center Unified School District*

**AGENDA REQUEST FOR:**

**Dept./Site:** Business Department

**Date:** March 21, 2018

**To:** CJUSD Board of Trustees

**From:** Lisa Coronado *lc*  
Director of Fiscal Services

**Action Item** X

**Information Item**

**# Attached Pages** 148

**SUBJECT:**

**Second Interim Report  
For Fiscal Year 2017-18**

Lisa Coronado, Director of Fiscal Services, is presenting the 2017-18 Second 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 January 31, 2018.

**RECOMMENDATION:** To approve the 2017-18 Second Interim Report as presented.

**Center Joint Unified School District**  
**2017-18 Second Interim Report and Multiyear Fiscal Projection**  
**As of January 31, 2018**  
**Presented March 21, 2018**

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 Second Interim Report is from July 1<sup>st</sup> through January 31<sup>st</sup>, and projects financial activity through June 30<sup>th</sup>. Illustrated below is a summary of the State budget and budget guidelines as provided by the county office of education, as well as the financial condition of the Center Joint Unified School District as of the second reporting period. In addition, the Second Interim Report contains detailed budget, multi-year projections, and estimated cash flow reports.

**Governor's Proposed Budget for 2018-19**

The release of the Governor's budget begins the six-month process of enacting a new state spending plan. Aside from a larger-than-anticipated increase in state revenue projections and a resulting sizable increase in K-14 (Proposition 98) spending levels, the Governor's proposals contain few surprises. As he has done in recent years, the Governor warned that California is now experiencing its longest economic recovery since World War II and that a recession is inevitable.

In his final budget, the Governor announced that he would be able to fully fund his signature school funding reform, the Local Control Funding Formula (LCFF), and the Rainy Day Budget Reserve. Nevertheless, the Governor maintains his commitment to fiscally conservative revenue projections and demonstrates a continuing resistance to creating new programs.

- The Governor's budget contains over \$2 billion in one-time education spending.
- While underscoring his continuing concern over the condition of PERS and STRS pension funds, the Governor proposes no additional increases to employer (or employee) contributions beyond those already scheduled.
- Fiscal prudence is in order as there is much to be clarified over the next five months:
  - The proposed \$1.757 billion in one-time discretionary funding will be the budget balancer used to address legislative priorities and any revenue shortfalls in the state budget through budget adoption in June. Districts that budget these funds in their 2018-19 multiyear projections need to ensure that the spending plan is flexible, scalable and adjustable. It is not advised to balance the 2018-19 budget based on one-time funds.
  - The possible negative impacts of the federal budget on California's budget are uncertain, as the economic and revenue forecasts used to build the Governor's budget do not consider the federal tax changes enacted last December.
  - Beginning in 2019-20, LCFF growth estimates will be limited to calculated COLA adjustments.

***LCFF Gap Funding and Cost-of-Living-Adjustment (COLA)***

Funding for the Local Control Funding Formula (LCFF) increased by \$2 billion and is expected to bring the formula to 100% of full implementation in 2018-19.

### ***One-Time Discretionary Funding***

The Governor proposes \$1.757 billion (\$295 per ADA est.) in one-time Proposition 98 funding for school districts, charter schools and county offices of education. The funds are intended to offset any mandate reimbursement claims.

While one-time discretionary funding has been a consistent part of recent education budgets, the concept of reducing the one-time funding for some LEAs as a result of liabilities is new. The Health Care Services and K-12 education budgets include estimated repayments of \$221.8 million to the federal government related to overpayments of claims in the Medi-Cal Administrative Activities (MAA) and LEA Billing programs. To reimburse the state for the payments made on behalf of the LEAs, the administration proposes withholding the amounts owed from the one-time discretionary allocations. Accordingly, the budget proposes, to the extent an LEA has an outstanding balance associated with these overpayments, the one-time discretionary funding appropriated to that LEA in the 2018-19 fiscal year would be applied to repay the state General Fund.

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 for 2017-18. The traditional filing method should bring in increase funds, although the receipt of those funds will come later, after this fiscal year.

### ***Program Reforms and New Expenditure Proposals***

The Governor also proposes fiscal and policy reforms in the Statewide System of Support and Accountability, Career Technical Education, Special Education and Early Child Care, Teacher Recruitment/Retention, and School Facilities.

### ***California's System of Support and New Accountability System***

In conjunction with the implementation of the California School Dashboard, the Governor proposes ongoing funding for a statewide system of support designed to provide progressive tiers of targeted assistance to eligible districts and added transparency requirements for LEAs.

The Governor's budget also contains two proposals to "improve fiscal transparency and complement the new accountability system:"

- Require LEAs to show how their budget expenditures align with the strategies detailed in their LCAPs for serving students generating supplemental grants.
- Calculate and report on a single website the total amount of supplemental and concentration funding provided to each LEA under the LCFF.

### ***Career Technical Education Funding***

The Governor proposes to expand the Strong Workforce Program that was created in 2016 and funded at \$248 million in 2017 through community colleges. Specifically, the budget proposes

an ongoing increase of \$200 million in Prop. 98 funding to be awarded through competitive grants to LEAs that establish and support K-12 CTE programs that are aligned with needed industry skills. These grants will strengthen collaboration through the existing Strong Workforce Program. In addition, an ongoing increase of \$12 million in Prop. 98 funding is provided to fund local industry experts, workforce pathway coordinators, who will provide technical support to LEAs operating CTE programs.

### ***Special Education***

The Governor's budget makes note of data from the California School Dashboard that two-thirds of school districts identified for differentiated assistance are based on the performance of students with disabilities. In addition, the administration has considered recent reports and recommendations from the California Statewide Special Education Task Force and the Public Policy Institute of California and makes the following proposals:

- Require Special Education Local Plan Areas (SELPA) to complete a SELPA local plan template and summary document that aligns the services noted in their local plans with the goals identified in their member districts' LCAPs.
- Require SELPAs to summarize how their annual budget plan links to the services and activities in their local plan for the ensuing fiscal year to improve special education budgeting transparency and accountability.
- Provide \$10 million in ongoing Proposition 98 funding through competitive grants for SELPAs to work with county offices of education to provide LEAs with technical assistance to improve student outcomes as part of the statewide system of support.
- Provide \$100 million in one-time Proposition 98 funding to increase and retain special education teachers with the Teacher Residency Grant Program and Local Solutions Grant Program.

Special Education and Early Education (Inclusive Early Education Expansion Program). The budget proposes an additional \$167 million in funding (\$125 million one-time Proposition 98 and \$42.2 million one-time federal TANF) to increase the availability of inclusive early education and care for children ages 0 to 5 years old, including those with exceptional needs. Funds are for training, equipment, and facilities renovation, and priority will be for providers that expand availability of care for children in low-income, high-need areas of the state.

### ***K-12 Facilities & School Bond***

Approximately \$653 million in bond authority for 2018-19 is proposed to fund new construction, modernization, career technical education, and charter facility projects. Department of Finance staff report that it is the Governor's intention for these funds to be distributed to LEAs following two bond sales (fall and spring). The distribution will be based on the Office of Public School Construction's processing of project applications, and on the State Allocation Board's approval of these projects.

### **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, 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 and financing uses
- 2017-18 to 2019-20:
  - The greater of the following:
    - the lesser of 2014-15 contributions or three percent of total General Fund expenditures and financing uses
    - or
    - two percent of the total General Fund expenditures and financing uses for that year
- 2020-21:
  - Three percent of General Fund expenditures and financing uses

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 \$1,029,634 to the RRMA.

### **Reserves**

County offices continue to reinforce the need for reserves in excess of the minimum reserve for economic uncertainty. The required reserve for economic uncertainty represents only a few weeks of payroll for most districts. The Government Finance Officers Association recommends reserves, at minimum, equal to two months of average general fund operating expenditures, or about 17%.

The Governor's January budget proposal assumes continued economic expansion, yet the Governor continues to stress that fiscal restraint has never been more important. By the end of 2018-19, the expansion will have matched the longest since World War II. To buffer the state against uncertainty and future budget cuts, the Governor proposes to fund the Rainy Day Fund in 2018-19 at 100% of its constitutional target (10% of expenditures), bringing total state reserves to approximately \$15.7 billion. It's important for districts to recognize the Rainy Day Fund is

designed to protect the non-Proposition 98 side of the state budget and, when fully funded, will delay possible cuts for districts that might otherwise be necessary during an economic downturn.

The district reserve cap is not operable in the current year or in 2018-19 and is not expected to be operable in 2019-20. SB 751 modified Education Code 42127.01 (the district reserve cap), and these changes became effective January 1, 2018. The Public School System Stabilization Account (PSSSA) must now contain a balance of 3% or greater of the Proposition 98 amount in that year to trigger the reserve cap in the following year. Reserves would be capped at 10% (including designated and undesignated reserves in the General Fund (Fund 01) and Special Reserve Fund (Fund 17)) as long as the amount in the PSSSA remained at 3% or greater of the Prop. 98 amount in each preceding year. Basic aid and small school districts (those with fewer than 2,501 ADA) are exempt from the reserve cap. The four conditions that must be met to enable a transfer to the PSSSA are:

1. Proposition 98 is funded based on Test 1
2. Proposition maintenance factor is fully repaid
3. Proposition is sufficient for enrollment growth and statutory COLA
4. At least 8% of state general fund revenues must come from capital gains.

The likelihood of the reserve cap becoming operable in future years remains low but if this does come to pass, districts have the option to request a waiver from the county superintendent of schools for up to two consecutive years in a three-year period. Districts are advised to manage and maintain prudent reserves without consideration of the reserve cap language included in Education Code 42127.01.

#### **Proposition 39 – Clean Energy Job Act**

The 2017-18 Adopted Budget allocated \$376.2 million in funding for the 2017-18 fiscal year, bringing the five-year total to \$1.75 billion. In addition, newly adopted SB 110 states any funds remaining after 2017-18 continue to be available for future years for grants and loans to school districts and county offices. One significant use of the funds will be for school bus retrofit or replacement. Priority will be to school districts and county offices operating the oldest school buses or school buses operating in disadvantaged communities.

#### **2017-18 Center Joint Unified School District Primary Budget Components**

- Average Daily Attendance (ADA) is estimated at 4,143 (excludes COE ADA of 83).
  - Due to declining enrollment the funded ADA will be based on the prior year ADA of 4,202.
- The District's unduplicated pupil percentage for supplemental/ concentration funding is 66%.
- 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.

### ***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
General Purpose Revenue (LCFF)	\$39,879,256	\$0
Federal Revenues	\$7,258	\$3,137,120
Other State Revenues	\$1,272,069	\$1,436,021
Other Local Revenues	\$242,452	\$1,925,053
<b>TOTAL</b>	<b>\$41,401,035</b>	<b>\$6,498,194</b>

### ***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

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.

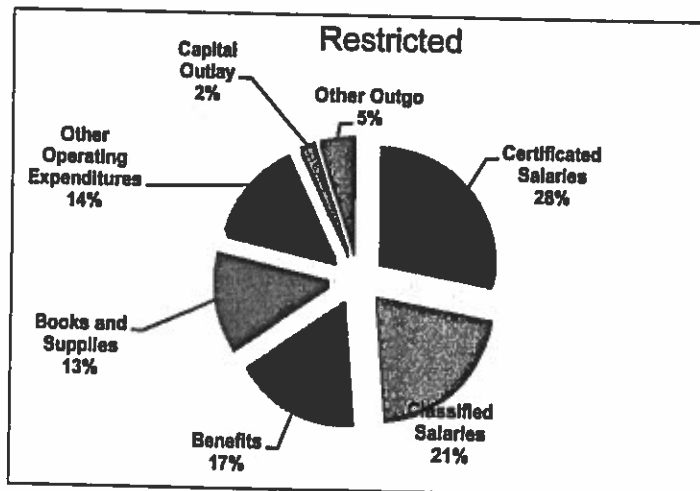
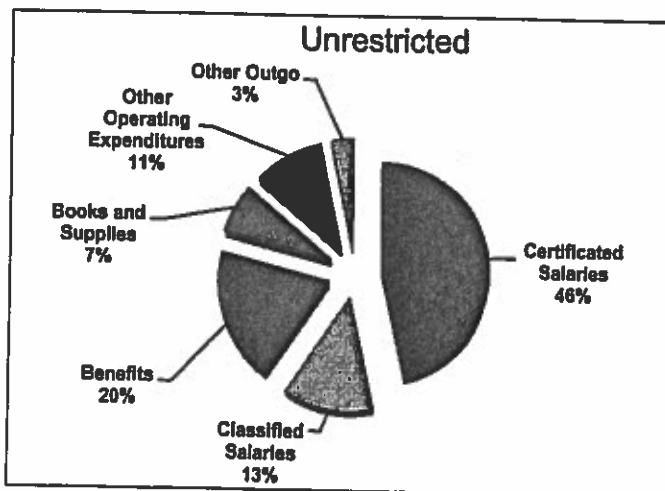
Education Protection Account (EPA) Budget 2017-18 Fiscal Year	
Description	Amount
BEGINNING BALANCE	\$307,982
BUDGETED EPA REVENUES: <i>Estimated EPA Funds</i>	\$5,307,104
BUDGETED EPA EXPENDITURES: <i>Certificated Instructional Salaries</i>	\$4,230,995
<i>Certificated Instructional Benefits</i>	\$1,272,097
TOTAL	\$5,503,092
ENDING BALANCE	\$111,994

### Operating Expenditure Components

The General Fund is used for the majority of the functions within the District. As illustrated below, 2017-18 salaries and benefits comprise of approximately 79% of the District's unrestricted budget, and approximately 74% of the total General Fund budget. This figure is reduced this year due to one-time expenditures in non-salary categories.

Description	Unrestricted	Restricted
Certificated Salaries	\$17,082,670	\$4,056,161
Classified Salaries	\$4,766,935	\$2,999,710
Benefits (Payroll Taxes and Health & Welfare Contributions)	\$7,227,457	\$2,424,226
Books and Supplies	\$2,680,095	\$1,923,034
Other Operating Expenditures	\$3,879,306	\$2,101,914
Capital Outlay	\$1,169,571	\$296,169
Other Outgo	\$0	\$704,554
TOTAL	\$36,806,034	\$14,505,768

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 to cover restricted program expenditures in excess of revenue:

Description	Amount
Special Education - Instruction	\$6,496,780
Restricted Maintenance Account	\$1,029,634
<b>TOTAL CONTRIBUTIONS</b>	<b>\$7,526,414</b>

### ***General Fund Summary***

The District's 2017-18 Unrestricted General Fund projects a total operating deficit of \$3,126,757 resulting in an estimated ending fund balance of \$4.4 million. The components of the District's fund balance are as follows: revolving cash & other nonspendables - \$35,143 and economic uncertainty - \$1,553,866.

### ***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. Our revenue from administering CAASP came in higher than budgeted.
- Local: Increase to reflect new SUMS Grant award. All Other Sales increase related to unplanned revenue from The Dance Gallery.
- Prior Years' Taxes and Other In-Lieu Taxes reflect updated information provided by our county office of education and are a result of the closure of Global Youth Charter School.

#### **Expenditures**

- Salaries: Administrator/Supervisor costs have increased due to the addition of the Director of Special Education and Curriculum and Instruction. Classified Instruction Salaries have increased due to the addition of special education instructional specialists. All classified salaries have increased due to negotiated settlements related to salary and step and column changes.
- Employee Benefits: The budget was decreased because \$250,000 was budgeted in this line for negotiations, but the settlement was applied to salaries only. Maximum health and welfare costs are applied to open positions then this figure is adjusted when the open position is filled. A \$250,000 contribution was made to OPEB when it was determined the budget could support the contribution.
- Books and supplies, services and operating expenditures, and capital outlay: Increases to unrestricted funds are due to one-time expenditures which total nearly \$2 million. Excess budget related to unearned revenue (carryover) of restricted sources is placed in the books

and supplies budget lines which inflates those budgets. Restricted fund increases in the area of services and operating expenditures are primarily due to increased costs to service students receiving special education and increased professional development expenditures. Capital outlay increased as a result of CTEIG expenditures.

- Indirect Costs: In the past, indirect costs were captured for some resources, but not all. This year, all resources will be charged indirect costs.
- Contributions: Costs associated with servicing our students receiving special education have increased.

### **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	(\$3,896,272)	\$5,634,584
11	ADULT EDUCATION	\$173,199	(\$48,016)	\$125,183
12	CHILD DEVELOPMENT FUND	\$29,223	\$1,088	\$30,311
13	CAFETERIA FUND	\$31,491	\$129,530	\$161,021
14	DEFERRED MAINTENANCE	\$55,576	(\$55,576)	\$0
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	(\$3,295,129)	\$1,260,990
25	CAPITAL FACILITIES	(\$991,135)	\$462,500	(\$528,635)
	<b>TOTAL</b>	<b>\$16,020,280</b>	<b>(\$6,444,182)</b>	<b>\$9,576,098</b>

### **Fund Notes**

Fund 11: Federal revenue from the WIOA grant varied significantly from last year and the adopted budget's projections. State revenue was an estimate at budget adoption and this Second Interim report shows the actual award. Changes in expenditures reflect the change in funding, staffing changes, and negotiated salary increases.

Fund 12: The District is under contract with Child Development Centers. The budget reflects that amount of that contract; therefore, the budget is fully encumbered. This shows as a potential area of overspending; however, no additional costs will be expended.

Fund 13: Maximum health and welfare costs are applied to open positions then this figure is adjusted when the open position is filled. PERS costs were overestimated in the original budget so an adjustment was made since adoption.

Fund 21: Capital Program Management (CPM), our project management company, requests disbursements from our bond only as needed. Then, CPM encumbers the funds through open

purchase orders. Because the funds are encumbered based on CPM's detailed scope and sequence plans, the Fund 21 budget shows as an area of possible overspending.

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>Description</i>	<i>Fiscal Year</i>			
<i>Planning Factor</i>	2016-17	2017-18	2018-19	2019-20
<b>COLA (DOF)</b>	0.00%	1.56%	2.51%	2.41%
<b>LCFF Gap Funding Percentage (DOF)</b>	56.08%	44.97%	100% Target	N/A - Target
<b>STRS Employer Rates</b>	12.58%	14.43%	16.28%	18.13%
<b>PERS Employer Rates (PERS Board Actuary)</b>	13.88%	15.31%	17.70%	20.00%
<b>Lottery – Unrestricted per ADA</b>	\$144	\$146	\$146	\$146
<b>Lottery – Prop. 20 per ADA</b>	\$45	\$48	\$48	\$48
<b>Mandated Cost per ADA / One Time Allocations (DOF)</b>	\$214	\$147	\$295	\$0
<b>Mandate Block Grant for Districts: K-8 per ADA</b>	\$28	\$30.34	\$31.10	\$31.10
<b>Mandate Block Grant for Districts: 9-12 per ADA</b>	\$56	\$58.25	\$59.71	\$59.71
<b>Mandate Block Grant for Charters: K-8 per ADA</b>	\$14	\$15.90	\$16.30	\$16.30
<b>Mandate Block Grant for Charters: 9-12 per ADA</b>	\$42	\$44.04	\$45.15	\$45.15
<b>Routine Restricted Maintenance Account</b> * <i>Percentage of total General Fund expenditures and financing uses</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%*	Equal to or greater than 2% of total General Fund expenditures & financing uses
<i>(Note: All LEAs that received ANY School Facility Program funding are required to deposit 3%* into their RRMA in the year in which the local control funding formula is fully implemented.)</i>				

<b>Routine Restricted Maintenance Account (Prop 51)</b>	N/A	Equal to or greater than 3% of total General Fund expenditures & financing uses	Equal to or greater than 3% of total General Fund expenditures & financing uses	Equal to or greater than 3% of total General Fund expenditures & financing uses
<i>(Note: LEAs receiving School Facility Program (SFP) Prop. 51 funding, the RRMA requirement reverts to 3% of total General Fund expenditures and financing uses after the receipt of the SFP funds.)</i>				

Various aspects of the planning factors illustrated above will be further discussed below with the District's specific revenue and expenditure assumptions.

***Revenue Assumptions:***

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 4142.63 for 2017-18 and 2018-19 then increase by 19.33 to 4,161.96 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. To avoid deficit spending in out years, approximately \$165,000 for the Mandate Block Grant has been added to State Revenue in out years.

Twin Rivers USD will be leaving our SELPA which will result in a loss of about \$400,000 in special education funding. Local revenues were decreased and contribution from the unrestricted general fund was increased.

**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%	17.70%	20.00%	22.70%	23.70%	TBD	TBD
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%	19.10%	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 in 2019-20 due to removing the Other Postemployment Benefits (OPEB) contribution. This contribution can be made from that year's budget if revenue exceeds expenditures, or it can be made from one-time funding.

**Estimated Ending Fund Balances:**

During 2017-18, the unrestricted General Fund is projected to deficit spend by \$3.13 million as a result of expending one-time funds. The decrease in restricted ending fund balances is due to expending the carryover for Title I, Title II, Title III, Educator Effectiveness, College and Career Readiness, and MediCal funds.

During 2018-19, the District estimates that the unrestricted General Fund is projected to have an excess of \$1.24 million resulting in an unrestricted ending General Fund balance of approximately \$5.68 million. One-time discretionary funds for outstanding mandate claims and mandate block grant funding are added to the unrestricted revenue. Restricted revenue reflects the loss of Prop 30, CTEIG, and SELPA revenue as well as expending carryover. Related expenditures and one-time expenditures were removed from the budget.

During 2019-20, the District estimates that the unrestricted General Fund is projected to have an excess of \$463,765 resulting in an unrestricted ending General Fund balance of approximately \$6.14 million. The Mandate Block Grant is included in revenue. Expenditures related to CTEIG and the College and Career Readiness Block Grant have been removed. The OPEB contribution has also been removed from the budget.

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:

<b>Fund 01 Unrestricted</b>			
<b>Description</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
Curriculum Adoption		\$1,000,000	\$1,000,000
OPEB Trust Contribution		\$0	\$250,000
Technology Upgrades		\$250,000	\$250,000
Transportation		\$600,000	\$300,000
Facility Upgrades		\$500,000	\$500,000
Additional 2% Reserve	\$1,035,910	\$979,035	\$987,353
<b>Amount Disclosed per SB 858 Requirements</b>	<b>\$1,035,910</b>	<b>\$3,329,035</b>	<b>\$3,287,353</b>
Add: Nonspendable Reserves	\$35,143	\$35,143	\$35,143
Add: State Reserve for Economic Uncertainty (REU) - 3%	\$1,553,866	\$1,468,553	\$1,481,029
Add: Restricted Fund Balance	\$0	\$0	\$0
Add: Unallocated	\$1,814,090	\$843,204	\$1,336,175
<b>Estimated Ending Fund Balance</b>	<b>\$4,439,009</b>	<b>\$5,675,935</b>	<b>\$8,139,700</b>

**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 Second Interim  
General Fund  
Unrestricted (Resources 0000-1999)  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 011

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)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	39,635,292.00	39,635,292.00	22,819,089.41	39,879,256.00	243,964.00	0.6%
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	484,106.92	1,272,089.00	493,050.00	83.3%
4) Other Local Revenue		8600-8799	200,215.00	200,215.00	234,061.26	242,452.00	42,237.00	21.1%
5) TOTAL, REVENUES			40,621,784.00	40,621,784.00	23,519,106.47	41,401,035.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	16,317,448.00	16,317,448.00	10,166,542.31	17,082,670.00	(765,222.00)	-4.7%
2) Classified Salaries		2000-2999	4,277,985.00	4,277,985.00	2,734,234.83	4,768,935.00	(488,950.00)	-11.4%
3) Employee Benefits		3000-3999	7,428,379.00	7,428,379.00	4,381,466.73	7,227,457.00	200,922.00	2.7%
4) Books and Supplies		4000-4999	1,666,986.00	1,666,986.00	1,116,973.38	2,678,495.00	(1,011,509.00)	-60.7%
5) Services and Other Operating Expenditures		5000-5999	3,450,238.00	3,450,238.00	1,849,248.21	3,680,906.00	(430,668.00)	-12.5%
6) Capital Outlay		6000-6999	194,470.00	194,470.00	258,538.08	1,189,571.00	(975,101.00)	-501.4%
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)	(5,828.00)	(319,116.00)	136,543.00	-74.8%
9) TOTAL, EXPENDITURES			33,152,933.00	33,152,933.00	20,502,269.52	36,468,918.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			7,468,851.00	7,468,851.00	3,016,836.95	4,914,117.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
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	(7,526,414.00)	(719,623.00)	10.6%
4) TOTAL, OTHER FINANCING SOURCES/USES			(7,306,791.00)	(7,306,791.00)	0.00	(6,040,674.00)		

2017-18 Second Interim  
General Fund  
Unrestricted (Resources 0000-1899)  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 011

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)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			182,060.00	182,060.00	3,018,836.95	(3,126,757.00)		
<b>F. FUND BALANCE, RESERVES</b>								
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 + F1a)			7,727,825.85	7,727,825.85		4,439,008.85		
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		25,143.00		
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		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	1,388,045.00	1,388,045.00		1,553,660.00		
Unassigned/Unappropriated Amount		9790	6,246,680.85	6,246,680.85		2,849,999.85		

2017-18 Second Interim  
General Fund  
Unrestricted (Resources 0000-1999)  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 011

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)
<b>LCFF SOURCES</b>								
Principal Apportionment State Aid - Current Year		8011	27,009,584.00	27,009,584.00	15,012,214.00	26,788,287.00	(221,297.00)	-0.8%
Education Protection Account State Aid - Current Year		8012	5,348,582.00	5,348,582.00	2,730,381.00	5,307,104.00	(41,458.00)	-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	25,913.82	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	2,910,942.83	5,114,945.00	294,220.00	6.1%
Unsecured Roll Taxes		8042	142,341.00	142,341.00	159,544.38	141,291.00	(1,050.00)	-0.7%
Prior Years' Taxes		8043	43,681.00	43,681.00	151,534.32	29,754.00	(13,907.00)	-31.8%
Supplemental Taxes		8044	207,870.00	207,870.00	82,647.72	214,189.00	6,319.00	3.0%
Education Revenue Augmentation Fund (ERAF)		8045	2,011,481.00	2,011,481.00	1,785,689.00	2,232,599.00	221,118.00	11.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	272.00	272.00	New
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	192.34	200.00	(500.00)	-71.4%
Less: Non-LCFF (50%) Adjustment		8089	(350.00)	(350.00)	0.00	0.00	350.00	-100.0%
<b>Subtotal, LCFF Sources</b>			<b>39,635,292.00</b>	<b>39,635,292.00</b>	<b>22,819,089.41</b>	<b>39,879,258.00</b>	<b>243,984.00</b>	<b>0.6%</b>
<b>LCFF Transfers</b>								
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%
<b>TOTAL LCFF SOURCES</b>			<b>39,635,292.00</b>	<b>39,635,292.00</b>	<b>22,819,089.41</b>	<b>39,879,258.00</b>	<b>243,984.00</b>	<b>0.6%</b>
<b>FEDERAL REVENUE</b>								
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%
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	0.00	0.00	0.00	0.00	0.00	0.0%
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	0.00	0.00	0.00	0.00	0.00	0.0%

2017-18 Second Interim  
General Fund  
Unrestricted (Resources 0000-1999)  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 011

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, 4036-4128, 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%
<b>TOTAL FEDERAL REVENUE</b>			7,258.00	7,258.00	1,848.88	7,258.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>								
Other State Apportionments								
ROC/P Entitlement Prior Years	8360	8319						
Special Education Master Plan Current Year	8500	8311						
Prior Years	8500	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	206,173.00	818,519.00	481,121.00	293.0%
Lottery - Unrestricted and Instructional Materials		8580	618,621.00	618,621.00	243,717.97	839,334.00	22,713.00	3.7%
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	6367	8590						
Drug/Alcohol/Tobacco Funds	6850, 6890	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%
<b>TOTAL OTHER STATE REVENUE</b>			779,019.00	779,019.00	484,106.92	1,272,069.00	493,050.00	83.3%

2017-18 Second Interim  
General Fund  
Unrestricted (Resources 0000-1999)  
Revenues, Expenditures, and Changes in Fund Balance34 73973 0000000  
Form 011

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)
<b>OTHER LOCAL REVENUE</b>								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8815	0.00	0.00	0.00	0.00		
Unsecured Roll		8816	0.00	0.00	0.00	0.00		
Prior Years' Taxes		8817	0.00	0.00	0.00	0.00		
Supplemental Taxes		8818	0.00	0.00	0.00	0.00		
Non-Ad Valorem Taxes								
Parcel Taxes		8821	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8822	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8825	0.00	0.00	0.00	0.00		
Penalties and Interest from Delinquent Non-LCFF Taxes		8829	0.00	0.00	0.00	0.00		
Sales								
Sale of Equipment/Supplies		8831	0.00	0.00	0.00	0.00	0.00	0.0%
Sale of Publications		8832	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8834	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8839	33.00	33.00	281.91	282.00	229.00	693.9%
Leases and Rentals		8850	65,000.00	65,000.00	58,156.00	65,000.00	0.00	0.0%
Interest		8860	48,541.00	48,541.00	62,565.80	48,541.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8882	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8871	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8872	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8875	18,000.00	18,000.00	10,238.70	18,000.00	0.00	0.0%
Interagency Services		8877	0.00	0.00	520.03	0.00	0.00	0.0%
Mitigation/Developer Fees		8881	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8889	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8891	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8897	0.00	0.00	0.00	0.00		
All Other Local Revenue		8899	10,641.00	10,641.00	57,334.82	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	48,864.00	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%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>200,215.00</b>	<b>200,215.00</b>	<b>234,081.28</b>	<b>242,452.00</b>	<b>42,237.00</b>	<b>21.1%</b>
<b>TOTAL, REVENUES</b>			<b>40,821,784.00</b>	<b>40,821,784.00</b>	<b>23,519,108.47</b>	<b>41,401,035.00</b>	<b>779,251.00</b>	<b>1.9%</b>

2017-18 Second Interim  
General Fund  
Unrestricted (Resources 0000-1999)  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 011

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	8,893,817.87	14,853,835.00	(565,246.00)	-4.0%
Certificated Pupil Support Salaries		1200	388,847.00	388,847.00	225,707.72	391,185.00	(2,538.00)	-0.7%
Certificated Supervisors' and Administrators' Salaries		1300	1,509,865.00	1,509,865.00	997,487.33	1,702,009.00	(192,144.00)	-12.7%
Other Certificated Salaries		1900	130,347.00	130,347.00	79,529.59	135,641.00	(5,294.00)	-4.1%
<b>TOTAL CERTIFICATED SALARIES</b>			16,317,448.00	16,317,448.00	10,188,542.31	17,082,670.00	(765,222.00)	-4.7%
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	211,288.00	211,288.00	108,823.47	360,856.00	(149,568.00)	-70.8%
Classified Support Salaries		2200	1,944,861.00	1,944,861.00	1,240,308.01	2,022,712.00	(77,851.00)	-4.0%
Classified Supervisors' and Administrators' Salaries		2300	369,832.00	369,832.00	230,745.86	394,109.00	(24,277.00)	-6.6%
Clerical, Technical and Office Salaries		2400	1,544,974.00	1,544,974.00	1,020,971.81	1,764,524.00	(219,550.00)	-14.2%
Other Classified Salaries		2900	207,030.00	207,030.00	133,387.88	224,734.00	(17,704.00)	-8.6%
<b>TOTAL CLASSIFIED SALARIES</b>			4,277,985.00	4,277,985.00	2,734,234.83	4,768,935.00	(488,950.00)	-11.4%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	2,298,689.00	2,298,689.00	1,467,890.89	2,434,211.00	(135,522.00)	-5.9%
PERS		3201-3202	673,080.00	673,080.00	365,819.17	653,753.00	19,327.00	2.9%
OASDI/Medicare/Alternative		3301-3302	558,855.00	558,855.00	336,705.10	569,712.00	(30,857.00)	-5.5%
Health and Welfare Benefits		3401-3402	3,509,575.00	3,509,575.00	1,879,034.47	2,841,842.00	667,733.00	19.0%
Unemployment Insurance		3501-3502	10,325.00	10,325.00	6,487.56	11,387.00	(1,062.00)	-10.3%
Workers' Compensation		3601-3602	349,386.00	349,386.00	211,706.29	350,654.00	(1,268.00)	-0.4%
OPEB, Allocated		3701-3702	1,489.00	1,489.00	255,511.05	255,512.00	(254,043.00)	-17293.6%
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	58,312.20	90,388.00	(63,388.00)	-234.8%
<b>TOTAL EMPLOYEE BENEFITS</b>			7,428,379.00	7,428,379.00	4,381,466.73	7,227,457.00	200,922.00	2.7%
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	440,250.00	440,250.00	385,948.50	441,425.00	(1,175.00)	-0.3%
Books and Other Reference Materials		4200	28,313.00	28,313.00	2,388.84	28,153.00	160.00	0.6%
Materials and Supplies		4300	781,780.00	781,780.00	351,938.88	961,798.00	(180,038.00)	-23.0%
Noncapitalized Equipment		4400	418,683.00	418,683.00	376,701.96	1,247,119.00	(830,458.00)	-199.3%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL BOOKS AND SUPPLIES</b>			1,668,966.00	1,668,966.00	1,116,973.38	2,678,495.00	(1,011,509.00)	-60.7%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	55,246.00	55,246.00	34,405.35	142,782.00	(87,516.00)	-158.4%
Dues and Memberships		5300	22,614.00	22,614.00	14,805.30	21,854.00	760.00	3.4%
Insurance		5400-5450	285,170.00	285,170.00	270,010.00	285,170.00	0.00	0.0%
Operations and Housekeeping Services		5500	1,198,000.00	1,198,000.00	825,702.99	1,198,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	147,544.00	147,544.00	40,968.33	201,418.00	(53,871.00)	-36.5%
Transfers of Direct Costs		5710	(68,032.00)	(68,032.00)	(18,540.52)	(68,745.00)	713.00	-1.0%
Transfers of Direct Costs - Interfund		5750	(2,000.00)	(2,000.00)	1,132.28	(2,000.00)	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	1,674,127.00	1,674,127.00	830,757.39	1,983,531.00	(289,404.00)	-17.3%
Communications		5900	137,569.00	137,569.00	48,008.11	138,919.00	(1,350.00)	-1.0%
<b>TOTAL SERVICES AND OTHER OPERATING EXPENDITURES</b>			3,450,238.00	3,450,238.00	1,849,248.21	3,880,908.00	(430,668.00)	-12.5%

2017-18 Second Interim  
General Fund  
Unrestricted (Resources 0000-1999)  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 011

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)
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	50,000.00	170,245.00	(170,245.00)	New
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	807.50	20,000.00	(20,000.00)	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	168,295.00	168,295.00	227,359.61	953,151.00	(784,856.00)	-466.4%
Equipment Replacement		6500	28,175.00	28,175.00	(19,631.05)	28,175.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			194,470.00	194,470.00	258,538.08	1,169,571.00	(975,101.00)	-501.4%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
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%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			0.00	0.00	895.00	0.00	0.00	0.0%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	(153,473.00)	(153,473.00)	(5,628.00)	(288,355.00)	134,882.00	-87.9%
Transfers of Indirect Costs - Interfund		7350	(29,100.00)	(29,100.00)	0.00	(30,781.00)	1,681.00	-5.7%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			(182,573.00)	(182,573.00)	(5,628.00)	(319,116.00)	136,543.00	-74.6%
<b>TOTAL, EXPENDITURES</b>			33,152,933.00	33,152,933.00	20,502,269.52	36,486,918.00	(3,333,985.00)	-10.1%

2017-18 Second Interim  
General Fund  
Unrestricted (Resources 0000-1999)  
Revenues, Expenditures, and Changes in Fund Balance34 73973 0000000  
Form 011

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)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
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%
<b>INTERFUND TRANSFERS OUT</b>								
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	284,460.00	(14,460.00)	-5.6%
(b) TOTAL, INTERFUND TRANSFERS OUT			500,000.00	500,000.00	0.00	514,460.00	(14,460.00)	-2.9%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
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%
<b>USES</b>								
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%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	(6,808,791.00)	(6,808,791.00)	0.00	(7,528,414.00)	(719,623.00)	10.6%
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	(7,528,414.00)	(719,623.00)	10.6%
<b>TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)</b>								
			(7,308,791.00)	(7,308,791.00)	0.00	(8,040,874.00)	(734,083.00)	10.0%

2017-18 Second Interim  
General Fund  
Restricted (Resources 2000-9999)  
Revenue, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 011

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)
<b>A. REVENUES</b>								
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	898,637.39	3,137,120.00	829,587.00	25.1%
3) Other State Revenue		8300-8599	1,261,275.00	1,261,275.00	284,025.85	1,438,021.00	174,746.00	13.9%
4) Other Local Revenue		8600-8799	1,923,928.00	1,923,928.00	1,065,778.83	1,925,053.00	1,125.00	0.1%
5) TOTAL, REVENUES			5,692,736.00	5,692,736.00	2,048,442.07	8,498,194.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	3,863,866.00	3,863,866.00	2,439,598.15	4,058,181.00	(192,295.00)	-5.0%
2) Classified Salaries		2000-2999	2,838,066.00	2,838,066.00	1,814,680.38	2,999,710.00	(163,644.00)	-5.8%
3) Employee Benefits		3000-3999	2,425,235.00	2,425,235.00	1,393,618.13	2,424,228.00	1,009.00	0.0%
4) Books and Supplies		4000-4999	1,041,788.00	1,041,788.00	424,032.10	1,923,034.00	(881,266.00)	-84.6%
5) Services and Other Operating Expenditures		5000-5999	1,353,945.00	1,353,945.00	880,508.83	2,101,914.00	(747,969.00)	-55.2%
6) Capital Outlay		6000-6999	239,700.00	239,700.00	114,317.40	298,169.00	(58,469.00)	-23.6%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299						
		7400-7499	701,180.00	701,180.00	30,219.00	704,554.00	(3,374.00)	-0.5%
8) Other Outgo - Transfers of Indirect Costs		7300-7399	153,473.00	153,473.00	5,828.00	288,355.00	(134,882.00)	-87.9%
9) TOTAL, EXPENDITURES			12,615,231.00	12,615,231.00	7,102,579.79	14,794,123.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			(6,922,495.00)	(6,922,495.00)	(5,054,137.72)	(8,295,929.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
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	6,808,791.00	6,808,791.00	0.00	7,526,414.00	719,823.00	10.6%
4) TOTAL, OTHER FINANCING SOURCES/USES			6,808,791.00	6,808,791.00	0.00	7,526,414.00		

2017-18 Second Interim  
General Fund  
Restricted (Resources 2000-9999)  
Revenue, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 011

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)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			(115,704.00)	(115,704.00)	(5,054,137.72)	(789,515.00)		
<b>F. FUND BALANCE, RESERVES</b>								
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		1,195,574.87		
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		9740	1,856,445.87	1,856,445.87		1,195,574.87		
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		9790	(7,060.00)	(7,060.00)		0.00		

2017-18 Second Interim  
General Fund  
Restricted (Resources 2000-9999)  
Revenue, Expenditures, and Changes in Fund Balance34 73973 0000000  
Form 011

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)
<b>LCFF SOURCES</b>								
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		
<b>Subtotal, LCFF Sources</b>			0.00	0.00	0.00	0.00		
<b>LCFF Transfers</b>								
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		8096	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%
<b>TOTAL LCFF SOURCES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>FEDERAL REVENUE</b>								
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		
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	522,445.00	1,532,471.00	482,471.00	45.9%
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	118,953.00	118,953.00	65,728.00	185,443.00	66,490.00	56.8%

2017-18 Second Interim  
General Fund  
Restricted (Resources 2000-8999)  
Revenue, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 011

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	8290	61,344.00	61,344.00	0.00	141,610.00	80,266.00	130.8%
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, 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	285,256.00	285,256.00	110,464.39	288,509.00	3,253.00	1.1%
<b>TOTAL, FEDERAL REVENUE</b>			<b>2,507,533.00</b>	<b>2,507,533.00</b>	<b>698,637.39</b>	<b>3,137,120.00</b>	<b>629,587.00</b>	<b>25.1%</b>
<b>OTHER STATE REVENUE</b>								
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	17,336.63	210,192.00	17,497.00	9.1%
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	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	125,797.00	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	140,892.02	501,002.00	57,117.00	12.9%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>1,261,275.00</b>	<b>1,261,275.00</b>	<b>284,025.65</b>	<b>1,436,021.00</b>	<b>174,746.00</b>	<b>13.9%</b>

2017-18 Second Interim  
General Fund  
Restricted (Resources 2000-9999)  
Revenue, Expenditures, and Changes in Fund Balance34 73973 0000000  
Form 011

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)
<b>OTHER LOCAL REVENUE</b>								
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	73,070.56	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%) Adjustm		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	7,493.27	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	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	985,215.00	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%
<b>TOTAL, OTHER LOCAL REVENUE</b>			1,923,928.00	1,923,928.00	1,065,778.83	1,925,053.00	1,125.00	0.1%
<b>TOTAL REVENUES</b>			5,692,736.00	5,692,736.00	2,048,442.07	6,498,194.00	805,458.00	14.1%

2017-18 Second Interim  
General Fund  
Restricted (Resources 2000-9999)  
Revenue, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 011

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)
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	3,046,156.00	3,046,156.00	1,962,119.85	3,229,774.00	(183,618.00)	-6.0%
Certificated Pupil Support Salaries		1200	521,949.00	521,949.00	313,483.13	544,302.00	(22,353.00)	-4.3%
Certificated Supervisors' and Administrators' Salaries		1300	45,245.00	45,245.00	38,203.23	61,855.00	(16,610.00)	-36.7%
Other Certificated Salaries		1900	250,516.00	250,516.00	127,811.94	220,230.00	30,286.00	12.1%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>3,863,866.00</b>	<b>3,863,866.00</b>	<b>2,439,596.15</b>	<b>4,058,161.00</b>	<b>(192,295.00)</b>	<b>-5.0%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	2,099,984.00	2,099,984.00	1,333,373.66	2,174,164.00	(74,180.00)	-3.5%
Classified Support Salaries		2200	472,254.00	472,254.00	320,121.54	534,289.00	(62,035.00)	-13.1%
Classified Supervisors' and Administrators' Salaries		2300	70,517.00	70,517.00	43,068.28	73,658.00	(3,141.00)	-4.5%
Clerical, Technical and Office Salaries		2400	174,592.00	174,592.00	111,293.45	193,429.00	(18,837.00)	-10.8%
Other Classified Salaries		2900	18,719.00	18,719.00	6,783.47	24,170.00	(5,451.00)	-29.1%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>2,836,066.00</b>	<b>2,836,066.00</b>	<b>1,814,660.36</b>	<b>2,999,710.00</b>	<b>(163,644.00)</b>	<b>-5.8%</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	583,998.00	583,998.00	348,624.44	582,173.00	(18,175.00)	-3.2%
PERS		3201-3202	388,152.00	388,152.00	280,101.28	444,953.00	(56,801.00)	-14.6%
OASDI/Medicare/Alternative		3301-3302	244,242.00	244,242.00	168,051.60	303,330.00	(59,088.00)	-24.2%
Health and Welfare Benefits		3401-3402	1,117,509.00	1,117,509.00	523,517.27	931,781.00	185,728.00	16.6%
Unemployment Insurance		3501-3502	3,229.00	3,229.00	2,141.74	3,992.00	(763.00)	-23.6%
Workers' Compensation		3601-3602	108,105.00	108,105.00	69,960.51	118,506.00	(10,403.00)	-9.6%
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	23,219.29	39,489.00	(39,489.00)	New
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>2,425,235.00</b>	<b>2,425,235.00</b>	<b>1,393,616.13</b>	<b>2,424,226.00</b>	<b>1,009.00</b>	<b>0.0%</b>
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	0.00	0.00	0.00	3,300.00	(3,300.00)	New
Books and Other Reference Materials		4200	18,324.00	18,324.00	1,029.75	21,075.00	(2,751.00)	-15.0%
Materials and Supplies		4300	742,065.00	742,065.00	232,414.23	1,498,915.00	(754,850.00)	-101.7%
Noncapitalized Equipment		4400	281,377.00	281,377.00	190,588.12	401,744.00	(120,367.00)	-42.8%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>1,041,766.00</b>	<b>1,041,766.00</b>	<b>424,032.10</b>	<b>1,923,034.00</b>	<b>(881,268.00)</b>	<b>-84.6%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
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	53,602.37	138,097.00	(71,616.00)	-107.7%
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	6,746.22	63,948.00	1,306.00	2.0%
Transfers of Direct Costs		5710	68,032.00	68,032.00	16,540.52	68,745.00	(713.00)	-1.0%
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	1,153,216.00	1,153,216.00	802,766.04	1,828,774.00	(675,558.00)	-58.6%
Communications		5900	982.00	982.00	853.48	2,350.00	(1,368.00)	-144.3%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>1,353,945.00</b>	<b>1,353,945.00</b>	<b>880,508.63</b>	<b>2,101,914.00</b>	<b>(747,969.00)</b>	<b>-55.2%</b>

2017-18 Second Interim  
General Fund  
Restricted (Resources 2000-9999)  
Revenue, Expenditures, and Changes in Fund Balance34 73973 0000000  
Form 011

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)
<b>CAPITAL OUTLAY</b>								
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	208,500.00	208,500.00	79,891.90	227,988.00	(21,489.00)	-10.4%
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	30,000.00	30,000.00	0.00	30,000.00	0.00	0.0%
Equipment Replacement		6500	3,200.00	3,200.00	34,825.50	38,200.00	(35,000.00)	-1093.8%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>239,700.00</b>	<b>239,700.00</b>	<b>114,317.40</b>	<b>298,188.00</b>	<b>(58,489.00)</b>	<b>-23.6%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
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	11,869.00	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	6500	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>701,180.00</b>	<b>701,180.00</b>	<b>30,219.00</b>	<b>704,554.00</b>	<b>(3,374.00)</b>	<b>-0.5%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	153,473.00	153,473.00	5,628.00	288,355.00	(134,882.00)	-87.9%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>153,473.00</b>	<b>153,473.00</b>	<b>5,628.00</b>	<b>288,355.00</b>	<b>(134,882.00)</b>	<b>-87.9%</b>
<b>TOTAL, EXPENDITURES</b>			<b>12,815,231.00</b>	<b>12,815,231.00</b>	<b>7,102,579.79</b>	<b>14,794,123.00</b>	<b>(2,178,892.00)</b>	<b>-17.3%</b>

2017-18 Second Interim  
General Fund  
Restricted (Resources 2000-9999)  
Revenue, Expenditures, and Changes in Fund Balance34 73873 0000000  
Form 011

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)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
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%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
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>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
State Apportionments Emergency Apportionments		8931	0.00	0.00	0.00	0.00		
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%
<b>(c) TOTAL, SOURCES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7651	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses		7699	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	6,806,791.00	6,806,791.00	0.00	7,526,414.00	719,623.00	10.6%
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			6,806,791.00	6,806,791.00	0.00	7,526,414.00	719,623.00	10.6%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b>								
<b>(a - b + c - d + e)</b>			6,806,791.00	6,806,791.00	0.00	7,526,414.00	(719,623.00)	10.6%

2017-18 Second Interim  
General Fund  
Summary - Unrestricted/Restricted  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 011

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)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	39,835,292.00	39,835,292.00	22,819,089.41	38,879,256.00	243,964.00	0.6%
2) Federal Revenue		8100-8299	2,514,791.00	2,514,791.00	700,486.27	3,144,378.00	629,587.00	25.0%
3) Other State Revenue		8300-8599	2,040,294.00	2,040,294.00	748,132.77	2,708,090.00	667,796.00	32.7%
4) Other Local Revenue		8800-8799	2,124,143.00	2,124,143.00	1,299,840.09	2,187,505.00	43,362.00	2.0%
5) TOTAL REVENUES			46,514,520.00	46,514,520.00	25,567,548.54	47,899,229.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	20,181,314.00	20,181,314.00	12,606,140.46	21,138,831.00	(957,517.00)	-4.7%
2) Classified Salaries		2000-2999	7,114,051.00	7,114,051.00	4,548,895.21	7,766,645.00	(652,594.00)	-9.2%
3) Employee Benefits		3000-3999	9,853,614.00	9,853,614.00	5,775,082.86	9,651,683.00	201,931.00	2.0%
4) Books and Supplies		4000-4999	2,708,752.00	2,708,752.00	1,541,005.46	4,601,529.00	(1,892,777.00)	-69.9%
5) Services and Other Operating Expenditures		5000-5999	4,804,183.00	4,804,183.00	2,729,757.84	5,982,820.00	(1,178,637.00)	-24.5%
6) Capital Outlay		6000-6999	434,170.00	434,170.00	372,853.46	1,485,740.00	(1,051,570.00)	-237.6%
7) Other Outgo (excluding Transfers of Indirect Costs)		7100-7299 7400-7499	701,180.00	701,180.00	31,114.00	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	(30,781.00)	1,681.00	-5.7%
9) TOTAL EXPENDITURES			45,768,184.00	45,768,184.00	27,804,849.31	51,281,041.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			546,336.00	546,336.00	(2,037,300.77)	(3,381,812.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
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 Second Interim  
General Fund  
Summary - Unrestricted/Restricted  
Revenues, Expenditures, and Changes In Fund Balance

34 73973 0000000  
Form 011

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)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			46,356.00	46,356.00	(2,037,300.77)	(3,696,272.00)		
<b>F. FUND BALANCE, RESERVES</b>								
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		5,634,583.72		
<b>Components of Ending Fund Balance</b>								
a) Nonspendable								
Revolving Cash		9711	10,000.00	10,000.00		10,000.00		
Stores		9712	83,100.00	83,100.00		25,143.00		
Prepaid Expenditures		9713	0.00	0.00		0.00		
All Others		9719	0.00	0.00		0.00		
b) Restricted		9740	1,856,445.67	1,856,445.67		1,195,574.67		
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		1,553,866.00		
Unassigned/Unappropriated Amount		9790	6,239,620.85	6,239,620.85		2,649,999.85		

2017-18 Second Interim  
General Fund  
Summary - Unrestricted/Restricted  
Revenues, Expenditures, and Changes in Fund Balance34 73973 0000000  
Form 011

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)
<b>LCFF SOURCES</b>								
Principal Apportionment								
State Aid - Current Year		8011	27,009,584.00	27,009,584.00	15,012,214.00	26,788,287.00	(221,297.00)	-0.8%
Education Protection Account State Aid - Current Year		8012	5,348,562.00	5,348,562.00	2,730,361.00	5,307,104.00	(41,458.00)	-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	25,913.82	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	2,910,942.83	5,114,945.00	294,220.00	6.1%
Unsecured Roll Taxes		8042	142,341.00	142,341.00	159,544.38	141,291.00	(1,050.00)	-0.7%
Prior Years' Taxes		8043	43,681.00	43,681.00	151,584.32	29,754.00	(13,907.00)	-31.9%
Supplemental Taxes		8044	207,870.00	207,870.00	62,647.72	214,189.00	6,319.00	3.0%
Education Revenue Augmentation Fund (ERAF)		8045	2,011,481.00	2,011,481.00	1,765,689.00	2,232,599.00	221,118.00	11.0%
Community Redevelopment Funds (SB 617/699/1992)		8047	0.00	0.00	0.00	272.00	272.00	New
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	192.34	200.00	(500.00)	-71.4%
Less: Non-LCFF (50%) Adjustment		8089	(350.00)	(350.00)	0.00	0.00	350.00	-100.0%
<b>Subtotal, LCFF Sources</b>			<b>39,635,292.00</b>	<b>39,635,292.00</b>	<b>22,819,089.41</b>	<b>39,879,256.00</b>	<b>243,964.00</b>	<b>0.6%</b>
<b>LCFF Transfers</b>								
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%
<b>TOTAL LCFF SOURCES</b>			<b>39,635,292.00</b>	<b>39,635,292.00</b>	<b>22,819,089.41</b>	<b>39,879,256.00</b>	<b>243,964.00</b>	<b>0.6%</b>
<b>FEDERAL REVENUE</b>								
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	522,445.00	1,532,471.00	482,471.00	45.9%
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	65,728.00	185,443.00	68,490.00	58.6%

2017-18 Second Interim  
General Fund  
Summary - Unrestricted/Restricted  
Revenues, Expenditures, and Changes in Fund Balance34 73973 0000000  
Form 011

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	61,344.00	61,344.00	0.00	141,610.00	80,266.00	130.8%
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	112,313.27	295,767.00	3,253.00	1.1%
<b>TOTAL, FEDERAL REVENUE</b>			<b>2,514,791.00</b>	<b>2,514,791.00</b>	<b>700,486.27</b>	<b>3,144,378.00</b>	<b>629,587.00</b>	<b>25.0%</b>
<b>OTHER STATE REVENUE</b>								
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	157,398.00	157,398.00	206,173.00	618,519.00	461,121.00	293.0%
Lottery - Unrestricted and Instructional Materials								
		8560	809,316.00	809,316.00	281,054.80	849,526.00	40,210.00	5.0%
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		8578	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	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	8230	8590	354,954.00	354,954.00	125,797.00	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	155,107.97	515,218.00	66,333.00	14.8%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>2,040,294.00</b>	<b>2,040,294.00</b>	<b>748,132.77</b>	<b>2,708,090.00</b>	<b>667,796.00</b>	<b>32.7%</b>

2017-18 Second Interim  
General Fund  
Summary - Unrestricted/Restricted  
Revenues, Expenditures, and Changes in Fund Balance34 73973 0000000  
Form 011

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)
<b>OTHER LOCAL REVENUE</b>								
Other Local Revenue								
County and District Taxes								
Other Restricted Levies								
Secured Roll		8815	0.00	0.00	0.00	0.00	0.00	0.0%
Unsecured Roll		8816	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years' Taxes		8817	0.00	0.00	0.00	0.00	0.00	0.0%
Supplemental Taxes		8818	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Ad Valorem Taxes								
Parcel Taxes		8821	0.00	0.00	0.00	0.00	0.00	0.0%
Other		8822	0.00	0.00	0.00	0.00	0.00	0.0%
Community Redevelopment Funds Not Subject to LCFF Deduction		8825	0.00	0.00	0.00	0.00	0.00	0.0%
Penalties and Interest from Delinquent Non-LCFF Taxes		8829	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%
Sale of Publications		8832	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8834	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Sales		8839	33.00	33.00	281.91	282.00	229.00	693.9%
Leases and Rentals		8850	170,000.00	170,000.00	129,226.58	170,000.00	0.00	0.0%
Interest		8880	48,541.00	48,541.00	62,585.80	48,541.00	0.00	0.0%
Net Increase (Decrease) in the Fair Value of Investments		8882	0.00	0.00	0.00	0.00	0.00	0.0%
Fees and Contracts								
Adult Education Fees		8871	0.00	0.00	0.00	0.00	0.00	0.0%
Non-Resident Students		8872	0.00	0.00	0.00	0.00	0.00	0.0%
Transportation Fees From Individuals		8875	18,000.00	18,000.00	10,238.70	18,000.00	0.00	0.0%
Interagency Services		8877	11,500.00	11,500.00	520.03	11,500.00	0.00	0.0%
Mitigation/Developer Fees		8881	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Fees and Contracts		8889	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
Plus: Misc Funds Non-LCFF (50%) Adjustment		8891	0.00	0.00	0.00	0.00	0.00	0.0%
Pass-Through Revenues From Local Sources		8897	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Local Revenue		8899	10,841.00	10,841.00	64,828.08	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	48,984.00	60,000.00	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	985,215.00	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	8360	8791	0.00	0.00	0.00	0.00	0.00	0.0%
From County Offices	8360	8792	0.00	0.00	0.00	0.00	0.00	0.0%
From JPAs	8360	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%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>2,124,143.00</b>	<b>2,124,143.00</b>	<b>1,299,840.08</b>	<b>2,167,505.00</b>	<b>43,362.00</b>	<b>2.0%</b>
<b>TOTAL, REVENUES</b>			<b>46,314,520.00</b>	<b>46,314,520.00</b>	<b>25,587,548.54</b>	<b>47,899,229.00</b>	<b>1,584,709.00</b>	<b>3.4%</b>

2017-18 Second Interim  
General Fund  
Summary - Unrestricted/Restricted  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 011

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)
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	17,334,745.00	17,334,745.00	10,825,937.52	18,083,609.00	(748,864.00)	-4.3%
Certificated Pupil Support Salaries		1200	910,598.00	910,598.00	539,170.85	935,487.00	(24,891.00)	-2.7%
Certificated Supervisors' and Administrators' Salaries		1300	1,555,110.00	1,555,110.00	1,033,690.58	1,783,864.00	(208,754.00)	-13.4%
Other Certificated Salaries		1900	380,863.00	380,863.00	207,341.53	355,871.00	24,992.00	6.6%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>20,181,314.00</b>	<b>20,181,314.00</b>	<b>12,606,140.48</b>	<b>21,138,831.00</b>	<b>(957,517.00)</b>	<b>-4.7%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	2,311,272.00	2,311,272.00	1,442,197.13	2,535,020.00	(223,748.00)	-9.7%
Classified Support Salaries		2200	2,417,115.00	2,417,115.00	1,580,427.55	2,557,001.00	(139,886.00)	-5.8%
Classified Supervisors' and Administrators' Salaries		2300	440,349.00	440,349.00	273,834.12	467,787.00	(27,418.00)	-6.2%
Clerical, Technical and Office Salaries		2400	1,719,566.00	1,719,566.00	1,132,265.06	1,957,953.00	(238,387.00)	-13.9%
Other Classified Salaries		2900	225,749.00	225,749.00	140,171.35	248,904.00	(23,155.00)	-10.3%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>7,114,051.00</b>	<b>7,114,051.00</b>	<b>4,548,895.21</b>	<b>7,768,645.00</b>	<b>(652,594.00)</b>	<b>-9.2%</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	2,862,687.00	2,862,687.00	1,814,515.33	3,018,384.00	(153,697.00)	-5.4%
PERS		3201-3202	1,061,232.00	1,061,232.00	625,920.45	1,098,706.00	(37,474.00)	-3.5%
OASDI/Medicare/Alternative		3301-3302	803,097.00	803,097.00	504,756.70	883,042.00	(89,945.00)	-11.2%
Health and Welfare Benefits		3401-3402	4,827,084.00	4,827,084.00	2,202,551.74	3,773,823.00	853,461.00	18.4%
Unemployment Insurance		3501-3502	13,554.00	13,554.00	8,829.30	15,379.00	(1,825.00)	-13.5%
Workers' Compensation		3601-3602	457,491.00	457,491.00	281,666.80	468,182.00	(11,671.00)	-2.6%
OPEB, Allocated		3701-3702	1,489.00	1,489.00	255,511.05	255,512.00	(254,043.00)	-17283.6%
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	81,531.48	129,875.00	(102,875.00)	-381.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>9,853,814.00</b>	<b>9,853,814.00</b>	<b>5,775,082.86</b>	<b>9,851,683.00</b>	<b>201,931.00</b>	<b>2.0%</b>
<b>BOOKS AND SUPPLIES</b>								
Approved Textbooks and Core Curricula Materials		4100	440,250.00	440,250.00	365,946.50	444,725.00	(4,475.00)	-1.0%
Books and Other Reference Materials		4200	46,637.00	46,637.00	3,417.79	49,228.00	(2,591.00)	-5.6%
Materials and Supplies		4300	1,523,825.00	1,523,825.00	584,351.11	2,458,713.00	(934,888.00)	-61.4%
Noncapitalized Equipment		4400	898,040.00	898,040.00	567,290.08	1,648,863.00	(950,823.00)	-136.2%
Food		4700	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>2,708,752.00</b>	<b>2,708,752.00</b>	<b>1,541,005.48</b>	<b>4,601,529.00</b>	<b>(1,892,777.00)</b>	<b>-69.9%</b>
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
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	88,007.72	280,859.00	(159,132.00)	-130.7%
Dues and Memberships		5300	22,614.00	22,614.00	14,805.30	21,854.00	760.00	3.4%
Insurance		5400-5450	285,170.00	285,170.00	270,010.00	285,170.00	0.00	0.0%
Operations and Housekeeping Services		5500	1,198,000.00	1,198,000.00	625,702.99	1,198,000.00	0.00	0.0%
Rentals, Leases, Repairs, and Noncapitalized Improvements		5600	212,798.00	212,798.00	47,714.55	265,363.00	(52,565.00)	-24.7%
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)	1,132.28	(2,000.00)	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	2,827,343.00	2,827,343.00	1,633,523.43	3,792,305.00	(964,962.00)	-34.1%
Communications		5900	138,531.00	138,531.00	48,861.59	141,269.00	(2,738.00)	-2.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>4,804,183.00</b>	<b>4,804,183.00</b>	<b>2,729,757.84</b>	<b>5,982,820.00</b>	<b>(1,178,637.00)</b>	<b>-24.5%</b>

2017-18 Second Interim  
General Fund  
Summary - Unrestricted/Restricted  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 011

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)
<b>CAPITAL OUTLAY</b>								
Land		6100	0.00	0.00	50,000.00	170,245.00	(170,245.00)	New
Land Improvements		6170	0.00	0.00	0.00	0.00	0.00	0.0%
Buildings and Improvements of Buildings		6200	206,500.00	206,500.00	80,499.40	247,869.00	(41,469.00)	-20.1%
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	198,295.00	198,295.00	227,359.81	983,151.00	(784,856.00)	-395.8%
Equipment Replacement		6500	29,375.00	29,375.00	14,894.45	84,375.00	(35,000.00)	-119.1%
<b>TOTAL CAPITAL OUTLAY</b>			<b>434,170.00</b>	<b>434,170.00</b>	<b>372,853.48</b>	<b>1,485,740.00</b>	<b>(1,031,570.00)</b>	<b>-237.6%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
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	11,869.00	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		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	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6500	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6500	7223	0.00	0.00	0.00	0.00	0.00	0.0%
ROC/P Transfers of Apportionments								
To Districts or Charter Schools	6360	7221	0.00	0.00	0.00	0.00	0.00	0.0%
To County Offices	6360	7222	0.00	0.00	0.00	0.00	0.00	0.0%
To JPAs	6360	7223	0.00	0.00	0.00	0.00	0.00	0.0%
Other Transfers of Apportionments	All Other	7221-7223	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers		7281-7283	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	0.00	0.00	0.0%
Debt Service								
Debt Service - Interest		7438	0.00	0.00	0.00	0.00	0.00	0.0%
Other Debt Service - Principal		7439	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>701,180.00</b>	<b>701,180.00</b>	<b>31,114.00</b>	<b>704,554.00</b>	<b>(3,374.00)</b>	<b>-0.5%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00		
Transfers of Indirect Costs - Interfund		7350	(29,100.00)	(29,100.00)	0.00	(30,781.00)	1,681.00	-5.7%
<b>TOTAL OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>(29,100.00)</b>	<b>(29,100.00)</b>	<b>0.00</b>	<b>(30,781.00)</b>	<b>1,681.00</b>	<b>-5.7%</b>
<b>TOTAL EXPENDITURES</b>			<b>45,768,164.00</b>	<b>45,768,164.00</b>	<b>27,804,849.31</b>	<b>51,281,041.00</b>	<b>(5,512,877.00)</b>	<b>-12.0%</b>

2017-18 Second Interim  
General Fund  
Summary - Unrestricted/Restricted  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 011

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)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
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%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
To: Child Development Fund		7811	0.00	0.00	0.00	0.00	0.00	0.0%
To: Special Reserve Fund		7812	250,000.00	250,000.00	0.00	250,000.00	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%
To: Cafeteria Fund		7816	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out		7819	250,000.00	250,000.00	0.00	284,480.00	(14,480.00)	-5.8%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			500,000.00	500,000.00	0.00	514,480.00	(14,480.00)	-2.9%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
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%
<b>(c) TOTAL, SOURCES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>								
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%
<b>(d) TOTAL, USES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
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%
<b>(e) TOTAL, CONTRIBUTIONS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b>								
<b>(a - b + c - d + e)</b>			(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	42,397.25
7220	Partnership Academies Program	165.00
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>1,195,574.87</u>

2017-18 Second Interim  
Charter Schools Special Revenue Fund  
Revenues, Expenditures, and Changes In Fund Balance

34 73973 0000000  
Form 09I

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)
<b>A. REVENUES</b>								
1) LCFF Sources		8010-8099	0.00	0.00	(24.19)	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	375.56	0.00	0.00	0.0%
4) Other Local Revenue		8600-8799	0.00	0.00	701.00	0.00	0.00	0.0%
5) TOTAL REVENUES			0.00	0.00	1,053.37	0.00		
<b>B. EXPENDITURES</b>								
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		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			0.00	0.00	(5,525.16)	(135,119.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8800-8929	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		

2017-18 Second Interim  
Charter Schools Special Revenue Fund  
Revenues, Expenditures, and Changes In Fund Balance

34 73973 0000000  
Form 091

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)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	0.00	(5,523.16)	(136,119.00)		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9701	321,053.23	321,053.23		321,053.23	0.00	0.0%
b) Audit Adjustments		9703	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		9706	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		185,934.23		
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		9740	237,001.70	237,001.70		103,673.70		
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	84,051.53	84,051.53		83,980.53		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		(1,700.00)		

2017-18 Second Interim  
Charter Schools Special Revenue Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 091

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)
<b>LCFF SOURCES</b>								
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%
<b>LCFF Transfers</b>								
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		8099	0.00	0.00	(24.19)	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%
<b>TOTAL LCFF SOURCES</b>			0.00	0.00	(24.19)	0.00	0.00	0.0%
<b>FEDERAL REVENUE</b>								
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, 4036-4129, 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%
<b>TOTAL FEDERAL REVENUE</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>								
<b>Other State Apportionments</b>								
Special Education Master Plan Current Year	8500	8311	0.00	0.00	0.00	0.00	0.00	0.0%
Prior Years	8500	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	376.59	0.00	0.00	0.0%
After School Education and Safety (ASES)	8510	8590	0.00	0.00	0.00	0.00	0.00	0.0%

2017-18 Second Interim  
Charter Schools Special Revenue Fund  
Revenues, Expenditures, and Changes In Fund Balance34 73973 0000000  
Form 091

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	6660	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	0.00	0.00	0.0%
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%
<b>TOTAL, OTHER STATE REVENUE</b>			0.00	0.00	376.56	0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>								
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	701.00	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		8699	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%
<b>TOTAL, OTHER LOCAL REVENUE</b>			0.00	0.00	701.00	0.00	0.00	0.0%
<b>TOTAL REVENUES</b>			0.00	0.00	1,053.37	0.00		

2017-18 Second Interim  
Charter Schools Special Revenue Fund  
Revenues, Expenditures, and Changes in Fund Balance

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Form 091

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)
<b>CERTIFICATED SALARIES</b>								
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%
<b>TOTAL, CERTIFICATED SALARIES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>								
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%
<b>TOTAL, CLASSIFIED SALARIES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>								
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		3801-3802	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, EMPLOYEE BENEFITS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>								
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%
<b>TOTAL, BOOKS AND SUPPLIES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
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%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			0.00	0.00	0.00	0.00	0.00	0.0%

2017-18 Second Interim  
Charter Schools Special Revenue Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 091

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)
<b>CAPITAL OUTLAY</b>								
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	6,578.53	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		6600	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CAPITAL OUTLAY</b>			0.00	0.00	6,578.53	135,119.00	(135,119.00)	New
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
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 JFAs		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		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%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs		7310	0.00	0.00	0.00	0.00	0.00	0.0%
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL EXPENDITURES</b>			0.00	0.00	6,578.53	135,119.00		

2017-18 Second Interim  
Charter Schools Special Revenue Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 09I

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)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
Other Authorized Interfund Transfers In		8619	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(a) TOTAL INTERFUND TRANSFERS IN</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
Other Authorized Interfund Transfers Out		7619	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8966	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%
<b>(c) TOTAL SOURCES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7661	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%
<b>(d) TOTAL USES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
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%
<b>(e) TOTAL CONTRIBUTIONS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)			0.00	0.00	0.00	0.00		

2017-18 Second Interim  
Adult Education Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 111

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)
<b>A. REVENUES</b>								
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	0.36	48,165.00	25,235.00	110.1%
3) Other State Revenue		8300-8599	270,725.00	270,725.00	16,985.16	222,912.00	(47,813.00)	-17.7%
4) Other Local Revenue		8600-8799	40,500.00	40,500.00	23,620.57	40,500.00	0.00	0.0%
5) TOTAL REVENUES			334,155.00	334,155.00	40,606.09	311,577.00		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	143,331.00	143,331.00	122,903.68	199,393.00	(56,062.00)	-39.1%
2) Classified Salaries		2000-2999	0.00	0.00	13,764.49	19,347.00	(16,347.00)	New
3) Employee Benefits		3000-3999	51,040.00	51,040.00	29,532.80	57,162.00	(6,122.00)	-12.0%
4) Books and Supplies		4000-4999	75,954.00	75,954.00	5,933.96	58,111.00	20,843.00	27.1%
5) Services and Other Operating Expenditures		5000-5999	33,778.00	33,778.00	6,634.96	30,040.00	3,738.00	11.1%
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	178,989.89	374,053.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			14,054.00	14,054.00	(138,383.80)	(62,476.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8900-8929	0.00	0.00	0.00	14,480.00	14,480.00	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	14,480.00		

2017-18 Second Interim  
Adult Education Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 111

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)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D +)</b>			14,054.00	14,054.00	(138,383.80)	(48,016.00)		
<b>F. FUND BALANCE, RESERVES</b>								
1) Beginning Fund Balance								
a) As of July 1 - Unaudited		9701	173,199.36	173,199.36		173,199.36	0.00	0.0%
b) Audit Adjustments		9703	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		9705	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		128,183.36		
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		9740	137,766.88	137,766.88		81,234.88		
c) Committed								
Stabilization Arrangements		9760	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		

2017-18 Second Interim  
Adult Education Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 111

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)
<b>LCFF SOURCES</b>								
<b>LCFF Transfers</b>								
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%
<b>TOTAL LCFF SOURCES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>FEDERAL REVENUE</b>								
Interagency Contracts Between LEAs		8286	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	0.36	48,165.00	25,235.00	110.1%
<b>TOTAL FEDERAL REVENUE</b>			22,930.00	22,930.00	0.36	48,165.00	25,235.00	110.1%
<b>OTHER STATE REVENUE</b>								
<b>Other State Apportionments</b>								
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	8391	8590	250,000.00	250,000.00	16,985.18	222,912.00	(27,088.00)	-10.8%
All Other State Revenue	All Other	8590	20,725.00	20,725.00	0.00	0.00	(20,725.00)	-100.0%
<b>TOTAL OTHER STATE REVENUE</b>			270,725.00	270,725.00	16,985.18	222,912.00	(47,813.00)	-17.7%
<b>OTHER LOCAL REVENUE</b>								
<b>Sales</b>								
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	140.00	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%
<b>Fees and Contracts</b>								
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%
<b>Other Local Revenue</b>								
All Other Local Revenue		8699	40,000.00	40,000.00	23,480.57	40,000.00	0.00	0.0%
Tuition		8710	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL OTHER LOCAL REVENUE</b>			40,000.00	40,000.00	23,480.57	40,000.00	0.00	0.0%
<b>TOTAL REVENUES</b>			334,155.00	334,155.00	40,506.09	311,577.00	(22,577.99)	-6.8%

2017-18 Second Interim  
Adult Education Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73873 0000000  
Form 111

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)
<b>CERTIFICATED SALARIES</b>								
Certificated Teachers' Salaries		1100	122,493.00	122,493.00	87,184.82	146,108.00	(23,615.00)	-19.3%
Certificated Pupil Support Salaries		1200	9,507.00	9,507.00	25,324.60	36,487.00	(26,980.00)	-304.9%
Certificated Supervisors' and Administrators' Salaries		1300	11,331.00	11,331.00	7,383.98	14,788.00	(3,457.00)	-30.5%
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CERTIFICATED SALARIES</b>			<b>143,331.00</b>	<b>143,331.00</b>	<b>122,903.68</b>	<b>199,383.00</b>	<b>(56,062.00)</b>	<b>-39.1%</b>
<b>CLASSIFIED SALARIES</b>								
Classified Instructional Salaries		2100	0.00	0.00	3,444.80	3,445.00	(3,445.00)	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	10,318.88	12,902.00	(12,902.00)	New
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			<b>0.00</b>	<b>0.00</b>	<b>13,764.48</b>	<b>16,347.00</b>	<b>(16,347.00)</b>	<b>New</b>
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	24,612.00	24,612.00	12,829.68	23,520.00	1,092.00	4.4%
PERS		3201-3202	2,576.00	2,576.00	5,715.04	6,744.00	(4,168.00)	-161.8%
OASDI/Medicare/Alternative		3301-3302	3,724.00	3,724.00	4,394.37	5,880.00	(2,156.00)	-57.4%
Health and Welfare Benefits		3401-3402	18,817.00	18,817.00	4,284.54	17,304.00	(487.00)	-2.9%
Unemployment Insurance		3601-3602	96.00	96.00	68.36	112.00	(16.00)	-16.7%
Workers' Compensation		3601-3602	3,215.00	3,215.00	2,230.83	3,622.00	(407.00)	-12.7%
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%
<b>TOTAL, EMPLOYEE BENEFITS</b>			<b>51,040.00</b>	<b>51,040.00</b>	<b>29,532.68</b>	<b>57,162.00</b>	<b>(8,122.00)</b>	<b>-12.0%</b>
<b>BOOKS AND SUPPLIES</b>								
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	15,985.00	15,985.00	1,505.39	5,940.00	10,025.00	62.6%
Materials and Supplies		4300	43,596.00	43,596.00	587.68	31,292.00	12,304.00	28.2%
Noncapitalized Equipment		4400	17,393.00	17,393.00	3,740.89	18,879.00	(1,486.00)	-8.5%
<b>TOTAL, BOOKS AND SUPPLIES</b>			<b>76,954.00</b>	<b>76,954.00</b>	<b>5,833.96</b>	<b>56,111.00</b>	<b>20,843.00</b>	<b>27.1%</b>

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)
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	9,539.00	9,539.00	528.62	9,205.00	334.00	3.5%
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	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	182.54	1,000.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	21,887.00	21,887.00	6,125.80	18,495.00	3,402.00	15.5%
Communications		5900	350.00	350.00	0.00	350.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>33,776.00</b>	<b>33,776.00</b>	<b>6,834.96</b>	<b>30,040.00</b>	<b>3,736.00</b>	<b>11.1%</b>
<b>CAPITAL OUTLAY</b>								
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%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>15,000.00</b>	<b>15,000.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Tuition								
Tuition, Excess Costs, and/or Deficit Payments Payments to Districts or Charter Schools		7141	0.00	0.00	0.00	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%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURES</b>			<b>320,101.00</b>	<b>320,101.00</b>	<b>178,989.89</b>	<b>374,053.00</b>		

2017-18 Second Interim  
Adult Education Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 111

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)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	14,480.00	14,480.00	New
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			0.00	0.00	0.00	14,480.00	14,480.00	New
<b>INTERFUND TRANSFERS OUT</b>								
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>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
<b>Other Sources</b>								
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		8979	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources			0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7881	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%
<b>(d) TOTAL, USES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
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%
<b>(e) TOTAL, CONTRIBUTIONS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> <b>(a - b + c - d + e)</b>								
			0.00	0.00	0.00	14,480.00		

2017-18 Second Interim  
Child Development Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 121

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)
<b>A. REVENUES</b>								
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	158,739.00	287,801.00	9,302.00	3.3%
3) Other State Revenue		8300-8599	328,628.00	328,628.00	216,924.00	303,298.00	64,668.00	19.7%
4) Other Local Revenue		8600-8799	0.00	0.00	993.00	1,088.00	1,088.00	New
<b>5) TOTAL REVENUES</b>			<b>607,127.00</b>	<b>607,127.00</b>	<b>376,656.00</b>	<b>692,186.00</b>		
<b>B. EXPENDITURES</b>								
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	319,719.77	650,338.00	(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	30,761.00	(1,661.00)	-5.7%
<b>9) TOTAL EXPENDITURES</b>			<b>607,127.00</b>	<b>607,127.00</b>	<b>319,719.77</b>	<b>681,097.00</b>		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - 99)</b>								
			0.00	0.00	56,947.23	1,088.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8600-8629	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		8830-8979	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%
<b>4) TOTAL OTHER FINANCING SOURCES/USES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

2017-18 Second 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)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	0.00	55,547.23	1,088.00		
<b>F. FUND BALANCE, RESERVES</b>								
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		9740	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 Second Interim  
Child Development Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 121

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)
<b>FEDERAL REVENUE</b>								
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	159,739.00	287,901.00	9,302.00	3.3%
<b>TOTAL, FEDERAL REVENUE</b>			<b>278,499.00</b>	<b>278,499.00</b>	<b>159,739.00</b>	<b>287,901.00</b>	<b>9,302.00</b>	<b>3.3%</b>
<b>OTHER STATE REVENUE</b>								
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		8567	0.00	0.00	0.00	0.00	0.00	0.0%
State Preschool	6105	8590	328,828.00	328,828.00	216,924.00	393,296.00	64,668.00	19.7%
All Other State Revenue	All Other	8590	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>328,828.00</b>	<b>328,828.00</b>	<b>216,924.00</b>	<b>393,296.00</b>	<b>64,668.00</b>	<b>19.7%</b>
<b>OTHER LOCAL REVENUE</b>								
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		8660	0.00	0.00	603.00	1,088.00	1,088.00	New
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%
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%
All Other Transfers In from All Others		8799	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>0.00</b>	<b>0.00</b>	<b>603.00</b>	<b>1,088.00</b>	<b>1,088.00</b>	<b>New</b>
<b>TOTAL REVENUES</b>			<b>607,127.00</b>	<b>607,127.00</b>	<b>376,266.00</b>	<b>682,185.00</b>		

2017-18 Second 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)
<b>CERTIFICATED SALARIES</b>								
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%
<b>TOTAL, CERTIFICATED SALARIES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>								
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%
<b>TOTAL, CLASSIFIED SALARIES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>								
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%
<b>TOTAL, EMPLOYEE BENEFITS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>								
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%
<b>TOTAL, BOOKS AND SUPPLIES</b>			0.00	0.00	0.00	0.00	0.00	0.0%

2017-18 Second Interim  
Child Development Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 121

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)
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
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	319,718.77	650,336.00	(72,309.00)	-12.5%
Communications		6900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>578,027.00</b>	<b>578,027.00</b>	<b>319,718.77</b>	<b>650,336.00</b>	<b>(72,309.00)</b>	<b>-12.5%</b>
<b>CAPITAL OUTLAY</b>								
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%
<b>TOTAL CAPITAL OUTLAY</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Other Transfers Out								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	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%
<b>TOTAL OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs - Interfund		7350	29,100.00	29,100.00	0.00	30,781.00	(1,681.00)	-5.7%
<b>TOTAL OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>29,100.00</b>	<b>29,100.00</b>	<b>0.00</b>	<b>30,781.00</b>	<b>(1,681.00)</b>	<b>-5.7%</b>
<b>TOTAL EXPENDITURES</b>			<b>607,127.00</b>	<b>607,127.00</b>	<b>319,718.77</b>	<b>681,097.00</b>	<b>(73,968.23)</b>	<b>-12.3%</b>

2017-18 Second Interim  
Child Development Fund  
Revenues, Expenditures, and Changes In Fund Balance

34 73973 0000000  
Form 121

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)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: General Fund		8911	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%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
Other Authorized Interfund Transfers Out		7819	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
Long-Term Debt Proceeds								
Proceeds from Certificates of Participation		8971	0.00	0.00	0.00	0.00	0.00	0.0%
Proceeds from Capital Leases		8972	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Sources		8979	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7861	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%
<b>(d) TOTAL, USES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
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%
<b>(e) TOTAL, CONTRIBUTIONS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)</b>			0.00	0.00	0.00	0.00		

2017-18 Second Interim  
Cafeteria Special Revenue Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 131

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)
<b>A. REVENUES</b>								
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	709,337.43	1,574,367.00	0.00	0.0%
3) Other State Revenue		8300-8599	125,000.00	125,000.00	53,722.48	125,000.00	0.00	0.0%
4) Other Local Revenue		8600-8799	306,050.00	306,050.00	159,037.85	306,050.00	0.00	0.0%
<b>5) TOTAL REVENUES</b>			<b>2,005,417.00</b>	<b>2,005,417.00</b>	<b>921,097.76</b>	<b>2,005,417.00</b>		
<b>B. EXPENDITURES</b>								
1) Certificated Salaries		1000-1999	0.00	0.00	0.00	0.00	0.00	0.0%
2) Classified Salaries		2000-2999	638,581.00	638,581.00	400,878.04	638,581.00	2,946.00	0.5%
3) Employee Benefits		3000-3999	431,633.00	431,633.00	164,810.70	274,048.00	157,584.00	36.5%
4) Books and Supplies		4000-4999	863,093.00	863,093.00	396,363.03	894,093.00	(31,000.00)	-3.6%
5) Services and Other Operating Expenditures		5000-5999	72,100.00	72,100.00	39,255.42	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%
<b>9) TOTAL EXPENDITURES</b>			<b>2,005,417.00</b>	<b>2,005,417.00</b>	<b>981,247.19</b>	<b>1,876,667.00</b>		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A3 - 99)</b>			<b>0.00</b>	<b>0.00</b>	<b>(70,149.43)</b>	<b>128,530.00</b>		
<b>D. OTHER FINANCING SOURCES/USES</b>								
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	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%
<b>4) TOTAL OTHER FINANCING SOURCES/USES</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>		

2017-18 Second Interim  
Cafeteria Special Revenue Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 131

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)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			0.00	0.00	(70,149.43)	129,530.00		
<b>F. FUND BALANCE, RESERVES</b>								
<b>1) Beginning Fund Balance</b>								
a) As of July 1 - Unaudited		9781	31,490.94	31,490.94		31,490.94	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)			31,490.94	31,490.94		31,490.94		
d) Other Restatements		9785	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		
<b>2) Ending Balance, June 30 (E + F1e)</b>			31,490.94	31,490.94		181,020.94		
<b>Components of Ending Fund Balance</b>								
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		9718	0.00	0.00		0.00		
b) Restricted		9740	31,490.94	31,490.94		181,020.94		
c) Committed								
Stabilization Arrangements		9760	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		

2017-18 Second Interim  
Cafeteria Special Revenue 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)
<b>FEDERAL REVENUE</b>								
Child Nutrition Programs		8220	1,574,367.00	1,574,367.00	709,337.43	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%
<b>TOTAL, FEDERAL REVENUE</b>			<b>1,574,367.00</b>	<b>1,574,367.00</b>	<b>709,337.43</b>	<b>1,574,367.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER STATE REVENUE</b>								
Child Nutrition Programs		8620	125,000.00	125,000.00	53,722.48	125,000.00	0.00	0.0%
All Other State Revenue		8590	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>125,000.00</b>	<b>125,000.00</b>	<b>53,722.48</b>	<b>125,000.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER LOCAL REVENUE</b>								
Sales								
Sale of Equipment/Supplies		8631	0.00	0.00	0.00	0.00	0.00	0.0%
Food Service Sales		8634	303,500.00	303,500.00	157,791.83	303,500.00	0.00	0.0%
Leases and Rentals		8650	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8680	50.00	50.00	214.00	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	32.22	2,500.00	0.00	0.0%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>306,050.00</b>	<b>306,050.00</b>	<b>158,037.85</b>	<b>306,050.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL, REVENUES</b>			<b>2,005,417.00</b>	<b>2,005,417.00</b>	<b>921,087.76</b>	<b>2,005,417.00</b>		

2017-18 Second Interim  
Cafeteria Special Revenue Fund  
Revenues, Expenditures, and Changes In Fund Balance

34 73973 0000000  
Form 13I

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)
<b>CERTIFICATED SALARIES</b>								
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%
<b>TOTAL, CERTIFICATED SALARIES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>								
Classified Support Salaries		2200	488,298.00	488,298.00	307,495.78	494,800.00	(6,502.00)	-1.3%
Classified Supervisors' and Administrators' Salaries		2300	76,523.00	76,523.00	47,700.92	76,629.00	(6.00)	0.0%
Clerical, Technical and Office Salaries		2400	73,770.00	73,770.00	45,880.34	84,317.00	9,453.00	12.8%
Other Classified Salaries		2900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, CLASSIFIED SALARIES</b>			638,591.00	638,591.00	400,878.04	638,846.00	2,948.00	0.5%
<b>EMPLOYEE BENEFITS</b>								
STRS		3101-3102	0.00	0.00	0.00	0.00	0.00	0.0%
PERS		3201-3202	96,806.00	96,806.00	46,154.87	75,865.00	20,941.00	21.6%
QASDI/Medicare/Alternative		3301-3302	46,879.00	46,879.00	29,148.46	61,830.00	(4,951.00)	-10.6%
Health and Welfare Benefits		3401-3402	277,105.00	277,105.00	79,919.58	130,366.00	148,739.00	53.0%
Unemployment Insurance		3601-3602	312.00	312.00	201.59	340.00	(28.00)	-9.0%
Workers' Compensation		3801-3802	10,531.00	10,531.00	8,594.28	10,993.00	(462.00)	-4.4%
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	2,791.92	4,665.00	(4,665.00)	New
<b>TOTAL, EMPLOYEE BENEFITS</b>			431,633.00	431,633.00	164,810.70	274,049.00	157,584.00	36.5%
<b>BOOKS AND SUPPLIES</b>								
Books and Other Reference Materials		4200	0.00	0.00	0.00	0.00	0.00	0.0%
Materials and Supplies		4300	123,780.00	123,780.00	47,109.92	123,760.00	0.00	0.0%
Noncapitalized Equipment		4400	25,000.00	25,000.00	4,384.30	25,000.00	0.00	0.0%
Food		4700	714,333.00	714,333.00	334,826.81	745,333.00	(31,000.00)	-4.3%
<b>TOTAL, BOOKS AND SUPPLIES</b>			863,093.00	863,093.00	386,303.03	894,093.00	(31,000.00)	-3.6%

2017-18 Second Interim  
Cafeteria Special Revenue Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 131

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)
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
Subagreements for Services		5100	0.00	0.00	0.00	0.00	0.00	0.0%
Travel and Conferences		5200	4,660.00	4,660.00	2,693.50	4,660.00	0.00	0.0%
Dues and Memberships		5300	10,562.00	10,562.00	2,540.95	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		5600	27,500.00	27,500.00	17,497.52	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	(1,314.80)	1,000.00	0.00	0.0%
Professional/Consulting Services and Operating Expenditures		5800	27,968.00	27,968.00	17,842.46	27,968.00	0.00	0.0%
Communications		5900	410.00	410.00	(4.21)	410.00	0.00	0.0%
<b>TOTAL, SERVICES AND OTHER OPERATING EXPENDITURES</b>			<b>72,100.00</b>	<b>72,100.00</b>	<b>39,255.42</b>	<b>72,100.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>CAPITAL OUTLAY</b>								
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%
<b>TOTAL, CAPITAL OUTLAY</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
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%
<b>TOTAL, OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>								
Transfers of Indirect Costs - Interfund		7350	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER OUTGO - TRANSFERS OF INDIRECT COSTS</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>TOTAL EXPENDITURES</b>			<b>2,005,417.00</b>	<b>2,005,417.00</b>	<b>991,247.18</b>	<b>1,875,887.00</b>		

2017-18 Second Interim  
Cafeteria Special Revenue Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 131

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)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
From: General Fund		8918	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%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
Other Authorized Interfund Transfers Out		7819	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
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%
<b>(c) TOTAL, SOURCES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>								
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%
<b>(d) TOTAL, USES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
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%
<b>(e) TOTAL, CONTRIBUTIONS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES</b> <b>(a - b + c - d + e)</b>			0.00	0.00	0.00	0.00		

2017-18 Second Interim  
Special Reserve Fund for Other Than Capital Outlay Projects  
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)
<b>A. REVENUES</b>								
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	7,318.00	7,500.00	0.00	0.0%
5) TOTAL REVENUES			7,500.00	7,500.00	7,318.00	7,500.00		
<b>B. EXPENDITURES</b>								
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		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			7,500.00	7,500.00	7,318.00	7,500.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
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		

2017-18 Second Interim  
Special Reserve Fund for Other Than Capital Outlay Projects  
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)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			7,500.00	7,500.00	7,318.00	7,500.00		
<b>F. FUND BALANCE, RESERVES</b>								
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		9793	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		
<b>Components of Ending Fund Balance</b>								
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		626,636.00		
Other Commitments		9759	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	1,349,640.71	1,349,640.71		1,665,146.71		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

2017-18 Second Interim  
Special Reserve Fund for Other Than Capital Outlay Projects  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 171

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)
<b>OTHER LOCAL REVENUE</b>								
Sales								
Sale of Equipment/Supplies		8831	0.00	0.00	0.00	0.00	0.00	0.0%
Interest		8860	7,500.00	7,500.00	7,318.00	7,500.00	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%
<b>TOTAL, OTHER LOCAL REVENUE</b>			7,500.00	7,500.00	7,318.00	7,500.00	0.00	0.0%
<b>TOTAL, REVENUES</b>			7,500.00	7,500.00	7,318.00	7,500.00		
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
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%
<b>(a) TOTAL, INTERFUND TRANSFERS IN</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
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>(b) TOTAL, INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL, SOURCES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7851	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL, USES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL, CONTRIBUTIONS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)</b>			0.00	0.00	0.00	0.00		

2017-18 Second Interim  
Building Fund  
Revenues, Expenditures, and Changes In Fund Balance

34 73973 0000000  
Form 211

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)
<b>A. REVENUES</b>								
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	5,144.00	1,189.00	1,189.00	New
<b>5) TOTAL REVENUES</b>			0.00	0.00	5,144.00	1,189.00		
<b>B. EXPENDITURES</b>								
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	308.00	(308.00)	New
4) Books and Supplies		4000-4999	0.00	0.00	35,918.20	124,074.00	(124,074.00)	New
5) Services and Other Operating Expenditures		5000-5999	0.00	0.00	266,824.35	669,374.00	(669,374.00)	New
6) Capital Outlay		6000-6999	0.00	0.00	847,726.90	2,499,278.00	(2,499,278.00)	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%
<b>9) TOTAL EXPENDITURES</b>			0.00	0.00	1,153,860.97	3,295,318.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A3 - B9)</b>								
			0.00	0.00	(1,148,718.97)	(3,295,318.00)		
<b>D. OTHER FINANCING SOURCES/USES</b>								
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		8830-8879	325,000.00	325,000.00	0.00	0.00	(325,000.00)	-100.0%
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%
<b>4) TOTAL OTHER FINANCING SOURCES/USES</b>			325,000.00	325,000.00	0.00	0.00		

2017-18 Second Interim  
Building Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 211

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)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			325,000.00	325,000.00	(1,148,718.97)	(3,295,129.00)		
<b>F. FUND BALANCE, RESERVES</b>								
<b>1) Beginning Fund Balance</b>								
a) As of July 1 - Unaudited		9791	4,558,118.91	4,558,118.91		4,558,118.91	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)			4,558,118.91	4,558,118.91		4,558,118.91		
d) Other Restatements		9795	0.00	0.00		0.00	0.00	0.0%
e) Adjusted Beginning Balance (F1c + F1d)			4,558,118.91	4,558,118.91		4,558,118.91		
<b>2) Ending Balance, June 30 (E + F1e)</b>			4,881,118.91	4,881,118.91		1,280,989.91		
<b>Components of Ending Fund Balance</b>								
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		9718	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		1,280,989.91		
e) Unassigned/Unappropriated								
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	0.00	0.00		0.00		

2017-18 Second Interim  
Building Fund  
Revenues, Expenditures, and Changes in Fund Balance34 73973 0000000  
Form 211

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)
<b>FEDERAL REVENUE</b>								
FEMA		8281	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%
<b>TOTAL, FEDERAL REVENUE</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER STATE REVENUE</b>								
Tax Relief Subventions Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	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		8580	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER STATE REVENUE</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER LOCAL REVENUE</b>								
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		8680	0.00	0.00	5,144.00	1,189.00	1,189.00	New
Net Increase (Decrease) in the Fair Value of Investments		8682	0.00	0.00	0.00	0.00	0.00	0.0%
Other Local Revenue								
All Other Local Revenue		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%
<b>TOTAL, OTHER LOCAL REVENUE</b>			0.00	0.00	5,144.00	1,189.00	1,189.00	New
<b>TOTAL REVENUES</b>			0.00	0.00	5,144.00	1,189.00	1,189.00	New

2017-18 Second Interim  
Building Fund  
Revenues, Expenditures, and Changes In Fund Balance

34 73973 000000  
Form 211

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)
<b>CLASSIFIED SALARIES</b>								
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%
<b>TOTAL CLASSIFIED SALARIES</b>			0.00	0.00	3,285.00	3,286.00	(3,286.00)	New
<b>EMPLOYEE BENEFITS</b>								
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	1.85	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%
<b>TOTAL EMPLOYEE BENEFITS</b>			0.00	0.00	306.52	308.00	(308.00)	New
<b>BOOKS AND SUPPLIES</b>								
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	27,454.24	115,809.00	(115,809.00)	New
Noncapitalized Equipment		4400	0.00	0.00	8,463.96	8,465.00	(8,465.00)	New
<b>TOTAL BOOKS AND SUPPLIES</b>			0.00	0.00	35,918.20	124,074.00	(124,074.00)	New
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
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	62.00	(62.00)	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	266,562.91	669,312.00	(669,312.00)	New
Communications		5900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL SERVICES AND OTHER OPERATING EXPENDITURES</b>			0.00	0.00	266,624.35	669,374.00	(669,374.00)	New

2017-18 Second Interim  
Building Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 211

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)
<b>CAPITAL OUTLAY</b>								
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	847,726.90	2,499,276.00	(2,499,276.00)	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%
<b>TOTAL CAPITAL OUTLAY</b>			0.00	0.00	847,726.90	2,499,276.00	(2,499,276.00)	New
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Other Transfers Out								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	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%
<b>TOTAL OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL EXPENDITURES</b>			0.00	0.00	1,153,860.97	3,296,318.00		

2017-18 Second Interim  
Building Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 211

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)
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
Other Authorized Interfund Transfers In		8919	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(a) TOTAL INTERFUND TRANSFERS IN</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
To: State School Building Fund/ County School Facilities Fund		7613	0.00	0.00	0.00	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>(b) TOTAL INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
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		8978	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL SOURCES</b>			325,000.00	325,000.00	0.00	0.00	(325,000.00)	-100.0%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7631	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%
<b>(d) TOTAL USES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Unrestricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
Contributions from Restricted Revenues		8980	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL CONTRIBUTIONS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL, OTHER FINANCING SOURCES/USES (a - b + c - d + e)</b>								
			325,000.00	325,000.00	0.00	0.00		

2017-18 Second Interim  
Capital Facilities Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 25I

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)
<b>A. REVENUES</b>								
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	419,917.72	462,500.00	265,000.00	134.2%
<b>5) TOTAL REVENUES</b>			197,500.00	197,500.00	419,917.72	462,500.00		
<b>B. EXPENDITURES</b>								
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%
<b>9) TOTAL EXPENDITURES</b>			0.00	0.00	0.00	0.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>			197,500.00	197,500.00	419,917.72	462,500.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
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	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%
<b>4) TOTAL OTHER FINANCING SOURCES/USES</b>			0.00	0.00	0.00	0.00		

2017-18 Second Interim  
Capital Facilities Fund  
Revenues, Expenditures, and Changes In Fund Balance

34 73873 0000000  
Form 251

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)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D)</b>			197,500.00	197,500.00	419,917.72	452,500.00		
<b>F. FUND BALANCE, RESERVES</b>								
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)		(528,635.21)		
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								
c) Committed		9740	0.00	0.00		0.00		
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			0.00	0.00		0.00		
Reserve for Economic Uncertainties		9789	0.00	0.00		0.00		
Unassigned/Unappropriated Amount		9790	(793,635.21)	(793,635.21)		(528,635.21)		

2017-18 Second Interim  
Capital Facilities Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 25f

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)
<b>OTHER STATE REVENUE</b>								
Tax Relief Subventions Restricted Levies - Other								
Homeowners' Exemptions		8575	0.00	0.00	0.00	0.00	0.00	0.0%
Other Subventions/n-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%
<b>TOTAL, OTHER STATE REVENUE</b>			<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>OTHER LOCAL REVENUE</b>								
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%
Interest		8660	(2,500.00)	(2,500.00)	(2,603.00)	(2,500.00)	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								
Mitigation/Developer Fees		8681	200,000.00	200,000.00	422,520.72	465,000.00	265,000.00	132.5%
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%
<b>TOTAL, OTHER LOCAL REVENUE</b>			<b>197,500.00</b>	<b>197,500.00</b>	<b>419,917.72</b>	<b>462,500.00</b>	<b>265,000.00</b>	<b>134.2%</b>
<b>TOTAL, REVENUES</b>			<b>197,500.00</b>	<b>197,500.00</b>	<b>419,917.72</b>	<b>462,500.00</b>		

2017-18 Second Interim  
Capital Facilities Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 251

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)
<b>CERTIFICATED SALARIES</b>								
Other Certificated Salaries		1900	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL CERTIFICATED SALARIES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CLASSIFIED SALARIES</b>								
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%
<b>TOTAL CLASSIFIED SALARIES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>EMPLOYEE BENEFITS</b>								
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%
QASDI/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%
<b>TOTAL EMPLOYEE BENEFITS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>BOOKS AND SUPPLIES</b>								
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%
<b>TOTAL BOOKS AND SUPPLIES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>SERVICES AND OTHER OPERATING EXPENDITURES</b>								
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%
<b>TOTAL SERVICES AND OTHER OPERATING EXPENDITURES</b>			0.00	0.00	0.00	0.00	0.00	0.0%

2017-18 Second Interim  
Capital Facilities Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 25I

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)
<b>CAPITAL OUTLAY</b>								
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%
<b>TOTAL CAPITAL OUTLAY</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER OUTGO (excluding Transfers of Indirect Costs)</b>								
Other Transfers Out								
All Other Transfers Out to All Others		7299	0.00	0.00	0.00	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%
<b>TOTAL OTHER OUTGO (excluding Transfers of Indirect Costs)</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL EXPENDITURES</b>			0.00	0.00	0.00	0.00		

2017-18 Second Interim  
Capital Facilities Fund  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 251

Description	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)
<b>INTERFUND TRANSFERS</b>							
<b>INTERFUND TRANSFERS IN</b>							
Other Authorized Interfund Transfers In	8919	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(a) TOTAL INTERFUND TRANSFERS IN</b>		0.00	0.00	0.00	0.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>							
To: State School Building Fund/ County School Facilities Fund	7013	0.00	0.00	0.00	0.00	0.00	0.0%
Other Authorized Interfund Transfers Out	7019	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(b) TOTAL INTERFUND TRANSFERS OUT</b>		0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>							
<b>SOURCES</b>							
Proceeds							
Proceeds from Sale/Lease- Purchase of Land/Buildings	8953	0.00	0.00	0.00	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%
<b>(c) TOTAL SOURCES</b>		0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>							
Transfers of Funds from Lapsed/Reorganized LEAs	7051	0.00	0.00	0.00	0.00	0.00	0.0%
All Other Financing Uses	7099	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL USES</b>		0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>							
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%
<b>(e) TOTAL CONTRIBUTIONS</b>		0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)		0.00	0.00	0.00	0.00		

2017-18 Second Interim  
Special Reserve Fund for Postemployment Benefits  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 201

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)
<b>A. REVENUES</b>								
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	774.00	193.00	193.00	New
<b>5) TOTAL REVENUES</b>			0.00	0.00	774.00	193.00		
<b>B. EXPENDITURES</b>								
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%
<b>9) TOTAL EXPENDITURES</b>			0.00	0.00	0.00	0.00		
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5 - B9)</b>								
			0.00	0.00	774.00	193.00		
<b>D. OTHER FINANCING SOURCES/USES</b>								
1) Interfund Transfers								
a) Transfers In		8800-8829	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%
<b>4) TOTAL OTHER FINANCING SOURCES/USES</b>			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)
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>			250,000.00	250,000.00	774.00	250,183.00		
<b>F. FUND BALANCE, RESERVES</b>								
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		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	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		

2017-18 Second Interim  
Special Reserve Fund for Postemployment Benefits  
Revenues, Expenditures, and Changes in Fund Balance

34 73973 0000000  
Form 201

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)
<b>OTHER LOCAL REVENUE</b>								
Interest		8860	0.00	0.00	774.00	193.00	193.00	None
Net Increase (Decrease) in the Fair Value of Investments		8862	0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL OTHER LOCAL REVENUE</b>			0.00	0.00	774.00	193.00	193.00	None
<b>TOTAL REVENUES</b>								
<b>INTERFUND TRANSFERS</b>								
<b>INTERFUND TRANSFERS IN</b>								
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%
<b>(a) TOTAL INTERFUND TRANSFERS IN</b>			250,000.00	250,000.00	0.00	250,000.00	0.00	0.0%
<b>INTERFUND TRANSFERS OUT</b>								
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>(b) TOTAL INTERFUND TRANSFERS OUT</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>OTHER SOURCES/USES</b>								
<b>SOURCES</b>								
Other Sources								
Transfers from Funds of Lapsed/Reorganized LEAs		8965	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(c) TOTAL SOURCES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>USES</b>								
Transfers of Funds from Lapsed/Reorganized LEAs		7851	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(d) TOTAL USES</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>CONTRIBUTIONS</b>								
Contributions from Restricted Revenues		8990	0.00	0.00	0.00	0.00	0.00	0.0%
<b>(e) TOTAL CONTRIBUTIONS</b>			0.00	0.00	0.00	0.00	0.00	0.0%
<b>TOTAL OTHER FINANCING SOURCES/USES</b> (a - b + c - d + e)								
			250,000.00	250,000.00	0.00	250,000.00		

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)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	39,879,256.00	6.15%	42,330,397.00	2.89%	43,554,417.00
2. Federal Revenues	8100-8299	7,258.00	0.00%	7,258.00	0.00%	7,258.00
3. Other State Revenues	8300-8599	1,272,069.00	58.11%	2,011,209.00	-60.58%	792,771.00
4. Other Local Revenues	8600-8799	242,452.00	0.00%	242,452.00	0.00%	242,452.00
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	(7,526,414.00)	9.57%	(8,246,547.00)	3.19%	(8,509,501.00)
6. Total (Sum lines A1 thru A5c)		33,874,621.00	7.29%	36,344,769.00	-0.71%	36,087,417.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				17,082,670.00		17,274,163.00
b. Step & Column Adjustment				191,493.00		188,806.00
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	17,082,670.00	1.12%	17,274,163.00	1.09%	17,462,969.00
2. Classified Salaries						
a. Base Salaries				4,766,935.00		4,868,232.00
b. Step & Column Adjustment				101,297.00		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	4,766,935.00	2.12%	4,868,232.00	1.72%	4,951,977.00
3. Employee Benefits	3000-3999	7,227,457.00	6.70%	7,711,707.00	6.91%	8,244,564.00
4. Books and Supplies	4000-4999	2,678,495.00	-49.56%	1,351,160.00	0.00%	1,351,160.00
5. Services and Other Operating Expenditures	5000-5999	3,880,906.00	-5.15%	3,680,987.00	0.00%	3,680,987.00
6. Capital Outlay	6000-6999	1,169,571.00	-97.86%	25,000.00	0.00%	25,000.00
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	(319,116.00)	-4.92%	(303,406.00)	-4.95%	(288,399.00)
9. Other Financing Uses						
a. Transfers Out	7600-7629	514,460.00	-2.81%	500,000.00	-50.00%	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)		37,001,378.00	-5.12%	35,107,843.00	1.62%	35,678,258.00
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)		(3,126,757.00)		1,236,926.00		409,159.00
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 011, line F1e)		7,565,765.85		4,439,008.85		5,675,934.85
2. Ending Fund Balance (Sum lines C and D1)		4,439,008.85		5,675,934.85		6,085,093.85
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	35,143.00		35,143.00		35,143.00
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	1,553,866.00		1,468,553.00		1,481,029.00
2. Unassigned/Unappropriated	9790	2,849,999.85		2,672,238.85		3,068,921.85
f. Total Components of Ending Fund Balance		4,439,008.85		5,675,934.85		6,085,093.85
(Line D3f must agree with line D2)						

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)
<b>E. AVAILABLE RESERVES</b>						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	1,553,866.00		1,468,553.00		1,481,029.00
c. Unassigned/Unappropriated	9790	2,849,999.85		2,672,238.85		3,068,921.85
(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	528,636.00		66,136.00		0.00
b. Reserve for Economic Uncertainties	9789	1,863,146.71		2,333,146.71		2,406,782.71
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves (Sum lines E1a thru E2c)		6,795,648.56		6,540,074.56		6,956,733.56
<b>F. ASSUMPTIONS</b>						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						

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)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	0.00	0.00%	0.00	0.00%	0.00
2. Federal Revenues	8100-8299	3,137,120.00	-14.58%	2,679,591.00	0.00%	2,679,591.00
3. Other State Revenues	8300-8599	1,436,021.00	-51.26%	699,848.00	0.13%	700,776.00
4. Other Local Revenues	8600-8799	1,925,053.00	-20.78%	1,525,053.00	0.00%	1,525,053.00
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	7,526,414.00	9.57%	8,246,547.00	3.19%	8,509,501.00
6. Total (Sum lines A1 thru A5c)		14,024,608.00	-6.23%	13,151,039.00	2.01%	13,414,921.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				4,056,161.00		4,008,077.00
b. Step & Column Adjustment				(48,084.00)		15,249.00
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	4,056,161.00	-1.19%	4,008,077.00	0.38%	4,023,326.00
2. Classified Salaries						
a. Base Salaries				2,999,710.00		3,068,219.00
b. Step & Column Adjustment				68,509.00		18,300.00
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	2,999,710.00	2.28%	3,068,219.00	0.60%	3,086,519.00
3. Employee Benefits	3000-3999	2,424,226.00	6.16%	2,573,673.00	5.96%	2,727,031.00
4. Books and Supplies	4000-4999	1,923,034.00	-37.60%	1,200,030.00	-12.38%	1,051,474.00
5. Services and Other Operating Expenditures	5000-5999	2,101,914.00	-8.34%	1,926,718.00	-5.10%	1,828,420.00
6. Capital Outlay	6000-6999	296,169.00	-68.53%	93,200.00	-26.82%	68,200.00
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	288,355.00	-5.45%	272,645.00	-5.50%	257,638.00
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)		14,794,123.00	-6.40%	13,847,116.00	-0.72%	13,747,162.00
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)		(769,515.00)		(696,077.00)		(332,241.00)
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 011, line F1e)		1,965,089.87		1,195,574.87		499,497.87
2. Ending Fund Balance (Sum lines C and D1)		1,195,574.87		499,497.87		167,256.87
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	0.00		0.00		0.00
b. Restricted	9740	1,195,574.87		499,497.87		167,256.87
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)		1,195,574.87		499,497.87		167,256.87

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)
<b>E. AVAILABLE RESERVES</b>						
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)						
<b>F. ASSUMPTIONS</b>						
Please provide below or on a separate attachment, the assumptions used to determine the projections for the first and second subsequent fiscal years. Further, please include an explanation for any significant expenditure adjustments projected in lines B1d, B2d, and B10. For additional information, please refer to the Budget Assumptions section of the SACS Financial Reporting Software User Guide.						

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)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	39,879,256.00	6.15%	42,330,397.00	2.89%	43,554,437.00
2. Federal Revenues	8100-8299	3,144,378.00	-14.55%	2,686,849.00	0.00%	2,686,849.00
3. Other State Revenues	8300-8599	2,708,090.00	0.11%	2,711,057.00	-44.91%	1,493,547.00
4. Other Local Revenues	8600-8799	2,167,505.00	-18.45%	1,767,505.00	0.00%	1,767,505.00
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)		47,899,229.00	3.33%	49,495,808.00	0.01%	49,502,338.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries						
a. Base Salaries				21,138,831.00		21,282,240.00
b. Step & Column Adjustment				143,409.00		204,055.00
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	21,138,831.00	0.68%	21,282,240.00	0.96%	21,486,295.00
2. Classified Salaries						
a. Base Salaries				7,766,645.00		7,936,451.00
b. Step & Column Adjustment				169,806.00		102,045.00
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	7,766,645.00	2.19%	7,936,451.00	1.29%	8,038,496.00
3. Employee Benefits	3000-3999	9,651,683.00	6.57%	10,285,380.00	6.67%	10,971,595.00
4. Books and Supplies	4000-4999	4,601,529.00	-44.56%	2,551,190.00	-5.82%	2,402,634.00
5. Services and Other Operating Expenditures	5000-5999	5,982,820.00	-6.27%	5,607,705.00	-1.75%	5,509,407.00
6. Capital Outlay	6000-6999	1,465,740.00	-91.94%	118,200.00	-21.15%	93,200.00
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	-2.81%	500,000.00	-50.00%	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)		51,795,501.00	-5.48%	48,954,959.00	0.96%	49,425,420.00
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)		(3,896,272.00)		540,849.00		76,918.00
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance (Form 011, line F1e)		9,530,855.72		5,634,583.72		6,175,432.72
2. Ending Fund Balance (Sum lines C and D1)		5,634,583.72		6,175,432.72		6,252,350.72
3. Components of Ending Fund Balance (Form 011)						
a. Nonspendable	9710-9719	35,143.00		35,143.00		35,143.00
b. Restricted	9740	1,195,574.87		499,497.87		167,256.87
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	1,553,866.00		1,468,553.00		1,481,029.00
2. Unassigned/Unappropriated	9790	2,849,999.85		2,672,238.85		3,068,921.85
f. Total Components of Ending Fund Balance		5,634,583.72		6,175,432.72		6,252,350.72
(Line D3f must agree with line D2)						

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)
<b>E. AVAILABLE RESERVES (Unrestricted except as noted)</b>						
1. General Fund						
a. Stabilization Arrangements	9750	0.00		0.00		0.00
b. Reserve for Economic Uncertainties	9789	1,553,866.00		1,468,553.00		1,481,029.00
c. Unassigned/Unappropriated	9790	2,849,999.85		2,672,238.85		3,068,921.85
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	528,636.00		66,136.00		0.00
b. Reserve for Economic Uncertainties	9789	1,863,146.71		2,333,146.71		2,406,782.71
c. Unassigned/Unappropriated	9790	0.00		0.00		0.00
3. Total Available Reserves - by Amount (Sum lines E1 thru E2c)		6,795,648.56		6,540,874.56		6,956,733.56
4. Total Available Reserves - by Percent (Line E3 divided by Line F3c)		13.12%		13.36%		14.08%
<b>F. RECOMMENDED RESERVES</b>						
1. Special Education Pass-through Exclusions						
For districts that serve as the administrative unit (AU) of a special education local plan area (SELPA):						
a. Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?	Yes					
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 AI, Estimated P-2 ADA column, Lines A4 and C4; enter projections)		4,142.63		4,142.63		4,161.96
3. Calculating the Reserves						
a. Expenditures and Other Financing Uses (Line B11)		51,795,501.00		48,954,959.00		49,425,420.00
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)		51,795,501.00		48,954,959.00		49,425,420.00
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)		1,553,865.03		1,468,648.77		1,482,762.60
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)		1,553,865.03		1,468,648.77		1,482,762.60
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)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
1. LCFF/Revenue Limit Sources	8010-8099	0.00	0.00%		0.00%	
2. Federal Revenues	8100-8299	1,574,367.00	-100.00%		0.00%	
3. Other State Revenues	8300-8599	123,000.00	-100.00%		0.00%	
4. Other Local Revenues	8600-8799	306,050.00	-100.00%		0.00%	
5. Other Financing Sources						
a. Transfers In	8900-8929	0.00	0.00%		0.00%	
b. Other Sources	8930-8979	0.00	0.00%		0.00%	
c. Contributions	8980-8999	0.00	0.00%		0.00%	
6. Total (Sum lines A1 thru A5c)		2,003,417.00	-100.00%	0.00	0.00%	0.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
1. Certificated Salaries	1000-1999	0.00	0.00%		0.00%	
2. Classified Salaries	2000-2999	635,643.00	-100.00%		0.00%	
3. Employee Benefits	3000-3999	274,049.00	-100.00%		0.00%	
4. Books and Supplies	4000-4999	894,093.00	-100.00%		0.00%	
5. Services and Other Operating Expenditures	5000-5999	72,100.00	-100.00%		0.00%	
6. Capital Outlay	6000-6999	0.00	0.00%		0.00%	
7. Other Outgo (excluding Transfers of Indirect Costs)	7100-7299, 7400-7499	0.00	0.00%		0.00%	
8. Other Outgo - Transfers of Indirect Costs	7300-7399	0.00	0.00%		0.00%	
9. Other Financing Uses						
a. Transfers Out	7600-7629	0.00	0.00%		0.00%	
b. Other Uses	7630-7699	0.00	0.00%		0.00%	
10. Other Adjustments (Explain in Section E below)						
11. Total (Sum lines B1 thru B10)		1,875,887.00	-100.00%	0.00	0.00%	0.00
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)		129,530.00		0.00		0.00
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance	9791-9795	31,490.94		161,020.94		161,020.94
2. Ending Fund Balance (Sum lines C and D1)		161,020.94		161,020.94		161,020.94
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	0.00				
b. Restricted	9740	161,020.94				
c. Committed						
1. Stabilization Arrangements	9750	0.00				
2. Other Commitments	9760	0.00				
d. Assigned	9780	0.00				
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	0.00				
2. Unassigned/Unappropriated	9790	0.00		161,020.94		161,020.94
f. Total Components of Ending Fund Balance (Line D3f must agree with Line D2)		161,020.94		161,020.94		161,020.94

**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)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
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>B. EXPENDITURES AND OTHER FINANCING USES</b>						
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%	
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
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b> (Line A6 minus line B11)						
		7,500.00		7,500.00		7,500.00
<b>D. FUND BALANCE</b>						
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	528,636.00		66,136.00		0.00
2. Other Commitments	9760	0.00		0.00		0.00
d. Assigned	9780	0.00		0.00		0.00
e. Unassigned/Unappropriated						
1. Reserve for Economic Uncertainties	9789	1,863,146.71		0.00		0.00
2. Unassigned/Unappropriated	9790	0.00		2,333,146.71		2,406,782.71
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)						
<b>A. REVENUES AND OTHER FINANCING SOURCES</b>						
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	462,500.00	0.00%	462,500.00	0.00%	462,500.00
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)		462,500.00	0.00%	462,500.00	0.00%	462,500.00
<b>B. EXPENDITURES AND OTHER FINANCING USES</b>						
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
<b>C. NET INCREASE (DECREASE) IN FUND BALANCE</b>						
(Line A6 minus line B11)		462,500.00		462,500.00		462,500.00
<b>D. FUND BALANCE</b>						
1. Net Beginning Fund Balance	9791-9795	(991,135.21)		(528,635.21)		(66,135.21)
2. Ending Fund Balance (Sum lines C and D1)		(528,635.21)		(66,135.21)		396,364.79
3. Components of Ending Fund Balance						
a. Nonspendable	9710-9719	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	(528,635.21)		(66,135.21)		396,364.79
f. Total Components of Ending Fund Balance		(528,635.21)		(66,135.21)		396,364.79
(Line D3f must agree with Line D2)		(528,635.21)		(66,135.21)		396,364.79
<b>E. ASSUMPTIONS</b>						
Please provide below or on a separate attachment the assumptions used to determine the projections for the first and second subsequent fiscal years.						

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)
<b>A. DISTRICT</b>						
<b>1. Total District Regular ADA</b> 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	4,142.63	4,201.78	2.74	0%
<b>2. Total Basic Aid Choice/Court Ordered Voluntary Pupil Transfer Regular ADA</b> 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%
<b>3. Total Basic Aid Open Enrollment Regular ADA</b> 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%
<b>4. Total, District Regular ADA</b> (Sum of Lines A1 through A3)	4,199.04	4,199.04	4,142.63	4,201.78	2.74	0%
<b>5. District Funded County Program ADA</b>						
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%
<b>g. Total, District Funded County Program ADA</b> (Sum of Lines A5a through A5f)	83.05	83.05	83.34	83.34	0.29	0%
<b>6. TOTAL DISTRICT ADA</b> (Sum of Line A4 and Line A5g)	4,282.09	4,282.09	4,225.97	4,285.12	3.03	0%
<b>7. Adults In Correctional Facilities</b>	0.00	0.00	0.00	0.00	0.00	0%
<b>8. Charter School ADA</b> (Enter Charter School ADA using Tab C. Charter School ADA)						

Center Joint Unified  
Sacramento County

Second Interim  
2017-18 INTERIM REPORT  
Cashflow Worksheet - Budget Year (1)

34 73973 0000000  
Form CASH

		Object	July	August	September	October	November	December	January	February
ACTUALS THROUGH THE MONTH OF (Enter Month Name)										
A. BEGINNING CASH			11,244,462.00	10,059,341.00	7,633,951.00	8,105,683.82	5,912,905.86	4,328,389.00	7,581,763.72	8,862,098.72
B. RECEIPTS										
LCFF/Revenue Limit Sources										
Principal Apportionment	8010-8019		1,364,747.00	1,364,747.00	3,821,724.00	2,456,544.00	2,456,544.00	3,821,725.00	2,456,544.00	2,392,167.00
Property Taxes	8020-8079		0.00	69,948.00	(796.00)	32,254.00	92,227.00	0.00	4,882,690.00	0.00
Miscellaneous Funds	8080-8099		0.00	161.00	6.00	0.00	18.00	0.00	10.00	2.00
Federal Revenue	8100-8299		28,739.00	28,115.00	54,617.00	(12,877.00)	10,946.00	532,713.00	58,232.00	200,000.00
Other State Revenue	8300-8599		22,368.00	51,447.00	365,378.00	(195,854.00)	0.00	565,631.00	(60,833.00)	314,990.00
Other Local Revenue	8600-8799		111,314.00	191,159.00	227,551.00	186,982.00	187,715.00	178,168.00	216,951.00	170,000.00
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			1,527,166.00	1,705,577.00	4,468,478.00	2,467,049.00	2,747,448.00	5,098,237.00	7,553,594.00	3,077,159.00
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	85,257.00	3,934,622.00	1,900,000.00
Classified Salaries	2000-2999		309,410.00	659,464.00	660,589.00	670,562.00	684,535.00	636,496.00	927,839.00	693,310.00
Employee Benefits	3000-3999		310,299.00	1,082,211.00	844,461.00	844,542.00	925,064.00	292,166.00	1,476,339.00	849,255.00
Books and Supplies	4000-4999		(2,342.00)	214,115.00	275,039.00	518,498.00	271,563.00	65,799.00	198,335.00	712,445.00
Services	5000-5999		61,663.00	354,269.00	492,533.00	607,952.00	391,150.00	301,014.00	521,177.00	557,802.00
Capital Outlay	6000-6599		0.00	15,139.00	47,750.00	21,148.00	98,955.00	0.00	189,862.00	175,528.00
Other Outgo	7000-7499		0.00	18,350.00	4,268.00	0.00	0.00	0.00	8,496.00	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	4,558,506.00	4,720,956.00	1,380,732.00	7,256,670.00	5,013,340.00
D. BALANCE SHEET ITEMS										
Assets and Deferred Outflows										
Cash Not In Treasury	9111-9199	10,000.00								
Accounts Receivable	9200-9299	547,448.00	(2,516.00)	(30,003.00)	(8,213.00)	236,873.00	33,051.00	49,104.00	143,557.00	125,595.00
Due From Other Funds	9310	140,159.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Stores	9320	4,504.00								
Prepaid Expenditures	9330	262,365.00								
Other Current Assets	9340	0.00								
Deferred Outflows of Resources	9490	0.00								
SUBTOTAL		964,478.00	(2,516.00)	(30,003.00)	(8,213.00)	236,873.00	33,051.00	49,104.00	143,557.00	125,595.00
Liabilities and Deferred Inflows										
Accounts Payable	9500-9599	1,716,585.00	1,434,772.00	(74,447.00)	(247,666.00)	338,441.00	(355,566.00)	512,249.00	(839,854.00)	946,656.00
Due To Other Funds	9610	367,815.00								
Current Loans	9640	0.00								
Unearned Revenues	9650	593,683.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	593,683.00
Deferred Inflows of Resources	9690	0.00								
SUBTOTAL		2,678,083.00	1,434,772.00	(74,447.00)	(247,666.00)	338,441.00	(355,566.00)	512,249.00	(839,854.00)	1,542,339.00
Nonoperating										
Suspense Clearing	9910	0.00	0.00	0.00	1,378.62	247.24	(1,625.86)	1,014.72	0.00	0.00
TOTAL BALANCE SHEET ITEMS		(1,713,607.00)	(1,437,288.00)	44,444.00	240,831.62	(101,320.78)	388,991.14	(462,130.28)	983,411.00	(1,416,744.00)
E. NET INCREASE/DECREASE (B - C + D)			(1,185,121.00)	(2,425,390.00)	471,732.62	(2,192,777.78)	(1,586,518.86)	3,255,374.72	1,280,335.00	(3,352,925.00)
F. ENDING CASH (A + E)			10,059,341.00	7,633,951.00	8,105,683.62	5,912,905.86	4,328,389.00	7,581,763.72	8,862,098.72	5,509,173.72
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS										

Center Joint Unified  
Sacramento County

Second Interim  
2017-18 INTERIM REPORT  
Cashflow Worksheet - Budget Year (1)

34 73973 0000000  
Form CASH

	Object	March	April	May	June	Accruals	Adjustments	TOTAL	BUDGET
ACTUALS THROUGH THE MONTH OF (Enter Month Name):									
A. BEGINNING CASH		5,509,173.72	5,138,221.72	4,846,040.72	4,479,007.72				
B. RECEIPTS									
LCFF/Revenue Limit Sources									
Principal Apportionment	8010-8019	3,729,306.00	2,392,167.00	2,392,167.00	3,447,007.00	0.00	0.00	32,095,391.00	32,095,391.00
Property Taxes	8020-8079	43,117.00	1,516,753.00	791,403.00	354,069.00	0.00	0.00	7,783,685.00	7,783,685.00
Miscellaneous Funds	8080-8099	2.00	3.00	0.00	0.00	0.00	0.00	200.00	200.00
Federal Revenue	8100-8299	600,000.00	200,000.00	200,000.00	615,017.00	628,878.00	0.00	3,144,378.00	3,144,378.00
Other State Revenue	8300-8599	314,990.00	314,990.00	699,997.00	314,990.00	0.00	0.00	2,708,090.00	2,708,090.00
Other Local Revenue	8600-8799	170,000.00	170,000.00	170,000.00	170,000.00	17,685.00	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		4,857,417.00	4,595,913.00	4,253,567.00	4,901,083.00	646,541.00	0.00	47,899,229.00	47,899,229.00
C. DISBURSEMENTS									
Certificated Salaries	1000-1999	1,900,000.00	1,900,000.00	2,100,000.00	232,890.00	500,000.00	0.00	21,138,831.00	21,138,831.00
Classified Salaries	2000-2999	693,310.00	693,310.00	533,310.00	444,510.00	180,000.00	0.00	7,766,845.00	7,766,845.00
Employee Benefits	3000-3999	849,255.00	849,255.00	849,355.00	469,478.00	210,003.00	0.00	9,851,683.00	9,851,683.00
Books and Supplies	4000-4999	712,445.00	712,445.00	302,447.00	301,109.00	319,631.00	0.00	4,601,529.00	4,601,529.00
Services	5000-5999	557,802.00	557,802.00	557,802.00	605,952.00	415,902.00	0.00	5,982,820.00	5,982,820.00
Capital Outlay	6000-6599	175,282.00	175,282.00	175,282.00	175,287.00	218,245.00	0.00	1,465,740.00	1,465,740.00
Other Outgo	7000-7499	340,275.00	0.00	302,404.00	0.00	0.00	0.00	673,793.00	673,793.00
Interfund Transfers Out	7600-7829	0.00	0.00	0.00	389,480.00	0.00	0.00	514,480.00	514,480.00
All Other Financing Uses	7630-7699	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL DISBURSEMENTS		5,228,369.00	4,888,094.00	4,620,600.00	2,618,466.00	1,821,781.00	0.00	51,795,501.00	51,795,501.00
D. BALANCE SHEET ITEMS									
Assets and Deferred Outflows									
Cash Not in Treasury	9111-9199							0.00	
Accounts Receivable	9200-9299							547,448.00	
Due From Other Funds	9310	0.00	0.00	0.00	140,159.00			140,159.00	
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	140,159.00	0.00	0.00	687,607.00	
Liabilities and Deferred Inflows									
Accounts Payable	9500-9599							1,716,585.00	
Due To Other Funds	9610				367,815.00			367,815.00	
Current Loans	9640							0.00	
Unearned Revenues	9650							593,683.00	
Deferred Inflows of Resources	9690							0.00	
SUBTOTAL		0.00	0.00	0.00	367,815.00	0.00	0.00	2,678,083.00	
Nonoperating									
Suspense Clearing	9910							1,014.72	
TOTAL BALANCE SHEET ITEMS		0.00	0.00	0.00	(227,656.00)	0.00	0.00	(1,989,461.28)	
E. NET INCREASE/DECREASE (B - C + D)		(370,952.00)	(292,181.00)	(367,033.00)	2,054,961.00	(1,175,240.00)	0.00	(5,885,733.28)	(3,896,272.00)
F. ENDING CASH (A + E)		5,138,221.72	4,846,040.72	4,479,007.72	6,533,968.72				
G. ENDING CASH, PLUS CASH ACCRUALS AND ADJUSTMENTS								5,358,728.72	

### Part I - General Administrative Share of Plant Services Costs

**A. Salaries and Benefits - Other General Administration and Centralized Data Processing**

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### B. Salaries and Benefits - All Other Activities

### C. Percentage of Plant Services Costs Attributable to General Administration

## Part II - Adjustments for Employment 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.

### A. Normal Separation Costs (optional)

**B. Abnormal or Mass Separation Costs (required)**

**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)	2,043,693.00
2. Centralized Data Processing, less portion charged to restricted resources or specific goals (Function 7700, objects 1000-5999, minus Line B10)	802,637.00
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)	227,182.54
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)	3,101,012.54
9. Carry-Forward Adjustment (Part IV, Line F)	678,900.09
10. Total Adjusted Indirect Costs (Line A8 plus Line A9)	3,779,912.63

**B. Base Costs**

1. Instruction (Functions 1000-1999, objects 1000-5999 except 5100)	31,368,756.00
2. Instruction-Related Services (Functions 2000-2999, objects 1000-5999 except 5100)	4,792,495.00
3. Pupil Services (Functions 3000-3999, objects 1000-5999 except 5100)	3,327,007.00
4. Ancillary Services (Functions 4000-4999, objects 1000-5999 except 5100)	470,860.00
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)	470,309.00
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)	5,438,217.46
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)	359,053.00
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)	1,875,887.00
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)	48,829,997.46

**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)

6.35%

**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](http://www.cde.ca.gov/fg/ac/lc))  
(Line A10 divided by Line B18)

7.74%

**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.

<b>A. Indirect costs incurred in the current year (Part III, Line A8)</b>	<u>3,101,012.54</u>
<b>B. Carry-forward adjustment from prior year(s)</b>	
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>
<b>C. Carry-forward adjustment for under- or over-recovery in the current year</b>	
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>678,900.09</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>
<b>D. Preliminary carry-forward adjustment (Line C1 or C2)</b>	<u>678,900.09</u>
<b>E. Optional allocation of negative carry-forward adjustment over more than one year</b>	
<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>
<b>F. Carry-forward adjustment used in Part III, Line A9 (Line D minus amount deferred if Option 2 or Option 3 is selected)</b>	<u>678,900.09</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	1,463,259.00	69,212.00	4.73%
01	3310	1,818,914.00	76,414.00	4.20%
01	3315	35,889.00	1,697.00	4.73%
01	3320	117,671.00	5,299.00	4.50%
01	3327	47,013.00	1,655.00	3.52%
01	3410	100,933.00	4,517.00	4.48%
01	4035	177,242.00	8,201.00	4.63%
01	4203	138,903.00	2,707.00	1.95%
01	5630	31,865.00	1,194.00	3.75%
01	6230	120,954.00	5,710.00	4.72%
01	6264	118,998.00	5,628.00	4.73%
01	6385	32,712.00	1,488.00	4.55%
01	6387	433,352.00	19,832.00	4.58%
01	6512	271,308.00	12,607.00	4.65%
01	6520	96,765.00	4,400.00	4.55%
01	7220	71,430.00	3,375.00	4.72%
01	7338	111,492.00	5,077.00	4.55%
01	8150	1,255,188.00	58,850.00	4.69%
01	9010	10,393.00	492.00	4.73%
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 first interim projections.

District's ADA Standard Percentage Range: **-2.0% to +2.0%**

#### 1A. Calculating the District's ADA Variances

**DATA ENTRY:** First Interim data that exist will be extracted into the first column, otherwise, enter data for all fiscal years. Second 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	First Interim Projected Year Totals (Form 01CSI, Item 1A)	Second Interim Projected Year Totals (Form AI, Lines A4 and C4)	Percent Change	Status
Current Year (2017-18)				
District Regular	4,199.40	4,201.78		
Charter School	0.00	0.00		
<b>Total ADA</b>	<b>4,199.40</b>	<b>4,201.78</b>	<b>0.1%</b>	<b>Met</b>
1st Subsequent Year (2018-19)				
District Regular	4,168.45	4,142.63		
Charter School	0.00	0.00		
<b>Total ADA</b>	<b>4,168.45</b>	<b>4,142.63</b>	<b>-0.6%</b>	<b>Met</b>
2nd Subsequent Year (2019-20)				
District Regular	4,202.45	4,161.98		
Charter School	0.00	0.00		
<b>Total ADA</b>	<b>4,202.45</b>	<b>4,161.98</b>	<b>-1.0%</b>	<b>Met</b>

#### 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 first interim projections 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 first interim projections.

District's Enrollment Standard Percentage Range: -2.0% to +2.0%

2A. Calculating the District's Enrollment Variances

DATA ENTRY: First Interim data that exist will be extracted; otherwise, enter data into the first column for all fiscal years. Enter data in the second column for all 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
	First Interim (Form 01CSI, Item 2A)	Second Interim CBEDS/Projected		
Current Year (2017-18)				
District Regular	4,327	4,327		
Charter School				
Total Enrollment	4,327	4,327	0.0%	Met
1st Subsequent Year (2018-19)				
District Regular	4,327	4,327		
Charter School				
Total Enrollment	4,327	4,327	0.0%	Met
2nd Subsequent Year (2019-20)				
District Regular	4,364	4,364		
Charter School				
Total Enrollment	4,364	4,364	0.0%	Met

2B. Comparison of District Enrollment to the Standard

DATA ENTRY: Enter an explanation if the standard is not met.

1a. STANDARD MET - Enrollment projections have not changed since first interim projections by more than two percent for the current year and two subsequent fiscal years.

Explanation:  
(required if NOT met)

### 3. CRITERION: ADA to Enrollment

**STANDARD:** Projected second period (P-2) average daily attendance (ADA) to enrollment ratio for any of the current fiscal year or two subsequent fiscal years has not increased from the historical average ratio from the three prior fiscal years by more than one half of one percent (0.5%).

#### 3A. Calculating the District's ADA to Enrollment Standard

**DATA ENTRY:** Unaudited Actuals data that exist will be extracted into the P-2 ADA column for the First Prior Year; otherwise, enter First Prior Year data. P-2 ADA for the second and third prior years are preloaded. First Interim data that exist will be extracted into the Enrollment column; otherwise, enter Enrollment data for all fiscal years. 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 01CSI, Item 3A)	Historical Ratio of ADA to Enrollment
Third Prior Year (2014-15)			
District Regular	4,212	4,533	
Charter School			
<b>Total ADA/Enrollment</b>	<b>4,212</b>	<b>4,533</b>	<b>92.9%</b>
Second Prior Year (2015-16)			
District Regular	4,247	4,523	
Charter School			
<b>Total ADA/Enrollment</b>	<b>4,247</b>	<b>4,523</b>	<b>93.9%</b>
First Prior Year (2016-17)			
District Regular	4,189	4,428	
Charter School	0		
<b>Total ADA/Enrollment</b>	<b>4,189</b>	<b>4,428</b>	<b>94.6%</b>
<b>Historical Average Ratio:</b>			<b>93.9%</b>
<b>District's ADA to Enrollment Standard (historical average ratio plus 0.5%):</b>			<b>94.4%</b>

#### 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 A1, Lines A4 and C4)	Enrollment CBEDS/Projected (Criterion 2, Item 2A)	Ratio of ADA to Enrollment	Status
Current Year (2017-18)				
District Regular	4,143	4,327		
Charter School	0			
<b>Total ADA/Enrollment</b>	<b>4,143</b>	<b>4,327</b>	<b>95.7%</b>	<b>Not Met</b>
1st Subsequent Year (2018-19)				
District Regular	4,143	4,327		
Charter School				
<b>Total ADA/Enrollment</b>	<b>4,143</b>	<b>4,327</b>	<b>95.7%</b>	<b>Not Met</b>
2nd Subsequent Year (2019-20)				
District Regular	4,162	4,364		
Charter School				
<b>Total ADA/Enrollment</b>	<b>4,162</b>	<b>4,364</b>	<b>95.4%</b>	<b>Not Met</b>

#### 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)

ADA has been trending upward, and current data supports the 95.x% estimate.

#### 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 first interim projections.

District's LCFF Revenue Standard Percentage Range: -2.0% to +2.0%

##### 4A. Calculating the District's Projected Change in LCFF Revenue

**DATA ENTRY:** First Interim data that exist will be extracted; otherwise, enter data into the first column. In the Second Interim column, Current Year data are extracted; enter data for the two subsequent years.

Fiscal Year	LCFF Revenue (Fund 01, Objects 8011, 8012, 8020-8089)		Percent Change	Status
	First Interim (Form 01CSI, Item 4A)	Second Interim Projected Year Totals		
Current Year (2017-18)	39,804,478.00	39,879,256.00	0.2%	Met
1st Subsequent Year (2018-19)	41,480,953.00	42,330,397.00	2.1%	Not Met
2nd Subsequent Year (2019-20)	43,218,698.00	43,554,437.00	0.8%	Met

##### 4B. Comparison of District LCFF Revenue to the Standard

**DATA ENTRY:** Enter an explanation if the standard is not met.

- 1a. **STANDARD NOT MET** - Projected LCFF revenue has changed since first interim projections by more than two percent in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard and a description of the methods and assumptions used in projecting LCFF revenue.

Explanation:  
(required if NOT met)

Figures reflect FCMAT Calculator projections based on Governor's January budget proposal

**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)	25,223,056.61	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-B6, B10)		
Current Year (2017-18)	29,077,062.00	36,486,918.00	79.7%	Not Met
1st Subsequent Year (2018-19)	29,854,102.00	34,607,843.00	86.3%	Met
2nd Subsequent Year (2019-20)	30,659,510.00	35,428,258.00	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 NOT MET** - Projected ratio of unrestricted salary and benefit costs to total unrestricted expenditures has changed by more than the standard in any of the current year or two subsequent fiscal years. Provide reasons why the change(s) exceed the standard and a description of the methods and assumptions used in projecting salaries and benefits.

Explanation:  
(required if NOT met)

One-time expenditures of more than \$2.6 million have, for this year, inflated the ratio of non-salary areas.

**6. CRITERION: Other Revenues and Expenditures**

**STANDARD:** Projected operating revenues (including federal, other state and other local) or expenditures (including books and supplies, and services and other operating), for any of the current fiscal year or two subsequent fiscal years, have not changed by more than five percent since first interim projections.

Changes that exceed five percent in any major object category must be explained.

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:** First Interim data that exist will be extracted; otherwise, enter data into the first column. Second Interim data for the Current Year are extracted. If Second Interim Form MYP 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	First Interim Projected Year Totals (Form 01CSI, Item 6A)	Second Interim Projected Year Totals (Fund 01) (Form MYP)	Percent Change	Change is Outside Explanation Range
<b>Federal Revenue (Fund 01, Objects 5100-5299) (Form MYP, Line A2)</b>				
Current Year (2017-18)	3,131,388.00	3,144,378.00	0.4%	No
1st Subsequent Year (2018-19)	2,673,913.00	2,886,849.00	0.5%	No
2nd Subsequent Year (2019-20)	2,673,913.00	2,886,849.00	0.5%	No

Explanation:  
(required if Yes)

<b>Other State Revenue (Fund 01, Objects 8300-8599) (Form MYP, Line A3)</b>				
Current Year (2017-18)	2,701,154.00	2,708,090.00	0.3%	No
1st Subsequent Year (2018-19)	1,357,693.00	2,711,057.00	99.7%	Yes
2nd Subsequent Year (2019-20)	1,357,693.00	1,493,547.00	10.0%	Yes

Explanation:  
(required if Yes)

One-Time Discretionary Mandate Claims were not included in 2018-19 at First Interim. For Second Interim, \$1,222,076 was included for the Discretionary Funds as was about \$185,000 for the Mandate Block Grant. About \$168,000 was included in year 2019-20 for the Mandate Block Grant.

<b>Other Local Revenue (Fund 01, Objects 8600-8799) (Form MYP, Line A4)</b>				
Current Year (2017-18)	2,167,505.00	2,167,505.00	0.0%	No
1st Subsequent Year (2018-19)	2,131,329.00	1,767,505.00	-17.1%	Yes
2nd Subsequent Year (2019-20)	2,131,329.00	1,767,505.00	-17.1%	Yes

Explanation:  
(required if Yes)

Twin Rivers USD is leaving our SELPA which will result in an approximate loss in funding of \$400,000.

<b>Books and Supplies (Fund 01, Objects 4000-4999) (Form MYP, Line B4)</b>				
Current Year (2017-18)	3,918,130.79	4,601,529.00	17.4%	Yes
1st Subsequent Year (2018-19)	2,750,911.00	2,551,190.00	-7.3%	Yes
2nd Subsequent Year (2019-20)	2,750,911.00	2,402,634.00	-13.0%	Yes

Explanation:  
(required if Yes)

17-18) One-time expenditures were added to the budget or expended since First Interim. 18-19 and 19-20) The decrease reflects the removal of one-time expenditures, carry-over, and grant funding that will end.

<b>Services and Other Operating Expenditures (Fund 01, Objects 5000-5999) (Form MYP, Line B5)</b>				
Current Year (2017-18)	5,399,589.00	5,982,820.00	10.8%	Yes
1st Subsequent Year (2018-19)	4,911,110.00	5,607,705.00	14.2%	Yes
2nd Subsequent Year (2019-20)	4,911,110.00	5,509,407.00	12.2%	Yes

Explanation:  
(required if Yes)

Costs associated with providing services for our special education students have increased. The District and Sites are participating in more professional development than they have in the recent past.

**6B. Calculating the District's Change in Total Operating Revenues and Expenditures**

DATA ENTRY: All data are extracted or calculated.

Object Range / Fiscal Year	First Interim Projected Year Totals	Second Interim Projected Year Totals	Percent Change	Status
<b>Total Federal, Other State, and Other Local Revenue (Section 6A)</b>				
Current Year (2017-18)	8,000,045.00	8,019,973.00	0.2%	Met
1st Subsequent Year (2018-19)	8,162,935.00	7,165,411.00	16.3%	Not Met
2nd Subsequent Year (2019-20)	8,162,935.00	5,947,901.00	-3.5%	Met
<b>Total Books and Supplies, and Services and Other Operating Expenditures (Section 6A)</b>				
Current Year (2017-18)	9,317,719.79	10,584,349.00	13.6%	Not Met
1st Subsequent Year (2018-19)	7,662,021.00	8,158,895.00	6.5%	Not Met
2nd Subsequent Year (2019-20)	7,672,021.00	7,912,041.00	3.1%	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 first interim projections 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)

Explanation:

Other State Revenue  
(linked from 6A  
if NOT met)

Explanation:

Other Local Revenue  
(linked from 6A  
if NOT met)

- 1b. STANDARD NOT MET - One or more total operating expenditures have changed since first interim projections 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)

Explanation:

Services and Other Exps  
(linked from 6A  
if NOT met)

17-18) One-time expenditures were added to the budget or expended since First Interim. 18-19 and 19-20) The decrease reflects the removal of one-time expenditures, carry-over, and grant funding that will end.

Costs associated with providing services for our special education students have increased. The District and Sites are participating in more professional development than they have in the recent past.

7. CRITERION: Facilities Maintenance

STANDARD: Identify changes that have occurred since first interim projections in the projected contributions for facilities maintenance funding as required pursuant to Education Code 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 First Interim data does not exist. If EC 17070.75(e)(1) and (e)(2) apply, input 3%. First Interim data that exist will be extracted; otherwise, enter First Interim data into lines 1 and 2. All other data are extracted.

	Required Minimum Contribution	Second Interim Contribution Projected Year Totals (Fund 01, Resource 8150, Objects 8900-8999)	Status
1. OMMA/RMA Contribution	973,938.00	1,029,634.00	Met
2. First Interim Contribution (Information only) (Form 01CSI, First Interim, Criterion 7, Line 1)		1,029,634.00	

If status is not met, enter an X in the box that best describes why the minimum required contribution was not made:

<input type="checkbox"/>	Not applicable (district does not participate in the Leroy F. Greene School Facilities Act of 1998)
<input type="checkbox"/>	Exempt (due to district's small size [EC Section 17070.75 (b)(2)(E)])
<input type="checkbox"/>	Other (explanation must be provided)

Explanation:  
(required if NOT met  
and Other is marked)

**8. CRITERION: Deficit Spending**

**STANDARD:** Unrestricted deficit spending (total unrestricted expenditures and other financing uses is greater than total unrestricted revenues and other financing sources) as a percentage of total unrestricted expenditures and other financing uses, has not exceeded one-third of the district's available reserves<sup>1</sup> as a percentage of total expenditures and other financing uses<sup>2</sup> in any of the current fiscal year or two subsequent fiscal years.

<sup>1</sup>Available reserves are the unrestricted amounts in the Reserve for Economic Uncertainties and the Unassigned/Unappropriated accounts in the General Fund and the Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup>A school district that is the Administrative Unit of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

**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)	13.1%	13.4%	14.1%
District's Deficit Spending Standard Percentage Levels (one-third of available reserve percentage):	4.4%	4.5%	4.7%

**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)	(3,128,757.00)	37,001,378.00	8.5%	Not Met
1st Subsequent Year (2018-19)	1,236,926.00	35,107,843.00	N/A	Met
2nd Subsequent Year (2019-20)	408,159.00	35,678,258.00	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 NOT MET** - Unrestricted deficit spending has exceeded the standard percentage level in any of the current year or two subsequent fiscal years. Provide reasons for the deficit spending, a description of the methods and assumptions used in balancing the unrestricted budget, and what changes will be made to ensure that the budget deficits are eliminated or are balanced within the standard.

Explanation:  
(required if NOT met)

Deficit spending is a result of making one-time expenditures.

**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 (Form 011, Line F2 ) (Form MYPI, Line D2)		Status
Current Year (2017-18)		5,634,583.72	Met
1st Subsequent Year (2018-19)		6,175,432.72	Met
2nd Subsequent Year (2019-20)		6,252,350.72	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 (Form CASH, Line F, June Column)		Status
Current Year (2017-18)		6,532,954.00	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 reserves<sup>1</sup> for any of the current fiscal year or two subsequent fiscal years are not less than the following percentages or amounts<sup>2</sup> as applied to total expenditures and other financing uses<sup>3</sup>:

**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

<sup>1</sup> Available reserves are the unrestricted amounts in the Reserve for Economic Uncertainties and the Unassigned/Unappropriated accounts in the General Fund and Special Reserve Fund for Other Than Capital Outlay Projects. Available reserves will be reduced by any negative ending balances in restricted resources in the General Fund.

<sup>2</sup> Dollar amounts to be adjusted annually by the prior year statutory cost-of-living adjustment (Education Code Section 42238), rounded to the nearest thousand.

<sup>3</sup> A school district that is the Administrative Unit (AU) of a Special Education Local Plan Area (SELPA) may exclude from its expenditures the distribution of funds to its participating members.

	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.)	4,143	4,143	4,162
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):

- Do you choose to exclude from the reserve calculation the pass-through funds distributed to SELPA members?
- If you are the SELPA AU and are excluding special education pass-through funds:

Yes

- Enter the name(s) of the SELPA(s):

- Special Education Pass-through Funds  
(Fund 10, resources 3300-3499 and 6500-6540,  
objects 7211-7213 and 7221-7223)

Current Year Projected Year Totals (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
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)	51,795,501.00	48,954,959.00	49,425,420.00
2. Plus: Special Education Pass-through (Criterion 10A, Line 2b, if Criterion 10A, Line 1 is No)			
3. Total Expenditures and Other Financing Uses (Line B1 plus Line B2)	51,795,501.00	48,954,959.00	49,425,420.00
4. Reserve Standard Percentage Level	3%	3%	3%
5. Reserve Standard - by Percent (Line B3 times Line B4)	1,553,865.03	1,468,648.77	1,482,762.60
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)	1,553,865.03	1,468,648.77	1,482,762.60

**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	Current Year Projected Year Totals (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
(Unrestricted resources 0000-9999 except Line 4)			
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)	1,553,866.00	1,488,553.00	1,481,029.00
3. General Fund - Unassigned/Unappropriated Amount (Fund 01, Object 9790) (Form MYPI, Line E1c)	2,849,999.85	2,672,238.85	3,068,921.85
4. General Fund - Negative Ending Balances in Restricted Resources (Fund 01, Object 9792, 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)	528,836.00	68,136.00	0.00
6. Special Reserve Fund - Reserve for Economic Uncertainties (Fund 17, Object 9789) (Form MYPI, Line E2b)	1,863,148.71	2,333,148.71	2,406,782.71
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)	6,795,848.56	6,540,074.56	6,956,733.56
9. District's Available Reserve Percentage (Information only) (Line 8 divided by Section 10B, Line 3)	13.12%	13.36%	14.08%
District's Reserve Standard (Section 10B, Line 7):	1,553,865.03	1,488,648.77	1,482,762.60
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 first interim projections that may impact the budget?

No

- 1b. If Yes, identify the liabilities and how they may impact the budget:

### S2. Use of One-time Revenues for Ongoing Expenditures

- 1a. Does your district have ongoing general fund expenditures funded with one-time revenues that have changed since first interim projections by more than five percent?

No

- 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 first interim projections.

Identify projected transfers to or from the general fund to cover operating deficits in either the general fund or any other fund for the current fiscal year and two subsequent fiscal years. Provide an explanation if transfers have changed by more than \$20,000 and more than five percent since first interim projections.

Identify capital project cost overruns that have occurred since first interim projections that may impact the general fund budget.

District's 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: First Interim data that exist will be extracted; otherwise, enter data into the first column. For Contributions, the Second Interim's Current Year data will be extracted. Enter Second 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 Second 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	First Interim (Form 01CSI, Item S5A)	Second Interim Projected Year Totals	Percent Change	Amount of Change	Status
<b>1a. Contributions, Unrestricted General Fund</b> (Fund 01, Resources 0000-1999, Object 8980)					
Current Year (2017-18)	(6,931,650.00)	(7,526,414.00)	8.6%	594,764.00	Not Met
1st Subsequent Year (2018-19)	(7,809,998.00)	(8,248,547.00)	5.6%	438,549.00	Not Met
2nd Subsequent Year (2019-20)	(7,868,842.00)	(8,509,501.00)	7.9%	620,659.00	Not Met
<b>1b. Transfers In, General Fund *</b>					
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
<b>1c. Transfers Out, General Fund *</b>					
Current Year (2017-18)	514,480.00	514,480.00	0.0%	0.00	Met
1st Subsequent Year (2018-19)	250,000.00	500,000.00	100.0%	250,000.00	Not Met
2nd Subsequent Year (2019-20)	250,000.00	250,000.00	0.0%	0.00	Met

**1d. Capital Project Cost Overruns**

Have capital project cost overruns occurred since first interim projections 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 first interim projections 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)

Negotiated salary increases totaling about 5% were agreed upon. Costs associated with providing services to our special education students has increased. This includes costs for outside agencies and hiring instructional specialists per IEPs.

- 1b. MET - Projected transfers in have not changed since first interim projections 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 first interim projections 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 is transferred to the OPEB Trust when the budget can support it. The Governor's Budget Proposal revenue increases allows the District to now make a contribution in 2018-19 but not 2019-20.

- 1d. NO - There have been no capital project cost overruns occurring since first interim projections that may impact the general fund operational budget.

Project Information:  
(required if YES)

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**S6. Long-term Commitments**

Identify all existing and new multiyear commitments<sup>1</sup> and their annual required payment for the current fiscal year and two subsequent fiscal years.

Explain how any increase in annual payments will be funded. Also, explain how any decrease to funding sources used to pay long-term commitments will be replaced.

<sup>1</sup> Include multiyear commitments, multiyear debt agreements, and new programs or contracts that result in long-term obligations.

**S6A. Identification of the District's Long-term Commitments**

DATA ENTRY: If First Interim data exist (Form 01CSI, Item S6A), long-term commitment data will be extracted and it will only be necessary to click the appropriate button for item 1b. Extracted data may be overwritten to update long-term commitment data in Item 2, as applicable. If no First Interim data exist, click the appropriate buttons for items 1a and 1b, and enter all other data, as applicable.

1. a. Does your district have long-term (multiyear) commitments?  
(If No, skip Items 1b and 2 and sections S6B and S6C)

Yes

- b. If Yes to Item 1a, have new long-term (multiyear) commitments been incurred since first interim projections?

No

2. If Yes to Item 1a, list (or update) all new and existing multiyear commitments and required annual debt service amounts. Do not include long-term commitments for postemployment benefits other than pensions (OPEB); OPEB is disclosed in Item S7A.

Type of Commitment	# of Years Remaining	SACS Fund and Object Codes Used For:		Principal Balance as of July 1, 2017
		Funding Sources (Revenues)	Debt Service (Expenditures)	
Capital Leases				
Certificates of Participation				
General Obligation Bonds	21-8951		51	(39,154,514)
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences			01-1/200	(102,700)
Other Long-term Commitments (do not include OPEB):				
Accreted interest on bonds			51	(20,633,188)
Unamortized bond premiums			51	(8,027,685)
TOTAL:				(85,918,047)

Type of Commitment (continued)	Prior Year (2016-17) Annual Payment (P & I)	Current Year (2017-18) Annual Payment (P & I)	1st Subsequent Year (2018-19) Annual Payment (P & I)	2nd Subsequent Year (2019-20) Annual Payment (P & I)
Capital Leases				
Certificates of Participation				
General Obligation Bonds	4,190,000	4,785,000	5,475,000	6,265,000
Supp Early Retirement Program				
State School Building Loans				
Compensated Absences	0	0	0	0

Other Long-term Commitments (continued):

Accreted interest on bonds	0	0	0	0
Unamortized bond premiums	0	0	0	0
Total Annual Payments:	4,190,000	4,785,000	5,475,000	6,265,000
Has total annual payment increased over prior year (2016-17)?		Yes	Yes	Yes

**S6B. Comparison of the District's Annual Payments to Prior Year Annual Payment**

DATA ENTRY: Enter an explanation if Yes.

- 1a. Yes - Annual payments for long-term commitments have increased in one or more of the current or two subsequent fiscal years. Explain how the increase in annual payments will be funded.

Explanation:  
(Required if Yes  
to increase in total  
annual payments)

Payments on the general obligation bonds and accreted interest will be made from the Bond Interest and Redemption Fund, funded from the special parcel tax revenues levied in connection with the bond issuance.

**S6C. Identification of Decreases to Funding Sources Used to Pay Long-term Commitments**

DATA ENTRY: Click the appropriate Yes or No button in item 1; if Yes, an explanation is required in item 2.

1. Will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?

No

2. No - Funding sources will not decrease or expire prior to the end of the commitment period, and one-time funds are not being used for long-term commitment.

Explanation:  
(Required if Yes)

## S7. Unfunded Liabilities

Identify any changes in estimates for unfunded liabilities since first interim projections, and indicate whether the changes are the result of a new actuarial valuation.

### 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. First Interim data that exist (Form 01CSI, Item S7A) will be extracted; otherwise, enter First Interim and Second Interim data in items 2-4.

1. a. Does your district provide postemployment benefits other than pensions (OPEB)? (If No, skip items 1b-4)

Yes

- b. If Yes to item 1a, have there been changes since first interim in OPEB liabilities?

No

- c. If Yes to item 1a, have there been changes since first interim in OPEB contributions?

No

#### 2. OPEB Liabilities

- a. OPEB actuarial accrued liability (AAL)

- b. OPEB unfunded actuarial accrued liability (UAAL)

- c. Are AAL and UAAL based on the district's estimate or an actuarial valuation?

- d. If based on an actuarial valuation, indicate the date of the OPEB valuation.

First Interim (Form 01CSI, Item S7A)	Second Interim
12,981,348.00	12,981,348.00
8,495,149.00	8,495,149.00

Actuarial	Actuarial
Jul 01, 2015	Jul 01, 2015

#### 3. OPEB Contributions

- a. OPEB annual required contribution (ARC) per actuarial valuation or Alternative Measurement Method

Current Year (2017-18)

1st Subsequent Year (2018-19)

2nd Subsequent Year (2019-20)

First Interim (Form 01CSI, Item S7A)	Second Interim
1,123,156.00	1,123,156.00
1,123,156.00	1,123,156.00
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)

1st Subsequent Year (2018-19)

2nd Subsequent Year (2019-20)

253,157.00	255,512.00
252,500.00	252,500.00
252,500.00	252,500.00

- c. Cost of OPEB benefits (equivalent of "pay-as-you-go" amount)

Current Year (2017-18)

1st Subsequent Year (2018-19)

2nd Subsequent Year (2019-20)

218,832.00	218,832.00
288,000.00	288,000.00
310,000.00	310,000.00

- d. Number of retirees receiving OPEB benefits

Current Year (2017-18)

1st Subsequent Year (2018-19)

2nd Subsequent Year (2019-20)

43	43
53	53
63	63

#### 4. Comments:

**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. First Interim data that exist (Form 01CSI, Item S7B) will be extracted; otherwise, enter First Interim and Second 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
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- b. If Yes to item 1a, have there been changes since first interim in self-insurance liabilities?

n/a
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- c. If Yes to item 1a, have there been changes since first interim in self-insurance contributions?

n/a
-----

2. Self-Insurance Liabilities

- a. Accrued liability for self-insurance programs  
b. Unfunded liability for self-insurance programs

First Interim (Form 01CSI, item S7B)	Second Interim

3. Self-Insurance Contributions

- a. Required contribution (funding) for self-insurance programs  
Current Year (2017-18)  
1st Subsequent Year (2018-19)  
2nd Subsequent Year (2019-20)

First Interim (Form 01CSI, item S7B)	Second Interim

- b. Amount contributed (funded) for self-insurance programs  
Current Year (2017-18)  
1st Subsequent Year (2018-19)  
2nd Subsequent Year (2019-20)


4. Comments:

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**S8. Status of Labor Agreements**

Analyze the status of employee labor agreements. Identify new labor agreements that have been ratified since first interim projections, as well as new commitments provided as part of previously ratified multiyear agreements; and include all contracts, including all administrator contracts (and including all compensation). For new agreements, indicate the date of the required board meeting. Compare the increase in new commitments to the projected increase in ongoing revenues and explain how these commitments will be funded in future 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 first interim projections?

Yes

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 first interim projections?

n/a

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 First Interim Projections**

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?

n/a

If Yes, date of budget revision board adoption:

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

--

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)

**Certificated (Non-management) Prior Year Settlements Negotiated Since First Interim Projections**

Are any new costs negotiated since first interim projections for prior year settlements included in the interim?

--

If Yes, amount of new costs included in the Interim and MYPs  
If Yes, explain the nature of the new costs:

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**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)

**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)

**Certificated (Non-management) - Other**

List other significant contract changes that have occurred since first interim projections 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 first interim projections?

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	187.2	209.5	209.5	209.5

1a. Have any salary and benefit negotiations been settled since first interim projections?

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 First Interim Projections**

2a. Per Government Code Section 3547.5(a), date of public disclosure board meeting:

January 17, 2018

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:

Jan 03, 2018

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:

Jan 17, 2018

4. Period covered by the agreement:

Begin Date: Jul 01, 2017

End Date: Jun 30, 2019

5. Salary settlement:

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
Yes	Yes	Yes

**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")

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)
472,575	119,278	
4.4%	1.1%	

Identify the source of funding that will be used to support multiyear salary commitments:

LCFF - General Fund

**Negotiations Not Settled**

6. Cost of a one percent increase in salary and statutory benefits

7. Amount included for any tentative salary schedule increases

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)

**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
1,441,833	1,441,833	1,441,883
60.0%	60.0%	60.0%
0.0%	0.0%	0.0%

**Classified (Non-management) Prior Year Settlements Negotiated Since First Interim**

Are any new costs negotiated since first interim for prior year settlements included in the Interim?

No		
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If Yes, amount of new costs included in the Interim and MYPs  
If Yes, explain the nature of the new costs:

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**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
472,575	119,278	0
4.4%	1.1%	0.0%

**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	No	No

**Classified (Non-management) - Other**

List other significant contract changes that have occurred since first Interim 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 first interim projections?

Yes

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 first interim projections?

If Yes, complete question 2.

n/a

If No, complete questions 3 and 4.

1b. Are any salary and benefit negotiations still unsettled?

No

If Yes, complete questions 3 and 4.

**Negotiations Settled Since First Interim Projections**

2. Salary settlement:

Is the cost of salary settlement included in the interim and multiyear projections (MYPs)?

Total cost of salary settlement

Change in salary schedule from prior year  
(may enter text, such as "Reopener")

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)

**Negotiations Not Settled**

3. Cost of a one percent increase in salary and statutory benefits

4. Amount included for any tentative salary schedule increases

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)

**Management/Supervisor/Confidential  
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)

**Management/Supervisor/Confidential  
Step and Column Adjustments**

- Are step & column adjustments included in the budget and MYPs?
- Cost of step & column adjustments
- Percent change in step and column over prior year

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)

**Management/Supervisor/Confidential  
Other Benefits (mileage, bonuses, etc.)**

- Are costs of other benefits included in the interim and MYPs?
- Total cost of other benefits
- Percent change in cost of other benefits over prior year

Current Year (2017-18)	1st Subsequent Year (2018-19)	2nd Subsequent Year (2019-20)

## S9. 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.

- Are any funds other than the general fund projected to have a negative fund balance at the end of the current fiscal year?

Yes

If Yes, prepare and submit to the reviewing agency a report of revenues, expenditures, and changes in fund balance (e.g., an interim fund report) and a multiyear projection report for each fund.

- 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 to bring up the balance. Fund 25 should move into a positive balance at the end of 2018-19.

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## 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)

No

- A2. Is the system of personnel position control independent from the payroll system?

No

- A3. Is enrollment decreasing in both the prior and current fiscal years?

Yes

- A4. Are new charter schools operating in district boundaries that impact the district's enrollment, either in the prior or current fiscal year?

No

- 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?

Yes

- A6. Does the district provide uncapped (100% employer paid) health benefits for current or retired employees?

No

- A7. Is the district's financial system independent of the county office system?

No

- A8. Does the district have any reports that indicate fiscal distress pursuant to Education Code Section 42127.8(a)? (If Yes, provide copies to the county office of education.)

No

- A9. Have there been personnel changes in the superintendent or chief business official positions within the last 12 months?

No

When providing comments for additional fiscal indicators, please include the item number applicable to each comment.

Comments:  
(optional)

A3) Enrollment has been decreasing; however, three new developments in our district boundaries are in progress with two currently selling homes. A7) Our financial system is housed and managed by SCOE, but it is a separate server.

End of School District Second 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: \_\_\_\_\_  
District Superintendent or Designee

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

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: March 21, 2018

Signed: \_\_\_\_\_  
President of the Governing Board

**CERTIFICATION OF FINANCIAL CONDITION**

X  **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 first interim.	X	

Second Interim  
DISTRICT CERTIFICATION OF INTERIM REPORT  
For the Fiscal Year 2017-18

34 73973 0000000  
Form CI

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 first interim.	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 first interim.		X
5	Salaries and Benefits	Projected ratio of total unrestricted salaries and benefits to total unrestricted general fund expenditures has not changed by more than the standard for the current and two subsequent fiscal years.		X
6a	Other Revenues	Projected operating revenues (federal, other state, other local) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.		X
6b	Other Expenditures	Projected operating expenditures (books and supplies, services and other expenditures) for the current and two subsequent fiscal years have not changed by more than five percent since first interim.		X
7	Ongoing and Major Maintenance Account	If applicable, changes occurring since first interim meet the required contribution to the ongoing and major maintenance account (i.e., restricted maintenance account).	X	
8	Deficit Spending	Unrestricted deficit spending, if any, has not exceeded the standard in any of the current or two subsequent fiscal years.		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 first interim that may impact the budget?	X	
S2	Using One-time Revenues to Fund Ongoing Expenditures	Are there ongoing general fund expenditures funded with one-time revenues that have changed since first interim by more than five percent?	X	
S3	Temporary Interfund Borrowings	Are there projected temporary borrowings between funds?	X	
S4	Contingent Revenues	Are any projected revenues for any of the current or two subsequent fiscal years contingent on reauthorization by the local government, special legislation, or other definitive act (e.g., parcel 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 first interim 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?		X
		• If yes, will funding sources used to pay long-term commitments decrease or expire prior to the end of the commitment period, or are they one-time sources?	X	
S7a	Postemployment Benefits Other than Pensions	Does the district provide postemployment benefits other than pensions (OPEB)?		X
		• If yes, have there been changes since first interim in OPEB liabilities?	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 first interim in self-insurance liabilities?	n/a	
S8	Status of Labor Agreements	As of second interim projections, are salary and benefit negotiations still unsettled for:		
		• Certificated? (Section S8A, Line 1b)	X	
		• Classified? (Section S8B, Line 1b)	X	
S8	Labor Agreement Budget Revisions	For negotiations settled since first interim, per Government Code Section 3547.5(c), are budget revisions still needed to meet the costs of the collective bargaining agreement(s) for:		
		• Certificated? (Section S8A, Line 3)	n/a	
		• Classified? (Section S8B, Line 3)	X	
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?		X

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	

SACS2017ALL Financial Reporting Software - 2017.2.0  
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34-73973-0000000

Second 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
09	6230	-1,700.00

Explanation: Will be cleared at year-end closing.

Total of negative resource balances for Fund 09 -1,700.00

25	0000	-528,635.21
----	------	-------------

Explanation: The negative balance is due to past payments for COP's. Planned community developments are bringing in the funds necessary to clear the deficit. In the meantime, Fund 17 has reserved funds to cover the shortfall.

Total of negative resource balances for Fund 25 -528,635.21

OBJ-POSITIVE - (W) - The following objects have a negative balance by resource, by fund:

#### EXCEPTION

FUND	RESOURCE	OBJECT	VALUE
09	6230	9790	-1,700.00

Explanation: Will be cleared at year-end closing.

25	0000	8660	-2,500.00
----	------	------	-----------

Explanation: The negative balance in Fund 25 is generating negative interest. Fund 17 is covering the shortfall until developer fees bring the fund positive.

25	0000	9790	-528,635.21
----	------	------	-------------

Explanation: The negative balance is due to past payments for COP's. Planned community developments are bringing in the funds necessary to clear the deficit. In the meantime, Fund 17 has reserved funds to cover the shortfall.

## **SUPPLEMENTAL CHECKS**

### **EXPORT CHECKS**

Checks Completed.

SACS2017ALL Financial Reporting Software - 2017.2.0  
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34-73973-0000000

Second 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.

Export Log  
Period: Second 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 2/28/2018 1:45:35 PM

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: 1118

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: 1257

Export USER General Ledger completed at 2/28/2018 1:45:36 PM

Export of Supplementals (USER ELEMENTs) started at 2/28/2018 1:45:36 PM

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: 173

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: 2660

Export of Supplemental (USER ELEMENTs) completed at 2/28/2018 1:45:37 PM

Export of Explanations started at 2/28/2018 1:45:37 PM

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: 5

Export of Explanations completed at 2/28/2018 1:45:37 PM

Export of TRC Log started at 2/28/2018 1:45:37 PM

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: 48

Fiscal Year: 2017-18

Fiscal Year: 2017-18  
Type of Data: Projected Totals  
Number of records exported in group 15: 57

Export of TRC Log completed at 2/28/2018 1:45:37 PM

OFFICIAL END for LEA: 34-73973-0000000 Center Joint Unified

Exported to file: C:\SACS2017ALL\Official\3473973000000012.DAT

End of Official Export Process

# **SCHOOL DISTRICT DATA ELEMENTS REQUIRED TO** **Center Joint Unified (73973) CJUSD 2017-18**

	2016-17	2017-18	2018-19	2019-20
COLA	0.00%	1.56%	2.51%	2.41%
GAP Funding rate	56.08%	44.97%	100.00%	100.00%
Estimated Property Taxes (with ADA)	7,783,665	7,783,665	7,783,665	7,783,665
Less In-Lieu transfer	\$ (73,555)	\$ -	\$ -	\$ -
Total Local Revenue	\$ 7,204,270	\$ 7,783,665	\$ 7,783,665	\$ 7,783,665
Statewide 90th percentile rate	---	---	---	---

## **OTHER LCFF TRANSITION INFORMATION**

Enter class size penalties, longer day/longer year penalistrict 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	TRUE

## **UNDUPLICATED PUPIL PERCENTAGE**

	2016-17	2017-18	2018-19	2019-20
District Enrollment	A-1 / A-3			
COE Enrollment	A-2 / A-4			
Total Enrollment	4,475	4,374	4,374	4,411
District Unduplicated Pupil Count	B-1 / B-3			
COE Unduplicated Pupil Count	B-2 / B-4			
Total Unduplicated Pupil Count	2,949	3,013	3,013	2,916
	3-yr rolling percentage	3-yr rolling percentage	3-yr rolling percentage	3-yr rolling percentage
Single Year Unduplicated Pupil Percentage	65.90%	68.88%	68.88%	66.10%
Unduplicated Pupil Percentage (%)	64.51%	66.36%	67.87%	67.95%

## **AVERAGE DAILY ATTENDANCE (ADA)**

Enter ADA. Calculator will use greater of total currented Charter  
 School General Purpose BG offset: enter ONLY the DI  
 Enter Regular ADA by grade span. Enter 'Ungraded' AD

ADA	ADA to use:	2012-13	2016-17	2017-18	2018-19	2019-20
<b>CURRENT YEAR ADA:</b>						
Grades TK-3	B-1	1,356.19	1,288.20	1,274.94	1,274.94	1,278.06
Grades 4-6	B-2	1,000.08	978.99	950.32	950.32	958.74
Grades 7-8	B-3	665.49	665.22	661.28	661.28	620.54
Grades 9-12	B-4	1,358.13	1,320.29	1,211.83	1,298.88	1,398.66

## **NPS, NPS-LCI, CDS:**

TK-3	E-1	1,234.34	1,234.34	1,234.34	1,234.34	1,234.34
4-6	E-2	1,174.17	1,174.17	1,174.17	1,174.17	1,174.17
7-8	E-3	1,174.17	1,174.17	1,174.17	1,174.17	1,174.17
9-12	E-4	1,174.17	1,174.17	1,174.17	1,174.17	1,174.17

## **COE operated (Community School, Special Ed):**

TK-3	E-6 & E-11	1,174.17	1,174.17	1,174.17	1,174.17	1,174.17
4-6	E-7 & E-12	1,174.17	1,174.17	1,174.17	1,174.17	1,174.17
7-8	E-8 & E-13	1,174.17	1,174.17	1,174.17	1,174.17	1,174.17
9-12	E-9 & E-14	1,174.17	1,174.17	1,174.17	1,174.17	1,174.17

<b>TOTAL</b>		4,285.06	4,225.91	4,225.91	4,225.91	4,245.24
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<b>RATIO: District ADA to Enrollment</b>	0.95	0.96	0.96	0.95
<b>RATIO: Combined ADA to Enrollment</b>	0.96	0.97	0.97	0.96

## **CHARTER ADA ADJUSTMENT**

	2016-17	2017-18	2018-19	2019-20
ADA transfer: Student from District to Charter (cross fi:				
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) CJUSD 2017-18**

**1/17/18**

ADA transfer: Student from Charter to District (cross fi:

2016-17

2017-18

2018-19

2019-20

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) JCUSD 2017-18** 1/17/18

	2016-17	2017-18	2018-19	2019-20
<b>LCFF ADA</b>				
<b>ADA Guarantee - Prior Year</b>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>
Grades TK-3	1,276.64	1,288.20	1,274.94	1,274.94
Grades 4-6	1,017.13	976.94	950.32	950.32
Grades 7-8	631.69	605.12	614.28	614.28
Grades 9-12	1,313.12	1,320.26	1,291.83	1,291.83
LCFF Subtotal	4,238.58	4,190.52	4,131.37	4,131.37
NSS	-	-	-	-
<b>TOTAL</b>	<b>4,238.58</b>	<b>4,190.52</b>	<b>4,131.37</b>	<b>4,131.37</b>
<b>ADA Guarantee - Current Year</b>				
Grades TK-3	1,288.20	1,274.94	1,274.94	1,278.06
Grades 4-6	976.94	950.32	950.32	953.44
Grades 7-8	605.12	614.28	614.28	620.54
Grades 9-12	1,320.26	1,291.83	1,291.83	1,298.66
LCFF Subtotal	4,190.52	4,131.37	4,131.37	4,150.70
NSS	-	-	-	-
<b>TOTAL</b>	<b>4,190.52</b>	<b>4,131.37</b>	<b>4,131.37</b>	<b>4,150.70</b>
<b>Change in LCFF ADA</b> (excludes NSS ADA)	(48.06) Decline	(59.15) Decline	- No Change	19.33 Increase
<b>Funded LCFF ADA</b>				
Grades TK-3	1,276.64	1,288.20	1,274.94	1,278.06
Grades 4-6	1,017.13	976.94	950.32	953.44
Grades 7-8	631.69	605.12	614.28	620.54
Grades 9-12	1,313.12	1,320.26	1,291.83	1,298.66
Subtotal	4,238.58	4,190.52	4,131.37	4,150.70
	Prior	Prior	Current	Current
<b>Funded NSS ADA</b>				
Grades TK-3	-	-	-	-
Grades 4-6	-	-	-	-
Grades 7-8	-	-	-	-
Grades 9-12	-	-	-	-
Subtotal	-	-	-	-
	Prior	Prior	Prior	Prior
<b>NPS, CDS, &amp; COE Operated</b>				
Grades TK-3	6.46	6.46	6.46	6.46
Grades 4-6	11.65	11.65	11.65	11.65
Grades 7-8	32.99	32.99	32.99	32.99
Grades 9-12	43.44	43.44	43.44	43.44
Subtotal	94.54	94.54	94.54	94.54
<b>Total</b>				
Grades TK-3	1,283.10	1,294.66	1,281.40	1,284.52
Grades 4-6	1,028.78	988.59	961.97	965.09
Grades 7-8	664.68	638.11	647.27	653.53
Grades 9-12	1,356.56	1,363.70	1,335.27	1,342.10
Subtotal	4,333.12	4,285.06	4,225.91	4,245.24

Center Joint Unified (73973) - CIUSD 2017-18 Second Interim

LCAP Percentage to Increase or Improve Services  
Summary Supplemental & Concentration Grant

	2017-18	2018-19	2019-20
1. LCFF Target Supplemental & Concentration Grant Funding <i>from Calculator tab</i>	6,535,789	6,974,106	7,194,924
2. Prior Year (estimated) Expenditures for Unduplicated Pupils above what was spent on services for all pupils	4,458,027	3,734,429	6,794,106
3. Difference [1] less [2]	4,277,712	3,239,777	400,818
4. Estimated Additional Supplemental & Concentration Grant Funding [3] * GAP funding rate	1,923,687	3,239,777	400,818
GAP funding rate	44.97%	100.00%	100.00%
5. Estimated Supplemental and Concentration Grant Funds [2] plus [4] (unless [3]<0 then [1]) (for LCAP entry)	4,181,764	6,974,106	7,194,924
6. Base Funding LCFF Phase-In Entitlement less [5], excludes Targeted Instructional Improvement & Transportation	35,196,052	34,854,850	35,858,072
LCFF Phase-In Entitlement	39,879,057	42,330,197	43,554,237
7/8. Percentage to Increase or Improve Services* [5] / [6] (for LCAP entry)	11.88%	20.01%	20.07%

\*percentage by which services for unduplicated students must be increased or improved over services provided for all students in the LCAP year.  
If Step 3a <=0, then calculate the minimum proportionality percentage at Estimated Supplemental & Concentration Grant Funding, step 5.

SUMMARY SUPPLEMENTAL & CONCENTRATION GRANT & PERCENTAGE TO INCREASE OR IMPROVE SERVICES

	2017-18	2018-19	2019-20
Current year estimated supplemental and concentration grant funding in the LCAP year	\$ 4,181,764	\$ 6,974,106	\$ 7,194,924
Current year Percentage to Increase or Improve Services	11.88%	20.01%	20.07%

Center Joint Unified (73973) - CJUSD 1/17/2018

	2020-21	2021-22	2022-23
1. LCFF Target Supplemental & Concentration Grant Funding from Calculator tab	7,206,718	7,238,616	7,498,652
2. Prior Year (estimated) Expenditures for Unduplicated Pupils above what was spent on services for all pupils	7,194,924	7,206,718	7,238,616
3. Difference (1) less (2)	11,794	31,898	260,036
4. Estimated Additional Supplemental & Concentration Grant Funding (3) * GAP funding rate	11,794	31,898	260,036
GAP funding rate	100.00%	100.00%	100.00%
5. Estimated Supplemental and Concentration Grant Funds (2) plus (4) (unless (3)<0 then (1)) (for LCAP entry)	7,206,718	7,238,616	7,498,652
6. Base Funding LCFF Phase-In Entitlement less (5), excludes Targeted Instructional Improvement & Transportation	37,121,233	38,550,437	39,950,195
LCFF Phase-In Entitlement	44,829,192	46,290,294	47,950,088
7/8. Percentage to Increase or Improve Services* (5) / (6) (for LCAP entry)	19.41%	18.78%	18.77%

\*percentage by which services for unduplicated students must be increased  
If Step 3a <=0, then calculate the minimum proportionality percentage at

SUMMARY SUPPLEMENT OR IMPROVE SERVICES

	2020-21	2021-22	2022-23
Current year estimated supplemental and concentration grant funding in the LCAP year	\$ 7,206,718	\$ 7,238,616	\$ 7,498,652
Current year Percentage to Increase or Improve Services	19.41%	18.78%	18.77%

## USER NOTES

1. LCFF Target Supplemental & Concentration Grant Funding  
*from Calculator tab*
2. Prior Year (estimated) Expenditures for Unduplicated Pupils above what was spent on services for all pupils
3. Difference (1) less (2)
4. Estimated Additional Supplemental & Concentration Grant Funding  
*(3) \* GAP funding rate*  
  
*GAP funding rate*
5. Estimated Supplemental and Concentration Grant Funds (2) plus (4) (unless (3) < 0 then (1))  
*(for LCAP entry)*
6. Base Funding  
*LCFF Phase-In Entitlement less (5), excludes Targeted Instructional Improvement & Transportation*  
  
*LCFF Phase-In Entitlement*
- 7/8. Percentage to Increase or Improve Services\*  
*(5) / (6)*  
*(for LCAP entry)*

\*percentage by which services for unduplicated students must be increased  
If Step 3a < 0, then calculate the minimum proportionality percentage at

## SUMMARY SUPPLEMENT

Current year estimated supplemental and concentration grant funding in the LCAP year  
Current year Percentage to Increase or Improve Services

Summary of Funding

	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
<b>Target Components:</b>						
Base Grant	33,151,685	32,461,226	32,681,611	33,041,294	33,208,050	33,562,233
Grade Span Adjustment	1,291,648	1,270,867	1,243,164	1,248,158	1,277,966	1,292,617
Supplemental Grant	4,439,745	4,308,264	4,343,729	4,424,025	4,576,984	4,731,197
Concentration Grant	1,627,447	1,494,331	1,530,007	1,630,463	1,958,805	2,242,909
Add-ons	501,241	501,241	501,241	501,241	501,241	501,241
<b>Total Target</b>	<b>41,011,766</b>	<b>40,035,929</b>	<b>40,299,752</b>	<b>40,845,181</b>	<b>41,523,046</b>	<b>42,330,197</b>
<b>Transition Components:</b>						
Target	\$ 41,011,766	\$ 40,035,929	\$ 40,299,752	\$ 40,845,181	\$ 41,523,046	\$ 42,330,197
Funded Based on Target Formula (based on prior year P-2 certification)	FALSE	FALSE	FALSE	FALSE	FALSE	FALSE
Floor	27,047,711	28,029,667	31,516,665	36,476,647	38,535,604	39,379,566
Remaining Need after Gap (informational only)	12,288,132	8,385,154	4,166,906	1,918,800	1,643,989	-
Current Year Gap Funding	1,675,923	3,621,108	4,616,181	2,449,734	1,343,453	2,950,631
Miscellaneous Adjustments	-	-	-	-	-	-
Economic Recovery Target	-	-	-	-	-	-
Additional State Aid	-	-	-	-	-	-
<b>Total Phase-In Entitlement</b>	<b>\$ 28,723,634</b>	<b>\$ 31,650,775</b>	<b>\$ 36,132,846</b>	<b>\$ 38,926,381</b>	<b>\$ 39,879,057</b>	<b>\$ 42,330,197</b>

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	\$ 26,073,152	\$ 26,788,287	\$ 29,535,402
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	5,307,104	5,011,130
<b>Local Revenue Sources:</b>							
8021 to 8089 - Property Taxes	-	4,820,033	5,262,807	6,433,663	7,277,825	7,783,665	7,783,665
8096 - In-Lieu of Property Taxes	-	(153,324)	(117,764)	(86,818)	(73,555)	-	-
<b>Property Taxes net of in-lieu</b>	<b>4,299,885</b>	<b>4,666,709</b>	<b>5,145,043</b>	<b>6,346,845</b>	<b>7,204,270</b>	<b>7,783,665</b>	<b>7,783,665</b>
<b>TOTAL FUNDING</b>	<b>\$ 27,401,545</b>	<b>\$ 28,723,634</b>	<b>\$ 31,650,775</b>	<b>\$ 36,132,846</b>	<b>\$ 38,926,381</b>	<b>\$ 39,879,057</b>	<b>\$ 42,330,197</b>
<b>Basic Aid Status</b>		<b>Non-Basic Aid</b>	<b>Non-Basic Aid</b>	<b>Non-Basic Aid</b>	<b>Non-Basic Aid</b>	<b>Non-Basic Aid</b>	<b>Non-Basic Aid</b>
Less: Excess Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Less: EPA in Excess to LCFF Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Phase-In Entitlement</b>	<b>\$ 28,723,634</b>	<b>\$ 31,650,775</b>	<b>\$ 36,132,846</b>	<b>\$ 38,926,381</b>	<b>\$ 39,879,057</b>	<b>\$ 42,330,197</b>	<b>\$ 42,330,197</b>
8012 - EPA Receipts (for budget & cashflow)	\$ 5,056,421	\$ 4,948,227	\$ 6,078,885	\$ 5,834,763	\$ 5,699,880	\$ 5,307,104	\$ 5,011,130

LCFF Calculator Universal Assumptions Center/ Joint Unified (73973) CIUSD						
Summary of Student Population						
	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
<b>Unduplicated Pupil Population</b>						
Agency Unduplicated Pupil Count	2,895.00	2,801.00	2,875.00	2,923.00	2,977.00	2,977.00
COE Unduplicated Pupil Count	22.00	24.00	25.00	26.00	36.00	36.00
Total Unduplicated pupil Count	2,917.00	2,825.00	2,900.00	2,949.00	3,013.00	3,013.00
Rolling %, Supplemental Grant	64.4500%	63.8600%	64.0200%	64.5100%	66.3600%	67.8700%
Rolling %, Concentration Grant	64.4500%	63.8600%	64.0200%	64.5100%	66.3600%	67.8700%
<b>FUNDED ADA</b>						
<b>Adjusted Base Grant ADA</b>	<i>Prior Year</i>	<i>Prior Year</i>	<i>Current Year</i>	<i>Prior Year</i>	<i>Prior Year</i>	<i>Current Year</i>
Grades TK-3	1,365.69	1,344.95	1,282.58	1,283.10	1,294.66	1,281.40
Grades 4-6	1,006.27	1,001.03	1,024.90	1,028.78	988.59	961.97
Grades 7-8	676.20	648.35	644.31	664.68	638.11	647.27
Grades 9-12	1,383.05	1,314.02	1,335.89	1,356.56	1,363.70	1,335.27
<b>Total Adjusted Base Grant ADA</b>	<b>4,431.21</b>	<b>4,308.35</b>	<b>4,287.68</b>	<b>4,333.12</b>	<b>4,285.06</b>	<b>4,225.91</b>
<b>Necessary Small School ADA</b>	<i>Current year</i>	<i>Current year</i>	<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	-	-	-	-	-	-
<b>Total Necessary Small School ADA</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Funded ADA</b>	<b>4431.21</b>	<b>4308.35</b>	<b>4287.68</b>	<b>4333.12</b>	<b>4285.06</b>	<b>4225.91</b>
<b>ACTUAL ADA (Current Year Only)</b>						
Grades TK-3	1,348.41	1,314.87	1,282.58	1,294.66	1,281.40	1,281.40
Grades 4-6	996.42	989.53	1,024.90	988.59	961.97	961.97
Grades 7-8	648.49	671.45	644.31	638.11	647.27	647.27
Grades 9-12	1,316.33	1,286.11	1,335.89	1,363.70	1,335.27	1,335.27
<b>Total Actual ADA</b>	<b>4,309.65</b>	<b>4,261.96</b>	<b>4,287.68</b>	<b>4,285.06</b>	<b>4,225.91</b>	<b>4,225.91</b>
<b>Funded Difference (Funded ADA less Actual ADA)</b>	<b>121.56</b>	<b>46.39</b>	<b>-</b>	<b>48.06</b>	<b>59.15</b>	<b>-</b>

LCAP Percentage to Increase or Improve Services						
	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Current year estimated supplemental and concentration grant funding in the LCAP year	\$ 5,802,595	\$ 5,873,736	\$ 6,054,488	\$ 4,181,764	\$ 6,974,106	
Current year Percentage to Increase or Improve Services	22.89%	19.74%	18.70%	11.88%	20.01%	

LCFF Calculator Universal Assumptions  
Center Joint Unified (23973) - CIUSD

Summary of Funding

	2019-20	2020-21	2021-22	2022-23
<b>Target Components:</b>				
Base Grant	34,530,304	35,749,990	37,127,896	38,477,677
Grade Span Adjustment	1,327,768	1,371,243	1,422,541	1,472,518
Supplemental Grant	4,873,113	4,975,731	5,097,139	5,281,416
Concentration Grant	2,321,811	2,230,987	2,141,477	2,217,236
Add-ons	501,241	501,241	501,241	501,241
<b>Total Target</b>	<b>43,554,237</b>	<b>44,829,192</b>	<b>46,290,294</b>	<b>47,950,088</b>
<b>Transition Components:</b>				
Target	\$ 43,554,237	\$ 44,829,192	\$ 46,290,294	\$ 47,950,088
Funded Based on Target Formula <i>(based on prior)</i>	TRUE	TRUE	TRUE	TRUE
Floor	42,506,909	42,782,743	43,041,207	43,236,312
<i>Remaining Need after Gap (informational only)</i>	-	-	-	-
Current Year Gap Funding	-	-	-	-
Miscellaneous Adjustments	-	-	-	-
Economic Recovery Target	-	-	-	-
Additional State Aid	-	-	-	-
<b>Total Phase-In Entitlement</b>	<b>\$ 43,554,237</b>	<b>\$ 44,829,192</b>	<b>\$ 46,290,294</b>	<b>\$ 47,950,088</b>

Components of LCFF By Object Code

	2019-20	2020-21	2021-22	2022-23
8011 - State Aid	\$ 30,736,521	\$ 31,975,700	\$ 33,403,279	\$ 35,037,768
8011 - Fair Share	-	-	-	-
8311 & 8590 - Categoricals	-	-	-	-
EPA (for LCFF Calculation purposes)	5,034,051	5,069,827	5,103,350	5,128,655
<b>Local Revenue Sources:</b>				
8021 to 8089 - Property Taxes	7,783,665	7,783,665	7,783,665	7,783,665
8096 - In-Lieu of Property Taxes	-	-	-	-
<b>Property Taxes net of in-lieu</b>	<b>7,783,665</b>	<b>7,783,665</b>	<b>7,783,665</b>	<b>7,783,665</b>
<b>TOTAL FUNDING</b>	<b>\$ 43,554,237</b>	<b>\$ 44,829,192</b>	<b>\$ 46,290,294</b>	<b>\$ 47,950,088</b>
<b>Basic Aid Status</b>				
Less: Excess Taxes	\$ -	\$ -	\$ -	\$ -
Less: EPA in Excess to LCFF Funding	\$ -	\$ -	\$ -	\$ -
<b>Total Phase-In Entitlement</b>	<b>\$ 43,554,237</b>	<b>\$ 44,829,192</b>	<b>\$ 46,290,294</b>	<b>\$ 47,950,088</b>
8012 - EPA Receipts <i>(for budget &amp; cashflow)</i>	\$ 5,034,051	\$ 5,069,827	\$ 5,103,350	\$ 5,128,655

LCFF Calculator Universal Assumptions				
Center Joint Unified (73973) - CJUSD				
	2019-20	2020-21	2021-22	2022-23
<b>Unduplicated Pupil Population</b>				
Agency Unduplicated Pupil Count	2,880.00	2,901.00	2,921.00	2,935.00
COE Unduplicated Pupil Count	36.00	36.00	36.00	36.00
Total Unduplicated pupil Count	2,916.00	2,937.00	2,957.00	2,971.00
Rolling %, Supplemental Grant	67.9500%	67.0200%	66.1100%	66.1000%
Rolling %, Concentration Grant	67.9500%	67.0200%	66.1100%	66.1000%
<b>FUNDED ADA</b>				
<b>Adjusted Base Grant ADA</b>	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>	<i>Current Year</i>
Grades TK-3	1,284.52	1,290.60	1,296.30	1,300.60
Grades 4-6	965.09	971.17	976.87	981.17
Grades 7-8	653.53	662.29	670.50	676.70
Grades 9-12	1,342.10	1,351.35	1,360.01	1,366.55
<b>Total Adjusted Base Grant ADA</b>	<b>4,245.24</b>	<b>4,275.41</b>	<b>4,303.68</b>	<b>4,325.02</b>
<b>Necessary Small School ADA</b>	<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	-	-	-	-
<b>Total Necessary Small School ADA</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Funded ADA</b>	<b>4245.24</b>	<b>4275.41</b>	<b>4303.68</b>	<b>4325.02</b>
<b>ACTUAL ADA (Current Year Only)</b>				
Grades TK-3	1,284.52	1,290.60	1,296.30	1,300.60
Grades 4-6	965.09	971.17	976.87	981.17
Grades 7-8	653.53	662.29	670.50	676.70
Grades 9-12	1,342.10	1,351.35	1,360.01	1,366.55
<b>Total Actual ADA</b>	<b>4,245.24</b>	<b>4,275.41</b>	<b>4,303.68</b>	<b>4,325.02</b>
<b>Funded Difference (Funded ADA less Actual ADA)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	2019-20	2020-21	2021-22	2022-23
Current year estimated supplemental and concen: \$	7,194,924 \$	7,206,718 \$	7,238,616 \$	7,498,652
Current year Percentage to Increase or Improve \$	20.07%	19.41%	18.78%	18.77%

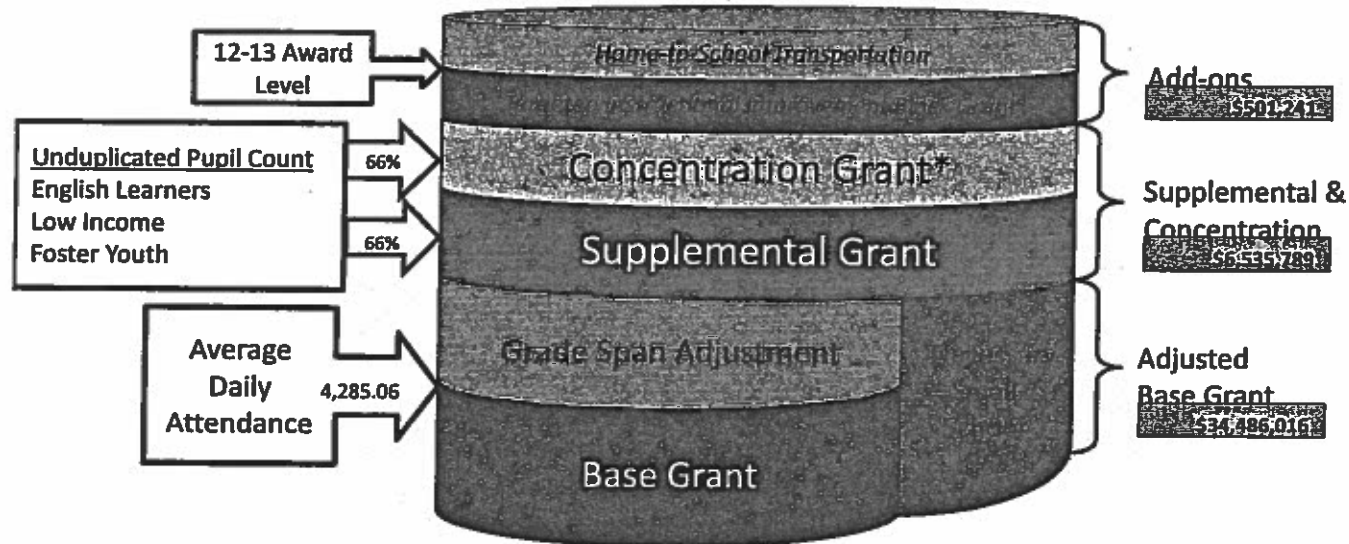
## LOCAL CONTROL FUNDING FORMULA

## 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.

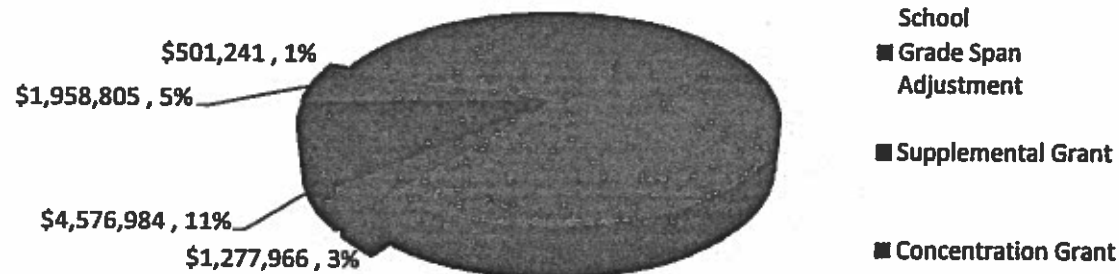
Base Grant / Necessary Small School	\$ 33,208,050	4,285.06 ADA
Grade Span Adjustment	\$ 1,277,966	
Supplemental Grant	\$ 4,576,984	66%
Concentration Grant	\$ 1,958,805	66%
Add-ons (TIIBG & Transportation)	\$ 501,241	
<b>Total</b>	<b>\$ 41,523,046</b>	

TOTAL TARGET LCFF: \$41,523,046



\*Unduplicated Pupil Percentage must be above 55%

2017-18

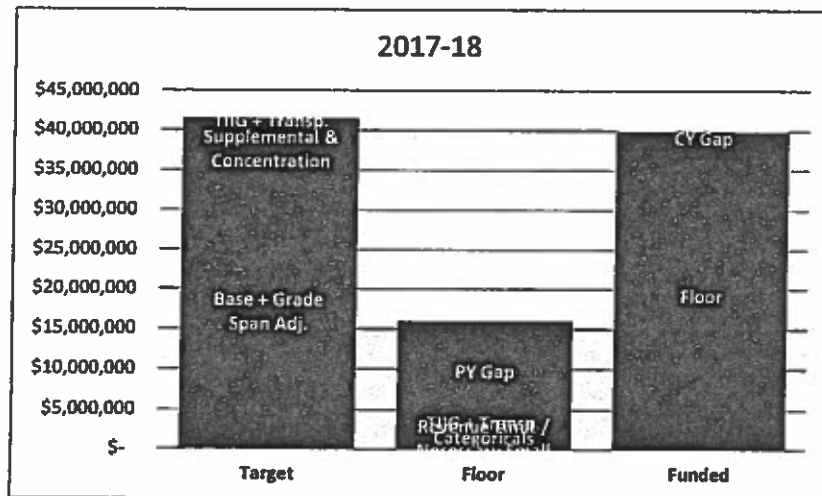


Graphs

\$33,208,050, 80%

## 2017-18 Funding Components

Component	Target	Floor	Funded
Base + Grade Span Adj.	\$ 34,486,016		
Supplemental & Concentration	\$ 6,535,789		
Revenue Limit / Necessary Small School		\$ -	
Categoricals		\$ 3,192,797	
TILG + Transp.	\$ 501,241	\$ 501,241	
PY Gap		\$ 12,258,143	
Floor			\$ 38,535,604
CY Gap			\$ 1,343,453



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	\$ 40,845,181	\$ 41,523,046	\$ 42,330,197
Floor	27,047,711	28,029,667	31,516,665	36,476,647	38,535,604	39,379,566
Remaining Need (before Gap)	13,964,055	12,006,262	8,783,087	4,368,534	2,987,442	2,950,631
Current Year Gap Funding	1,675,923	3,621,108	4,616,181	2,449,734	1,343,453	2,950,631
Remaining Need after Gap (informational only)	12,288,132	8,385,154	4,166,906	1,918,800	1,643,989	-

Local Progress Towards Full LCFF Implementation:  
Center Joint Unified

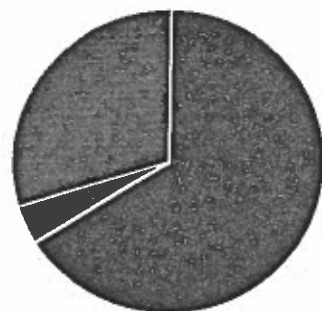
Year 1: 2013-14

Year 2: 2014-15

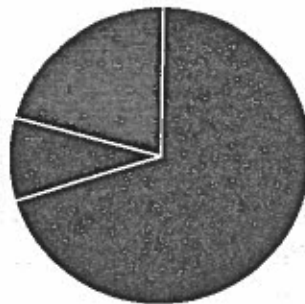
Year 3: 2015-16

Year 4: 2016-17

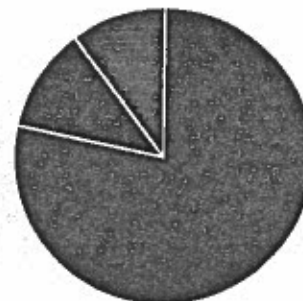
## LOCAL CONTROL FUNDING FORMULA



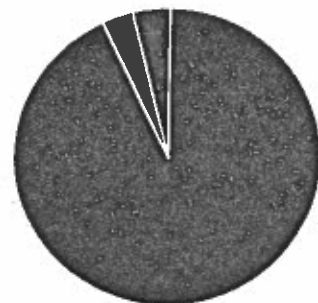
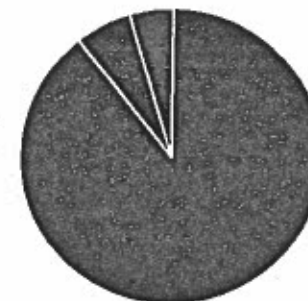
■ Floor



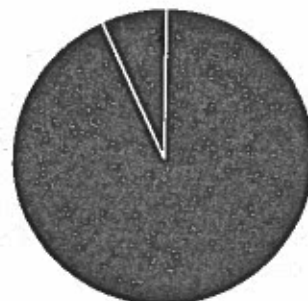
■ Gap



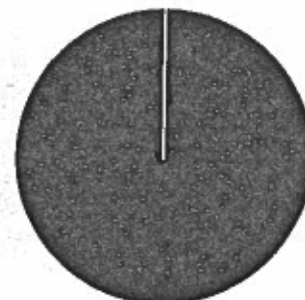
■ Remaining Need after Gap



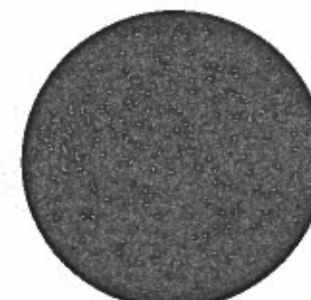
Year 5: 2017-18



Year 6: 2018-19



Year 7: 2019-20



Year 8: 2020-21

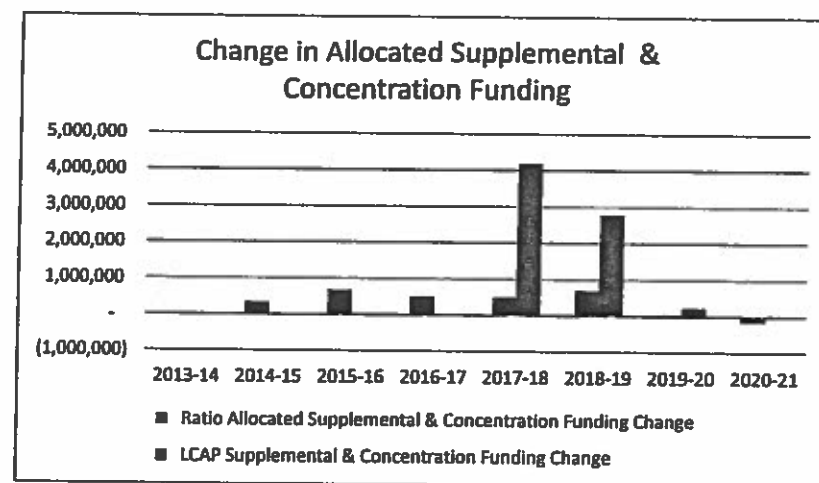
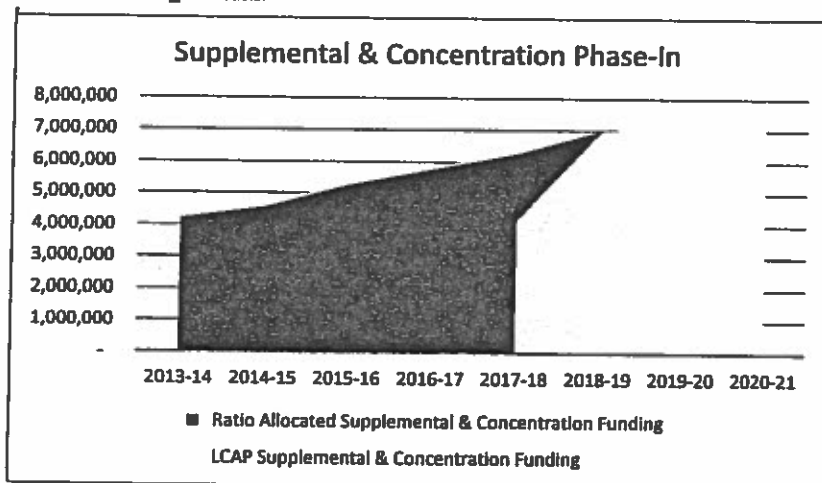
Ratio Allocation of Phase-in Funding						
	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Target	\$ 41,011,766	\$ 40,035,929	\$ 40,299,752	\$ 40,845,181	\$ 41,523,046	\$ 42,330,197
Less: add-ons (TilG, Transp.)	501,241	501,241	501,241	501,241	501,241	501,241
Target less add-ons	\$ 40,510,525	\$ 39,534,688	\$ 39,798,511	\$ 40,343,940	\$ 41,021,805	\$ 41,828,956
Floor & Gap	\$ 28,723,634	\$ 31,650,775	\$ 36,132,846	\$ 38,926,381	\$ 39,879,057	\$ 42,330,197
Less: add-ons (TilG, 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	\$ 38,425,140	\$ 39,377,816	\$ 41,828,956
Funding Ratio	69.67%	78.79%	89.53%	95.24%	95.99%	100.00%
Target Funding	\$ 41,011,766	\$ 40,035,929	\$ 40,299,752	\$ 40,845,181	\$ 41,523,046	\$ 42,330,197
Adjusted Base Grant	34,443,333	33,732,093	33,924,775	34,289,452	34,486,016	34,854,850
Supplemental Funding	4,439,745	4,308,264	4,343,729	4,424,025	4,576,984	4,731,197
Concentration Funding	1,627,447	1,494,331	1,530,007	1,630,463	1,958,805	2,242,909
Add-ons (TilG, 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
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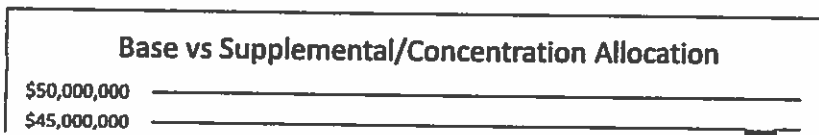
Center Joint Unified (73973) CIUSD 2017-18 Second Interim						
LCAP CONTROL FUNDING FORMULA						
Phase-In Funding	\$ 28,723,634	\$ 31,650,775	\$ 36,132,846	\$ 38,926,381	\$ 39,879,057	\$ 42,330,197
Ratio Allocated Components	69.67%	78.79%	78.53%	95.24%	95.99%	100.00%
Adjusted Base Grant	\$ 23,995,573	\$ 26,577,647	\$ 30,372,850	\$ 32,658,610	\$ 33,103,955	\$ 34,854,850
Supplemental Funding	3,093,029	3,394,498	3,888,940	4,213,614	4,393,557	4,731,197
Concentration Funding	1,133,791	1,177,389	1,369,815	1,552,916	1,880,304	2,242,909
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	5,766,530	6,273,861	6,974,106
Ratio Allocated Supplemental & Concentration Funding Change		345,068	686,868	507,775	507,331	700,245
LCAP Percentage to Increase or Improve Services Allocated Components:						
Adjusted Base Grant	\$ 31,650,775	\$ 36,132,846	\$ 38,926,381	\$ 35,697,293	\$ 35,356,091	
LCAP Supplemental & Concentration Funding	Per approved LCAP			4,181,764	6,974,106	
Add-ons (TIIG, Transp.)	501,241	501,241	501,241	501,241	501,241	501,241
LCAP Supplemental & Concentration Funding Change				4,181,764	2,792,342	

\*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 methodology to be used as an official basis.

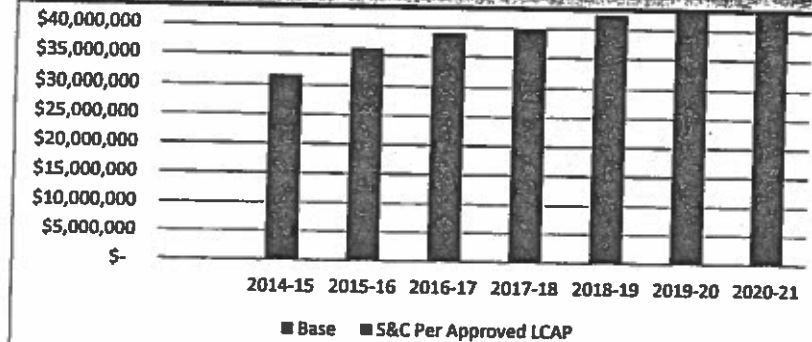


If LCAP Supplemental & Concentration funding appears low when compared to Ratio Allocated Supplemental & Concentration funding, verify that all appropriate services provided to benefit Pupils Count students above general services is included on Step 2 of the LCAP calculation. Tip: Give the district credit for existing services it continues to provide in the LCAP calculation.

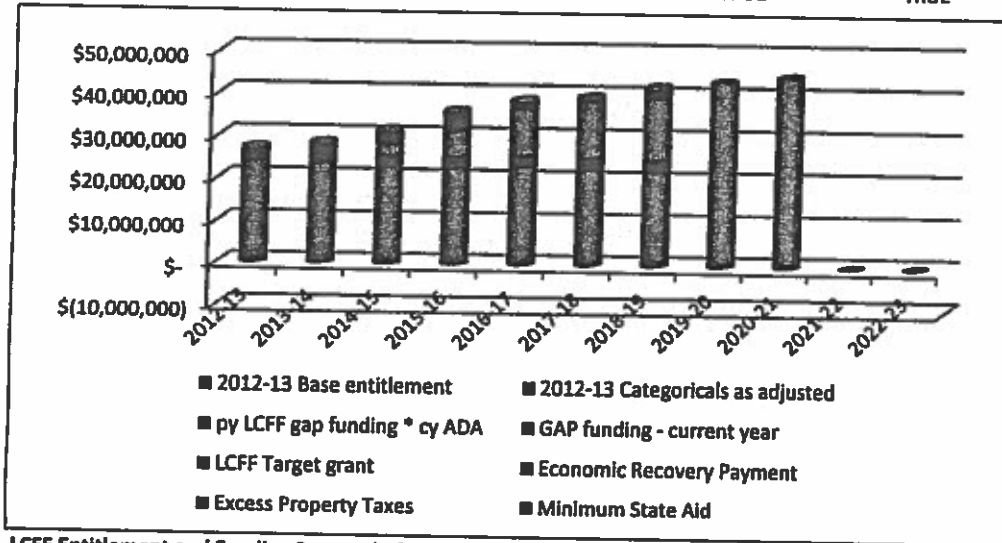
Minimum Proportionality Analysis						
	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20
Base	\$ 31,650,775	\$ 36,132,846	\$ 38,926,381	\$ 35,697,293	\$ 35,356,091	
S&C	Per Approved LCAP			4,181,764	6,974,106	
Total	\$ 31,650,775	\$ 36,132,846	\$ 38,926,381	\$ 39,879,057	\$ 42,330,197	



## 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	\$ -
Minimum State Aid	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Economic Recovery Payment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LCFF Target grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GAP funding - current year	\$ -	\$ 1,675,923	\$ 3,621,108	\$ 4,616,181	\$ 2,449,734	\$ 1,343,453	\$ 2,950,631
py LCFF gap funding * cy ADA	\$ -	\$ -	\$ 1,629,461	\$ 5,225,396	\$ 9,945,897	\$ 12,258,143	\$ 13,413,841
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	\$ 22,836,712	\$ 22,583,423	\$ 22,271,687
Total General Purpose Funding	\$ 27,401,545	\$ 28,723,634	\$ 31,650,775	\$ 36,132,846	\$ 38,926,381	\$ 39,879,057	\$ 42,330,197
Calculator tab: Recap total LCFF	\$ 27,401,545	\$ 28,723,634	\$ 31,650,775	\$ 36,132,846	\$ 38,926,381	\$ 39,879,057	\$ 42,330,197
Proof	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE

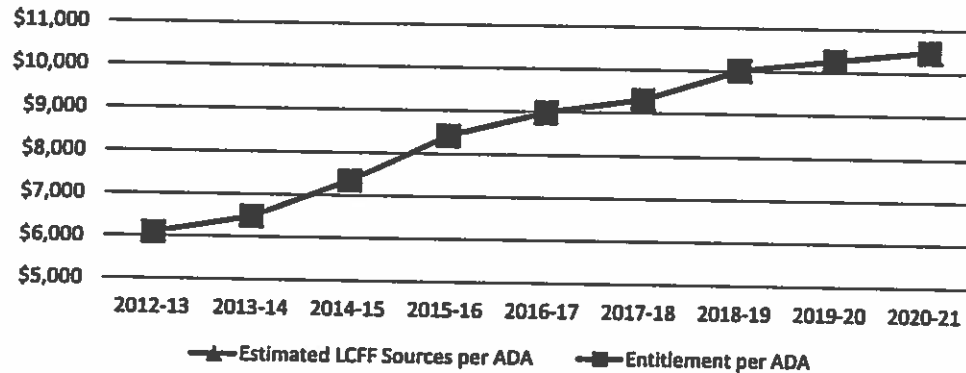


LCFF Entitlement and Funding Sources before COE Transfer, Choice and Charter Supplemental

## LOCAL CONTROL FUNDING FORMULA

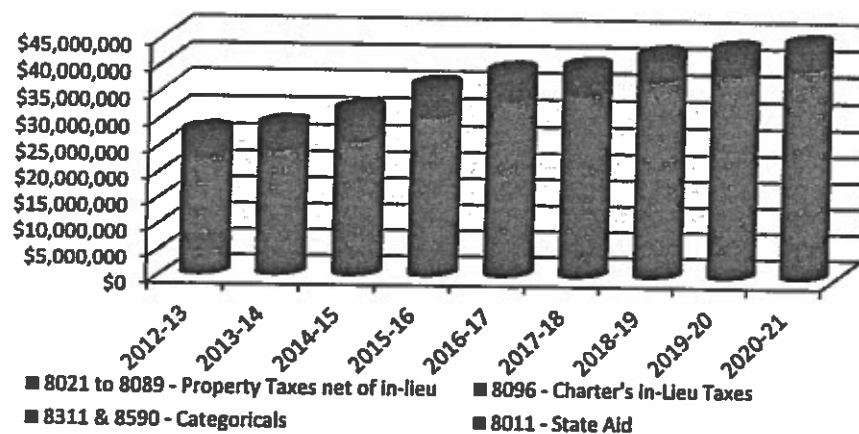
## LCFF Entitlement per ADA

	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	4,333.12	4,285.06	4,225.91
Estimated LCFF Sources per ADA	\$ 6,091.47	\$ 6,482.12	\$ 7,346.38	\$ 8,427.13	\$ 8,983.45	\$ 9,306.53	\$ 10,016.82
Net Change per ADA		\$ 390.65	\$ 864.26	\$ 1,080.75	\$ 556.32	\$ 323.08	\$ 710.29
Net Percent Change		6.41%	13.33%	14.71%	6.60%	3.60%	7.63%
Estimated LCFF Entitlement per ADA	\$ 6,091.47	\$ 6,482.12	\$ 7,346.38	\$ 8,427.13	\$ 8,983.45	\$ 9,306.53	\$ 10,016.82
Net Change per ADA		\$ 390.65	\$ 864.26	\$ 1,080.75	\$ 556.32	\$ 323.08	\$ 710.29
Net Percent Change		6.41%	13.33%	14.71%	6.60%	3.60%	7.63%



	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	\$ 26,073,152	\$ 26,788,287	\$ 29,535,402
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	5,307,104	5,011,130
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	7,783,665	7,783,665
8096 - Charter's In-Lieu Taxes	-	-	-	-	-	-	-
<b>TOTAL FUNDING</b>	<b>\$ 27,401,545</b>	<b>\$ 28,723,634</b>	<b>\$ 31,650,775</b>	<b>\$ 36,132,846</b>	<b>\$ 38,926,381</b>	<b>\$ 39,879,057</b>	<b>\$ 42,330,197</b>
8012 - EPA Receipts	\$ 5,056,421	\$ 4,948,227	\$ 6,078,885	\$ 5,834,763	\$ 5,699,880	\$ 5,307,104	\$ 5,011,130
Excess Taxes	\$ -	\$ -	\$ (0)	\$ (0)	\$ (0)	\$ 0	\$ -

Center Joint Unified (72973) - CUSD 2017-18 Second Interim														
LOCAL CONTROL FUNDING FORMULA														
EPA in excess to LCFF Funding	\$	-	\$	-	\$	0	\$	0	\$	0	\$	(0)	\$	-



LCFF Entitlement  
Excess Taxes  
Minimum EPA  
Proof Total all Sources

	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
\$	27,401,545	\$ 28,723,634	\$ 31,650,775	\$ 36,132,846	\$ 38,926,381	\$ 39,879,057	\$ 42,330,197
	-	-	(0)	(0)	(0)	0	-
\$	27,401,545	\$ 28,723,634	\$ 31,650,775	\$ 36,132,846	\$ 38,926,381	\$ 39,879,057	\$ 42,330,197
	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE	TRUE

AGENDA ITEM # XVI-D

## *Center Joint Unified School District*

**AGENDA REQUEST FOR:**

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

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

**To:** Board of Trustees

**Information Item** X

**Date:** March 21, 2018

**# Attached Pages** \_\_\_\_\_

**From:** Scott Loehr, Superintendent

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

**SUBJECT:** Parking at Dudley Elementary, Oak Hill Elementary, and Spinelli Elementary

**RECOMMENDATION:** Discussion only.

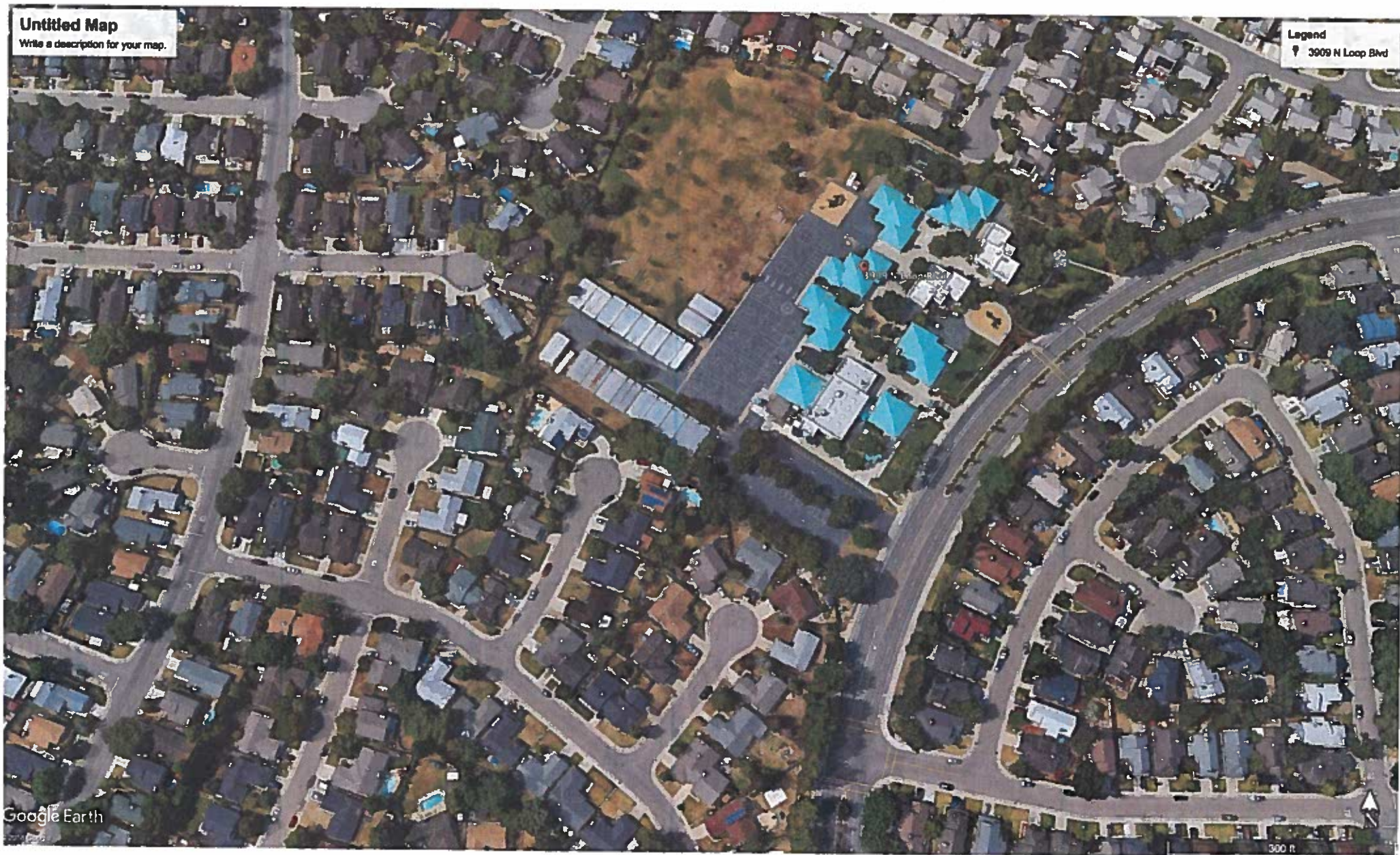
AGENDA ITEM # XVI-D

# Dudley Elementary School



52 spaces + 4 ADA spaces + 25 spaces on Aztec = 81 \* 63 employees

# Oak Hill Elementary School



56 spaces + 3 ADA spaces + 30 spaces on North Loop = 89 \* 68 employees

# Spinelli Elementary School



30 spaces + 2 ADA spaces + 24 spaces on Scotland + 16 spaces on Delaney = 72 \* 56 employees