

# Mesa Union School District

***Agenda for the Regular Meeting of the Board of Trustees to be held on Tuesday, April 16, 2013, at 6:00 p.m. in the Multi-Purpose Room located at 3901 North Mesa School Road, Somis, California 93066***

*The regularly scheduled meeting of the Board of Trustees will begin at 6:00 p.m. with Closed Session and approximately 6:30 p.m. for Open session. A complete agenda packet is available at the District Office, 3901 North Mesa School Road, Somis, Monday and Tuesday prior to a regularly scheduled meeting.*

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## **1. OFFICIAL OPENING - PLEDGE OF ALLEGIANCE**

## **2. CLOSED SESSION:** During this time, the Board may adjourn to Closed Session to discuss confidential material relating to:

A. Personnel as authorized by Government Code §54957 as it relates to the 2013-2014 school year

- *Student Personnel [Education Code §35146, 48912, 48920, 48915.5]*
- *Personnel as authorized by Government Code §54957*
- *Negotiations as authorized by Government Code §3549.1*
- *Real Property as authorized by Government Code §54956.8 and or*
- *Litigation, Pursuant to the attorney-client privilege as authorized by Government Code §54956.9*

## **3. ADOPTION OF AGENDA**

Usually an agenda covers an entire session, in which case it is the order of business for that session and is adopted by majority vote of the assembly. Thereafter, no change can be made in the agenda except by a two-thirds vote or by unanimous consent. At the point of adoption of the agenda, any Board member or the Superintendent can request that the agenda be re-ordered.

## **4. MINUTES**

*It is the recommendation of the district administration that the Board of Trustees approve the minutes of the regular meeting of March 19, 2013, as presented.*

## **5. AUDIENCE TO ADDRESS BOARD OF TRUSTEES**

PRESENTATIONS/COMMENTS BY THE PUBLIC. All individuals are invited to speak to the Board during Public Comment on matters related to the District. If you wish to address the Board, please plan to complete a Speaker Form prior to the start of the meeting. Forms are available in the District Office and at the Board meeting.

## **6. SUPERINTENDENT AND PRINCIPAL'S REPORTS**

Superintendent:

- A. Communication: Mesa Union News
- B. Kindergarten orientation
- D. National School Safety Center
- E. Program Improvement

Principal:

- A. CST Preparation
- B. Intervention
- C. SESR Update

## **7. BOARD MEMBERS' REPORTS AND COMMUNICATIONS**

- A. Correspondence

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- B. Board Members' Reports and Communications
- C. Board Members' Interests and Concerns

## **8. CONSENT AGENDA**

*\*Approval of Consent Agenda – All items on the Consent Agenda are to be approved as one motion unless a Board Member requests separate action on a specific item. Each item approved shall be deemed to have been read in full and adopted as recommended.*

- A. Purchase Orders – Mesa

*That the Purchase Orders be approved as presented.*

**PLEASE SEE AGENDA ITEM 8A IN THE PACKET**

- B. Check Register – Mesa

*That the check register be approved as presented.*

**PLEASE SEE AGENDA ITEM 8B IN THE PACKET**

- C. Statement of Revenues and Expenditures (March 2013)

*That the Statement of Revenues and Expenditures be approved as presented.*

**PLEASE SEE AGENDA ITEM 8C IN THE PACKET**

- D. March 2013 Enrollment Report/Attendance Reports

*That the March 2013 enrollment/attendance report be accepted as presented.*

**PLEASE SEE AGENDA ITEM 8D IN THE PACKET**

- E. Current Enrollment Report/Attendance Reports

*That the enrollment/attendance report be accepted as presented.*

**PLEASE SEE AGENDA ITEM 8E IN THE PACKET**

- F. Student of the Month for March 2013 and Honor Roll/Merit Roll for second semester.

*That the Board of Trustees accepts the Student of the Month listing as presented.*

**PLEASE SEE AGENDA ITEM 8F IN THE PACKET**

- G. Golden Valley Charter School Statement of Revenue and Expenditures

*That the Board of Trustees accepts the Statement of Revenue and Expenditures from the Golden Valley Charter School.*

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**PLEASE SEE AGENDA ITEM 8G IN THE PACKET**

- H.** Student Body Fund and Revolving Fund Accounting for the 2012-2013 school year.

*That the Board of Trustees accepts the Student Body Fund and Revolving Fund accounting for the 2012-2013 school year.*

**PLEASE SEE AGENDA ITEM 8H IN THE PACKET**

## **9. DISCUSSION/ACTION ITEMS**

- A.** Consideration of adoption of Resolution #12-13-10 Final Resolution Regarding Reduction or Elimination of Certain Certificated Services.

*It is recommended that the Governing Board adopt the proposed resolution, taking final action to (1) effectuate the reduction or discontinuance of the particular kinds of certificated services previously identified in Resolution No. 12-13-10, to terminate the specified affected certificated employee and to authorize the Superintendent or designee to give a final notice of layoff to the affected certificated employee before May 15, 2013, and (2) effectuate the reduction or discontinuance of the particular kinds of categorically funded certificated services previously identified in Resolution No. 12-13-10, to release the specified affected temporary certificated employees and to authorize the Superintendent or designee to give a final notice of release to the affected temporary certificated employees before May 15, 2013.*

**PLEASE SEE AGENDA ITEM 9A IN THE PACKET**

- B.** Consideration of approval of the MOU with Golden Valley Charter School for the period of July 1, 2013 to June 30, 2014.

*It is the recommendation of the District Administration that the Board of Trustees approve the MOU with Golden Valley Charter School.*

**PLEASE SEE AGENDA ITEM 9B IN THE PACKET**

- C.** Consideration of approval of the posting of the Economic Impact Aid Funding Pursuant to Senate Bill 754 (Chapter 573, Statutes of 2012)

*It is the recommendation of the District Administration that the Board of Trustees approve the posting of the Economic Impact Aid Funding Pursuant to Senate Bill 754(Chapter 573, Statutes of 2012)*

**PLEASE SEE AGENDA ITEM 9C IN THE PACKET**

- D.** Consideration of Adoption of Resolution #12-13-11 Local Control Funding Formula.

*It is recommendation of the District Administration that the Board of Trustees approve Resolution# 12-13-11 Local Control Funding Formula.*

**PLEASE SEE AGENDA ITEM 9D IN THE PACKET**

- E.** Consideration of approval of the School Site Plan for 2012-2013 as presented.

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*It is the recommendation of the District Administration that the Board of Trustees approve the School Plan.*

**PLEASE SEE AGENDA ITEM 9E IN THE PACKET**

- F. Consideration of Approval of the 8<sup>TH</sup> grade Magic Mountain field trip.

*It is the recommendation of the District Administration that the Board of Trustees approve the 8<sup>th</sup> grade field trip request to Magic Mountain.*

**PLEASE SEE AGENDA ITEM 9F IN THE PACKET**

- G. Consideration of Adoption of the District Goals and Objectives.

*It is the recommendation of the District Administration that the Board of Trustees approve the District Goals and Objectives.*

**PLEASE SEE AGENDA ITEM 9G IN THE PACKET**

- H. Consideration of approval of the 2012-2013 Classified Holiday Calendar.

*It is the recommendation of the District Administration that the Board of Trustees approve the 2012-2013 Classified Holiday Calendar.*

**PLEASE SEE AGENDA ITEM 9H IN THE PACKET**

- I. Consideration of approval of the Declaration of Need for Fully Qualified Educators for 2012-2013.

*It is the recommendation of the District Administration that the Board of Trustees approve the Declarations of Need as presented.*

**PLEASE SEE AGENDA ITEM 9I IN THE PACKET**

- J. Consideration of acceptance of the "sunshine" letter for negotiations for the 2013-2014 school year from MUST.

*It is the recommendation of the District Administration that the Board of trustees accept the negotiation openers from MUST.*

**PLEASE SEE AGENDA ITEM 9J IN THE PACKET**

- K. Consideration of acceptance of the Quarterly Report on Williams Uniform Complaints.

*It is the recommendation of the District Administration that the Board of Trustees accept the Quarterly Report on Williams Uniform Complaints. At this time there are no complaints.*

**PLEASE SEE AGENDA ITEM 9K IN THE PACKET**

- L. Consideration of approval of Board Policy and Administrative Regulations as presented or amended.

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*It is the recommendation of the District Administration that the Board of Trustees adopts policies and regulations as presented or amended. Please refer to spreadsheet.*

## **PLEASE SEE AGENDA ITEM 9L IN THE PACKET**

### **M. First Reading of Policy Updates**

*It is the recommendation of the District Administration that the Board of Trustees review the policies in sections 0000-9000 from the November updates.*

## **PLEASE SEE AGENDA ITEM 9M IN THE PACKET**

### **10. PERSONNEL**

- A.** Consideration of approval of hiring Ronda Plomteaux and Michele Demaria, based on enrollment, as hourly intervention teachers for afterschool Pre California Standards Test (CST) intervention from April 16-May 16, 2013 at the hourly rate of \$35.00 to be funded through Title I.

*It is the recommendation of the District Administration that the Board of Trustees approve the hiring of Ronda Plomteaux and Michele Demaria as hourly intervention teachers.*

- B.** Consideration of approval of extra duty hours for Olivia Ford, Erika Muhlitner, Julee Vollmert, and Deanna Sakai, based on enrollment, for afterschool Pre California Standards Test (CST) intervention from April 16-May 16, 2013 at the hourly rate of \$35.00 to be funded through Title I.

*It is the recommendation of the District Administration that the Board of Trustees approve the hiring of Olivia Ford, Erika Muhlitner, Julee Vollmert, and Deanna Sakai as hourly intervention teachers.*

### **11. ITEMS FOR FUTURE CONSIDERATION**

### **12. FUTURE MEETINGS**

- A. May 21, 2013, 6:00 p.m.  
B. June 18, 2013, 6:00 p.m.

### **13. ADJOURNMERT**

In accordance with requirements of the Americans with Disabilities Act and related federal regulations, individuals who require special accommodation, including but not limited to an American sign language interpreter, accessible seating or documentation in accessible formats, should contact the Superintendent's office at least two days before the meeting.

**Call to order**

The Regular Meeting of the Board of Trustees of the Mesa Union School District was called to order by President Susan Nemets at 6:05 p.m., March 19, 2013, in the Multi-Purpose Room.

At 6:05 p.m. President Nemets asked for public comment on closed session items. Hearing none, she announced that the Board was going into closed session to discuss Negotiations, Personnel and Conference regarding an anticipated litigation.

At 6:38 p.m. the Board returned to open session and President Nemets reported that the Board had just returned from closed session where they discussed Negotiations for MUTA and MUST, Personnel, and anticipated litigation. No action was taken.

**Roll Call**

Board members present were Rick Murray, Susan Nemets, Noel Camanag. Steve Sullivan and Judith Thielemann were absent.

Administration Present: Dr. Michael Babb, Superintendent; Erica Magdaleno, Executive Assistant; Ryan Howatt, Principal and Cindy Hansen, CBO.

**Pledge**

President Nemets led the Pledge of Allegiance

**Agenda**

The agenda was adopted by common consent.

**Minutes**

The minutes were adopted by common consent.

**Public Comment**

There was no public comment.

**Superintendent's  
Report**

**Superintendent:**

**Supplemental Educational Services**-Parents of students that qualify for SES services have all been mailed correspondence regarding the free tutoring services through Program Improvement Year II. The funds that have been allocated for tutoring services are 20% of the Title I budget which equals \$17,000. There is a per pupil allotment that is established by the state; Mesa Union District is \$802 per student. There is a list of 64 SES providers that indicated they would provide services to Mesa students. A meeting was scheduled at Somis School District for interested providers to attend. A total of 11 SES providers attended the meeting. The 11 SES providers will also be attending a meeting on March 22<sup>nd</sup>, where parents will have the opportunity to meet the providers and ask questions. The list of providers has also been posted on the school website. At a recent staff meeting teachers were informed of the tutoring services that students are being offered. Some teachers have applied to provide Mesa students with tutoring services through the Ventura County Office of Education (VCOE) SES provider.

**Food Service Review**-A nutritionist from the California Department of Education (CDE) Nutrition Department conducted a validation review of the application for an extra \$.06 cents we receive for each reimbursable meal. She met with Debbie Sussex to review the school menus and overall operation of the cafeteria. All areas were in compliance. Some suggestions were made about protocol, including reversing the way students enter the cafeteria to receive their meals. A larger salad bar has been ordered to provide students with more fruit and vegetable options. Changes should save money, reduce waste, and lead to a more nutritious set of options for students.

**National School Safety Center**-Dr. Ronald Stephens with National School Safety Center met with Dr. Babb and Mr. Howatt on Friday. He will be preparing a report with recommendations next week. During his visit he first noticed the open school concept and suggested a few low cost

improvements that include increasing signage at entrance points, and increasing natural supervision. Having the facilities and transportation department on site during school hours provides the school with natural supervision. Dr. Stephens suggested standardizing the dress for staff to increase the natural supervision. Dr. Stephens also suggested including language in the Mission and Vision statement that reflects the safe school environment.

**Technology Update-** Dr. Babb met with the technology committee and VCOE staff to talk about short-term priorities. Some of the top priorities were:

1. Upgrading the Computer Lab and making it completely functional.
2. Fixing the MAC cart, PC Laptop cart and the Jr. High cart which are all not completely working effectively.
3. Fixing the Promethean Boards, 2 of the 3 are currently not working.
4. Software and wireless improvements.

**Golden Valley Charter School and Golden Valley Virtual Charter School-** Dr. Babb reported that at the last board meeting in a special session, the Board approved the voluntary surrender of the Golden Valley Virtual Charter School effective June 30. The virtual program will be consolidated into Golden Valley Charter School.

**District Goals and Objectives-**Dr. Babb reported that he would present at the Special Session Board Meeting.

#### Principal's Report

##### Principal:

**School Site Plan-** Mr. Howatt has meet with the English Language Advisory Committee (ELAC) and has received approval of the goals. He will be meeting with the School Site Council on Thursday, and finalizing the School Site Plan over Spring Break. The School Site Plan will be brought to the April Board Meeting for approval. Goals will focus on Common Core, Writing Literacy Skills for K-8, English Language Learners' performance, Alignment of CELDT performances with CST results, and Student Safety.

**Special Education Self Review (SESR)** – The special education team has been working diligently and collaboratively with Jill Brogan from Golden Valley Charter School to complete the special education self review. The self review is completed every 4 years. This year twenty eight files were selected for review, 14 from Golden Valley Charter School and 14 from Mesa. During the review the special education team reviewed the monitoring plans and concentrated on areas of non-compliance and areas of concern then created areas of compliance which will be addressed in May. The self review has created a positive effect on the current IEP's and how the special education team will continue to monitor student files.

**Professional Development-** Mr. Howatt commended Dr. Babb on his commitment to providing staff with professional development that is well focused. The focus has been on English Language Learners and Common Core. Last week teachers attended Common Core training at VCOE looking at the expectations of the Common Core through reading, writing, literacy, and math. Mr. Howatt shared that he was impressed by the focus that is being placed on literacy, and shared how it will tie in with the school plan for student achievement. On Wednesday, Cathy Reznicek with VCOE provided Datawise training. Datawise provides the ability to examine how students are performing, and the ability to create assessments. Some teachers are already using Datawise to create assessments. The goal is to reduce the amount of clerical work that is currently being performed by teachers.

**Official Minutes of the March 19, 2013 Regular Meeting of the Board of Trustees of the Mesa Union School District**

<b>Board Member's Reports and Communications</b>	<p>Trustee Camanag shared his experience as a judge during the National Engineers Week at the Point Mugu Base in which Mesa students participated. A group of Mesa 8<sup>th</sup> grade students placed in the competition giving them an opportunity to tour a U. S. naval ship.</p> <p>Trustee Camanag also shared his experience from having his daughter, a Mesa Student participate in the Spelling Bee. It was great experience.</p> <p>Mr. Howatt shared the results from the Migrant Speech/Debate Tournament. All of the students who participated did great. Daniela Meza-6<sup>th</sup>, Sophia Jimenez-7<sup>th</sup> grade placed 2<sup>nd</sup> and Christopher Meza-8<sup>th</sup> grade placed 1<sup>st</sup> place and will be representing Mesa Union School District in San Jose on May 2-May 5.</p>
<b>Consent Agenda</b>	<p>On motion of Trustee Murray, seconded by Trustee Camanag and carried with a 3-0-0 vote, the consent agenda items were approved with the exception of consent agenda item 8.E.</p> <p>On motion of Trustee Murray, seconded by Trustee Camanag and carried with a 3-0-0 vote, consent agenda Item 8.E was tabled for the April 16<sup>th</sup>, 2013 Regular Board Meeting.</p> <p>Purchase orders totaling \$10,729.74 Checks totaling \$195,938.01 Fund Balances Student of the month Golden Valley Charter School income/expenditure statement</p>
<b>ACTION</b>	
<b>District Mission and Vision Statement</b>	<p>On motion of Trustee Camanag, seconded by Trustee Murray and carried with a 3-0-0 vote, the District Mission and Vision Statement was adopted.</p>
<b>2012-2013 Safety Plan</b>	<p>On motion of Trustee Murray, seconded by Trustee Camanag and carried with a 3-0-0 vote, the 2012-2013 Safety Plan was approved as presented.</p>
<b>Con App Winter 2012-2013</b>	<p>On motion of Trustee Camanag, seconded by Trustee Murray and carried with a 3-0-0 vote, the Consolidated Application (Con App) Winter portion for 2012-2013 was approved.</p>
<b>Supplemental Education Services</b>	<p>On motion of Trustee Murray, seconded by Trustee Camanag and carried with a 3-0-0 vote, the Supplemental Education services contract template was approved.</p>
<b>Community Funding Solutions Inc.</b>	<p>On motion of Trustee Camanag, seconded by Trustee Murray and carried with a 3-0-0 vote, the agreement with Community Funding Solutions Inc. was approved.</p>
<b>Ventura County SELPA Agreement</b>	<p>On motion of Trustee Murray, seconded by Trustee Camanag and carried with a 3-0-0 vote, the agreement with Ventura County SELPA for Occupational Services at the maximum billable total of \$14,400 for the 2012-2013 school year was approved.</p>
<b>2013-2014 School Calendar</b>	<p>On motion of Trustee Camanag, seconded by Trustee Murray and carried with a 3-0-0 vote, the 2013-2014 School Calendar was approved.</p>
<b>Vicenti, Lloyd, and Stutzman, LLP</b>	<p>On motion of Trustee Murray, seconded by Trustee Camanag and carried with a 3-0-0 vote, the letter of terms of engagement from Vicenti, Lloyd, and Stutzman LLP for services provided in the agreement dated May 25, 2012 was accepted.</p>
<b>NP Validation Summary Report</b>	<p>On motion of Trustee Camanag, seconded by Trustee Murray and carried with a 3-0-0 vote, the California Department of Education (CDE) Nutrition Division Services SNP Validation</p>



Official Minutes of the March 19, 2013 Regular Meeting of the Board of Trustees of the Mesa Union School District

Summation Report was accepted.

**Student Teacher Agreement**

On motion of Trustee Murray, seconded by Trustee Camanag and carried with a 3-0-0 vote, the Board of Trustees approved the Student Teaching Agreement with CSU Channel Islands.

**Board Policies**

On motion of Trustee Camanag, seconded by Trustee Murray and carried with a 3-0-0 vote, the updated policies and Administrative Regulations were approved as presented or amended.

**Board Policies 1<sup>st</sup> Read**

The Board was provided policy updates for a 1<sup>st</sup> reading. These policies will be placed on the April agenda for adoption

**Personnel**

**Classified:**

On motion of Trustee Camanag, seconded by Trustee Murray and carried with a 3-0-0 vote, the ratification of the Professional Expert Agreement with Marilyn McGrath for the period of three days at the hourly rate of \$25.00 an hour to assist in the completion of the Special Education Self Review was approved.

On motion of Trustee Murray, seconded by Trustee Camanag and carried with a 3-0-0 vote, the request for leave of absence for Jose Gonzalez effective June 24, 2013 thru June 28, 2013 and August 1, 2013 thru August 26, 2013 was approved.

**Certificated:**

On motion of Trustee Camanag, seconded by Trustee Murray and carried with a 3-0-0 vote, the authorization for Dr. Dunn to teach 6<sup>th</sup> grade Earth Science in accordance with Ed Code 44258.2 was approved.

**Future Meetings**

Tuesday, April 16, 2012

Tuesday, April 30, 2013

Tuesday, May 21, 2013

There being no further items of business, the meeting was adjourned at 7:38 p.m.

## Fund 010 - General Fund

Fiscal Year 2012/13 Through March 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Revenue Limit Sources</b>						
8011	Revenue Limit State Aid Curre	2,019,943.00	2,213,261.00	995,413.00	1,217,848.00	44.97
8021	Homeowners' Exemption	17,757.00	17,580.00	9,348.97	8,231.03	53.18
8041	Secured Rolls Tax	1,831,881.00	1,936,662.00	973,209.45	963,452.55	50.25
8042	Unsecured Roll Taxes	71,635.00	73,311.00	70,073.71	3,237.29	95.58
8043	Prior Years' Taxes	9,686.00	7,749.00	7,817.01	68.01-	100.88
8044	Supplemental Taxes	18,790.00	14,091.00	30,209.28	16,118.28-	214.39
8045	Education Rev Augmentation Fd	70,026.00-	119,932.00-	21,160.73	141,092.73-	-17.64
8092	PERS Reduction Transfer	4,514.00	4,409.00	4,698.22	289.22-	106.56
8096	Charter School Trans In Lieu P	956,696.00-	956,696.00-	708,103.90-	248,592.10-	74.02
<b>Total Revenue Limit Sources</b>		<b>2,947,484.00</b>	<b>3,190,435.00</b>	<b>1,403,826.47</b>	<b>1,786,608.53</b>	<b>44.00</b>
<b>Federal Revenue</b>						
8181	Special Education Entitlement	106,953.00	109,622.00	55,671.00	53,951.00	50.78
8182	Special Education Discretionary	2,393.00	2,393.00		2,393.00	
8285	Interagency Contracts Between	24,281.00	24,281.00	13,149.22	11,131.78	54.15
8290	All Other Federal Revenue	94,639.00	150,915.00	61,337.20	89,577.80	40.64
<b>Total Federal Revenue</b>		<b>228,266.00</b>	<b>287,211.00</b>	<b>130,157.42</b>	<b>157,053.58</b>	<b>45.32</b>
<b>Other State Revenues</b>						
8311	Other State Apportionments Cu	115,612.00	130,481.00	81,141.00	49,340.00	62.19
8434	Class Size Reduction K-3	179,928.00	179,928.00	108,385.00	71,543.00	60.24
8550	Mandated Cost Reimbursements		17,407.00	17,407.00		100.00
8560	State Lottery Revenue	95,197.00	110,302.00	29,687.65	80,614.35	26.91
8590	All Other State Revenues	157,920.00	204,630.00	120,425.00	84,205.00	58.85
<b>Total Other State Revenues</b>		<b>548,657.00</b>	<b>642,748.00</b>	<b>357,045.65</b>	<b>285,702.35</b>	<b>55.55</b>
<b>Other Local Revenue</b>						
8660	Interest	6,000.00	6,000.00	2,712.33	3,287.67	45.21
8675	Transportation Fees from Indiv	29,000.00	29,000.00	11,314.03	17,685.97	39.01
8677	Interagency Services Between L	69,946.00	69,946.00		69,946.00	
8699	All Other Local Revenue	61,567.00	32,355.00	3,555.55-	35,910.55	-10.99
8792	Transfers of Apportionments Fr	259,304.00	285,819.00	199,727.00	86,092.00	69.88
<b>Total Other Local Revenue</b>		<b>425,817.00</b>	<b>423,120.00</b>	<b>210,197.81</b>	<b>212,922.19</b>	<b>49.68</b>
<b>Total Year To Date Revenues</b>		<b>4,150,224.00</b>	<b>4,543,514.00</b>	<b>2,101,227.35</b>	<b>2,442,286.65</b>	<b>46.25</b>

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
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Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 9, Stmt Option? = R,  
Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE ONLINE

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## Fund 010 - General Fund

Fiscal Year 2012/13 Through March 2013

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Certificated Salaries</b>							
1100	Teachers' Salaries	1,876,265.00	1,886,336.00	511,551.77	1,370,085.81	4,698.42	72.63
1110	Substitute Teacher	18,130.00	26,465.00		18,517.50	7,947.50	69.97
1130	Stipend	5,168.00	1,493.00		500.00	993.00	33.49
1140	Extra Duty	18,480.00	24,116.00		15,067.50	9,048.50	62.48
1300	Cert Supervisors & Administrat	2,800.00	2,800.00		1,653.75	1,146.25	59.06
1301	Superintendent	146,231.00	107,033.00	33,390.00	73,802.04	159.04	68.95
1303	Principal	86,872.00	89,768.00	22,441.95	67,325.85	.20	75.00
1900	Other Certificated Salaries	4,875.00	4,875.00		2,672.50	2,202.50	54.82
<b>Total Certificated Salaries</b>		<b>2,158,821.00</b>	<b>2,142,886.00</b>	<b>567,383.72</b>	<b>1,549,624.95</b>	<b>25,877.33</b>	<b>72.31</b>
<b>Classified Salaries</b>							
2100	Instructional Aides' Salaries	115,840.00	119,023.00	26,320.95	73,480.82	19,221.23	61.74
2110	Substitute Aide	1,343.00	1,394.00		1,441.12	47.12	103.38
2150	Instructional Aide Overtime	1,795.00	1,919.00		415.38	1,503.62	21.65
2200	Classified Support Salaries	296,378.00	270,179.00	74,532.63	187,787.67	7,858.70	69.50
2216	Substitute Bus Driver	427.00	1,145.00		1,144.42	.58	99.95
2250	Classified Support Overtime	1,140.00	7,222.00		6,844.74	377.26	94.78
2400	Clerical and Office Salaries	132,386.00	124,565.00	29,885.91	90,367.28	4,311.81	72.55
2410	Clerical Sub		114.00		113.28	.72	99.37
2450	Clerical/Office Overtime	13,482.00	13,482.00		8,144.48	5,337.52	60.41
2900	Other Classified Salaries	25,587.00	28,568.00	6,883.29	19,025.75	2,658.96	66.60
2950	OTHER CLASS OVERTIME		5.00		4.10	.90	82.00
<b>Total Classified Salaries</b>		<b>588,378.00</b>	<b>567,616.00</b>	<b>137,622.78</b>	<b>388,769.04</b>	<b>41,224.18</b>	<b>68.49</b>
<b>Employee Benefits</b>							
3101	STRS, certificated positions	178,302.00	176,790.00	46,853.63	127,445.85	2,490.52	72.09
3102	STRS, classified positions	768.00	228.00			228.00	
3202	PERS, classified positions	62,231.00	60,624.00	14,968.23	40,746.22	4,909.55	67.21
3301	OASDI/Medicare/Alternative, ce	29,000.00	28,620.00	7,535.54	21,034.46	50.00	73.50
3302	OASDI/Medicare/Alternative, cl	43,517.00	43,230.00	10,008.21	28,335.57	4,886.22	65.55
3401	Health & Welfare Benefits, cer	270,435.00	273,672.00	80,158.62	187,663.32	5,850.06	68.57
3402	Health & Welfare Benefits, cla	99,592.00	99,478.00	29,843.25	69,634.25	.50	70.00
3501	SUI, certificated positions	22,765.00	22,492.00	5,922.59	16,304.52	264.89	72.49
3502	SUI, classified positions	6,258.00	6,274.00	1,439.10	4,114.98	719.92	65.59
3601	Work Comp Ins, certificated po	69,570.00	63,793.00	16,907.02	46,167.95	718.03	72.37
3602	Work Comp Ins, classified posi	18,939.00	17,576.00	4,097.04	12,094.25	1,384.71	68.81
3702	Retiree Benefits, classified p	750.00	750.00			750.00	

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 9, Stmt Option? = R,  
Zero Amounts? = N, SACS? = N, Restricted? = Y)

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## Fund 010 - General Fund

Fiscal Year 2012/13 Through March 2013

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail (continued)</b>							
<b>Employee Benefits (continued)</b>							
3802	PERS Reduction, classified pos	4,514.00	4,564.00	1,730.04	4,698.22	1,864.26-	102.94
3901	Other Benefits, certificated p	18,416.00	16,796.00		16,795.40	.60	100.00
	<b>Total Employee Benefits</b>	<b>825,057.00</b>	<b>814,887.00</b>	<b>219,463.27</b>	<b>575,034.99</b>	<b>20,388.74</b>	<b>70.57</b>
<b>Books and Supplies</b>							
4100	Textbooks	11,408.00	11,408.00		11,185.32	222.68	98.05
4300	Materials and Supplies	127,601.00	146,309.00	30,264.89	77,027.09	39,017.02	52.65
4310	Bus Fuel	24,639.00	24,639.00	8,676.26	15,376.43	586.31	62.41
4319	Supplies Undesignated	14,783.00	40,219.00			40,219.00	
4400	Non-Capitalized Equipment	8,900.00	29,891.00		23,297.15	6,593.85	77.94
	<b>Total Books and Supplies</b>	<b>187,331.00</b>	<b>252,466.00</b>	<b>38,941.15</b>	<b>126,885.99</b>	<b>86,638.86</b>	<b>50.26</b>
<b>Services and Other Operating Expenditures</b>							
5100	Sub Agreements for Prof Servic		121,123.00		15,828.25	105,294.75	13.07
5200	Travel and Conferences	1,285.00	1,285.00		647.52	637.48	50.39
5201	Car Allowance	2,400.00	1,800.00	540.00	1,200.00	60.00	66.67
5220	STAFF DEVELOPMENT	6,455.00	16,020.00	4,427.06	8,298.30	3,294.64	51.80
5300	Dues and Memberships	9,960.00	8,160.00		5,754.68	2,405.32	70.52
5450	Other Insurance	26,732.00	26,732.00		26,039.17	692.83	97.41
5501	Natural Gas	8,245.00	6,000.00	2,486.86	3,513.14		58.55
5502	Electricity	65,565.00	65,565.00	20,058.48	43,941.52	1,565.00	67.02
5504	Water	8,475.00	9,600.00	3,480.69	4,994.31	1,125.00	52.02
5505	Rubbish	5,960.00	5,960.00	1,130.33	4,669.67	160.00	78.35
5506	Pest Control		1,910.00	796.00	1,111.00	3.00	58.17
5600	Rentals,Leases,Repairs & Nonca	111,778.00	110,768.00	31,682.12	60,953.53	18,132.35	55.03
5750	Direct Costs for Interfund Ser		406.00-		405.70-	.30-	99.93
5800	Professnl/Consult Serv & Opera	278,507.00	207,266.00	29,122.04	81,650.74	96,493.22	39.39
5801	Audit	18,000.00	18,000.00	4,500.00	15,100.09	1,600.09-	83.89
5803	Business Services Authority	102,284.00	102,284.00	34,094.00	68,190.00		66.67
5804	Employment Fees	1,397.00	1,397.00	440.00	654.00	303.00	46.81
5819	Holding		22,315.00			22,315.00	
5899	Legal Services	33,500.00	33,500.00	4,826.19	20,173.21	8,500.60	60.22
5901	Phone Services	6,425.00	5,084.00	2,565.70	1,584.30	934.00	31.16
5902	Internet Services	19,710.00	16,550.00	713.06	15,449.44	387.50	93.35
5903	Postage	2,133.00	2,250.00	230.00	1,706.18	313.82	75.83
	<b>Total Services and Other Operating Expenditures</b>	<b>708,811.00</b>	<b>783,163.00</b>	<b>141,092.53</b>	<b>381,053.35</b>	<b>261,017.12</b>	<b>48.66</b>

## Tuition

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 9, Stmt Option? = R,  
Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Fund 010 - General Fund		Fiscal Year 2012/13 Through March 2013					
Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail (continued)</b>							
<b>Tuition (continued)</b>							
7141	Other Tuition/Excess Costs to	89,111.00	118,262.00		30,259.00	88,003.00	25.59
7142	Other Tuition/Excess Costs to	37,219.00	39,469.00	8,459.00	9,096.83	21,913.17	23.05
	<b>Total Tuition</b>	<b>126,330.00</b>	<b>157,731.00</b>	<b>8,459.00</b>	<b>39,355.83</b>	<b>109,916.17</b>	<b>24.95</b>
<b>Debt Service</b>							
7438	Debt Service-Interest	28,050.00	28,050.00	14,025.00	14,025.00		50.00
7439	Debt Service-Principal	23,844.00	660,000.00			660,000.00	
	<b>Total Debt Service</b>	<b>51,894.00</b>	<b>688,050.00</b>	<b>14,025.00</b>	<b>14,025.00</b>	<b>660,000.00</b>	<b>2.04</b>
	<b>Total Year To Date Expenditures</b>	<b>4,646,622.00</b>	<b>5,406,799.00</b>	<b>1,126,987.45</b>	<b>3,074,749.15</b>	<b>1,205,062.40</b>	<b>56.87</b>

Object	Description	Adopted Budget	Revised Budget		Actual	Balance	% Used
<b>Other Financing Sources</b>							
<b>Other Financing Sources</b>							
8919	Other Authorized Interfund Tra		601,153.00		601,152.94	.06	100.00
	<b>Total Other Financing Sources</b>	<b>.00</b>	<b>601,153.00</b>		<b>601,152.94</b>	<b>.06</b>	<b>100.00</b>
	<b>Total Year To Date Other Financing Sources</b>	<b>.00</b>	<b>601,153.00</b>		<b>601,152.94</b>	<b>.06</b>	<b>100.00</b>

## Fund 010 - General Fund

Fiscal Year 2012/13 Through March 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	4,150,224.00	4,543,514.00		2,101,227.35	2,442,286.65	46.25
B. Expenditures	4,646,622.00	5,406,799.00	1,126,987.45	3,074,749.15	1,205,062.40	56.87
C. Subtotal (Revenue LESS Expense)	496,398.00-	863,285.00-		973,521.80-	1,237,224.25	
D. Other Financing Sources and Uses						
Sources		601,153.00		601,152.94	.06	100.00
LESS Uses						
E. Net Change in Fund Balance	496,398.00-	262,132.00-		372,368.86-	1,237,224.31	
F. Fund Balance:						
Beginning Balance (9791)	1,176,784.00	1,344,599.00		1,344,600.67		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	1,176,784.00	1,344,599.00		1,344,600.67		
G. Calculated Ending Balance	680,386.00	1,082,467.00		972,231.81		
*Components of Ending Fund Balance						
Legally Restricted (9740)	78,164.00	132,456.00				
Other Designations (9780)	115,963.00	166,730.00				
Undesig/Unapprop (9790)	253,928.00	513,272.00				
Other	232,331.00	270,009.00		1,126,987.45		

## Fund 130 - Cafeteria Fund

Fiscal Year 2012/13 Through March 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Federal Revenue</b>						
8220	Child Nutrition Programs	80,100.00	95,100.00	49,948.02	45,151.98	52.52
	<b>Total Federal Revenue</b>	<b>80,100.00</b>	<b>95,100.00</b>	<b>49,948.02</b>	<b>45,151.98</b>	<b>52.52</b>
<b>Other State Revenues</b>						
8520	Child Nutrition Programs	8,000.00	8,000.00	4,194.88	3,805.12	52.44
	<b>Total Other State Revenues</b>	<b>8,000.00</b>	<b>8,000.00</b>	<b>4,194.88</b>	<b>3,805.12</b>	<b>52.44</b>
<b>Other Local Revenue</b>						
8634	Food Services Sales	59,200.00	59,200.00	33,126.94	26,073.06	55.96
8660	Interest	150.00	100.00	71.66	28.34	71.66
	<b>Total Other Local Revenue</b>	<b>59,350.00</b>	<b>59,300.00</b>	<b>33,198.60</b>	<b>26,101.40</b>	<b>55.98</b>
	<b>Total Year To Date Revenues</b>	<b>147,450.00</b>	<b>162,400.00</b>	<b>87,341.50</b>	<b>75,058.50</b>	<b>53.78</b>

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Classified Salaries</b>							
2200	Classified Support Salaries	39,489.00	39,489.00	11,878.29	27,610.71		69.92
2212	Substitute Cafeteria Worker	4,740.00	4,740.00		1,010.13	3,729.87	21.31
2250	Classified Support Overtime	1,467.00	2,179.00		2,666.13	487.13-	122.36
2400	Clerical and Office Salaries	16,582.00	16,582.00	4,474.50	11,932.00	175.50	71.96
	<b>Total Classified Salaries</b>	<b>62,278.00</b>	<b>62,990.00</b>	<b>16,352.79</b>	<b>43,218.97</b>	<b>3,418.24</b>	<b>68.61</b>
<b>Employee Benefits</b>							
3202	PERS, classified positions	7,090.00	7,159.00	1,867.02	4,734.45	557.53	66.13
3302	OASDI/Medicare/Alternative, cl	4,549.00	4,604.00	1,173.78	3,063.49	366.73	66.54
3402	Health & Welfare Benefits, cla	12,145.00	12,145.00	3,643.56	8,501.64	.20-	70.00
3502	SUI, classified positions	654.00	662.00	168.75	449.47	43.78	67.90
3602	Work Comp Ins, classified posi	2,005.00	1,875.00	486.81	1,286.60	101.59	68.62
	<b>Total Employee Benefits</b>	<b>26,443.00</b>	<b>26,445.00</b>	<b>7,339.92</b>	<b>18,035.65</b>	<b>1,069.43</b>	<b>68.20</b>
<b>Books and Supplies</b>							
4300	Materials and Supplies	6,500.00	6,500.00	733.50	4,504.07	1,262.43	69.29
4400	Non-Capitalized Equipment	2,000.00	3,500.00	3,469.33		30.67	
4700	Food	65,000.00	73,500.00	11,685.31	45,812.19	16,002.50	62.33
	<b>Total Books and Supplies</b>	<b>73,500.00</b>	<b>83,500.00</b>	<b>15,888.14</b>	<b>50,316.26</b>	<b>17,295.60</b>	<b>60.26</b>
<b>Services and Other Operating Expenditures</b>							
5220	STAFF DEVELOPMENT	200.00	200.00			200.00	

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 9, Stmt Option? = R, Zero Amounts? = N, SACS? = N, Restricted? = Y)

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## Fund 130 - Cafeteria Fund

Fiscal Year 2012/13 Through March 2013

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail (continued)</b>							
<b>Services and Other Operating Expenditures (continued)</b>							
5600	Rentals,Leases,Repairs & Nonca	4,200.00	4,200.00	2,022.56	2,027.44	150.00	48.27
5800	Professnl/Consult Serv & Opera	175.00	175.00		70.00	105.00	40.00
	<b>Total Services and Other Operating Expenditures</b>	<b>4,575.00</b>	<b>4,575.00</b>	<b>2,022.56</b>	<b>2,097.44</b>	<b>455.00</b>	<b>45.85</b>
	<b>Total Year To Date Expenditures</b>	<b>166,796.00</b>	<b>177,510.00</b>	<b>41,603.41</b>	<b>113,668.32</b>	<b>22,238.27</b>	<b>64.03</b>



## Fund 130 - Cafeteria Fund

Fiscal Year 2012/13 Through March 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	147,450.00	162,400.00		87,341.50	75,058.50	53.78
B. Expenditures	166,796.00	177,510.00	41,603.41	113,668.32	22,238.27	64.03
C. Subtotal (Revenue LESS Expense)	19,346.00-	15,110.00-		26,326.82-	52,820.23	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	19,346.00-	15,110.00-		26,326.82-	52,820.23	
F. Fund Balance:						
Beginning Balance (9791)	21,743.00	46,027.00		46,026.85		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	21,743.00	46,027.00		46,026.85		
G. Calculated Ending Balance	2,397.00	30,917.00		19,700.03		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)		424.00-				
Other	2,397.00	31,341.00		41,603.41		

## Fund 140 - Deferred Maintenance Fund

Fiscal Year 2012/13 Through March 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other Local Revenue</b>						
8660	Interest	1,600.00	1,400.00	151.92	1,248.08	10.85
<b>Total Other Local Revenue</b>		<b>1,600.00</b>	<b>1,400.00</b>	<b>151.92</b>	<b>1,248.08</b>	<b>10.85</b>
<b>Total Year To Date Revenues</b>		<b>1,600.00</b>	<b>1,400.00</b>	<b>151.92</b>	<b>1,248.08</b>	<b>10.85</b>

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Services and Other Operating Expenditures</b>							
5600	Rentals,Leases,Repairs & Nonca	5,000.00	5,000.00			5,000.00	
5604	Heating and Air Conditioning	5,000.00	5,000.00			5,000.00	
5607	Plumbing		24,726.00		24,725.75	.25	100.00
<b>Total Services and Other Operating Expenditures</b>		<b>10,000.00</b>	<b>34,726.00</b>	<b>.00</b>	<b>24,725.75</b>	<b>10,000.25</b>	<b>71.20</b>
<b>Total Year To Date Expenditures</b>		<b>10,000.00</b>	<b>34,726.00</b>	<b>.00</b>	<b>24,725.75</b>	<b>10,000.25</b>	<b>71.20</b>

## Fund 140 - Deferred Maintenance Fund

Fiscal Year 2012/13 Through March 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	1,600.00	1,400.00		151.92	1,248.08	10.85
B. Expenditures	10,000.00	34,726.00		24,725.75	10,000.25	71.20
C. Subtotal (Revenue LESS Expense)	8,400.00-	33,326.00-		24,573.83-	8,752.17-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	8,400.00-	33,326.00-		24,573.83-	8,752.17-	
F. Fund Balance:						
Beginning Balance (9791)	219,652.00	224,309.00		224,309.04		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	219,652.00	224,309.00		224,309.04		
G. Calculated Ending Balance	211,252.00	190,983.00		199,735.21		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	211,252.00	190,983.00				

## Fund 150 - Pupil Transportation Equipment

Fiscal Year 2012/13 Through March 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	50.00	150.00	39.50	110.50	26.33
Total Other Local Revenue		50.00	150.00	39.50	110.50	26.33
Total Year To Date Revenues		50.00	150.00	39.50	110.50	26.33

## Fund 150 - Pupil Transportation Equipment

Fiscal Year 2012/13 Through March 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	50.00	150.00		39.50	110.50	26.33
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	50.00	150.00		39.50	110.50	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	50.00	150.00		39.50	110.50	
F. Fund Balance:						
Beginning Balance (9791)	19,625.00	19,626.00		19,625.52		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	19,625.00	19,626.00		19,625.52		
G. Calculated Ending Balance	19,675.00	19,776.00		19,665.02		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	19,675.00	19,776.00				

## Fund 171 - S/R Capital Outlay-Technology

Fiscal Year 2012/13 Through March 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues						
B. Expenditures						
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance						
F. Fund Balance:						
Beginning Balance (9791)	36.00	36.00		36.01		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	36.00	36.00		36.01		
G. Calculated Ending Balance	36.00	36.00		36.01		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	36.00	36.00				

## Fund 173 - S/R Capital Outlay-Equipment

Fiscal Year 2012/13 Through March 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	60.00	60.00	21.22	38.78	35.37
Total Other Local Revenue		60.00	60.00	21.22	38.78	35.37
Total Year To Date Revenues		60.00	60.00	21.22	38.78	35.37

## Fund 173 - S/R Capital Outlay-Equipment

Fiscal Year 2012/13 Through March 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	60.00	60.00		21.22	38.78	35.37
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	60.00	60.00		21.22	38.78	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	60.00	60.00		21.22	38.78	
F. Fund Balance:						
Beginning Balance (9791)	10,419.00	10,426.00		10,426.35		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	10,419.00	10,426.00		10,426.35		
G. Calculated Ending Balance	10,479.00	10,486.00		10,447.57		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	10,479.00	10,486.00				



## Fund 211 - Building Fund

Fiscal Year 2012/13 Through March 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other Local Revenue</b>						
8660	Interest	3,000.00	1,299.00	1,812.10	513.10-	139.50
	<b>Total Other Local Revenue</b>	<b>3,000.00</b>	<b>1,299.00</b>	<b>1,812.10</b>	<b>513.10-</b>	<b>139.50</b>
	<b>Total Year To Date Revenues</b>	<b>3,000.00</b>	<b>1,299.00</b>	<b>1,812.10</b>	<b>513.10-</b>	<b>139.50</b>

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Books and Supplies</b>							
4300	Materials and Supplies		3,311.00		3,311.22	.22-	100.01
	<b>Total Books and Supplies</b>	<b>.00</b>	<b>3,311.00</b>	<b>.00</b>	<b>3,311.22</b>	<b>.22-</b>	<b>100.01</b>
<b>Services and Other Operating Expenditures</b>							
5600	Rentals,Leases,Repairs & Nonca		252.00		251.84	.16	99.94
5899	Legal Services		5,124.00	5,123.14		.86	
	<b>Total Services and Other Operating Expenditures</b>	<b>.00</b>	<b>5,376.00</b>	<b>5,123.14</b>	<b>251.84</b>	<b>1.02</b>	<b>4.68</b>
<b>Capital Outlay</b>							
6100	Sites and Improvement of Sites		18,812.00	5,000.00	13,811.96	.04	73.42
6170	Site Improvement		187,869.00	.68	187,869.91	1.59-	100.00
6179	Site Impr - Inspection		2,280.00	2,280.00			
6200	Buildings and Improvement of B		45,167.00	7,360.00	37,806.67	.33	83.70
6210	Architect/Engineering Fees		15,586.00	.67	15,585.33		100.00
6270	Main Building Contractor		101,290.00		101,290.00		100.00
6290	Inspection		6,600.00		6,600.00		100.00
	<b>Total Capital Outlay</b>	<b>.00</b>	<b>377,604.00</b>	<b>14,641.35</b>	<b>362,963.87</b>	<b>1.22-</b>	<b>96.12</b>
	<b>Total Year To Date Expenditures</b>	<b>.00</b>	<b>386,291.00</b>	<b>19,764.49</b>	<b>366,526.93</b>	<b>.42-</b>	<b>94.88</b>

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Other Financing Uses</b>							
<b>Interfund Transfers Out</b>							
7619	Other Authorized Interfund Tsf		601,153.00		601,152.94	.06	100.00
	<b>Total Interfund Transfers Out</b>	<b>.00</b>	<b>601,153.00</b>	<b>.00</b>	<b>601,152.94</b>	<b>.06</b>	<b>100.00</b>
	<b>Total Year To Date Other Financing Uses</b>	<b>.00</b>	<b>601,153.00</b>	<b>.00</b>	<b>601,152.94</b>	<b>.06</b>	<b>100.00</b>

## Fund 211 - Building Fund

Fiscal Year 2012/13 Through March 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	3,000.00	1,299.00		1,812.10	513.10-	139.50
B. Expenditures		386,291.00	19,764.49	366,526.93	.42-	94.88
C. Subtotal (Revenue LESS Expense)	3,000.00	384,992.00-		364,714.83-	512.68-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses		601,153.00		601,152.94	.06	100.00
E. Net Change in Fund Balance	3,000.00	986,145.00-		965,867.77-	512.74-	
F. Fund Balance:						
Beginning Balance (9791)	721,506.00	981,368.00		981,368.41		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	721,506.00	981,368.00		981,368.41		
G. Calculated Ending Balance	724,506.00	4,777.00-		15,500.64		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)		4,777.00-				
Other	724,506.00			19,764.49		

## Fund 251 - Developer Fees

Fiscal Year 2012/13 Through March 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other Local Revenue</b>						
8660	Interest		51.00	79.45	28.45-	155.78
8681	Mitigation/Developer Fees		13,523.00	13,523.40	.40-	100.00
	<b>Total Other Local Revenue</b>	<b>.00</b>	<b>13,574.00</b>	<b>13,602.85</b>	<b>28.85-</b>	<b>100.21</b>
	<b>Total Year To Date Revenues</b>	<b>.00</b>	<b>13,574.00</b>	<b>13,602.85</b>	<b>28.85-</b>	<b>100.21</b>

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Services and Other Operating Expenditures</b>							
5750	Direct Costs for Interfund Ser		406.00		405.70	.30	99.93
5800	Professnl/Consult Serv & Opera		2,200.00		2,200.00		100.00
	<b>Total Services and Other Operating Expenditures</b>	<b>.00</b>	<b>2,606.00</b>	<b>.00</b>	<b>2,605.70</b>	<b>.30</b>	<b>99.99</b>
<b>Capital Outlay</b>							
6170	Site Improvement		21,053.00		21,053.17	.17-	100.00
	<b>Total Capital Outlay</b>	<b>.00</b>	<b>21,053.00</b>	<b>.00</b>	<b>21,053.17</b>	<b>.17-</b>	<b>100.00</b>
	<b>Total Year To Date Expenditures</b>	<b>.00</b>	<b>23,659.00</b>	<b>.00</b>	<b>23,658.87</b>	<b>.13</b>	<b>100.00</b>

## Fund 251 - Developer Fees

Fiscal Year 2012/13 Through March 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues		13,574.00		13,602.85	28.85-	100.21
B. Expenditures		23,659.00		23,658.87	.13	100.00
C. Subtotal (Revenue LESS Expense)	.00	10,085.00-		10,056.02-	28.98-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	10,085.00-		10,056.02-	28.98-	
F. Fund Balance:						
Beginning Balance (9791)	26,386.00	38,318.00		38,317.64		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	26,386.00	38,318.00		38,317.64		
G. Calculated Ending Balance	26,386.00	28,233.00		28,261.62		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)	26,386.00	28,233.00				
Undesig/Unapprop (9790)						
Other						

## Fund 355 - School Facilities Hardship

Fiscal Year 2012/13 Through March 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest			1.78	1.78-	NO BDGT
Total Other Local Revenue		<u>.00</u>	<u>.00</u>	<u>1.78</u>	<u>1.78-</u>	NO BDGT
Total Year To Date Revenues		<u>.00</u>	<u>.00</u>	<u>1.78</u>	<u>1.78-</u>	NO BDGT

## Fund 355 - School Facilities Hardship

Fiscal Year 2012/13 Through March 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues				1.78	1.78-	NO BDGT
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	.00	.00		1.78	1.78-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	.00		1.78	1.78-	
F. Fund Balance:						
Beginning Balance (9791)	2,128.00					
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	2,128.00	.00		.00		
G. Calculated Ending Balance	2,128.00	.00		1.78		
*Components of Ending Fund Balance						
Legally Restricted (9740)	2,128.00					
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

## Fund 401 - Sp Res Cap Outlay Proj, Constr

Fiscal Year 2012/13 Through March 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues						
B. Expenditures						
C. Subtotal (Revenue LESS Expense)						
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance						
F. Fund Balance:						
Beginning Balance (9791)	245.00	245.00		244.59		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	245.00	245.00		244.59		
G. Calculated Ending Balance	245.00	245.00		244.59		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	245.00	245.00				

## Fund 510 - Bond Interest &amp; Redem 67117056

Fiscal Year 2012/13 Through March 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other State Revenues</b>						
8571	Voted Indebtedness Levies, HOP	1,316.00	1,286.00	646.39	639.61	50.26
	<b>Total Other State Revenues</b>	<b>1,316.00</b>	<b>1,286.00</b>	<b>646.39</b>	<b>639.61</b>	<b>50.26</b>
<b>Other Local Revenue</b>						
8611	Voted Indebtedness Levies, Sec	212,032.00	213,449.00	131,218.68	82,230.32	61.48
8612	Voted Indebtedness Levies, Uns	3,541.00	5,580.00	5,566.28	13.72	99.75
8613	Voted Indebtedness Levies, P/Y			126.05	126.05-	NO BDGT
8614	Voted Indebtedness Levies, Sup			5,006.01	5,006.01-	NO BDGT
8660	Interest	1,300.00	900.00	373.70	526.30	41.52
	<b>Total Other Local Revenue</b>	<b>216,873.00</b>	<b>219,929.00</b>	<b>142,290.72</b>	<b>77,638.28</b>	<b>64.70</b>
	<b>Total Year To Date Revenues</b>	<b>218,189.00</b>	<b>221,215.00</b>	<b>142,937.11</b>	<b>78,277.89</b>	<b>64.61</b>

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Debt Service</b>							
7433	Bond Redemptions	100,000.00	100,000.00		100,000.00		100.00
7434	Bond Interest and Other Servic	160,488.00	160,488.00		161,287.62	799.62-	100.50
	<b>Total Debt Service</b>	<b>260,488.00</b>	<b>260,488.00</b>	<b>.00</b>	<b>261,287.62</b>	<b>799.62-</b>	<b>100.31</b>
	<b>Total Year To Date Expenditures</b>	<b>260,488.00</b>	<b>260,488.00</b>	<b>.00</b>	<b>261,287.62</b>	<b>799.62-</b>	<b>100.31</b>



## Fund 510 - Bond Interest &amp; Redem 67117056

Fiscal Year 2012/13 Through March 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	218,189.00	221,215.00		142,937.11	78,277.89	64.61
B. Expenditures	260,488.00	260,488.00		261,287.62	799.62-	100.31
C. Subtotal (Revenue LESS Expense)	42,299.00-	39,273.00-		118,350.51-	79,077.51	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	42,299.00-	39,273.00-		118,350.51-	79,077.51	
F. Fund Balance:						
Beginning Balance (9791)	255,513.00	252,654.00		252,653.73		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	255,513.00	252,654.00		252,653.73		
G. Calculated Ending Balance	213,214.00	213,381.00		134,303.22		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	213,214.00	213,381.00				

## Fund 511 - Bond Interest &amp; Redem 67118381

Fiscal Year 2012/13 Through March 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
<b>Revenue Detail</b>						
<b>Other State Revenues</b>						
8571	Voted Indebtedness Levies, HOP	1,453.00	1,419.00	712.49	706.51	50.21
	<b>Total Other State Revenues</b>	<b>1,453.00</b>	<b>1,419.00</b>	<b>712.49</b>	<b>706.51</b>	<b>50.21</b>
<b>Other Local Revenue</b>						
8611	Voted Indebtedness Levies, Sec	234,171.00	235,409.00	143,382.66	92,026.34	60.91
8612	Voted Indebtedness Levies, Uns	3,398.00	5,355.00	5,340.79	14.21	99.73
8613	Voted Indebtedness Levies, P/Y			30.74	30.74	NO BDGT
8614	Voted Indebtedness Levies, Sup			4,824.46	4,824.46	NO BDGT
8660	Interest	1,250.00	900.00	340.06	559.94	37.78
	<b>Total Other Local Revenue</b>	<b>238,819.00</b>	<b>241,664.00</b>	<b>153,918.71</b>	<b>87,745.29</b>	<b>63.69</b>
	<b>Total Year To Date Revenues</b>	<b>240,272.00</b>	<b>243,083.00</b>	<b>154,631.20</b>	<b>88,451.80</b>	<b>63.61</b>

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
<b>Expenditure Detail</b>							
<b>Debt Service</b>							
7433	Bond Redemptions	30,000.00	30,000.00		30,000.00		100.00
7434	Bond Interest and Other Servic	211,151.00	211,151.00		212,881.26	1,730.26-	100.82
	<b>Total Debt Service</b>	<b>241,151.00</b>	<b>241,151.00</b>	<b>.00</b>	<b>242,881.26</b>	<b>1,730.26-</b>	<b>100.72</b>
	<b>Total Year To Date Expenditures</b>	<b>241,151.00</b>	<b>241,151.00</b>	<b>.00</b>	<b>242,881.26</b>	<b>1,730.26-</b>	<b>100.72</b>

## Fund 511 - Bond Interest &amp; Redem 67118381

Fiscal Year 2012/13 Through March 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
<b>Revenues, Expenditures, and Changes in Fund Balance</b>						
A. Revenues	240,272.00	243,083.00		154,631.20	88,451.80	63.61
B. Expenditures	241,151.00	241,151.00		242,881.26	1,730.26-	100.72
C. Subtotal (Revenue LESS Expense)	879.00-	1,932.00		88,250.06-	90,182.06	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	879.00-	1,932.00		88,250.06-	90,182.06	
F. Fund Balance:						
Beginning Balance (9791)	202,618.00	200,446.00		200,446.40		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	202,618.00	200,446.00		200,446.40		
G. Calculated Ending Balance	201,739.00	202,378.00		112,196.34		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	201,739.00	202,378.00				

Includes 03/01/2013 - 03/31/2013				Board Meeting Date April 16, 2013	
PO Number	Vendor Name	Order Site	Object Description	Resource Description	Account Amount
B0313-00085	VTA CNTY OFFICE OF EDUCATION	MESA UNION	Prof Svc	SpecialEd	14,400.00
B0313-00086	COAST TO COAST COMPUTER PROD	MESA UNION	Mat'l's/Sup	CAT FLEX	800.00
P0313-00182	VTA CNTY OFFICE OF EDUCATION	MESA UNION	EmployFees	Unrestrict	47.00
P0313-00184	VTA CNTY OFFICE OF EDUCATION	MESA UNION	STAFF DEV	Unrestrict	65.00
P0313-00185	POSITIVE PROMOTIONS, INC	MESA UNION	Mat'l's/Sup	ChildNutri	281.29
P0313-00186	MJP COMPUTERS	MESA UNION	NonCapEqui	Unrestrict	1,407.18
P0313-00187	RIVERSIDE PUBLISHING CO	MESA UNION	Mat'l's/Sup	Unrestrict	164.44
P0313-00188	McGRAW-HILL COMPANIES	MESA UNION	Mat'l's/Sup	Unrestrict	54.96
P0313-00189	CENTRAL RESTAURANT PRODUCTS	MESA UNION	NonCapEqui	ChildNutri	3,469.33
P0313-00190	CHANNING BETE CO, INC	MESA UNION	Mat'l's/Sup	CAT FLEX	288.10
P0313-00191	PACIFICOM	MESA UNION	RntRprNCap	Unrestrict	630.00
P0313-00192	COUNTY OF VENTURA	MESA UNION	Prof Svc	Unrestrict	250.00
P0313-00193	UNITED REFRIGERATION INC	MESA UNION	Mat'l's/Sup	Unrestrict	59.39
P0313-00194	VTA CNTY OFFICE OF EDUCATION	MESA UNION	STAFF DEV	CAT FLEX	90.00
P0313-00195	EDGEWOOD PRESS, INC	MESA UNION	Mat'l's/Sup	Unrestrict	424.63
Total Number of POs			15	Total	22,431.32

## Fund Summary

Fund	Description	PO Count	Amount
010	General Fund	13	18,680.70
130	Cafeteria Fund	2	3,750.62
Total			22,431.32

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE ONLINE

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Includes 03/01/2013 - 03/31/2013

Board Meeting Date April 16, 2013

**PO Changes**

	<b>New PO Amount</b>	<b>Fund/ Object</b>	<b>Description</b>	<b>Change Amount</b>
B0313-00073	28,797.50	130-4300	Cafeteria Fund/Mat'ls/Sup	687.16
B0313-00073	28,797.50	130-4700	Cafeteria Fund/Food	3,950.95
Total for B0313-00073				4,638.11
<b>Total PO Changes</b>				<b>4,638.11</b>

The preceding Purchase Orders have been issued in accordance with the District's Purchasing Policy and authorization of the Board of Trustees. It is recommended that the preceding Purchase Orders be approved and that payment be authorized upon delivery and acceptance of the items ordered.

ESCAPE	ONLINE
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## Checks Dated 03/01/2013 through 03/31/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
5003806074	03/01/2013	SYSCO VENTURA	130-4300	supplies	145.88	
			130-4700	supplies	1,091.76	1,237.64
5003806075	03/01/2013	GOLDEN VALLEY CHARTER SCHOOL	010-8096	FY12-13 IN-LIEU (GV)		143,746.00
5003806076	03/01/2013	GOLDEN VALLEY VIRTUAL CHARTER	010-8096	FY12-13 IN-LIEU (GV VIR)		12,717.00
5003806077	03/06/2013	SELF-INSURED SCHOOLS OF CALIF	010-9534	MAR13 H&W INSURANCE PREMIUM		47,133.15
5003806078	03/08/2013	Carolyn H. Grogan	010-8699	Reissue Payroll Ck 4003861211 dated 8/31/12		4,706.85
5003806079	03/08/2013	ALERT COMMUNICATIONS	010-5800	answering service		132.95
5003806080	03/08/2013	ALTA DENA DAIRY	130-4700	cafeteria supplies		1,183.31
5003806081	03/08/2013	BANK OF AMERICA	010-4300	Supplies		93.92
5003806082	03/08/2013	COASTAL PIPCO	010-4300	maintenance supplies		29.74
5003806083	03/08/2013	DIAL SECURITY	010-5800	Security services		57.88
5003806084	03/08/2013	EXCEL LD	010-5901	long distance phone		21.03
5003806085	03/08/2013	HIGHWAY TECHNOLOGIES, INC	010-4300	maintenance supplies		166.34
5003806086	03/08/2013	HOME DEPOT CREDIT SERVICES	010-4300	maintenance supplies		781.36
5003806087	03/08/2013	MISSION LINEN SUPPLY	130-5600	cafeteria services		62.84
5003806088	03/08/2013	OFFICEMAX, INC	010-4300	Office/school supplies		333.14
5003806089	03/08/2013	POOLE OIL COMPANY	010-4310	fuel for buses		740.38
5003806090	03/08/2013	REVOLVING ACCOUNT	010-5800	FY12-13 BANK SERVICE CHARGES		57.00
5003806091	03/08/2013	RICOH USA, INC	010-4300	technology supplies for copiers		40.74
5003806092	03/08/2013	SO CA EDISON CO	010-5502	Electric services		4,694.43
5003806093	03/08/2013	SO CA GAS CO	010-5501	Gas company		972.69
5003806094	03/08/2013	UNDERWOOD FAMILY FARMS	130-4700	cafeteria supplies		666.19
5003806095	03/08/2013	VTA CNTY OFFICE OF EDUCATION	010-7142	FY12-13 Special Ed Excess Costs		8,460.00
5003806096	03/11/2013	NASON'S LOCK & SAFE, INC	010-5600	Locksmith		218.70
5003806097	03/11/2013	OFFICEMAX, INC	010-4300	Office/school supplies		333.14
5003806098	03/11/2013	REVOLVING ACCOUNT	010-5220	workshops for two teachers	120.00	
			010-5903	postage	186.24	306.24
5003806099	03/11/2013	SYSCO VENTURA	130-4300	supplies	180.44	
			130-4700	supplies	1,013.03	1,193.47
5003806100	03/11/2013	VTA CNTY OFFICE OF EDUCATION	010-5804	livescan		47.00
5003806101	03/12/2013	ANIMAL & INSECT PEST MGMT INC	010-5506	pest control		199.00
5003806102	03/12/2013	ASSOCIATED TRANSPORTATION	211-6100	P052 Construction Management		7,373.19
5003806103	03/12/2013	BTC LABS - VERTICAL V	211-6290	professional services/DSA inspector		160.00
5003806104	03/12/2013	SYSCO VENTURA	130-4300	supplies	129.11	
			130-4700	supplies	1,475.82	1,604.93
5003806105	03/13/2013	POSITIVE PROMOTIONS, INC	130-4300	cafeteria supplies	242.29	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

## Checks Dated 03/01/2013 through 03/31/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
				Unpaid Sales Tax	15.09-	227.20
5003806106	03/13/2013	SYSCO VENTURA	130-4300	supplies	162.70	
			130-4700	supplies	1,049.05	1,211.75
5003806107	03/14/2013	BUSINESS SERVICES AUTHORITY	010-5803	FY12-13 BSA SERVICES		34,095.00
5003806108	03/14/2013	EMPIRE CLEANING SUPPLY	010-4300	maintenance supplies		1,878.56
5003806109	03/14/2013	RICOH USA, INC	010-5600	Copier Contract		2,894.19
5003806110	03/14/2013	MATILIJIA WATER CO, INC	010-5504	bottled water delivery		103.00
5003806111	03/14/2013	MJP COMPUTERS	010-4400	Elmo Rm 6		1,407.18
5003806112	03/14/2013	REVOLVING ACCOUNT	010-5220	Bus drivers training in First Aide	140.00	
			010-5800	FY12-13 BANK SERVICE CHARGES	19.00	159.00
5003806113	03/14/2013	SCOTT & SONS ELECTRIC	211-6200	Electrical work on modular		747.50
5003806114	03/14/2013	SHERWIN-WILLIAMS CO	010-4300	maintenance supplies		74.87
5003806115	03/14/2013	VTA CNTY OFFICE OF EDUCATION	010-5220	workshop for teachers		65.00
5003806116	03/14/2013	VERIZON WIRELESS	010-5902	netbooks service		380.04
5003806117	03/14/2013	VERIZON WIRELESS	010-5901	cell phone service		220.86
5003806118	03/19/2013	Michael Babb	010-4300	supplies		138.55
5003806119	03/19/2013	CALIF LUTHERAN UNIVERSITY-CRLP	010-5220	workshop		1,200.00
5003806120	03/19/2013	PLEASANT VALLEY SCHOOL DIST	010-7141	FY11-12 Special Ed Excess Costs		30,259.00
5003806121	03/19/2013	POOLE OIL COMPANY	010-4310	fuel for buses		1,078.25
5003806122	03/19/2013	SYSCO VENTURA	130-4300	supplies	186.49	
			130-4700	supplies	1,444.25	1,630.74
5003806123	03/19/2013	VTA CNTY OFFICE OF EDUCATION	010-5800	occupational services		1,200.00
5003806124	03/21/2013	Erica G. Magdaleno	010-5903	postage		14.14
5003806125	03/21/2013	EMPIRE CLEANING SUPPLY	010-4300	maintenance supplies		61.06
5003806126	03/21/2013	SYSCO VENTURA	130-4300	supplies	179.00	
			130-4700	supplies	941.44	1,120.44
5003806127	03/26/2013	TAX DEFERRED SERVICES	010-9539	MAR13 TSAs		6,900.00
5003806128	03/28/2013	Ryan M. Howatt	010-4300	supplies for migrant speech tournament		85.69
5003806129	03/28/2013	AT&T	010-5901	phone services		87.25
5003806130	03/28/2013	ATKINSON,ANDELSON,LOYA, et al	010-5899	legal consulting		6,899.24
5003806131	03/28/2013	CALIF DEPT OF EDUCATION	130-4700	cafeteria supplies		416.00
5003806132	03/28/2013	E.J. HARRISON & SONS, INC	010-5505	TRASH		441.38
5003806133	03/28/2013	EMPIRE CLEANING SUPPLY	010-4300	maintenance supplies		72.67
5003806134	03/28/2013	HOUGHTON MIFFLIN HARCOURT	010-4300	gate testing		164.44
5003806135	03/28/2013	OFFICE DEPOT CREDIT PLAN	010-4300	school/office supplies		1,105.46
5003806136	03/28/2013	RICOH USA, INC	010-4300	technology supplies for copiers		144.50
5003806137	03/28/2013	SYSCO VENTURA	130-4300	supplies	115.60	

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

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## Checks Dated 03/01/2013 through 03/31/2013

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
5003806137	03/28/2013	SYSCO VENTURA	130-4700	supplies	1,287.36	1,402.96
5003806138	03/28/2013	TARANGO'S DIESEL REPAIR	010-5600	transportation services		654.50
5003806139	03/28/2013	VTA CNTY OFFICE OF EDUCATION	010-5800	occupational therapy services		3,900.00
5003806140	03/28/2013	VCOE-SELPA	010-5220	Special Ed workshop		90.00
Total Number of Checks					67	342,000.67

## Fund Summary

Fund	Description	Check Count	Expensed Amount
010	General Fund	52	321,762.51
130	Cafeteria Fund	12	11,972.56
211	Building Fund	3	8,280.69
Total Number of Checks		67	342,015.76
Less Unpaid Sales Tax Liability			15.09
Net (Check Amount)			342,000.67

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

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## MESA UNION SCHOOL DISTRICT

## ENROLLMENT REPORT

3/13/2013

Grade	Teacher	Subject	Period	Total Enrolled	
K	Coe			26	
K	Larson			27	
K	Sanchez			27	
K				<b>80</b>	
1	Dichiacchio			26	
1	Maxim			25	
1	Vollmert			24	
1				<b>75</b>	
2	Puga			24	
2	Sakai			25	
2	Webster			25	
2				<b>74</b>	
3	Best			25	
3	Mayes			25	
3	McKenna			25	
3				<b>75</b>	
4	Kuklenski/Waggoner			31	
4	Mitchell			31	
4/5 (4 <sup>TH</sup> )	Ford/Muhlightner			14	
4				<b>76</b>	
4/5 (5 <sup>TH</sup> )	Ford/Muhlightner			15	
5	DeMaria			29	
5	Willey (Skeens)			29	
5				<b>73</b>	
Elementary				453	
6				<b>73</b>	
7				<b>70</b>	
8				<b>68</b>	
Junior High				211	
School				664	
6	Ogle	Homeroom	0	<b>36</b>	
6	Ogle	Math 6-1	1	36	
6	Ogle	Math 6-1 Lab	2	36	
6	Ogle	English L. Arts	3	36	
6	Ogle	Math 6-2 Lab	5	36	
6	Ogle	Science	6	36	
6	Wiley	Homeroom	0	<b>37</b>	
6	Wiley	Social Studies	1	37	
6	Wiley	English Lang	3	37	
6	Wiley	PE	4	37	
7	Wiley	PE	5	33	
7	Wiley	PE	6	36	
7	Dunn	Homeroom	0	<b>34</b>	

8	Dunn	Science 8	2	30	
7	Dunn	Science 8	3	38	*
8	Dunn	Science 7	4	33	
7	Dunn	Science 7	5	37	
6	Dunn	Science 6	6	37	
7	Grogan	Homeroom	0	36	*
7	Grogan	Social Studies	1	37	
7	Grogan	English Lang.7	2	37	
7	Grogan	English Lang 7	3	33	
7	Grogan	Algebra Rd. 8	4	18	*
7	Grogan	Social Studies	6	33	*
8	Dwork	Homeroom	0	33	
8	Dwork	Social Studies	1	38	
8	Dwork	English L. Arts	2	38	
8	Dwork	English L. Arts	3	30	
8	Dwork	Social Studies	4	30	
8	Dwork	Social St. 6	5	37	
8	Nguyen	Homeroom	0	34	
8	Nguyen	Algebra 8	1	30	
6	Nguyen	Math 6	2	37	
8	Nguyen	Geometry	3	20	
6	Nguyen	Geometry Lab	5	20	
8	Nguyen	Algebra 1 -8 Lab	6	30	
7	Hanley	Pre Algebra 7	1	33	*
7	Hanley	Pre Alg. 7 lab	2	33	*
8	Hanley	Algebra 7	3	37	
7	Hanley	Algebra 7 lab	4	37	
8	Hanley	Algebra 8 Readiness	5	18	
6	Rosen	PE	4	37	
8	Rosen	PE	5	33	
8	Rosen	PE	6	35	

## MESA UNION SCHOOL DISTRICT

## ENROLLMENT REPORT

4/10/2013

Grade	Teacher	Subject	Period	Total Enrolled	
K	Coe			27	
K	Larson			27	
K	Sanchez			27	
K				<b>81</b>	
1	Dichiacchio			26	
1	Maxim			25	
1	Vollmert			24	
1				<b>75</b>	
2	Puga			24	
2	Sakai			25	
2	Webster			25	
2				<b>74</b>	
3	Best			25	
3	Mayes			25	
3	McKenna			25	
3				<b>75</b>	
4	Kuklenski/Waggoner			31	
4	Mitchell			31	
4/5 (4 <sup>TH</sup> )	Ford/Muhlightner			14	
4				<b>76</b>	
4/5 (5 <sup>TH</sup> )	Ford/Muhlightner			15	
5	DeMaria			29	
5	Willey (Skeens)			29	
5				<b>73</b>	
Elementary				<b>454</b>	
6				<b>74</b>	
7				<b>70</b>	
8				<b>67</b>	
Junior High				<b>211</b>	
School				<b>665</b>	
6	Ogle	Homeroom	0	<b>37</b>	
6	Ogle	Math 6-1	1	37	
6	Ogle	Math 6-1 Lab	2	37	
6	Ogle	English L. Arts	3	37	
6	Ogle	Math 6-2 Lab	5	37	
6	Ogle	Science	6	37	
6	Wiley	Homeroom	0	<b>37</b>	
6	Wiley	Social Studies	1	37	
6	Wiley	English Lang	3	37	
6	Wiley	PE	4	37	
7	Wiley	PE	5	34	
7	Wiley	PE	6	36	
7	Dunn	Homeroom	0	<b>34</b>	

8	Dunn	Science 8	2	29	
7	Dunn	Science 8	3	38	*
8	Dunn	Science 7	4	34	
7	Dunn	Science 7	5	36	
6	Dunn	Science 6	6	37	
7	Grogan	Homeroom	0	36	*
7	Grogan	Social Studies	1	36	
7	Grogan	English Lang.7	2	36	
7	Grogan	English Lang 7	3	34	
7	Grogan	Algebra Rd. 8	4	18	*
7	Grogan	Social Studies	6	34	*
8	Dwork	Homeroom	0	33	
8	Dwork	Social Studies	1	38	
8	Dwork	English L. Arts	2	38	
8	Dwork	English L. Arts	3	29	
8	Dwork	Social Studies	4	29	
8	Dwork	Social St. 6	5	37	
8	Nguyen	Homeroom	0	34	
8	Nguyen	Algebra 8	1	29	
6	Nguyen	Math 6	2	37	
8	Nguyen	Geometry	3	20	
6	Nguyen	Geometry Lab	5	20	
8	Nguyen	Algebra 1 -8 Lab	6	29	
7	Hanley	Pre Algebra 7	1	34	*
7	Hanley	Pre Alg. 7 lab	2	34	*
8	Hanley	Algebra 7	3	36	
7	Hanley	Algebra 7 lab	4	36	
8	Hanley	Algebra 8 Readiness	5	17	
6	Rosen	PE	4	37	
8	Rosen	PE	5	30	
8	Rosen	PE	6	37	

# STUDENT OF THE MONTH

## MARCH 2013

<b>TEACHER</b>	<b>SOM</b>	<b>PRINCIPAL'S AWARD COURTESY</b>
COE	MIKKO FONTANILLA DAVID LARIOS	ELIJAH GARCIA MAYA LANDEROS KADEN PACION
LARSON	LUCIA POZZI MADISON IBARRA MITCHEL TARAZON	AVA CARBAJAL JACOB ALAMEDA SOHIA TRESE
SANCHEZ	CELESTE SANCHEZ LUZ LUCAS	GRACE HOOLMAA ROMINA MUNOZ VIVIAN NGUYEN
DICHIACCHIO	ALEXAH ESPINOZA ALISON GENGO SEANNA PETERSEN	LUCY GROOMS JISELLE GARCIA AUDREY CUNNINGHAM ILLIANA PEREZ
MAXIM	ALINA AGUILAR KALEA BAUTISTA NICHOLAS RILLO	ESTRELLA RIVERA VIOLET VELASQUEZ JILL LAN NEVAEH ASPURIA
VOLLMERT	VANESSA HURTADO JACKSON WALEA LUIS HURTADO	DOMINIC VICENTE JEAN FREDERIC REFERENTE ALEXANDRA REESE PARTIDA
PUGA	ARLENE CARRILLO REECE MORENCY	JULIAN ALFARO NOEL SANTIAGO MARISOL ESPARZA
SAKAI	CAMRYN PAPA VICTORIA LUNA EMMA BRILL	JASMIN CERVANTES ALEXIO YOUNG EMILIO YOUNG SHANTI MIGLINO
WEBSTER	OMAR LOPEZ RUBEN VEGA ROBERT LEDESMA	KACIE MIZE NICHOLAS SANDERS
DURAN	BRYAN CASTANEDA	

<b>BEST</b>	<b>JACOB GALLARZA IVAN ROBLES</b>	<b>TOMMY CARSON JACLYN GONZALEZ</b>
<b>MAYES</b>	<b>MALAYA ASPURIA ARIANNA FLORES</b>	<b>EMILY WRIGHT CARLOS ANGUIANO</b>
<b>MCKENNA</b>	<b>JOEY ZUNIGA PERLA FLORES</b>	<b>CARYS HEINRICH GIORDANO GONZALEZ</b>
<b>FORD</b>	<b>SOHPIA ESHERICK JULIAN MAGDALENO</b>	<b>MORGAN FANNER PARKER LYNCH</b>
<b>KUKLENSKI</b>	<b>BRYCE RUSSELL BRISA GARCIA</b>	<b>MARCOS ALATORRE ANDY HESS</b>
<b>MITCHELL</b>	<b>ALESSANDRO GONZALEZ FLETCHER GRAVEL</b>	<b>EMMA LANDEROS KELLAN JACK</b>
<b>DEMARIA</b>	<b>MONSE ESPARZA NOAH HARRIS</b>	<b>MICAH SULLIVAN LILYANA COUSINO ALEX HERNANDEZ</b>
<b>WILLEY</b>	<b>DANIEL ALAMEDA MASEN ORTIGUERRA J.P. JOCHEM</b>	<b>GARRET ARELLANO JEANETTE SCOGIN</b>

MESA UNION SCHOOL 2012-2013  
HONOR ROLL/MERIT ROLL  
SECOND TRIMESTER

HONOR ROLL

4<sup>TH</sup> GRADE

CORONADO, KYLEE  
DUONG, ASHLEY  
DYKES, ROBERT  
FANNER, MORGAN  
FONTANILLA, MARCUS  
GOMEZ, MELISSA  
GONZALEZ, ALESSANDRO  
GRAVEL, FLETCHER  
KYTLICA, ASHLEY  
LAN, JUSTIN  
LANDEROS, EMMA  
LUNA, DIEGO  
LYNCH, PARKER  
MAGDALENO, JULIAN  
MCDONAGH, EMMA  
MEJIA, JESSICA  
MILBOURN, HUNTER  
OKAMURA, SAKURA  
OMINSKY, MAX  
PAYARD, EMILY  
POZZI, ISABELLA  
SABEDRA, SERENA  
STOTKO, RILEY  
TRONCOSO, MARCO  
VENEGAS, ROMAN  
WEYMER, CHARLOTTE  
WIEBELHAUS, IAN  
WOLBERT, JACK  
ZAGER, MITCHELL  
ZAGER, STEPHANIE

MERIT ROLL

4<sup>TH</sup> GRADE

ALATORRE, MARCOS  
BERNAL, BRIANNA  
BRUNETT, JADEN  
DULLAM, TOMMY  
ERHARDT, ETHAN  
GARCIA, BRISA  
GONZALEZ, CHRISTOPHER  
HAVEN YSABELLA  
HESS, ALLY  
HESS, ANDY  
IBARRA, KAYLA  
JACK, KELLAN  
MUMMERY, NATALIE  
MURRAY, RYAN  
O'REILLY, CASSANDRA  
RUSSELL, BRYCE  
TRIANA, CITLALLI  
WALORINTA, CARSON

5<sup>TH</sup> GRADE

ALAMEDA, DANIEL  
ARIAZ, ARIANNA  
BARRAGAN, CRISTIAN  
BERNAL, JULIAN  
BURRIESCE, MEGAN  
BUSH, MADISON  
CANBY, JAMES  
CASTA, CHLOE  
CORRAL, JACOB  
COUSINO, LILYANA  
DILLON, SKYLAR  
DIXON, DAWNAE  
DONNELLY, AIDAN  
EINSTEIN, MARINA  
ESHERICK, SOPHIA  
ESPARZA, MONSERRAT  
ESTES, SAM  
FONTENOT, GINGER  
GAMBALA, GABRIEL  
GENGO, NATHAN  
GONZALEZ, ANDREA  
GUTIERREZ, GIANNA  
HARRIS, NOAH  
HEINRICH, CENNEDY  
HERRERA, JULIANN  
HOBSON, REESE  
HOLGUIN, MADALYNN  
J.P. JOCHEM  
LIPPOLD, LILLIAN  
LOZANO, JOSHUA  
LUCERO, JOCELYN  
MEADOR, AUDREY  
METZGER, JENAE  
ORTIGUERRA, MASEN  
PARKER, SOPHIA  
PENROSE, ALYSSA  
PETERSEN, SETH  
RICE, KIMBERLY  
RICHARDS, SHELBY  
ROSENMUND, RYAN  
SNOWBER, RUBY  
TSUJI, KADEN  
WIPPER, SAMANTHA  
WRIGHT, SHELBY  
YOUNG, NICOLAS

5<sup>TH</sup> GRADE

ARELLANO, GARRETT  
BURRIESCE, KIMBERLY  
CASTANEDA, BLANCA  
DELAROSA, NATALIE  
MORTEZAI, KIANA  
QUOLAS, DELILAH  
SCOGIN, JEANETTE  
SMITH, MARTY  
SULLIVAN, MICAH  
VALDIVIA, SYANNA  
WALSH, LIAM





# Golden Valley Charter School Golden Valley Virtual Charter School

2012-13 April Financial Update  
(actuals through 3/31/13)



## 2012-13 April Update

- The attached reports present a summary of how each GVCS campus is performing so far vs. the Second Interim Budget.
- Currently, GVCS is running \$16,118 under budget and GVVCS is running \$6,936 under budget, for a combined total of \$23,054 under budget through 3/31/13. However, this is nearly all due to normal monthly variances vs. a change in overall fiscal condition since approval of the Second Interim Budget.
- Cash flow remains sufficient to meet all obligations for the remainder of the year, and while substantial variability continues to exist due to timing of state payments, currently no external borrowing is projected to be required.
- As with prior updates, we have left out the detail budget vs. actual reports showing individual line item performance each month vs. budget. However, we are happy to include these in this and future versions if desired, or alternatively can make them available on our secure website for optional access for board members who would like additional detail.

**Golden Valley Charter School**  
**2012-13 April Financial Update (Actuals through 3/31/13)**  
**BUDGET VS. ACTUALS - SUMMARY (CONSOLIDATED)**

	<u>2012-13 2nd Interim</u>	<u>Year-to-Date Budget</u>	<u>Year-to-Date Actuals</u>	<u>Variance: Budget vs Actual</u>
<b>Revenues:</b>				
Revenue Limit	\$ 3,837,268	\$ 1,767,304	\$ 1,760,638	\$ (6,666)
Federal Revenue	101,845	35,724	61,702	25,978
Other State Revenue	507,386	351,998	367,788	15,790
Other Local Revenue	185,018	11,777	4,157	(7,619)
<b>TTL Revenues:</b>	<b>\$ 4,631,517</b>	<b>\$ 2,166,803</b>	<b>\$ 2,194,285</b>	<b>\$ 27,482</b>
<b>Expenditures:</b>				
Certificated Salaries	\$ 1,870,421	\$ 836,470	\$ 847,684	\$ 11,213
Non-certificated Salaries	120,387	76,079	76,738	659
Benefits	558,095	311,529	307,902	(3,627)
Books/Supplies/Materials	603,950	215,470	216,171	701
Services/Operations	1,241,200	841,655	837,465	(4,190)
Capital Outlay	-	-	-	-
Other Outgo	42,551	(814)	(1,142)	(328)
<b>TTL Expenditures:</b>	<b>\$ 4,436,603</b>	<b>\$ 2,280,391</b>	<b>\$ 2,284,819</b>	<b>\$ 4,428</b>
<b>Net Revenues</b>	<b>\$ 194,914</b>	<b>\$ (113,588)</b>	<b>\$ (90,534)</b>	<b>\$ 23,054</b>
<b>Year-To-Date Budget vs. Actuals:</b>		<b>\$ 23,054</b>	under budget so far this year	
<b>Beginning Balance July 1</b>	<b>\$ 1,293,036</b>			
<b>Ending Balance June 30</b>	<b>\$ 1,487,950</b>			
<b>Ending Balance as % of Total Outgo:</b>	<b>33.5%</b>			

**Golden Valley Charter School**  
**2012-13 April Financial Update (Actuals through 3/31/13)**  
**BUDGET VS. ACTUALS - SUMMARY (GVCS)**

	2012-13 2nd Interim	Year-to-Date Budget	Year-to-Date Actuals	Variance: Budget vs Actual
<b>Revenues:</b>				
Revenue Limit	\$ 3,516,589	\$ 1,660,553	\$ 1,621,155	\$ (39,398)
Federal Revenue	95,000	35,724	61,702	25,978
Other State Revenue	463,509	331,081	352,808	21,728
Other Local Revenue	182,885	10,869	3,249	(7,619)
<b>TTL Revenues:</b>	<b>\$ 4,257,983</b>	<b>\$ 2,038,226</b>	<b>\$ 2,038,915</b>	<b>\$ 688</b>
<b>Expenditures:</b>				
Certificated Salaries	\$ 1,762,626	\$ 806,150	\$ 805,920	\$ (230)
Non-certificated Salaries	110,831	65,941	66,192	251
Benefits	487,089	291,782	286,920	(4,862)
Books/Supplies/Materials	603,450	215,470	216,004	534
Services/Operations	1,060,006	813,146	802,352	(10,794)
Capital Outlay	-	-	-	-
Other Outgo	39,068	(814)	(1,142)	(328)
<b>TTL Expenditures:</b>	<b>\$ 4,063,069</b>	<b>\$ 2,191,675</b>	<b>\$ 2,176,245</b>	<b>\$ (15,430)</b>
<b>Net Revenues</b>	<b>\$ 194,914</b>	<b>\$ (153,449)</b>	<b>\$ (137,331)</b>	<b>\$ 16,118</b>
<b>Year-To-Date Budget vs. Actuals:</b>		<b>\$ 16,118</b>	under budget so far this year	
Beginning Balance July 1	\$ 1,224,193			
Ending Balance June 30	\$ 1,419,107			
Ending Balance as % of Total Outgo:	34.9%			

**Golden Valley Charter School**  
**2012-13 April Financial Update (Actuals through 3/31/13)**  
**BUDGET VS. ACTUALS - SUMMARY (GVVCS)**

	<u>2012-13 2nd Interim</u>	<u>Year-to-Date Budget</u>	<u>Year-to-Date Actuals</u>	<u>Variance: Budget vs Actual</u>
<b>Revenues:</b>				
Revenue Limit	\$ 320,679	\$ 106,751	\$ 139,483	\$ 32,732
Federal Revenue	6,845	-	-	-
Other State Revenue	43,877	20,918	14,980	(5,938)
Other Local Revenue	2,133	908	908	-
<b>TTL Revenues:</b>	<b>\$ 373,534</b>	<b>\$ 128,576</b>	<b>\$ 155,370</b>	<b>\$ 26,794</b>
<b>Expenditures:</b>				
Certificated Salaries	\$ 107,794	\$ 30,320	\$ 41,764	\$ 11,443
Non-certificated Salaries	9,556	10,138	10,547	408
Benefits	71,007	19,748	20,982	1,235
Books/Supplies/Materials	500	-	167	167
Services/Operations	181,194	28,509	35,113	6,604
Capital Outlay	-	-	-	-
Other Outgo	3,483	-	-	-
<b>TTL Expenditures:</b>	<b>\$ 373,534</b>	<b>\$ 88,715</b>	<b>\$ 108,573</b>	<b>\$ 19,858</b>
<b>Net Revenues</b>	<b>\$ -</b>	<b>\$ 39,861</b>	<b>\$ 46,797</b>	<b>\$ 6,936</b>
<b>Year-To-Date Budget vs. Actuals:</b>		<b>\$ 6,936</b>	under budget so far this year	
<b>Beginning Balance July 1</b>	<b>\$ 68,843</b>			
<b>Ending Balance June 30</b>	<b>\$ 68,843</b>			
<b>Ending Balance as % of Total Outgo:</b>	<b>18.4%</b>			

**Golden Valley Charter School/Golden Valley Virtual Charter School**

**CONSOLIDATED  
WARRANT REGISTER: March 2013**

Sum of Amount			
Check Type	Check Date	Payee	Total
Warrant	3/5/2013	Apple Inc	\$ 584.34
		Barnes & Noble Inc	\$ 246.21
		Cassell's Music, Inc	\$ 789.10
		City of Carpinteria	\$ 65.00
		Dance Creations LLC	\$ 50.00
		Delian Music	\$ 1,059.00
		Dick Blick Company	\$ 243.92
		Education Station	\$ 284.91
		Follett Educational Services	\$ 213.60
		Home Science Tools	\$ 287.80
		Joe Ferrante Music Academy	\$ 135.00
		Keyboard Galleria Music Center	\$ 1,001.00
		Lakeshore Learning Materials	\$ 122.48
		Monarch's National Gymnastics Training Center	\$ 131.00
		Nickerson Family Trust (Sjnden LLC)	\$ 2,401.79
		Office Depot	\$ 1,791.58
		Ottson Music Studio	\$ 330.00
		Rainbow Resource Center	\$ 2,440.27
		Rancho Simi Recreation & Park	\$ 60.00
		Sandra M. Yip	\$ 135.00
		School Specialty Inc.	\$ 56.14
		Science- 2- U	\$ 1,530.00
		Singapore Math, Inc	\$ 480.01
		Staples Business Advantage	\$ 871.64
		Steve Spangler Science	\$ 52.98
		Thinkwell Corporation	\$ 47.64
		Time 4 Learning	\$ 125.00
		Young At Art- Simi Valley	\$ 300.00
		Law Office of Young, Minney & Corr, LLP	\$ 870.67
		City of Ojai	\$ 43.75
		Pearson - Acct#2462900, 05-5238169, 005-59407-000	\$ 450.79
		Ballet Academy Ventura	\$ 118.00
		Mad Dog Math	\$ 61.26
		Excellence in Education	\$ 42.41
		Much A Do About Shakespeare	\$ 407.00
		Byu Independent Study	\$ 284.00
		Tae Ryong TaeKwonDo School	\$ 369.76
		Yamaha Music School	\$ 794.00
		Celebration Education- Monrovia	\$ 115.00
		Delta Managed Solutions, Inc.	\$ 8,850.00
		North Dakota Center For Distance Education	\$ 905.58
		Peace Hill Press, Inc	\$ 197.20
		Swordplay Fencing Studio, Inc.	\$ 268.00
		All About Spelling	\$ 117.40
		Growing With Grammar (JackKris)	\$ 208.53
		Houghton Mifflin Harcourt - Acct#147529	\$ 1,144.87
		Middlebury Interactive (Power Speak)	\$ 119.00
		Valley Bob's Driving School	\$ 39.00
		Analytical Grammar, Inc.	\$ 322.00
		Los Angeles School of Gymnastics	\$ 45.00
		Prufrock Press, Inc	\$ 187.88
		Advanced Academics, Inc.	\$ 900.00
		A Child's Dream Come True	\$ 96.55
		Acorn Naturalists	\$ 117.38
		Anatomical Chart Company	\$ 17.58

Golden Valley Charter School/Golden Valley Virtual Charter School

**CONSOLIDATED**  
**WARRANT REGISTER: March 2013**

Sum of Amount			
Check Type	Check Date	Payee	Total
Warrant	3/5/2013	Art Supplies Wholesale	\$ 39.84
		Callirobics	\$ 29.49
		Curriculum Associates	\$ 433.02
		Dance 1	\$ 699.60
		Handwriting Without Tears	\$ 70.79
		Kids Art inc - Pasadena	\$ 390.00
		Kids Art Inc - Redondo Beach	\$ 1,491.00
		Meg Rydman	\$ 182.11
		Mission Renaissance	\$ 1,608.49
		Mr. Peter's Piano Studio	\$ 312.50
		Oak Meadow Inc	\$ 358.00
		Oriental Trading Company, Inc.	\$ 177.37
		Paper, Scissors, Stone	\$ 258.37
		Peterson Direct Ed Handwriting	\$ 85.09
		Science Kit And Boreal Labs	\$ 10.04
		Shurley Instructional Material	\$ 121.18
		Teaching Textbooks, Inc.	\$ 171.14
		Terri Adams	\$ 294.56
		University of Missouri	\$ 255.84
		Vibe Performing Arts Studios	\$ 200.00
		Waller's Gymjam Academy	\$ 297.50
		Write At Home	\$ 149.00
	3/15/2013	All American Ballet School	\$ 790.04
		Apple Inc	\$ 1,876.32
		Barnes & Noble Inc	\$ 201.49
		Cassell's Music, Inc	\$ 570.00
		Christine Albright	\$ 199.45
		Delian Music	\$ 137.00
		Dick Blick Company	\$ 372.83
		Education Station	\$ 101.70
		Emh Sports USA, Inc	\$ 215.00
		Hayley Hamilton	\$ 131.81
		Home Science Tools	\$ 408.11
		Huckleberry Center	\$ 260.00
		Lakeshore Learning Materials	\$ 353.79
		Laura Guy	\$ 19.97
		Math- U- See California, Inc	\$ 365.16
		Nickerson Family Trust (Sjnden LLC)	\$ 2,187.35
		Norma McBride	\$ 105.09
		Office Depot	\$ 2,118.05
		Ottson Music Studio	\$ 60.00
		Pasadena Conservatory Of Music	\$ 385.00
		Rainbow Resource Center	\$ 2,078.04
		Renee Carlino	\$ 103.96
		Sandra M. Yip	\$ 280.00
		School Specialty Inc.	\$ 183.77
		Singapore Math, Inc	\$ 262.87
		Special Ed Asst & Tech Support, Inc	\$ 381.21
		Staples Business Advantage	\$ 973.56
		Steve Spangler Science	\$ 552.37
		TaeKwonDo Plus	\$ 978.50
		Wendy Theobald	\$ 138.99
		YMCA- Ventura	\$ 350.00
		Melissa Barnett	\$ 176.56
		Young At Art- Camarillo	\$ 525.07

**Golden Valley Charter School/Golden Valley Virtual Charter School**

**CONSOLIDATED  
WARRANT REGISTER: March 2013**

Sum of Amount			
Check Type	Check Date	Payee	Total
Warrant	3/15/2013	Pearson - Acct#2462900, 05-5238169, 005-59407-000	\$ 469.21
		Play-Well TEKologies- Santa Barbara/Ventura	\$ 204.00
		Excellence in Education	\$ 810.24
		Wieser Educational	\$ 142.78
		North Dakota Center For Distance Education	\$ 1,096.54
		APLUS+	\$ 4,750.00
		Cynthia Peterson	\$ 127.13
		Nancy Larson Publishers, Inc.	\$ 44.03
		Racheal Yard	\$ 141.34
		Tabeth Gomez	\$ 342.96
		Tamie Stewart	\$ 144.02
		Tricia Purcell	\$ 286.48
		Wendy Hand-Hogan	\$ 163.85
		Zaner- Bloser	\$ 29.00
		University of Nebraska- Lincoln	\$ 216.04
		Acorn Naturalists	\$ 171.79
		Art Supplies Wholesale	\$ 35.06
		Curriculum Associates	\$ 341.70
		Handwriting Without Tears	\$ 34.71
		Kids Art inc - Pasadena	\$ 404.00
		Mission Renaissance	\$ 1,474.20
		Mr. Peter's Piano Studio	\$ 200.00
		Oriental Trading Company, Inc.	\$ 154.10
		Teaching Textbooks, Inc.	\$ 52.95
		Terri Adams	\$ 99.44
		Waller's Gymjam Academy	\$ 140.00
		Write At Home	\$ 215.50
		Art Is Our Passion, Inc.	\$ 124.00
		Avko Dyslexia & Spelling	\$ 53.27
		Bluestocking Press	\$ 13.57
		Burbank Music Academy	\$ 1,500.00
		Cornerstone Learning Technology, Inc.	\$ 175.00
		Cynthia Marston	\$ 127.13
		Del Sol Books	\$ 29.02
		ETA/Hand2Mind	\$ 88.25
		Gw School Supply, Inc	\$ 38.27
		Hotmath Inc	\$ 75.00
		Individual Software Inc.	\$ 85.23
		Jacqueline Halpin	\$ 427.05
		Kids Art Inc - Northridge	\$ 256.00
		Lego Education	\$ 160.25
		Lenny Krayzelburg Swim Academy	\$ 477.60
		Lewis Music Academy	\$ 1,001.25
		MJP Computers	\$ 295.00
		Perfection Learning Corp	\$ 34.26
		Shan Tung Kung Fu, LLC	\$ 19.00
		Sharon McClain	\$ 92.10
		Tiffany Stark	\$ 354.45
		Tree of Knowledge Educ. Services	\$ 73.00
		Young Rembrandts- Ventura	\$ 46.84
		Hearthsong	\$ 238.13
		PBSDistribution, LLC	\$ 272.14
		Benjamin Buttner Guitar Lessons	\$ 160.00
	3/22/2013	Apple Inc	\$ 152.41
		Barnes & Noble Inc	\$ 24.19



**Golden Valley Charter School/Golden Valley Virtual Charter School**

**CONSOLIDATED  
WARRANT REGISTER: March 2013**

Sum of Amount			
Check Type	Check Date	Payee	Total
Warrant	3/22/2013	Cassell's Music, Inc	\$ 60.00
		Dance Creations LLC	\$ 340.00
		Delian Music	\$ 234.00
		Education Station	\$ 118.91
		Elizabeth Gomez	\$ 229.96
		Evan- Moor	\$ 189.08
		Follett Educational Services	\$ 36.23
		Huckleberry Center	\$ 450.76
		Joe Ferrante Music Academy	\$ 1,448.50
		Keyboard Galleria Music Center	\$ 517.00
		Kids Art Inc - Sherman Oaks	\$ 240.00
		Lakeshore Learning Materials	\$ 849.54
		Lorrie Veiga	\$ 234.19
		Math- U- See California, Inc	\$ 90.64
		Nickerson Family Trust (Sjnden LLC)	\$ 12,905.45
		Rainbow Resource Center	\$ 937.01
		School Specialty Inc.	\$ 157.55
		ServiceMaster Building Maintenance	\$ 329.00
		Singapore Math, Inc	\$ 192.05
		Special Ed Asst & Tech Support, Inc	\$ 40,515.59
		Staples Business Advantage	\$ 496.95
		Steve Spangler Science	\$ 80.84
		TaeKwonDo Plus	\$ 298.50
		Time 4 Learning	\$ 25.00
		U. S. Bank	\$ 882.76
		Iron Fist Martial Arts, LLC	\$ 700.00
		Play-Well TEKologies- Santa Barbara/Ventura	\$ 16.00
		Much A Do About Shakespeare	\$ 1,295.00
		Tae Ryong TaeKwonDo School	\$ 320.00
		Educational Program For Gifted	\$ 495.00
		Miss Melodee Studios, Inc	\$ 36.00
		North Dakota Center For Distance Education	\$ 64.50
		Painter Larson Academy of Irish Dance	\$ 425.00
		Peace Hill Press, Inc	\$ 19.52
		Swordplay Fencing Studio, Inc.	\$ 188.00
		Cuizon Ballet Centre	\$ 390.00
		Growing With Grammar (JackKris)	\$ 112.15
		Joyce Salsberry	\$ 184.76
		Nancy Larson Publishers, Inc.	\$ 282.32
		Tamie Stewart	\$ 14.80
		Valley Bob's Driving School	\$ 39.00
		Wendy Hand-Hogan	\$ 73.90
		Zaner- Bloser	\$ 17.43
		Anne Alday	\$ 184.27
		Studio 316	\$ 142.00
		Art Supplies Wholesale	\$ 3.97
		Handwriting Without Tears	\$ 27.47
		Meg Rydman	\$ 72.31
		Mr. Peter's Piano Studio	\$ 590.00
		Terri Adams	\$ 2,391.68
		Waller's Gymjam Academy	\$ 70.00
		Art Is Our Passion, Inc.	\$ 224.00
		Burbank Music Academy	\$ 570.00
		MJP Computers	\$ 661.75
		Young Rembrandts- Ventura	\$ 94.00

**Golden Valley Charter School/Golden Valley Virtual Charter School**

**CONSOLIDATED  
WARRANT REGISTER: March 2013**

Sum of Amount			
Check Type	Check Date	Payee	Total
Warrant	3/22/2013	Academic Chess	\$ 132.00
		Angels School Supply	\$ 26.09
		Central Music	\$ 192.96
		City of El Monte	\$ 90.00
		City of Whittier	\$ 87.00
		Dance Dimensions	\$ 1,238.00
		Draganchuck Alarm Systems Inc	\$ 89.85
		Institute For Excellence In Writing	\$ 424.80
		Karen Redin	\$ 3.96
		Pacific Diving Academy USA	\$ 120.00
		Staples - eCommerce	\$ 300.16
		Swords Fencing Studio Inc	\$ 610.00
		Ventura County Office of Education	\$ 47.00
Warrant	3/29/2013	Apple Inc	\$ 2,222.87
		Barnes & Noble Inc	\$ 1,136.76
		Cassell's Music, Inc	\$ 1,040.00
		Children's Music Academy	\$ 325.00
		Dick Blick Company	\$ 97.24
		Education Station	\$ 470.24
		Emh Sports USA, Inc	\$ 400.00
		Evan- Moor	\$ 75.21
		Follett Educational Services	\$ 62.95
		Guitar Center	\$ 62.92
		Home Science Tools	\$ 632.75
		Huckleberry Center	\$ 2,179.51
		Joe Ferrante Music Academy	\$ 688.00
		Keyboard Galleria Music Center	\$ 330.00
		Kids Art Inc - Sherman Oaks	\$ 261.00
		Lakeshore Learning Materials	\$ 61.99
		Lorrie Veiga	\$ 163.12
		Math- U- See California, Inc	\$ 502.90
		Monarch's National Gymnastics Training Center	\$ 92.00
		Office Depot	\$ 2,938.47
		Ottson Music Studio	\$ 1,530.00
		Rainbow Resource Center	\$ 4,523.33
		Rancho Simi Recreation & Park	\$ 60.00
		School Specialty Inc.	\$ 127.28
		Singapore Math, Inc	\$ 1,140.45
		Staples Business Advantage	\$ 666.26
		Steve Spangler Science	\$ 189.79
		TaeKwonDo Plus	\$ 218.00
		Thinkwell Corporation	\$ 125.00
		Time 4 Learning	\$ 225.00
		Valencia Tutors	\$ 379.89
		Young At Art- Simi Valley	\$ 695.00
		E. J. Harrison & Sons Inc	\$ 62.43
		Young At Art- Camarillo	\$ 355.00
		City of Ojai	\$ 47.25
		Airealistic, LLC	\$ 513.30
		Ballet Academy Ventura	\$ 350.00
		Play-Well TEKnologies- Santa Barbara/Ventura	\$ 32.00
		Much A Do About Shakespeare	\$ 111.00
		Celebration Education- Monrovia	\$ 125.00
		Delta Managed Solutions, Inc.	\$ 8,850.00
		EMC Publishing, LLC	\$ 280.77

**Golden Valley Charter School/Golden Valley Virtual Charter School**

**CONSOLIDATED**

**WARRANT REGISTER: March 2013**

Sum of Amount			
Check Type	Check Date	Payee	Total
Warrant	3/29/2013	Miss Melodee Studios, Inc	\$ 180.00
		North Dakota Center For Distance Education	\$ 79.84
		Peace Hill Press, Inc	\$ 242.79
		Swordplay Fencing Studio, Inc.	\$ 95.00
		Cuizon Ballet Centre	\$ 405.00
		Growing With Grammar (JackKris)	\$ 310.42
		Houghton Mifflin Harcourt - Acct#147529	\$ 362.71
		Nancy Larson Publishers, Inc.	\$ 278.43
		Ovation School For Performing Arts	\$ 500.00
		Rosetta Stone, Ltd. (Fairfield Language Tech.)	\$ 702.38
		The Critical Thinking Co.	\$ 126.36
		Tricia Purcell	\$ 243.14
		Zaner- Bloser	\$ 51.55
		Apple One Employment Services	\$ 99.00
		Blackbird & Company	\$ 116.65
		Los Angeles School of Gymnastics	\$ 67.50
		Prufrock Press, Inc	\$ 46.62
		Advanced Academics, Inc.	\$ 1,200.00
		A Child's Dream Come True	\$ 80.13
		Handwriting Without Tears	\$ 16.97
		Kids Art inc - Pasadena	\$ 120.00
		Science Kit And Boreal Labs	\$ 45.63
		University of Missouri	\$ 380.00
		Art Is Our Passion, Inc.	\$ 124.00
		Kids Art Inc - Northridge	\$ 174.00
		Lego Education	\$ 169.25
		Lenny Krayzelburg Swim Academy	\$ 152.00
		MJP Computers	\$ 800.39
		Perfection Learning Corp	\$ 112.78
		Young Rembrandts- Ventura	\$ 198.00
		Academic Chess	\$ 66.00
		Angels School Supply	\$ 68.64
		Central Music	\$ 344.50
		Audio Memory Publishing	\$ 21.15
		Cal Lutheran University	\$ 2,800.00
		Canyon Theatre Guild	\$ 473.81
		Carson- Delloso	\$ 39.83
		Celebration Education- Brea	\$ 56.68
		Chalk Dust Company	\$ 454.67
		City Creek Press, Inc	\$ 185.62
		Creative Stitches	\$ 198.00
		Delta Education	\$ 85.25
		In The Hands Of A Child	\$ 59.60
		Insect Lore	\$ 27.93
		Kumon Math and Reading Center of Westchester	\$ 267.50
		Mindware	\$ 155.20
		Old Towne Music Co.	\$ 57.63
		Random House Inc.	\$ 421.72
		Roots Of The Source	\$ 675.00
		Shar Products	\$ 69.31
		United Parcel Service	\$ 57.80
Grand Total			\$ 200,431.71

**Golden Valley Charter School**  
**WARRANT REGISTER: March 2013**

Sum of Amount			
Check Type	Check Date	Payee	Total
Warrant	3/5/2013	Apple Inc	\$ 584.34
		Barnes & Noble Inc	\$ 246.21
		Cassell's Music, Inc	\$ 789.10
		City of Carpinteria	\$ 65.00
		Dance Creations LLC	\$ 50.00
		Delian Music	\$ 1,059.00
		Dick Blick Company	\$ 243.92
		Education Station	\$ 284.91
		Follett Educational Services	\$ 213.60
		Home Science Tools	\$ 287.80
		Joe Ferrante Music Academy	\$ 135.00
		Keyboard Galleria Music Center	\$ 1,001.00
		Lakeshore Learning Materials	\$ 122.48
		Monarch's National Gymnastics Training Center	\$ 131.00
		Nickerson Family Trust (Sjnden LLC)	\$ 2,401.79
		Office Depot	\$ 1,791.58
		Ottson Music Studio	\$ 330.00
		Rainbow Resource Center	\$ 2,440.27
		Rancho Simi Recreation & Park	\$ 60.00
		Sandra M. Yip	\$ 135.00
		School Specialty Inc.	\$ 56.14
		Science- 2- U	\$ 1,530.00
		Singapore Math, Inc	\$ 480.01
		Staples Business Advantage	\$ 871.64
		Steve Spangler Science	\$ 52.98
		Thinkwell Corporation	\$ 47.64
		Time 4 Learning	\$ 125.00
		Young At Art- Simi Valley	\$ 300.00
		City of Ojai	\$ 43.75
		Pearson - Acct#2462900, 05-5238169, 005-59407-000	\$ 450.79
		Ballet Academy Ventura	\$ 118.00
		Mad Dog Math	\$ 61.26
		Excellence in Education	\$ 42.41
		Much A Do About Shakespeare	\$ 407.00
		Byu Independent Study	\$ 284.00
		Tae Ryong TaeKwonDo School	\$ 369.76
		Yamaha Music School	\$ 794.00
		Celebration Education- Monrovia	\$ 115.00
		Delta Managed Solutions, Inc.	\$ 7,250.00
		North Dakota Center For Distance Education	\$ 905.58
		Peace Hill Press, Inc	\$ 197.20
		Swordplay Fencing Studio, Inc.	\$ 268.00
		All About Spelling	\$ 117.40
		Growing With Grammar (JackKris)	\$ 208.53
		Houghton Mifflin Harcourt - Acct#147529	\$ 1,144.87
		Middlebury Interactive (Power Speak)	\$ 119.00
		Valley Bob's Driving School	\$ 39.00
		Analytical Grammar, Inc.	\$ 322.00
		Los Angeles School of Gymnastics	\$ 45.00
		Prufrock Press, Inc	\$ 187.88
		Advanced Academics, Inc.	\$ 900.00
		A Child's Dream Come True	\$ 96.55
		Acorn Naturalists	\$ 117.38

**Golden Valley Charter School**  
**WARRANT REGISTER: March 2013**

Sum of Amount			
Check Type	Check Date	Payee	Total
Warrant	3/5/2013	Anatomical Chart Company	\$ 17.58
		Art Supplies Wholesale	\$ 39.84
		Calliobics	\$ 29.49
		Curriculum Associates	\$ 433.02
		Dance 1	\$ 699.60
		Handwriting Without Tears	\$ 70.79
		Kids Art inc - Pasadena	\$ 390.00
		Kids Art Inc - Redondo Beach	\$ 1,491.00
		Meg Rydman	\$ 182.11
		Mission Renaissance	\$ 1,608.49
		Mr. Peter's Piano Studio	\$ 312.50
		Oak Meadow Inc	\$ 358.00
		Oriental Trading Company, Inc.	\$ 177.37
		Paper, Scissors, Stone	\$ 258.37
		Peterson Direct Ed Handwriting	\$ 85.09
		Science Kit And Boreal Labs	\$ 10.04
		Shurley Instructional Material	\$ 121.18
		Teaching Textbooks, Inc.	\$ 171.14
		Terri Adams	\$ 294.56
		University of Missouri	\$ 255.84
		Vibe Performing Arts Studios	\$ 200.00
		Waller's Gymjam Academy	\$ 297.50
		Write At Home	\$ 149.00
	3/15/2013	All American Ballet School	\$ 790.04
		Apple Inc	\$ 1,876.32
		Barnes & Noble Inc	\$ 201.49
		Cassell's Music, Inc	\$ 570.00
		Christine Albright	\$ 199.45
		Delian Music	\$ 137.00
		Dick Blick Company	\$ 372.83
		Education Station	\$ 101.70
		Emh Sports USA, Inc	\$ 215.00
		Hayley Hamilton	\$ 131.81
		Home Science Tools	\$ 408.11
		Huckleberry Center	\$ 260.00
		Lakeshore Learning Materials	\$ 353.79
		Laura Guy	\$ 19.97
		Math- U- See California, Inc	\$ 365.16
		Nickerson Family Trust (Sjnden LLC)	\$ 2,187.35
		Norma McBride	\$ 105.09
		Office Depot	\$ 2,118.05
		Ottson Music Studio	\$ 60.00
		Pasadena Conservatory Of Music	\$ 385.00
		Rainbow Resource Center	\$ 2,078.04
		Renee Carlino	\$ 103.96
		Sandra M. Yip	\$ 280.00
		School Specialty Inc.	\$ 183.77
		Singapore Math, Inc	\$ 262.87
		Staples Business Advantage	\$ 973.56
		Steve Spangler Science	\$ 552.37
		TaeKwonDo Plus	\$ 978.50
		Wendy Theobald	\$ 138.99
		YMCA- Ventura	\$ 350.00

**Golden Valley Charter School**  
**WARRANT REGISTER: March 2013**

Sum of Amount			
Check Type	Check Date	Payee	Total
Warrant	3/15/2013	Melissa Barnett	\$ 176.56
		Young At Art- Camarillo	\$ 525.07
		Pearson - Acct#2462900, 05-5238169, 005-59407-000	\$ 469.21
		Play-Well TEKologies- Santa Barbara/Ventura	\$ 204.00
		Excellence in Education	\$ 810.24
		Wieser Educational	\$ 142.78
		North Dakota Center For Distance Education	\$ 1,096.54
		APLUS+	\$ 4,750.00
		Cynthia Peterson	\$ 127.13
		Nancy Larson Publishers, Inc.	\$ 44.03
		Racheal Yard	\$ 141.34
		Tabeth Gomez	\$ 342.96
		Tamie Stewart	\$ 144.02
		Tricia Purcell	\$ 286.48
		Wendy Hand-Hogan	\$ 163.85
		Zaner- Bloser	\$ 29.00
		University of Nebraska- Lincoln	\$ 216.04
		Acorn Naturalists	\$ 171.79
		Art Supplies Wholesale	\$ 35.06
		Curriculum Associates	\$ 341.70
		Handwriting Without Tears	\$ 34.71
		Kids Art inc - Pasadena	\$ 404.00
		Mission Renaissance	\$ 1,474.20
		Mr. Peter's Piano Studio	\$ 200.00
		Oriental Trading Company, Inc.	\$ 154.10
		Teaching Textbooks, Inc.	\$ 52.95
		Terri Adams	\$ 99.44
		Waller's Gymjam Academy	\$ 140.00
		Write At Home	\$ 215.50
		Art Is Our Passion, Inc.	\$ 124.00
		Avko Dyslexia & Spelling	\$ 53.27
		Bluestocking Press	\$ 13.57
		Burbank Music Academy	\$ 1,500.00
		Cornerstone Learning Technology, Inc.	\$ 175.00
		Cynthia Marston	\$ 127.13
		Del Sol Books	\$ 29.02
		ETA/Hand2Mind	\$ 88.25
		Gw School Supply, Inc	\$ 38.27
		Hotmath Inc	\$ 75.00
		Individual Software Inc.	\$ 85.23
		Jacqueline Halpin	\$ 427.05
		Kids Art Inc - Northridge	\$ 256.00
		Lego Education	\$ 160.25
		Lenny Krayzelburg Swim Academy	\$ 477.60
		Lewis Music Academy	\$ 1,001.25
		MJP Computers	\$ 295.00
		Perfection Learning Corp	\$ 34.26
		Shan Tung Kung Fu, LLC	\$ 19.00
		Sharon McClain	\$ 92.10
		Tiffany Stark	\$ 354.45
		Tree of Knowledge Educ. Services	\$ 73.00
		Young Rembrandts- Ventura	\$ 46.84
		Hearthsong	\$ 238.13

**Golden Valley Charter School**  
**WARRANT REGISTER: March 2013**

Sum of Amount			
Check Type	Check Date	Payee	Total
Warrant	3/15/2013	PBSDistribution, LLC	\$ 272.14
		Benjamin Buttner Guitar Lessons	\$ 160.00
	3/22/2013	Apple Inc	\$ 152.41
		Barnes & Noble Inc	\$ 24.19
		Cassell's Music, Inc	\$ 60.00
		Dance Creations LLC	\$ 340.00
		Delian Music	\$ 234.00
		Education Station	\$ 118.91
		Elizabeth Gomez	\$ 229.96
		Evan- Moor	\$ 189.08
		Follett Educational Services	\$ 36.23
		Huckleberry Center	\$ 450.76
		Joe Ferrante Music Academy	\$ 1,448.50
		Keyboard Galleria Music Center	\$ 517.00
		Kids Art Inc - Sherman Oaks	\$ 240.00
		Lakeshore Learning Materials	\$ 849.54
		Lorrie Veiga	\$ 234.19
		Math- U- See California, Inc	\$ 90.64
		Nickerson Family Trust (Sjnden LLC)	\$ 12,905.45
		Rainbow Resource Center	\$ 937.01
		School Specialty Inc.	\$ 157.55
		ServiceMaster Building Maintenance	\$ 329.00
		Singapore Math, Inc	\$ 192.05
		Special Ed Asst & Tech Support, Inc	\$ 40,515.59
		Staples Business Advantage	\$ 496.95
		Steve Spangler Science	\$ 80.84
		TaeKwonDo Plus	\$ 298.50
		Time 4 Learning	\$ 25.00
		U. S. Bank	\$ 862.48
		Iron Fist Martial Arts, LLC	\$ 700.00
		Play-Well TEKnologies- Santa Barbara/Ventura	\$ 16.00
		Much A Do About Shakespeare	\$ 1,295.00

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**Golden Valley Virtual School**  
**WARRANT REGISTER: March 2013**

Sum of Amount			
Check Type	Check Date	Payee	Total
Warrant	3/5/2013	Law Office of Young, Minney & Corr, LLP	\$ 870.67
		Delta Managed Solutions, Inc.	\$ 1,600.00
	3/15/2013	Special Ed Asst & Tech Support, Inc	\$ 381.21
	3/22/2013	U. S. Bank	\$ 20.28
		Meg Rydman	\$ 72.31
		Terri Adams	\$ 217.43
	3/29/2013	Delta Managed Solutions, Inc.	\$ 1,600.00
Grand			
Total			<b>\$ 4,761.90</b>



# Check Register

Student Body Checking  
4/11/2013

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Date	Num	Transaction	Payment	C	Deposit	Balance
7/20/2012		Bank Charge memo: May and June bank charges	24.00			1,089.77
9/12/2012		Deposit cat: P.E. Uniforms memo: Junior High			1,510.00	2,599.77
9/12/2012		Deposit cat: Yearbook			23.00	2,622.77
9/12/2012	2159	Teradils cat: P.E. Uniforms memo: junior high	1,281.00			1,341.77
9/21/2012		Deposit cat: P.E. Uniforms			75.00	1,416.77
9/21/2012		Deposit Error cat: 6th Grade memo: Science outdoor school			1,736.45	3,153.22
9/21/2012		Bank Charge memo: July bank charges	12.00			3,141.22
9/26/2012		Deposit cat: Junior HighT memo: P.E. Uniforms			275.00	3,416.22
9/26/2012		Deposit cat: Junior HighT memo: Outdoor school			1,442.45	4,858.67
9/26/2012	2160	Outdoor School cat: 6th Grade memo: Outdoor school	800.00			4,058.67
9/27/2012	2161	Outdoor School cat: 6th Grade memo: Outdoor school	3,145.00			913.67
9/28/2012		Deposit cat: 6th Grade memo: outdoor school			523.60	1,437.27
10/3/2012		Deposit cat: Junior HighT memo: P.E. uniforms			85.00	1,522.27
10/3/2012	2162	Teradils cat: P.E. Uniforms memo: junior high	344.80			1,177.47
10/9/2012		Bank Charge memo: August bank charge	12.00			1,165.47
10/12/2012		Deposit cat: Junior HighT memo: 7th grade field trip			316.85	1,482.32
10/12/2012		Deposit cat: Junior HighT memo: 6th grade outdoor school			1,052.00	2,534.32
10/18/2012		Bank Charge memo: September bank charge	12.00			2,522.32
10/18/2012		Bank Charge memo: returned check fees	37.00			2,485.32
10/23/2012		Deposit memo: re-deposited returned check			37.00	2,522.32

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Student Body Checking  
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Date	Num	Transaction	Payment	C	Deposit	Balance
10/23/2012		Deposit cat: Junior HighT memo: recycle bottles			58.50	2,580.82
10/30/2012	2163	Peformance To Grow On cat: Junior HighT memo: 7th grade field trip deposit	100.00			2,480.82
11/2/2012		Deposit cat: Junior HighT memo: 6th grade outdoor school			15.00	2,495.82
11/2/2012		Deposit cat: Junior HighT memo: 6th grade outdoor school			2,156.00	4,651.82
11/2/2012		Deposit cat: Junior HighT memo: 6th grade outdoor school			3,588.90	8,240.72
11/2/2012		Deposit cat: Junior HighT memo: 6th grade outdoor school			3,238.00	11,478.72
11/2/2012		Deposit cat: Junior HighT memo: cookie dough			338.10	11,816.82
11/2/2012	2164	Terry A. Gomez cat: Junior HighT memo: D.J. for dance in November	100.00			11,716.82
11/5/2012	2165	First Way Fundraiser cat: 6th Grade memo: cookie dough	5,355.90			6,360.92
11/6/2012		Deposit cat: Junior HighT memo: 6th grade outdoor school			581.60	6,942.52
11/9/2012		Deposit cat: Junior HighT memo: 6th grade outdoor school			489.40	7,431.92
11/13/2012	2166	Steve Burkhardt cat: Junior HighT memo: volleyball referee	17.50			7,414.42
11/13/2012	2167	Void Check memo: cancelled				7,414.42
11/15/2012		Bank Fees memo: Oct. and Nov. bank charge	24.00			7,390.42
11/15/2012		Bank Charge memo: returned check	77.60			7,312.82
11/16/2012		Deposit cat: Junior HighT memo: 6th grade outdoor school			872.40	8,185.22
11/16/2012		Deposit cat: Junior HighT memo: 6th grade outdoor school			3,923.90	12,109.12
11/20/2012	2168	Ventura Rental Center cat: Junior HighT memo: science camp	241.79			11,867.33
11/29/2012		Deposit cat: Junior HighT memo: 6th grade outdoor school			535.20	12,402.53

## Check Register

Student Body Checking

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Date	Num	Transaction	Payment	C	Deposit	Balance
11/29/2012	2169	Outdoor School cat: 6th Grade memo: Outdoor school	11,630.50			772.03
11/30/2012		Deposit cat: Junior HighT memo: Washington D.C. trip			6,800.00	7,572.03
11/30/2012	2170	Brightspark Tour Co. cat: Junior HighT memo: Washington D.C. trip	6,800.00			772.03
12/7/2012		Deposit memo: donations for the military			100.00	872.03
12/7/2012	2171	Jill Brody memo: received donations for the military - postage	100.00			772.03
12/13/2012	2172	Boys And Girls Club memo: registration for basketball	50.00			722.03
1/4/2013		Deposit memo: dance			67.60	789.63
1/4/2013		Deposit memo: \$22 cookie dough, \$20 PE, \$294.40 outdo...			336.40	1,126.03
1/4/2013		Deposit memo: basketball uniforms			750.00	1,876.03
1/4/2013	2173	Market Place memo: basketball uniforms	750.00			1,126.03
2/8/2013	2174	SoundFursion Entertainment cat: Junior HighT memo: Dance D.J.	100.00			1,026.03
2/13/2013		Deposit cat: Junior HighT memo: P.E. uniform			15.00	1,041.03
2/13/2013		Deposit cat: 6th Grade memo: Outdoor school			49.50	1,090.53
2/22/2013		Deposit memo: Valentine grams			76.25	1,166.78
2/22/2013		Deposit cat: Junior HighT memo: PFO dance money			200.00	1,366.78
2/22/2013		Deposit cat: 8th Grade memo: Washington fundraiser			5,318.53	6,685.31
2/22/2013		Deposit cat: 7th Grade memo: field trip Performace to Grow On			700.00	7,385.31
2/22/2013	2175	Performance To Grow On cat: 7th Grade memo: assembly	690.00			6,695.31
2/22/2013	2176	Manuel Cervantes memo: Washington trip reimbursement from fundr...	241.75			6,453.56
2/22/2013	2177	Matt Chong memo: Washington trip reimbursement from fundr...	241.75			6,211.81
2/22/2013	2178	Robert Cybulski memo: Washington trip reimbursement from fundr...	241.75			5,970.06

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Student Body Checking

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Date	Num	Transaction	Payment	C	Deposit	Balance
2/22/2013	2179	Willie Dillon memo: Washington trip reimbursement from fundr...	241.75			5,728.31
2/22/2013	2180	Void Check memo: Washington trip reimbursement from fundr...				5,728.31
2/22/2013	2181	Drew Gengo memo: Washington trip reimbursement from fundr...	241.75			5,486.56
2/22/2013	2182	Karen Gerdtz memo: Washington trip reimbursement from fundr...	241.75			5,244.81
2/22/2013	2183	Void Check memo: Washington trip reimbursement from fundr...				5,244.81
2/22/2013	2184	Elian Hanna memo: Washington trip reimbursement from fundr...	241.75			5,003.06
2/22/2013	2185	Don Hobson memo: Washington trip reimbursement from fundr...	241.75			4,761.31
2/22/2013	2186	Void Check memo: Washington trip reimbursement from fundr...				4,761.31
2/22/2013	2187	John McKinley memo: Washington trip reimbursement from fundr...	241.75			4,519.56
2/22/2013	2188	Void Check memo: Washington trip reimbursement from fundr...				4,519.56
2/22/2013	2189	Void Check memo: Washington trip reimbursement from fundr...				4,519.56
2/22/2013	2190	Gilbert Pedraza memo: Washington trip reimbursement from fundr...	241.75			4,277.81
2/22/2013	2191	Eliseo Puga memo: Washington trip reimbursement from fundr...	241.75			4,036.06
2/22/2013	2192	Angela Robinson memo: Washington trip reimbursement from fundr...	241.75			3,794.31
2/22/2013	2193	Void Check memo: Washington trip reimbursement from fundr...				3,794.31
2/22/2013	2194	Roy Stegall cat: Refund memo: Washington trip reimbursement from fundraiser	241.75			3,552.56
2/22/2013	2195	Mark Vajcovec memo: Washington trip reimbursement from fundr...	241.75			3,310.81
2/22/2013	2196	Hans Walsh memo: Washington trip reimbursement from fundr...	241.75			3,069.06
2/22/2013	2197	Michele Zager memo: Washington trip reimbursement from fundr...	241.75			2,827.31
2/25/2013		Returned Check Fees	385.00			2,442.31
2/25/2013		Bank Charge	12.00			2,430.31
3/4/2013	2198	Sherry Paniccia memo: replace check #2189	256.75			2,173.56
3/5/2013	2199	Espy Romo memo: replace check #2193	253.75			1,919.81
3/7/2013	2200	Rebecca Gonzales memo: replace check #2183	253.75			1,666.06
3/12/2013	2201	Gary Franke memo: replace check #2180	251.75			1,414.31
3/12/2013	2202	Cynthia Hobson memo: replace check #2185	261.75			1,152.56

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Student Body Checking

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Date	Num	Transaction	Payment	C	Deposit	Balance
3/12/2013	2203	John McKinley memo: replace check #2188	256.75			895.81
3/21/2013	2204	Michele Zager memo: replace check #2197	253.75			642.06
3/21/2013	2205	Duke Lyskin memo: replace check #2186	253.75			388.31
3/26/2013		Deposit memo: PFO outdoor school			742.20	1,130.51
3/26/2013		Deposit memo: outdoor school			80.00	1,210.51
3/27/2013	2206	Void Check memo: cancelled				1,210.51
3/27/2013	2207	Outdoor School cat: 6th Grade memo: Outdoor school deposit for 2013-14	1,100.00			110.51

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Checking  
4/11/2013

Date	Num	Transaction	Payment	C	Deposit	Balance
7/3/2012	1774	US Postmaster cat: Postage	301.63			387.37
7/5/2012		Deposit cat: Reimbursement			135.00	522.37
7/11/2012		Bank Charge memo: May and June bank fees	38.00			484.37
7/12/2012		Deposit cat: Reimbursement			176.00	660.37
7/20/2012		Deposit cat: Bank Charge memo: May and June bank fees			38.00	698.37
7/20/2012		Deposit cat: Reimbursement memo: postage			301.63	1,000.00
8/9/2012	1777	U. S. Postmaster cat: Postage	207.54			792.46
8/13/2012	1775	Chick Fittet cat: Luncheon memo: Board mtg	250.79			541.67
8/16/2012	1776	Costco cat: Supplies memo: luncheon for staff meetings	76.28			465.39
8/16/2012	1778	U. S. Postmaster cat: Postage	182.10			283.29
8/22/2012		Deposit cat: Reimbursement			458.33	741.62
8/28/2012	1779	Rain Tunnel cat: Car Wash	250.00			491.62
8/28/2012	1780	Costco cat: Supplies memo: luncheon for staff meetings	89.08			402.54
9/7/2012		Deposit cat: Reimbursement			258.38	660.92
9/12/2012	1781	CABE Vta Chapter cat: Registration memo: for principal	75.00			585.92
9/14/2012	1782	Joe Escobar cat: Faculty Luncheon memo: taco man	343.20			242.72
9/17/2012	1783	US Postmaster cat: Postage	186.80			55.92
9/19/2012		Deposit cat: Reimbursement			339.08	395.00
9/28/2012		Deposit cat: Reimbursement			605.00	1,000.00
10/5/2012	1784	Carmen Auto Center memo: smog on truck	45.24			954.76
10/17/2012	1785	Camarillo Police Dept. memo: report	11.00			943.76
10/23/2012		Deposit cat: Reimbursement			45.24	989.00
10/24/2012	1786	Carolos Boisselier memo: fingerprinting	52.00			937.00

## Check Register

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Checking  
4/11/2013

Date	Num	Transaction	Payment	C	Deposit	Balance
11/6/2012		Deposit cat: Reimbursement			63.00	1,000.00
11/6/2012		Deposit cat: Reimbursement memo: bank fees Aug./Sept. fees			38.00	1,038.00
11/6/2012		Bank Charge memo: August/Sept. fees	38.00			1,000.00
11/13/2012	1787	U. S. Postmaster cat: Postage	190.40			809.60
11/27/2012		Deposit memo: Bank fees July/October			38.00	847.60
11/27/2012		Bank Charge memo: July and October	38.00			809.60
12/10/2012		Deposit cat: Reimbursement			190.40	1,000.00
12/19/2012	1788	US Postmaster cat: Postage	185.20			814.80
1/16/2013		Deposit			185.20	1,000.00
1/29/2013	1789	Signs Now cat: Science Fair	103.20			896.80
1/31/2013	1790	US Postmaster cat: Postage	192.52			704.28
2/8/2013	1791	Casa De Rlo cat: Luncheon memo: for staff	128.70			575.58
2/12/2013		Deposit cat: Reimbursement			103.20	678.78
2/13/2013		Deposit cat: Reimbursement			192.52	871.30
2/21/2013		Deposit cat: Reimbursement			128.70	1,000.00
3/4/2013		Bank Charge memo: Nov, Dec. and January	57.00			943.00
3/4/2013	1792	US Postmaster cat: Postage	186.24			756.76
3/4/2013	1793	American Red Cross cat: Training memo: bus drivers	140.00			616.76
3/4/2013	1794	VCRA cat: Workshop memo: registration for Sanchez and Puga	120.00			496.76
3/14/2013		Reimbursement cat: Bank Charge memo: Nov., Dec., and January			57.00	553.76
3/14/2013		Deposit cat: Reimbursement			306.24	860.00
3/26/2013		Deposit cat: Reimbursement			159.00	1,019.00
3/26/2013		Feb.fees	19.00			1,000.00
3/27/2013	1795	Outdoor School cat: 6th Grade memo: Outdoor school deposit	400.00			600.00

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Checking  
4/11/2013

Date	Num	Transaction	Payment	C	Deposit	Balance
3/28/2013	1796	US Postmaster cat: Postage	230.00			370.00



**BEFORE THE BOARD OF TRUSTEES OF THE  
MESA UNION SCHOOL DISTRICT  
Somis, California**

**Resolution No. 12-13-10**

**FINAL RESOLUTION REGARDING REDUCTION OR DISCONTINUANCE OF  
PARTICULAR KINDS OF CERTIFICATED SERVICES  
(Education Code Sections 44949 and 44955)**

**WHEREAS**, on February 19, 2013, this Board adopted Resolution No. 12-13-07 reducing or discontinuing particular kinds of certificated services; and

**WHEREAS**, on or before March 15, 2013, the Superintendent served notice to this Board of his recommendation that the one probationary employee identified herein below receive notice that her services will not be required for the ensuing 2013-2014 school year, pursuant to Education Code sections 44949 and 44955; and

**WHEREAS**, on or before March 15, 2013, pursuant to the direction of this Board, the Superintendent and/or his designated representative(s) served notice to the affected probationary certificated employee, that it has been recommended that her services will not be required for the 2013-2014 school year, pursuant to Education Code Sections 44949 and 44955, and the reasons for such recommendation; and

**WHEREAS**, said notice served upon the probationary certificated employee advised the employee that she could request a hearing before the Board of Trustees to determine if there was cause for not reemploying her for the 2013-2014 school year and that if she failed to timely request a hearing, that failure would constitute the waiver of the right to a hearing, and her services would accordingly be terminated pursuant to the recommendation; and

**WHEREAS**, the probationary employee so served with notice did not request a hearing to determine whether there is cause for not reemploying her for the ensuing 2013-2014 school year within the time allowed, and thereby waived her right to such hearing; and

**WHEREAS**, all jurisdictional and statutory prerequisites have been satisfied as to the certificated employee listed below, as required by law; and

**WHEREAS**, the particular kinds of services to be discontinued and reduced as referenced in Board Resolution No. 12-13-07 are determined to be particular kinds of services within the meaning of Education Code Section 44955; and

**WHEREAS**, the particular kinds of services referenced in Board Resolution No. 12-13-07 will be discontinued and reduced within the meaning of Education Code Section 44955 not later than the beginning of the 2013-2014 school year; and

**WHEREAS**, except as otherwise authorized by statute, the services of no permanent employee are being terminated, in whole or in part, while any probationary certificated

employee, or any other employee with less seniority is being retained to render a service which said permanent certificated employee is certificated and competent to render; within the meaning of Education Code section 44955(b); and

**WHEREAS**, the individual whose employment is being terminated, in whole or in part, is not certificated and competent (within the meaning of Education Code section 44955) to render the service being performed by any employee with less seniority who is being retained except as provided in subdivision (b) of Section 44955 of the Education Code; and

**WHEREAS**, sufficient cause exists for the termination of one probationary employee serving in a 1.0 full-time equivalent certificated position, as identified in Resolution No. 12-13-07 and pursuant to and within the meaning of Education Code section 44949, said cause relates to the welfare of the schools and the pupils thereof.

**NOW, THEREFORE, BE IT RESOLVED** that the above recitals are true and correct; and

**BE IT FURTHER RESOLVED** that sufficient cause exists for the complete termination of the services of the following probationary certificated employee (which constitutes the employee's entire employment with this District unless specifically stated to the contrary) and in the order indicated, starting with the most junior employee:

Employee #10105 1.0 FTE

**BE IT FURTHER RESOLVED** that the employment of the certificated employees listed above be and hereby is terminated effective upon the close of this school year, i.e., the end of the employee's last working day prior to July 1, 2013; and

**BE IT FURTHER RESOLVED** that the actions taken previously within Board Resolution No. 12-13-07 are reaffirmed, that nothing in this current Resolution supersedes the actions taken in such Resolutions, and that nothing within this Resolution grants probationary status, reemployment rights, or any rights not otherwise required by law to the employee listed above; and

**BE IT FURTHER RESOLVED** that this decision is effective immediately and that the Superintendent or his designee(s) may take such actions as are necessary and appropriate to implement this Board's decision, including at least giving appropriate notice to the certificated employee listed above of the termination of her services because of a discontinuance and reduction of a particular kind of services to take effect upon the close of this school year, with this notice being given on or before May 14, 2013, in the manner prescribed in Education Code Sections 44949 and 44955; and

**BE IT FURTHER RESOLVED** that reemployment rights be afforded in accordance with the Education Code to individuals with probationary or permanent status at the time of layoff, if and when reemployment is offered and to the extent any reemployment rights are applicable to any of the above-referenced employee.

///

ADOPTED by the Board of Trustees of Mesa Union School District this 16th day of April, 2013, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

NOES: \_\_\_\_\_

\_\_\_\_\_  
Susan Nemets  
President, Board of Trustees

I, Judith Thielmann, Clerk of the Board of Trustees of the Mesa Union School District, do certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees at its Regular meeting held on April 16, 2013.

\_\_\_\_\_  
Judith Thielmann  
Clerk, Board of Trustees

**MEMORANDUM OF UNDERSTANDING**

**BETWEEN THE**

**MESA UNION SCHOOL DISTRICT AND**

**GOLDEN VALLEY CHARTER SCHOOL**

**RECITALS**

**A. CHARTER GRANTED TO GOLDEN VALLEY CHARTER SCHOOL**

The governing board of the Mesa Union School District ("District") granted a Charter ("Charter") to Golden Valley Charter School ("Charter School") on December 18, 2000 pursuant to the terms of the California Charter Schools Act of 1992, as amended. This Charter, among other matters, calls for the District and the School to enter into a mutually agreeable memorandum of understanding regarding the funding entitlements of the Charter School pursuant to Education Code Section 47612.

**B. PURPOSE OF THIS MEMORANDUM**

This Memorandum Of Understanding ("Agreement") outlines the specific funding sources anticipated to be available to the Charter School, the specific terms under which the District will claim funding entitlements on behalf of the Charter School, and the District will make such funding available to the Charter School. It also outlines and defines the operational relationship between Charter School, and District, and resolves other matters of mutual interest.

**C. ENFORCED AS PART OF CHARTER**

To the extent that this Agreement is inconsistent with any of the terms of the Charter, this Agreement shall supersede the terms of the Charter. Violation of this Agreement may be enforced by the District as violation of the Charter under Education Code Section 47607.

**NOW, THEREFORE**, in consideration of the promises and the mutual covenants and agreements herein set forth, the Charter School and the District do hereby agree as follows:

**1. TERM**

This Agreement shall cover the fiscal year beginning July 1, 201~~3~~<sup>2</sup> and ending June 30, 201~~4~~<sup>3</sup>.

**2. RENEWAL**

The Charter School and the District intend to use this Agreement as the basis for developing similar understandings in future fiscal years. Both parties agree to meet and discuss the terms of this and future agreements in good faith and in a timely manner.

### **3. DESIGNATION OF STATUS OF CHARTER SCHOOL**

A. The Charter School covered by this Agreement shall be known as the Golden Valley Charter School. The Charter School shall be operated as a non-profit public benefit corporation pursuant to California law and shall be responsible for all functions of the Charter School subject to the terms and conditions set forth in this Agreement and its charter.

B. Grade Levels: It is recognized that the Charter School will serve students in grades K-12.

C. The educational program and grade level offerings shall be in compliance with the charter petition approved by the District on December 18, 2000, and any subsequently authorized amendments.

D. Charter School Authority: The Charter School, in performing its duties and obligations under the Charter and this Agreement, shall have the power and authority, consistent with federal and state law, to:

- (1) Contract for goods and services with the District and/or any appropriate third party;
- (2) Prepare and operate within a budget;
- (3) Perform, or contract for, required personnel services;
- (4) Procure insurance;
- (5) Lease, purchase, or otherwise contract with any appropriate third party for the use of facilities for Charter School purposes and the operation and maintenance thereof;
- (6) Purchase, lease or rent operational furniture, equipment and supplies;
- (7) Accept and expend gifts, donations or grants of any kind in accordance with such conditions prescribed by the donor as are consistent with law and are not contrary to any of the terms of this Agreement;
- (8) Perform, or contract for, the business administration services necessary for the operation of the Charter School, maintaining compliance with state and District oversight requirements;
- (9) Establish and conduct an educational program and curriculum as provided in the Charter;

- (10) Conduct extra and co-curricular activities and programs;
- (11) Conduct professional development for all principals, instructional personnel, and non-instructional personnel;
- (12) Select and acquire instructional materials, equipment and supplies;
- (13) Exercise such other powers as are provided for elsewhere in this Agreement to the extent consistent with this Agreement; and
- (14) Generally, take such other actions as may be necessary or desirable to properly and efficiently operate the Charter School.
- (15) Investigate and respond to complaints against the charter school in accordance with applicable charter policies and the provisions of this MOU.

#### **4. PROGRAMMATIC AUDIT**

The Charter School will compile and provide to the District an annual performance audit. This audit will, at a minimum, include the following data:

A. Summary of data showing student progress toward the goals and outcomes specified in the Charter using the assessment instruments and techniques listed in the Charter.

B. Information reflecting the Charter School has complied with the High School Exit Examination provisions of the Education Code (Stats. 1999, Chap. 1X) and any applicable regulations adopted thereunder – including the limitation on graduation, and information regarding the number of students taking, and passage rate on, the High School Exit Exam, if applicable grades levels are being served.

C. Analysis of whether student performance is meeting the goals specified in the Charter. This data will be displayed on both a school-wide basis and dis-aggregated by major racial and ethnic categories to the extent feasible without compromising student confidentiality.

D. Data on the level of parent involvement in the Charter School's governance (and other aspects of the Charter School, if applicable) and a summary of data from an annual parent and student satisfaction survey, together with a summary of actions taken or planned to correct deficiencies or improve results in the foregoing.

E. Data regarding the number of staff working at the Charter School and their qualifications.

F. A copy of the Charter School's health and safety policies and/or a summary of any major change to those policies during the year, as well as a summary of all health and safety issues arising since the last report, and a summary of actions taken or planned to correct deficiencies or improve results in the foregoing.

G. Analysis and comparison of the racial and ethnic makeup of charter pupils as compared to the general population of residents within the territorial boundaries of the District, including outreach actions taken to strive to achieve the charter pupil population is reflective of the general population of the District.

H. Analysis of the Charter School's admissions practices, data regarding the numbers of students enrolled, dis-enrolled, denied admission and the reasons therefore, the number on waiting lists, and information on any plans for expansion to accommodate more pupils, including those on the waiting lists.

I. Analysis of the effectiveness of the Charter School's internal and external dispute mechanisms, and data on the number and resolution of disputes and complaints.

J. Other information regarding the educational program and the administrative, legal, and governance operations of the Charter School relative to compliance with the terms of the charter, generally.

## **5. FUNDING**

A. To the extent that the Charter School is required to submit records or information to the District or the County Office of Education in order to confirm funding, those records must be prepared by or for the Charter School in conformance with District or County procedures and software requirements.

B. In addition to the statutory block grant funding, the parties recognize the authority of the Charter School to pursue additional sources of funding.

(1) The District has no obligation to apply for additional sources of funding for the Charter School. However, if the District applies for additional sources of funding in the form of grants and/or categorical funding at the request of and for the benefits of the Charter School, the District will receive an amount equal to the District's state-approved indirect cost rate of such funds to be allocated to the Charter School as an indirect charge, or as required by the specific grant or by law. Funds may be allocated to the Charter School on a prorated basis related to the formula which generates the funds. For example, if funds are generated on a per eligible student basis, they may be allocated to the Charter school on a per eligible student basis minus the administration fee (indirect charge fee) charged by the District. The Charter School shall cooperate fully with the District in any application made by the District on behalf of the students of the Charter School.

(2) It is anticipated that the Charter School may be entitled to funding from formula-based categorical or restricted-use funding programs, including the Categorical Block Grant, Special Education, Lottery Instructional Materials, class size reduction funds, a variety of state and federal application based programs, as well as various grant opportunities. Except as otherwise noted in this agreement, it shall be the responsibility of the Charter School to apply for this funding which is beyond the basic statutory

entitlement. Charter School agrees to comply with all regulations related to expenditures and receipt of such funds.

(3) The Charter School elects to receive the state aid portion of general-purpose entitlement and categorical block grant in accordance with Education Code section 47651(a)(1). Funds for the Charter School will be deposited directly into a treasury account held by the Ventura County Superintendent of Schools.

(4) The Charter School will be entitled to the charter school base revenue limit per ADA. The in-lieu amount to be transferred by the District to the Charter School shall be the estimated amount certified by the California Department of Education. The District shall transfer funding in lieu of property taxes to the Charter School in monthly installments by no later than the fifteenth of each month in accordance with Education Code Section 47635 unless agreed to otherwise in writing by both the Charter School and the District.

(5) It is anticipated that the Charter School may qualify for funding from sources that are otherwise not listed herein. Such sources may include Economic Impact Aid, Title I, and Title VI. It is the charter school's responsibility and authority to determine its eligibility and apply for any such funding, and to choose whether to apply for these sources of funding.

#### C. Mandated Costs

(1) The Charter School shall submit all claims on mandated activities through the District. The District will process funds received and transfer them to the Charter School in a timely manner. District shall be entitled to reimbursement for services in connection with mandated cost claims on behalf of the Charter School, in the amount of the District's state-approved indirect cost rate of the recovered amount, which may be deducted by District from the reimbursement.

(2) Monies received from mandated cost reimbursements shall not be included as "revenue" for purposes of calculating the oversight fee in this Agreement.

(3) For any funds spent by the District on mandated activities on behalf of the Charter School, the Charter School shall reimburse the District. For any such reimbursed expenditures, the District shall submit a mandated cost claim with the State and shall pass through to the Charter School any such reimbursement(s) received. The parties agree to provide the other party a copy of each cost claim prior to submission of the claim.

D. The Charter School will not request or negotiate for any of the following: parcel taxes, developer fees, or local donations given to the District unless they are specifically donated to the Charter School.

E. The Charter School may receive funding from new or "one-time" funding sources available to schools or school districts provided by the State of California in the current year



Budget Act and/or related legislation only to the extent that the Charter School and its students generate, apply and qualify for such entitlements.

F. The District shall transfer funds received on behalf of the Charter School to the Charter School as soon as possible and within 30 days of receipt of the funds or apportionment.

G. The Charter School agrees that all revenue obtained from the District shall only be used for the provision of educational services for school age children enrolled in and attending the Charter School and shall not be used for purposes other than those set forth in the approved Charter, any authorized amendments, and this agreement.

## **6. LEGAL RELATIONSHIP**

A. The Parties recognize that the Charter School is a separate legal entity. The Charter School shall be operated as a non-profit public benefit corporation under Education Code Section 47604. As such, the District shall not be liable for the debts or obligations of the Charter School.

B. The Parties agree and understand that employees of the Charter School are not employees of the District, but shall be employees of the Charter School, and that the Charter School shall be the employer for purposes of collective bargaining as provided in Education Code Section 47605(b)(5)(O).

C. With respect to all of its operations under this Agreement, the Charter School shall, to the fullest extent permitted by law, hold harmless, indemnify, and defend the District, its trustees, officers, agents and employees from and against any and all claims, demands, actions, suits, losses, liability expenses and costs, including without limitation attorneys' fees and costs, arising in any way out of operation of the Charter School and/or caused by, connected with, or attributable to the willful misconduct, negligent acts, errors or omissions of the Charter School or its trustees, officers, employees, agents and/or consultants, excepting only those claims, demands, actions, suits, losses, liability expenses and costs caused by the negligence or willful misconduct of the District, its trustees, officers, agents and employees. The District shall be named as an additional insured under all insurance carried on behalf of the Charter School.

D. Any complaints/concerns received by the District about any aspect of the operation of the Charter School or about the Charter School shall be forwarded by the District to the Charter School. The Charter School will provide the District with written documentation of how such concerns/complaints were addressed within 60 days of the submission of the complaint to the Charter School. If the Charter School fails to provide such documentation, the District retains the right to investigate such concerns/complaints. Any costs borne by the District in conducting such an investigation will be paid by the Charter School.

E. Facilities: As to any facilities provided by Charter School and not by District:

(1) The Charter School will obtain required sites and facilities, as necessary, and will be responsible for all costs of maintenance and operations thereof;

- (2) Such facilities shall meet all applicable health and fire codes requirements and shall be of sufficient size to safely house anticipated enrollment and purposes;
- (3) The parties acknowledge the decision of the Charter School to comply with the State Building Code rather than the Field Act Standards. Charter School may offer educational programs in facilities that are not otherwise approved under the Field Act;
- (4) Charter School facilities and programs must conform with the Americans with Disabilities Act and any other federal or State requirement that may be applicable to charter schools;

F. The Charter School agrees not to avail itself of any rights it may have for facilities of the District pursuant to Education Code Section 47614.

G. Special Program/Services and/or Activities/Sports: In the event that either party to this agreement wishes to have its students and or staff participate in a program/service/activity offered by the other party, advance approval and arrangements must be made. It is fully recognized that expenses for such participation may be charged. Such arrangements must be made with the appropriate site administration in advance and confirmed in writing.

H. The Charter School will be responsible for procuring its own legal counsel and for the costs of such service.

I. Jurisdiction: The parties agree that for all legal action the appropriate jurisdiction is Ventura County, State of California.

J. To the extent that the combined ADA for the District and the Charter School causes the District to lose the Direct Services Funding from Ventura County Superintendent of Schools Office, the Charter School shall reimburse to District any lost funding or the cost of lost services and/or the like.

## **7. SUPERVISORIAL OVERSIGHT**

A. The Charter School and the District agree that "oversight" and "supervisory oversight," as used in Education Code Sections 47604.32 and 47613 shall include the following:

- (1) All activities related to the charter revocation and renewal processes, and described in Section 47607;
- (2) Activities relating to monitoring the performance and compliance of the Charter School with respect to the terms of its Charter, related agreements, and all applicable laws;
- (3) Participating in the dispute resolution process as described in the Charter;

- (4) Review and timely response to the Charter School's Annual School Performance Report and Annual Independent Fiscal Audit;
- (5) Identification of at least one District staff member as a contact person for the Charter School;
- (6) A visit to the Charter School at least annually;
- (7) Ensuring that the Charter School complies with all reports required of charter schools by law;
- (8) Monitoring the fiscal condition of the Charter School;
- (9) Providing timely notification to the department if any of the following circumstances occur or will occur with regard to the Charter School: (i) a renewal of the charter is granted or denied, (ii) the charter is revoked, (iii) the Charter School will cease operation for any reason.

B. Oversight Fee: The parties agree District will incur costs in connection with performance of such supervisory activities, that the cost to be incurred by District will meet or exceed the statutory cap on reimbursement, and that for such reason it is not in the best interests of either party to require a mechanical assessment, accounting, billing and payment process to compensate District for such matters. For this reason, the parties agree the reasonable value of the supervisory oversight services provided by District shall be deemed to be and liquidated at:

*[check one]*   X   (1) 1% of the revenue <sup>1</sup> of the Charter School.

       (2) 3% of the revenue of the Charter School, in light of the facilities being provided essentially rent-free to the Charter School. The facilities provided by District include: *[specify]*

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C. Charter School shall pay the District the indicated amount in ten (10) equal monthly payments by the 5<sup>th</sup> of each month, beginning in the month of September, for each year this agreement is in effect. Said payments may be deferred in the event of a delay in receipt of initial direct funding from the State until the receipt of such funding.

<sup>1</sup> "Revenue is defined in accordance with Education code Section 47613(f) as the "general purpose entitlement and categorical block grant, as defined in subdivisions (a) and (b) of section 47632.

D. The parties agree that should District be requested or required to perform services other than as outlined above, it will incur additional costs or expenses, which Charter School agrees are not included within the services under the indicated cap, and which Charter School agrees to reimburse on invoice by District. Upon request, the District shall provide the Charter School with additional information documenting the fees incurred by the District, including but not limited to the initial request or requirement which led to the services of the

District. Charter School will require a written contract from District prior to District commencing services.

E. A complete board packet, including without limitation all Board meeting agendas, Parent Council meeting agendas, budget, enrollment, cash-flow updates and all other meeting information being disseminated to any legislative body of the Charter School will be sent to the District in sufficient time prior to the meetings to allow for inclusions to be made by the District.

F. Charter School agrees to provide regular information packets to District on the workings of the Charter School, including the budget information and other data noted in the Data Reporting section of this MOU, and other such information as may be requested by District as part of its oversight and supervision duty.

## **8. FISCAL RELATIONSHIP**

A. The District and the Charter School agree that the District shall not be required to act as the fiscal agent for the Charter School. It is understood that, as between the District and the Charter School, the Charter School shall be responsible for all fiscal services such as payroll, purchase orders, attendance reporting and state budget forms.

B. Charter School may, if it chooses, contract with the District for services by way of a separate written agreement. The provision of such services shall be at no cost to the District.

C. To the extent that the District is required to submit financial forms on behalf of the Charter School, the Charter School is responsible for providing the necessary information to the District in a timely manner and in a format consistent and compatible with District software systems. The Charter School agrees to follow processing schedules and District business office procedures.

D. The Charter School agrees that they will not take out loans or incur any long-term debt without the prior approval of the District, which approval shall not be unreasonably withheld. The Charter School shall establish a fiscal plan for repayment of any loans received by the Charter School in advance of application for such loans. Repayment of all loans sought by the Charter School shall be the sole responsibility of the Charter School and the District shall have no obligation for repayment.

E. A copy of any lease or contract which financially obligates the Charter School for an amount of \$15,000 or more, or for a term of which is greater than one year, shall be provided to the District at least ten (10) working days prior to execution.

F. Payroll Services: The Charter School may contract with the District or with a reputable, bonded, and insured payroll contractor, by separate written agreement, to prepare payroll checks, tax and retirement withholdings, tax statements and to perform other payroll support functions.

G. Absent a written agreement otherwise, the District shall not be required to advance any funds to the Charter School, nor be required to provide a line of credit for the Charter School.

H. The Charter School shall be solely responsible for any transportation, and the costs thereof, offered to students who enroll in the Charter School.

## **9. FISCAL CONTROLS**

### **A. Budget:**

(1) The Charter School shall develop and monitor its budget in accordance with an annual budget development and monitoring calendar to be developed by the Charter School.

(2) The Charter School shall maintain a reserve equivalent to that of a school district of similar size.

(3) The Charter School shall adopt and meet generally accepted accounting principles and shall adopt policies to ensure the Charter School's funds are used to most effectively support the Charter School's mission and to ensure that funds are budgeted, accounted for, expended, and maintained in an appropriate fashion. Such policies will include, but not be limited to, principles that ensure that: (i) expenditures are authorized by and in accord with amounts specified in the Board-adopted budget; (ii) the Charter School's funds are managed and held in a manner that provides a high degree of protection of the Charter School's assets; and (iii) all transactions are recorded and documented in an appropriate manner that allow reporting to the State as required by the Charter School, the District, the County Office of Education or Department of Education.

(4) The Charter School will establish a system for internal fiscal management, to include cash flow check points, hiring of auditor, audit timeline, and attendance and other reporting as further outlined in this agreement.

(5) The Charter School shall prepare and submit to the District (i) by June 1 of each year, a proposed budget for the upcoming fiscal year showing estimate revenues and expenditures based on identified and reasonable assumptions, and (ii) monthly financial reports displaying the financial status of the Charter School. Such reports shall display budgeted revenues and expenditures as compared with actual figures to date and projected year-end figures, by major category of revenue and expenditure.

B. All service purchases over \$1,000 and materials and/or equipment purchases over \$2,500 must include documentation of a good faith effort to secure the lowest possible cost for

comparable goods or services. Neither the Charter School Board nor the Charter School Director shall approve purchase orders or check requests lacking such documentation. Documentation shall be attached to all such check and purchase order requests showing that at least three (3) competitive proposals were obtained. Such documentation shall be maintained until the annual audit has been completed. All purchases in excess of public contract code bid amounts must be bid by in accordance with the law.

C. Annual Audit: The Charter School shall not be part of the annual District fiscal auditing process. The Charter School shall be responsible for having an annual independent financial audit done of the entire Charter School operation in accordance with all applicable laws. Such audit shall include all revenue and income, regardless of source, and all expenditures and/or allocations of the Charter School. The audit shall be completed, and a copy of the audit report shall be submitted to the District, the local Office of the County Superintendent of Schools, the State Controller, and the State Department of Education on or before December 15 of each year. The Charter School and its employees at the Charter School agree to implement all final audit recommendations unless other terms are agreed to between the District and the Charter School. The Charter School reserves the right to pursue any available legal remedy to dispute an audit finding.

D. Banking Arrangements: The Charter School will maintain its accounts either in the county treasury or at a federally-insured commercial bank or credit union. Funds will be deposited in non-speculative accounts including federally insured savings or checking accounts or invested in non-speculative federally backed instruments. The Charter School's business manager will reconcile the Charter School's ledger(s) with its bank accounts or accounts in the county treasury on a monthly basis and prepare (1) a balance sheet, (2) a comparison of budgeted to actual revenues and expenditures to date, and (3) a cash flow statement. The Charter School Director will regularly review these statements. The Charter School will deposit all funds received as soon as practical upon receipt.

E. Property Inventory: The Charter School Superintendent shall establish and maintain an inventory of all non-consumable goods and equipment over \$500. This inventory shall include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting the Charter School's assets.

F. Payroll And Employee Expense Accounting: The Charter School shall establish and oversee a system to prepare time and attendance reports and submit payroll check requests. The Charter School Executive Director and/or Business Manager will review payroll statements monthly to ensure that (1) the salaries are consistent with staff contracts and personnel policies and (2) the proper tax, retirement, disability, and other withholdings have been deducted and forwarded to the appropriate authority. All staff expense reimbursements will be on checks separate from payroll checks. Upon hiring of staff, a personnel file will be established with all appropriate payroll-related documentation including a federal I-9 form, tax withholding forms, retirement data and use of sick leave.

G. Other Fiscal Control Policies: The Charter School shall develop and maintain other fiscal control policies as recommended by independent certified public accountants retained by the Charter School to advise it on fiscal control policy matters.

## 10. SPECIAL EDUCATION

A. Charter School shall be deemed a public school of the District, which shall be the LEA for the purposes of compliance with all provisions of federal law and implementing regulations on the education of individuals with exceptional needs (20 U.S.C. Chapter 33, the Individuals with Disabilities Education Act) and eligibility for federal and state special education funds. The Charter School shall work cooperatively with the District to ensure provision of services to pupils with special needs.

B. District Oversight, Special Education: The District is responsible for oversight of the Special Education program of the Charter School, as outlined in EC47646 (a) *"The agency that granted the charter shall ensure that all children with disabilities enrolled in the charter school receive special education and designated instruction and services in a manner that is consistent with their individualized education program and is in compliance with the Individuals with Disabilities Education Act (20 U.S.C. Sec. 1400 et seq.) and implementing regulations."* It is agreed the District's special education obligations will include only the following:

- (1) Representing the interests of the Charter School on the Ventura County SELPA governance council;
- (2) The District shall serve as the Charter School's LEA for purposes of Special Education. Ventura County SELPA shall allocate funding to the District for the provision of special education services in accordance with their AB 602 Implementation Plan, and the District will distribute said funds to the Charter School for purposes of special education up to the limit of special education revenue generated by the Charter School each year.
- (3) Ensuring that the Charter School Administration participates in any relevant communications between the District and SELPA;
- (4) Providing a District contact who will work collaboratively with the Charter School and who is responsible for oversight of the Charter School's special education program;
- (5) Submitting all required reporting, filings, etc., to fully comply with SELPA and state requirements, and to receive entitled funding;
- (6) Reviewing the Charter School's special education program, policies and procedures to ensure compliance with District and SELPA policies, and all applicable State and Federal laws;
- (7) Cooperating with the Charter School in the resolution of all Special Education complaints, mediations, Fair Hearings and related legal actions.
- (8) Under this agreement, the District in conjunction with the Charter School will be responsible for ensuring special education services are provided to all students enrolled in

the charter regardless of their residency.

C. The Charter School shall assure a free appropriate public education (FAPE) be provided for all children with disabilities attending Golden Valley in accordance with state and federal legal mandates. A full continuum of special education programs and related services shall be provided by the Charter School as required by individual student's IEPs.

D. Special Education Student Services: The Charter School will deliver required and appropriate special education services to students enrolled in the Charter School, unless other agreements have been reached between District and Charter School and agreed to in writing by both parties. These services provided by Charter School shall include but not be limited to:

- (1) Child Find;
- (2) Initial, Annual and Triennial evaluations;
- (3) IEP development and implementation;
- (4) Delivery of all special education services as delineated on all Charter students' IEPs;
- (5) Special Education Transportation as indicated on a Charter School student's IEP's;
- (6) Due Process, compliance proceedings, and related attorney fees;
- (7) Inter and Intra SELPA placements;
- (8) Nonpublic School / Agency placement;
- (9) Submission of all required reports, filings, etc. to fully comply with District, SELPA, and State requirements.

E. Charter School, as the party responsible for provision of required special education services, shall either contract for provision of such services with a qualified provider or utilize a Charter School employee who possesses appropriate special education credential(s). The District and the Charter School's goals is to employ "highly qualified staff" to provide special education services as outlined in *No Child Left Behind (NCLB)* legislation. Parents of special education students will be notified in writing if highly qualified staff is not available.

F. Special Education Compliance: The District is responsible, as the LEA, for the Charter School's compliance with all applicable Ventura County SELPA policies, and applicable State and Federal law. The Charter School shall maintain pupils' cumulative ("CUM") files, use appropriate forms/software, and file reports necessary to maintain legal compliance. The District shall inspect all Charter school pupils' cumulative ("CUM") and Special Education related files for legal compliance on a periodic basis, as mutually agreed.



G. Special Education Funding: The District shall cause all special education funding allocated to the District by reason of charter school students, including SELPA, applicable local, State, and Federal funding, to flow to the Charter School. Charter School shall be responsible for paying the entire cost of:

1. Providing special education services for identified special education pupils attending the Charter School;
2. Due process proceedings, for Charter School students while enrolled in the Charter School including attorney's fees for the Charter School, District, and/or the Parent, as necessary and/or as required by law.
3. All costs and reimbursements associated with compliance complaints for Charter School students while enrolled in the Charter School.

The District shall transfer funds received for Special Education purposes earned by the Charter School to the Charter School's fund (Fund 620). All revenues and expenditures for Charter School's special education activities shall be coded appropriately, based on the State's identified resource, goal and function codes identifying Special Education.

H. Equitable Contribution to District: As part of its obligation to make an equitable contribution to the overall special education costs of District, Charter School shall do the following:

- (1) Charter School shall be responsible for payment of all special education costs of the Charter School, using funding received for such purposes to the extent such funding covers the costs;
- (2) To the extent the Charter School special education revenue is not expended for provision of special education services to Charter School pupils, such funds shall be refunded to District and be applied to District special education costs;
- (3) Charter School shall also pay to District a proportional share of the encroachment into District's general revenue caused by special education costs. The proportional share shall be determined by dividing District's special education encroachment in the last school year by the District and Charter School combined ADA, the result to be multiplied by the ADA of Charter School. Charter School's share of special education encroachment shall be paid with a check/warrant with a full reconciliation occurring within 75 days of the end of a fiscal year. The District special education encroachment shall be defined as the total of all special education costs in excess of funding received, including, but not limited to, all certificated and classified staff costs including administration, all materials, equipment, facilities upkeep and maintenance costs, all assessment costs whether internal or from outside sources, all non-public school costs and expenses, the cost of all payments in-lieu of compensatory education services, all judgments, awards and attorney's fees paid to claimants, if any, and all attorney's fees incurred by the District for special education matters, and all other costs related to provision of special education services, but not to include payments by District to Charter School for reimbursement of

excess special education costs of the Charter School over funding received. Upon request by the Charter School, District shall provide documentation to support the District's calculation of encroachment.

(4) Should Charter School's costs of performing its obligations as noted, above, exceed the funding received, both state and federal, Charter School shall pay such costs and District shall reimburse Charter School proportionally for its share of the excess costs over funding received by Charter School. The District's proportional contribution shall be determined in the same manner as Charter School's proportional contribution to District-wide special education costs, as described and defined in section 3 above and the proportional payments by Charter School toward the District's encroachment shall not be included in the computation;

(5) To the extent the special education funding status of District should change within the local SELPA due in any degree to the Charter School, or the status of District as LEA for special education for the Charter School, Charter School shall reimburse to District any lost funding or the cost of lost services and/or the like;

(6) To the extent District is required to provide any special education services to pupils, it shall be by written agreement only, and District shall be entitled to compensation for such services. District may deduct the cost of such services from the Charter School special education revenue, to the extent such revenue has not already been reimbursed to Charter School, and Charter School shall pay any additional District costs not paid out of the revenue;

(7) Charter School shall defend District from and against any and all claims of liability arising from acts or omissions related to the provision of special education services to students enrolled in Charter School for the time period in which the student was enrolled in the Charter School. This obligation shall include the legal defense of District, its officials, employees, and agents against special education due process hearing requests and/or complaints to state or federal agencies. This defense provision shall survive and be in effect following any termination of this Agreement.

- I. Charter School, in cooperation with District, shall document how all state and federal special education funds are used, and that such funds are used for the sole purpose of providing special education instruction and/or services to identified students with disabilities.
- J. Charter School may, following approval by District, access SELPA funding for low incidence equipment and materials as appropriate or as specified on a student's IEP, following the existing guidelines developed within the SELPA. Charter School shall be responsible for inventory, maintenance, and training on the use of the equipment. The equipment shall remain the property of the SELPA.
- K. If the Charter School elects to pursue LEA status within a SELPA, the Charter School must give notice to the District by December 31 of the year prior to the year in which the status change will become effective.

- L. The term “enrolled” as used herein includes disputes related to the question of whether or not a pupil was enrolled, should have been enrolled, or was improperly dis-enrolled from the Charter School.

## **11. DATA REPORTING AND RECORDKEEPING**

A. District Reports: The District agrees to file any reports specifically required by law to be filed with either the California Department of Education or any other state or federal agency by a local educational agency on behalf of the District and/or the Charter School. The Charter School shall promptly provide the District with any information, data, or documentation necessary for the District to timely file such reports in accordance with law. The Charter School shall be responsible for filing all other reports as may be required by law.

### **B. Charter School Attendance Reporting and Other Data**

- (1) “Average Daily Attendance” shall mean the attendance of Charter School pupils while engaged in educational activities required by Charter School, and making satisfactory progress, as defined under Education Code Section 47612, and in Title V, Section 11960, of the California Code of Regulations.
- (2) The Charter School will develop and provide the District with a copy of its annual attendance reporting calendar and shall establish and maintain a system to record and account for average daily attendance.
- (3) The Charter School will be responsible for its daily and monthly attendance accounting. The Charter School will submit the attendance reports, in accordance with the District format and State law and regulations, to the District’s attendance officer in a timely manner.
- (4) The Charter School shall complete and submit enrollment and other necessary demographic information, if necessary through the District, to the California Basic Education Data System (CBEDS).

C. Student/Teacher Ratio: Upon request, the Charter School shall provide the District with documentation of the student/teacher ratio for the Charter School. The charter school may elect to use the student to teacher ratio of the largest unified school district in the County, or a ratio of 25:1. Should the State Legislature or State Board of Education change this cap through legislation or regulation, the Charter School reserves the right to change its student to teacher ratio accordingly.

D. Standardized Testing and Reporting Program (Star) Testing: The Charter School shall annually notify the District in writing at least sixty (60) calendar days in advance of the date and location of STAR testing, and the total number of STAR tests to be administered.

Under direction of the Charter School Director, the Charter School shall institute measures to ensure the security of all testing materials. The Charter School shall provide the District with individual pupil and school-wide STAR test results.

E. The Charter School shall comply and maintain appropriate records of compliance with all applicable workplace safety laws and regulations.

F. Pupil Records

(1) The Charter School shall maintain CUM files and immunization and other health records, for all pupils enrolled in the Charter School. Charter School shall make such files and records available to the District, and to any other public school district, upon enrollment of the pupil in that other district.

(2) The Charter School shall provide the District with a monthly enrollment report, including the names, addresses, districts of residence, and other directory information on all pupils enrolled in the Charter School.

(3) FERPA: The District hereby designates employees of the Charter School as having a legitimate educational interest such that they are entitled to access to education records under 20 U.S.C.A.1232g, the Family Educational Rights and Privacy Act and California Education Code 49076 (b)(6) ("FERPA") as to District pupils who are enrolled in the Charter School. The Charter School hereby designates the employees of the District as having a legitimate educational interest such that they are entitled to access to education records under FERPA. The Charter School, its officers and employees shall comply with FERPA at all times.

G. All records that relate in any way to the operation of the Charter School are public records subject to the requirement of the Public Records Act (Government Code Section 6250 et seq.) unless excluded under law, as well as to Education Code Section 47604.3. Charter School shall comply with said requirements in connection with any requests for access to or copies of said records.

## **12. INSURANCE AND RISK MANAGEMENT**

A. The Charter School will maintain, at its own expense, its own insurance policies for the operation of the Charter School. Additional insurance may also be obtained by the Charter School as necessary or required by law. The Charter School must provide the District certificates of insurance before commencing instruction to students, and upon change or renewal of insurance policies. Such insurance shall include public liability and property liability damage insurance to protect the Charter School and District, their trustees, officers, agents, servants, representatives and employees from all claims for personal injury and property damage arising from operations under the Charter School, in amounts as set forth as follows:

- (1) Public Liability: \$500,000 for each person and \$1,000,000 for each accident;
- (2) Property Damage: \$100,000 for each accident and \$500,000 aggregate.

(3) Charter School Board Liability, Professional Liability, and EPL (Employment Practices Liability): a minimum of \$1,000,000.00.

B. Certificates and insurance policies shall include the following:

(1) A clause stating: "This policy shall not be cancelled or reduced in required limits of liability or amounts of insurance until notice has been mailed to Mesa Union School District stating date of cancellation or reduction. Date of cancellation or reduction may not be less than thirty (30) calendar days after date of mailing notice."

(2) Language stating in particular those insured, extent of insurance, locations and operations to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

(3) A statement that the District and its trustees, officers, employees and agents are named as additional insureds under this policy described and that such insurance policy shall be primarily to any insurance or self-insurance maintained by the District.

(4) Provisions waiving subrogation rights against District its officers, agents, servants, representatives and employees.

C. Each insurance company shall be an admitted insurer and rated "A" or better according to the current edition of Best's Key Rating Guide, published by A.M. Best Company, Oldwick, New Jersey, 08858.

### **13. BROWN ACT**

The Charter School shall conduct its meetings of the Board of Directors and other legislative bodies according to the requirements of the Brown Act, which requires legislative bodies to conduct their business in pre-announced and agendized open session unless specific conditions exist that justify the meeting of a body in closed session.

### **14. CHARTER SCHOOL POLICIES AND PROCEDURES**

Copies of all policies and procedures applicable to the Charter School shall be provided to the District promptly upon adoption, and on revision, by the Charter School. Such policies/procedures shall include but are not limited to:

A. Student rules/regulations for suspension and expulsion, including as pertains to students qualifying for special education instruction or services;

B. Admission requirements, if any, and procedures for random drawings;

C. Staff rules/regulations, including expense reimbursements, conflicts of interest, incompatible activities, disciplinary, evaluation, hiring, promotion and termination;

- D. Membership process for applicable boards, advisory councils or committees;
- E. The decision-making process to be followed by the Charter School governing body and/or administration;
- F. Job descriptions for each position at the Charter School.

## **15. MISCELLANEOUS PROVISIONS**

A. Entire Agreement: This Agreement and any attachments hereto shall constitute the full and complete agreement between the parties hereto. All prior representations, understandings and/or agreements are merged herein and are superseded by this Agreement.

B. Amendments: This agreement may be amended or modified, in whole or in part only by an agreement in writing developed in the same manner as this Agreement.

C. Severability: The terms of this charter contract are severable. In the event that any of the provisions are determined to be unenforceable or invalid for any reason, the remainder of the charter shall remain in effect, unless mutually agreed otherwise by the District's and Charter School's Board of Trustees or unless the terms that are unenforceable or invalid would warrant revocation of the charter. The District and Charter School agree to meet to discuss and resolve any issues or differences relating to provisions in a timely, good faith fashion. The Charter School shall propose amendments to the Charter, as necessary.

D. Notification: All notices, requests, and other communications under this agreement shall be in writing and mailed to the proper addresses as follows:

To the District at:  
Mesa Union School District  
Attn: Superintendent  
3901 N. Mesa School Road  
Somis, CA 93066

To the Charter School at:  
Golden Valley Charter School  
Attn: Ms. Terri Adams, Executive Director  
2421 Portola Rd., Suite C  
Ventura, CA 93003

E. Conflicts: In the event of a conflict between a term of this Agreement with the Charter or with any rule, regulation or procedure of or applicable to the Charter School, in any such event, federal and state law, the terms of this Agreement, the terms of the Charter, in that order of priority, shall control.

F. Nondiscrimination: The Charter School covenants and agrees that it shall not discriminate against any person or group thereof upon the basis of race, color, religion, sex, ancestry, physical and/or mental disability, marital status or national origin in the operation of the Charter School.

G. Survival: All representations, warranties and indemnities made herein shall survive closure of the Charter School and/or termination of this Agreement.

**For Mesa Union School District and Golden Valley Charter School**

IN WITNESS WHEREOF, the parties to this agreement have duly executed it on the day and year set forth below:

By: \_\_\_\_\_  
Superintendent, Mesa Union School District Date

By: \_\_\_\_\_  
Executive Director, Golden Valley Charter School Date

**MESA UNION SCHOOL DISTRICT**

**Web Posting Required for Economic Impact Aid Funding  
Pursuant to Senate Bill 754 (Chapter 573, Statutes of 2012)**

	2011-2012	2012-2013
Amount of EIA funds allocated in the fiscal year	\$ 48,116	\$ 61,313
Prior Year carry over	\$ 5,652	\$ 18,723
Prior Year Adjustments		\$ (7)
Total Revenues	\$ 53,768	\$ 80,029
Amount of EIA funds used for administrative costs for the fiscal year	\$ 1,313	\$ 3,445
Amount EIA funds spent of Limited English Proficient (LEP) students (Resource 7091)		
District Total	\$ -	\$ 56,930
Amount of EIA funds spent on Compensatory Education (Resource 7090)		
District Total	\$ 33,732	
Unexpended Balance	\$ 18,723	\$ 19,654
Carry over needed to fund a teacher position and extra duty tutoring for ELL students		



**Mesa Union School District**  
**Local Control Funding Formula**  
Resolution #12-13-11

Whereas, the California Legislature is considering Governor Jerry Brown's proposed reform of the K-12 school financing system, the so-called "Local Control Funding Formula;" and

Whereas, Governor Brown has proposed the new funding formula based on the principles of subsidiarity, equity and transparency; and

Whereas, the goal of the new system of finance is to modernize and simplify California's overly complex and historically outdated system; and

Whereas, the new funding formula would hold Local Educational Agencies (LEAs) accountable to their local communities for implementing the Common Core State Standards, improving student achievement, making progress in closing achievement gaps, increasing attendance and high school graduation rates, and improving preparation for college and career; and

Whereas, the proposed funding formula would provide a target base grant level projected to reach full implementation in seven years; and

Whereas, the proposed formula would also include supplemental grants and concentration grants to provide additional funding to districts to address needs of English learners, students in poverty and students in foster care; and

Whereas, there are a number of other issues remaining unaddressed in the proposal including formula adjustments to reflect geographic cost differences, ensuring the provision of quality adult learning opportunities, allowing LEAs to continue to regionalize effective program and service deliveries for career education, transportation services, professional development, among other things; and

Whereas, all Local Educational Agencies (LEAs) in California have undergone severe budget reductions since the 2008-09 school year, including cuts to revenue limits and categorical programs and are striving to maintain high quality educational programs; and

Whereas, the proposed target level of the base grant for the new funding formula does not ensure that all LEAs will receive funding levels restored to their pre-recession levels; and

Whereas, the currently-proposed new funding system does not establish a target that would bring California per pupil funding to at least the national average; and

Whereas, California per pupil funding was identified as 49<sup>th</sup> in the nation by the 2013 Quality Counts in Education Week; therefore

Be it resolved that the Mesa Union School District Board of Trustees supports the basic premises of the proposed Local Control Funding Formula and its reliance on local decision making and accountability to address the educational needs of all students.

Be it also resolved, that the Mesa Union School District Board of Trustees urges the Governor and the Legislature to develop the Local Control Funding Formula to provide that all Local Educational Agencies are at a minimum restored to funding levels of 2007-08 and that the target for the base grant provide funding to California's public schools at least at the national average.

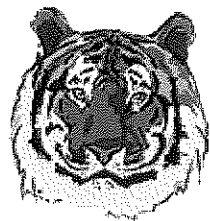
Be it also resolved that the Mesa Union School District Board of Trustees calls for continued work on the development of a robust accountability system that will ensure that all students are making gains in academic achievement across a broad spectrum of learning opportunities, including career and technical education, in order to keep California competitive in a global economy.

Passed and Adopted this 19th day of April, 2013.

# Mesa Union School Single Plan for Student Achievement

2013-2014

Mr. Ryan Howatt  
Principal



**MESA** Union  
School  
District

*"We teach students to create, connect, and collaborate—for life!"*

## The Single Plan for Student Achievement

School: Mesa Union School

District: Mesa Union School District

County-District School (CDS) Code: 56754706055123

Principal: Ryan Howatt

Date of this revision: 4.10.13

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

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

Contact Person: Ryan Howatt

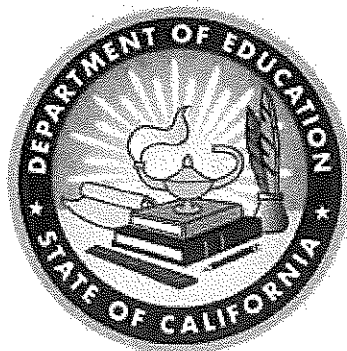
Position: Principal

Telephone Number: 805.485.1411

Address: 3901 N. Mesa School Road

E-mail Address: rhowatt@mesaschool.org

The District Governing Board approved this revision of the SPSA on.



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## Form A: Planned Improvements in Student Performance

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

**SCHOOL GOAL 1: By June 2013, Mesa Staff will create a K-8 continuum of writing skills and strategies. The continuum will describe grade level expectations of student writing that are aligned to Common Core State Standards.**

What data did you use to form this goal?	What were the findings from the analysis of this data?	How will the school evaluate the progress of this goal?
<ul style="list-style-type: none"> <li>▪ Examination of Common Core Standards and the importance placed on writing across disciplines.</li> <li>▪ Input from Mesa community (formalized at SSC meetings) regarding need for a more robust writing program.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Writing is an area of growth for Mesa Union students.</li> <li>▪ Common Core State Standards require a rigorous, relevant, and articulated writing program.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evaluate the K-8 continuum of writing skills and strategies at the June staff meeting.</li> <li>▪ Plan for implementation and improvement in 2013-2014.</li> <li>▪ Analysis of student writing samples</li> </ul>

### STRATEGY:

Through leadership teams and regular meetings with staff and leadership, examine requirements of Common Core Standards writing standards and:

1. Identify traits of effective writers of any age/capacity.
2. Identify writing standards that are essential for each grade level and in line with the CCSS.
3. Identify and describe strategies and skill writers will possess as they enter each grade level.

Action/Date	Person(s) Responsible	Task/Date	Cost and Funding Source (Itemize for Each Source)
By June 21, 2013/Create a continuum of K-8 writing skills aligned to Common Core Standards.	Leadership Team (K-8)  Ryan Howatt (Principal)	School Site Council Discussion January 2013  Leadership survey/ February 2013  Staff/Leadership Meetings /Monthly	0  0  Approximately \$2,205/Title II

## Form A: Planned Improvements in Student Performance

### SCHOOL GOAL 2:

The percentage of Early Advanced or Advanced English Learners who score Proficient or Advanced on the 2013 California Standards Test in ELA will increase from 37% to 47%.

<p>What data did you use to form this goal?</p> <ul style="list-style-type: none"> <li>2012 CST Data</li> <li>2012 CELDT Data</li> <li>Datawise reports</li> </ul>	<p>What were the findings from the analysis of this data?</p> <ul style="list-style-type: none"> <li>A need to correlate CST and CELDT data exists.</li> <li>Professional development and coaching is needed to address needs of English Learners.</li> <li>CELDT assessment data can be gathered and reviewed by certificated employees.</li> </ul>	<p>How will the school evaluate the progress of this goal?</p> <ul style="list-style-type: none"> <li>Continue to articulate and implement strategies that correlate CELDT performance to CST performance.</li> <li>Continue to target English Learner students with ELD, sheltered content instruction, intervention, and data monitoring.</li> <li>Administrative supervision of instruction</li> </ul>
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### STRATEGY:

Classroom teachers begin to deliver the CELDT assessments. Use assessment data to improve interventions and instruction. Continue to improve reporting and data research on student performance. Continue to develop capacity to use technology to adapt instruction and provide timely feedback.



Action/Date	Person(s) Responsible	Task/Date	Cost and Funding Source (Itemize for Each Source)
CELDT Assessments October-November 2012	CELDT Trainers (Howatt/Babb/Villa/ Plomteaux/DeMaria)	October-November 2012: Perform assessment, communicate logistics and results.	\$3,000/EIA
Datawise training	Kevin Mannion (Measured Progress) Cathy Reznicek (VCOE)	Staff development and training on researching student performance (emphasis on ELL's). Staff development on developing assessments.	Included in license
Pre-CST Intervention 4.9.13-5.16.13	Intervention Team Classroom Teachers Ryan Howatt Erika Muhltner	4.9.13-5.16.13 Targeted Intervention after school to instruct and adapt to student needs in ELA performance based on CST blueprints.	\$6,000/Title I
SES Tutoring	Michael Babb	Offer SES tutoring to at-risk students	\$17,000/Title 1

# Form A

## School Goal 3:

English Learner performance on the Language Arts subtest on the California Standards Test will increase from 44.4 percent to at least 54.4 percent.

What data did you use to form this goal?

CST Data

What were the findings from the analysis of this data?

English Learners did not make adequate progress or Safe Harbor

As a result of this, Mesa Union School District was placed in Program Improvement year 3.

How will the school evaluate the progress of this goal?

Examine progress on assessments from interventions.

Evaluate effectiveness of instruction and intervention in 2013 with the 2012-2013 CST results.

Evaluate effectiveness of SES tutoring.

## STRATEGY:

Through targeted instruction and student data research, develop instruction and intervention that blends technological and human resources to provide accurate feedback and continuous improvement to students.

Action/Date	Person(s) Responsible	Task/Date	Cost and Funding Source (Itemize for Each Source)
CELDT Assessments	CELDT Trainers (Howatt/Babb/Villa/ Plomteaux)	October-November 2012, Perform assessment, communicate logistics and results.	\$3,000/EIA
Datawise training	Kevin Mannion (Measured Progress) Cathy Reznicek (VCOE)	8.29.12 :Staff development and training on researching student performance (emphasis on ELL's). 3.13.13: Staff development on developing assessments.	Included in license  \$600/Title I
Pre-CST Intervention	Intervention Team Classroom Teachers Principal Intervention Coordinator	4.9.13-5.16.13 Targeted Intervention after school to instruct in ELA performance based on CST blueprints.	Approximately \$4,000 Title I

## Form A (Non-Academic Goal)

**LEA GOAL:** All students will be and feel safe at Mesa Union School

What data did you use to form this goal?	What were the findings from the analysis of this data?	How will the school evaluate the progress of this goal?
<ul style="list-style-type: none"> <li>▪ Comments of Mesa students and staff</li> <li>▪ Feedback from the National School Safety Center</li> </ul>	<p>Mesa School District needs to continue to develop measures to increase physical safety and plant security.</p> <p>Mesa needs to continue to assess emotional and physical well-being of its students.</p>	<ul style="list-style-type: none"> <li>▪ This school goal will be evaluated on an annual basis as part of the SPSA evaluation process</li> <li>▪ California Healthy Kids Survey Data</li> </ul>

**STRATEGIES:** 1) Mesa will use an inquiry-based approach to identify major student safety issues, review current practices, and identify potential strategies or interventions to increase student safety.

Action/Date	Person(s) Responsible	Task/Date	Cost and Funding Source (Itemize for Each Source)
Draft and Implement School Safety Plan (Board Approved March 2013)	Ryan Howatt (School Safety Chair) Mesa School Board	Continue to develop School Safety Plan and follow its directives.	None
Assessment of School Safety by Dr. Ronald Stephens from the National School Safety Center (March 2013)	Dr. Babb (Superintendent) Ryan Howatt (Principal)	Work with staff and Safety Committee to review assessment and implement agreed upon measures.	\$3,000/General fund
CHAMPS	Howatt/Muhltnr Staff	Attend PD; develop surveys to inform	\$500/Title I

California Healthy Kids (June 2013)		Administer CHKS in June 2013.	\$100/Safety
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Please duplicate this form as necessary for additional goals, activities, or strategies the school may have.

## Form B: Centralized Services for Planned Improvements in Student Performance

The following actions and related expenditures support this site program goal and will be performed as a centralized service. Note: the total amount for each categorical program in Form B must be aligned with the Consolidated Application.

School Goal #: 1

Actions to be Taken to Reach This Goal <sup>1</sup> Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing, and Professional Development)	Start Date <sup>2</sup>	Proposed Expenditures	Estimated Cost	Funding Source (itemize for each source)
	Completion Date			
Examine current instructional practices regarding writing skills and strategies within and across grade levels.	2/13-6/13	None	None	Title II
Survey staff through Leadership meetings.	2/13-6/13	Hourly rate for Certificated extra duty pay.	\$2205	
Examine Common Core Standards for writing and develop continuum	4/13-6/13	None	None	

Note: Centralized services may include the following direct services:

- Research-based instructional strategies, curriculum development, school climate, and data disaggregation for instructional staff
- District-wide staff providing specific services to schools, e.g., English Language Development Coordinator, Teachers on Special Assignment, Instructional Coaches
- After-School and Summer School programs funded by categorical programs
- Data analysis services, software, and training for assessment of student progress

<sup>1</sup> See Appendix A: Chart of Legal Specifics for the Single Plan for Student Achievement for content required by each program or funding source supporting this goal.

<sup>2</sup> List the date an action will be taken, or will begin, and the date it will be completed.

School Goal #: 2

Actions to be Taken to Reach This Goal <sup>3</sup> Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing, and Professional Development)	Start Date <sup>4</sup> Completion Date	Proposed Expenditures	Estimated Cost	Funding Source (itemize for each source)
Correlate CST and CELDT data.	11.12-4.13	None		
Implement professional development and coaching to address academic needs of English Learners.	8.12-6.13	Charice Guerra coaching. Datawise training.	\$7,000	Title III
Analyze CELDT assessment data gathered and reviewed.	8.12-6.13	None		
Implement Pre-CST Afterschool Intervention	4.9.13-5.16.13	Certificated Extra Duty hourly rate	\$6,000	Title I
Implement SES Tutoring			\$17,000	Title I

Note: Centralized services may include the following direct services:

- Research-based instructional strategies, curriculum development, school climate, and data disaggregation for instructional staff
- District-wide staff providing specific services to schools, e.g., English Language Development Coordinator, Teachers on Special Assignment, Instructional Coaches
- After-School and Summer School programs funded by categorical programs
- Data analysis services, software, and training for assessment of student progress

Centralized services do not include administrative costs.

Please duplicate this form as necessary.

**Form B: Centralized Services for Planned Improvements in Student Performance**

<sup>3</sup> See Appendix A: Chart of Legal Specifics for the Single Plan for Student Achievement for content required by each program or funding source supporting this goal.

<sup>4</sup> List the date an action will be taken, or will begin, and the date it will be completed.

The following actions and related expenditures support this site program goal and will be performed as a centralized service. Note: the total amount for each categorical program in Form B must be aligned with the Consolidated Application.

School Goal #: 3

Actions to be Taken to Reach This Goal <sup>5</sup> Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing, and Professional Development)	Start Date <sup>6</sup> Completion Date	Proposed Expenditures	Estimated Cost	Funding Source (itemize for each source)
October November 2012, Perform assessment, communicate logistics and results.	October November 2012	CELDT Assessors	\$3000	Title I
Staff development and training on researching student performance (emphasis on ELL's). Staff development on developing assessments.	December 2012-June 2013	ELD Content Specialist Charice Guerra (VCOE) Datavise training	\$3300	Title I
4.9.13-5.16.13 Targeted Intervention after school to instruct and adapt to student needs in ELA performance based on CST blueprints.	4.9.13-5.16.13	Hourly Rate for Extra Duty	\$4000	Title I
Transportation for Pre-CST Intervention	Spring 2013	Contracts with SES providers	\$17,000	Trans.

Note: Centralized services may include the following direct services:

- Research-based instructional strategies, curriculum development, school climate, and data disaggregation for instructional staff

<sup>5</sup> See Appendix A: Chart of Legal Specifics for the Single Plan for Student Achievement for content required by each program or funding source supporting this goal.

<sup>6</sup> List the date an action will be taken, or will begin, and the date it will be completed.



- District-wide staff providing specific services to schools, e.g., English Language Development Coordinator, Teachers on Special Assignment, Instructional Coaches
- After-School and Summer School programs funded by categorical programs
- Data analysis services, software, and training for assessment of student progress

Centralized services do not include administrative costs.

## Form B: Centralized Services for Planned Improvements in Student Performance

The following actions and related expenditures support this site program goal and will be performed as a centralized service. Note: the total amount for each categorical program in Form B must be aligned with the Consolidated Application.

School Goal #: 4

Actions to be Taken to Reach This Goal <sup>7</sup> Consider all appropriate dimensions (e.g., Teaching and Learning, Staffing, and Professional Development)	Start Date <sup>8</sup> Completion Date	Proposed Expenditures	Estimated Cost	Funding Source (itemize for each source)
School Safety Plan (Board Approved March 2013)	May 2012	Materials that result from action items	To be budgeted	Safety Fund General Fund
Assessment of School Safety by Dr. Ronald Stephens from the National School Safety Center (March 2013)	March 2013	Assessment Cost	\$3000	General Fund
Kindness Survey (June 2013)	June 2013	Materials	\$100	General Fund
CHAMPS Training	10.16.13 1.29.13	Attendance at Trainings	\$200	General Fund

- District-wide staff providing specific services to schools, e.g., English Language Development Coordinator, Teachers on Special Assignment, Instructional Coaches

<sup>7</sup> See Appendix A: Chart of Legal Specifics for the Single Plan for Student Achievement for content required by each program or funding source supporting this goal.

<sup>8</sup> List the date an action will be taken, or will begin, and the date it will be completed.

## Form C: Programs Included in this Plan

Check the box for each state and federal categorical program in which the school participates and, if applicable, enter amounts allocated. The plan must describe the activities to be conducted at the school for each of the state and federal categorical program in which the school participates. The totals on these pages should match the cost estimates in Form A and the school's allocation from the ConApp.

Note: for many of the funding sources listed below, school districts may be exercising Categorical Program Provisions options (flexibility), which are described at:

<http://www.cde.ca.gov/fg/aa/co/ca12sguiappcatprog.asp>

State Programs	Allocation
<b>California School Age Families Education</b>  Purpose: Assist expectant and parenting students to succeed in school	\$ 0
<b>Economic Impact Aid/State Compensatory Education (EIA-SCE)</b>  Purpose: Help educationally disadvantaged students succeed in the regular program	\$ 0
<b>Economic Impact Aid/Limited English Proficient (EIA-LEP)</b>  Purpose: Develop fluency in English and academic proficiency of English learners	\$ 89,175
<b>Peer Assistance and Review</b>  Purpose: Assist teachers through coaching and mentoring	\$ 0
<b>Professional Development Block Grant</b>  Purpose: Attract, train, and retain classroom personnel to improve student performance in core curriculum areas	\$ 0
<b>Pupil Retention Block Grant</b>  Purpose: Prevent students from dropping out of school	\$ 0
<b>Quality Education Investment Act (QEIA)</b>  Purpose: Funds are available for use in performing various specified measures to improve academic instruction and pupil academic achievement	\$ 0
<b>School and Library Improvement Program Block Grant</b>  Purpose: Improve library and other school programs	\$ 0
<b>School Safety and Violence Prevention Act</b>  Purpose: Increase school safety	\$ 0
<b>Tobacco-Use Prevention Education</b>	\$ 0

Purpose: Eliminate tobacco use among students		
<b>List and Describe Other State or Local Funds</b> (e.g., Career and Technical Education [CTE], Gifted and Talented Education [GATE])		\$ 0
Total amount of state categorical funds allocated to this school		\$ 89,175
<b>Federal Programs</b>		<b>Allocation</b>
<b>Title I, Part A: Allocation</b>  Purpose: To improve basic programs operated by local educational agencies (LEAs)		\$ 72,119
<b>Title I, Part A: Parental Involvement</b> (if applicable under Section 1118[a][3][c] of the Elementary and Secondary Education Act)  Purpose: Ensure that parents have information they need to make well-informed choices for their children, more effectively share responsibility with their children's schools, and help schools develop effective and successful academic programs (this is a reservation from the total Title I, Part A allocation).	\$ 0	
<b>For Program Improvement Schools only: Title I, Part A Program Improvement (PI) Professional Development</b> (10 percent minimum reservation from the Title I, Part A reservation for schools in PI Year 1 and 2)	\$ 12,744	
<b>Title II, Part A: Improving Teacher Quality</b>  Purpose: Improve and increase the number of highly qualified teachers and principals		\$ 8,433
<b>Title III, Part A: Language Instruction for Limited-English-Proficient (LEP) Students</b>  Purpose: Supplement language instruction to help LEP students attain English proficiency and meet academic performance standards		\$ 11,911
<b>Title VI, Part B: Rural Education Achievement Program</b>  Purpose: Provide flexibility in the use of ESEA funds to eligible LEAs		\$ 52,421

<b>For School Improvement Schools only: School Improvement Grant (SIG)</b>	
Purpose: to address the needs of schools in improvement, corrective action, and restructuring to improve student achievement	\$ 0
<b>Other federal funds</b> (list and describe)	\$ 0
<b>Other federal funds</b> (list and describe)	\$ 0
<b>Other federal funds</b> (list and describe)	\$ 0
Total amount of federal categorical funds allocated to this school	\$ 145,127
Total amount of state and federal categorical funds allocated to this school	\$ 234,302

## Form D: School Site Council Membership

California *Education Code* describes the required composition of the School Site Council (SSC). The SSC shall be composed of the principal and representatives of: teachers selected by teachers at the school; other school personnel selected by other school personnel at the school; parents of pupils attending the school selected by such parents; and, in secondary schools, pupils selected by pupils attending the school.<sup>9</sup> The current make-up of the SSC is as follows:

Names of Members	Principal	Classroom Teacher	Other School Staff	Parent or Community Member	Secondary Student
Ryan Howatt	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trice McKenna	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deanna Sakai	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Karen Fanner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jennifer Braun	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leighanne Tsuji	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cynthia Bridges	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Numbers of members in each category	1	2	1	3	0

<sup>9</sup> EC Section 52852

**Form E: Recommendations and Assurances**

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

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

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

4. The SSC reviewed the content requirements for school plans of programs included in this SPSA and believes all such content requirements have been met, including those found in district governing board policies and in the local educational agency plan.
5. This SPSA is based on a thorough analysis of student academic performance. The actions proposed herein form a sound, comprehensive, coordinated plan to reach stated school goals to improve student academic performance.
6. This SPSA was adopted by the SSC at a public meeting on: 4.12.13

Attested:

Ryan Howatt

Typed name of School Principal

Signature of School Principal

Date

Karen Fanner

Typed name of SSC Chairperson

Signature of SSC Chairperson

Date





## Mesa Union School District

### School-Sponsored Field Trip/Excursion Authorization

School-sponsored trips include any trip or excursions made in conjunction with courses of instruction or school-related social, educational or athletic activities.

Please complete the following information to obtain authorization for a school-sponsored field trip.  
**IMPORTANT :** All trips involving out-of-state or overnight travel shall require the prior approval of the Board.

Authorization for trips must be obtained no later than 10 days prior to the trip. Should the trip require Board approval, sufficient planning is required to ensure approval prior to the trip. Retroactive authorization will not be approved.

School Mesa Union Classroom #(s) 8<sup>th</sup> gr.  
Teacher (s) Dwark / Nguyen  
Departure Date/Time 6/17/13 9:00 am Return Date/Time 6/17/13 7:00 pm  
Destination Magic Mountain # Miles One-way 50  
Purpose of Trip Graduation incentive activity

Description of Activities \_\_\_\_\_

Transportation Method(s) Used To/From/At Destination School bus

# of Students Anticipated 70 Minimum # of Chaperones Required \*\* 7

\*\* The ratio of adults to students on school-sponsored trips shall be at least one to ten. If the trip involves water activities, this ratio shall be revised to ensure closer supervision of elementary grade students, appropriate to their ages.

**I have read and will abide by Board Policy and Regulations 6153, School-sponsored Trips.**

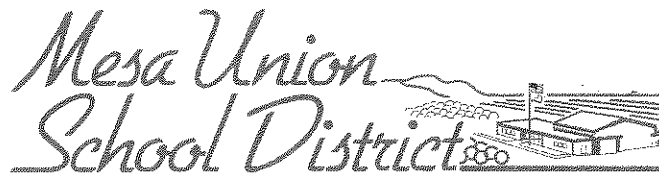
Certificated Employee in Charge Jeanne Dwark Date 3-18-13

\*\*\*\*\*

Site Administrator : Approved ( ) Deny ( ) \_\_\_\_\_ Date \_\_\_\_\_

Approved by Board of Trustees (if required) : \_\_\_\_\_

Clerk/Secretary \_\_\_\_\_ Date \_\_\_\_\_



**Board of Trustees:**

Noel Camanag

Rick Murray

Susan Nemets

Steve Sullivan

Judith Thielemann

**Superintendent**

Dr. Michael Babb

**Principal**

Ryan Howatt

*"We teach students to create, connect, and collaborate—for life!"*

DATE: April 16, 2013  
TO: Board of Trustees  
FROM: Dr. Michael Babb, Superintendent  
RE: DRAFT Annual MUSD Goals and Objectives

District Goal One

**Lead Continuous Improvement in Student Academic Achievement**

*Objectives:*

1. Raise Academic Proficiency Index, exceeding improvement targets school-wide and all subgroups.
2. Increase proficiency rate among Socio-economically disadvantaged and English learner subgroups greater than the statewide average.
3. Meet AYP Safe Harbor targets, school-wide and all subgroups.
4. Increase percentage of English Learners making progress on California English Learner Development Test from 64.5% to 74.5%.
5. Increase redesignation rate of English learners by 10%.

District Goal Two

**Ensure that Staff Provides a Safe, Healthy and Productive School Environment that Supports Student Academic and Social Growth**

*Objectives:*

1. Assess student and staff safety; use data to plan and implement specific improvements, e.g., access and increased supervision and communication.
2. Maintain clean and welcoming school facilities.
3. Through professional learning, support CHAMPS positive behavior supports; use data to make strategic improvements, e.g., cafeteria.
4. Expand fresh fruit and vegetable options in cafeteria.
5. Work with Wellness Committee to promote healthy student nutrition through tastings and other activities
6. Redirect funds to hire health technician during student lunch period.
7. Conduct California Healthy Kids Survey; use data to identify areas of improvement.
8. Work with PFO and other sources to construct running track for student use.

### District Goal Three

#### **Develop and Implement a Plan for Professional Growth and Development that Supports Student Academic Achievement and Social Growth**

##### *Objectives:*

1. Convene staff development subcommittee and create two-year staff development plan.
2. Plan, implement and evaluate professional development program, including full-day trainings, monthly professional learning events and model lessons. Themes: CCSS and support for English learners.
3. Through professional learning, support CHAMPS positive behavior supports; use data to make strategic improvements, e.g., cafeteria.
4. Conduct evaluation and supervision cycle that bolsters continuous professional growth.

### District Goal Four

#### **Work Effectively with Board Members as a Six-Person Governance Team**

##### *Objectives:*

1. Complete updates to MUSD policy.
2. Post policy to district web site.
3. Establish protocols for addressing staff and parent contacts, visits to site, etc.
4. Establish benchmarks to evaluate progress toward district goals.
5. Communicate progress toward district vision through newsletters, web site and meetings.

### District Goal Five

#### **Maintain Fiscal Solvency and File a Positive Budget Certification**

##### *Objectives:*

1. Balance MUSD Budget.
2. Communicate with staff and families regarding fiscal opportunities such as the Local Control Funding Formula and challenges.
3. Analyze use of funds to support district goals and continuously refine strategies.
4. Maintain communication with GVCS and monitor budgetary practices.
5. Maintain communication to families regarding district fiscal health.
6. Increase student daily attendance by one percentage point or more.

### District Goal Six

#### **Enhance Parental Involvement and Communication**

##### *Objectives:*

1. Maintain communication to families regarding district fiscal health.
2. Establish and convene a Title One Parent Advisory.
3. Recruit parents for Site Council to meet parent representative requirement.
4. Convene District English Learner Advisory Council.

District Goal Seven

**Implement Five-Year Technology Plan**

*Objectives:*

1. Address strategic areas of emphasis: upgrade computer lab, laptop carts, Promethean boards.
2. Initiate CAMSA subscription.
3. Write grants to increase technology.
4. Support staff in use of student data technology through professional learning and coaching.

**Mesa Union School District  
Classified Employee Holidays  
2013-2014**

DAY	DATE	HOLIDAY
*Thursday	July 4, 2013	Independence Day*
Monday	September 2, 2013	Labor Day
Monday	November 11, 2013	Veteran's Day
Thursday	November 27, 2012	Thanksgiving
Friday	November 28, 2013	Thanksgiving Holiday
Tuesday	December 24, 2013	Winter Holiday
Wednesday	December 25, 2013	Winter Holiday
Tuesday	December 31, 2014	New Year's Holiday
Wednesday	January 1, 2014	New Year's Holiday
Monday	January 20, 2014	Martin Luther King Holiday
Monday	February 10, 2014	Lincoln's Birthday
Monday	February 17, 2014	President's Day
Monday	May 26, 2014	Memorial Day

\*Applies to full-time employees only  
 10 month/11 month employees receive (12) paid holidays  
 12 month employees receive (13) paid holidays  
 Adopted by the Board on

## DECLARATION OF NEED FOR FULLY QUALIFIED EDUCATORS

☒ Original Declaration of Need for year: 2013-2014

☐ Revised Declaration of Need for year: \_\_\_\_\_

**FOR SERVICE IN A SCHOOL DISTRICT**

Name of District: Mesa Union School District District CDS Code: 72470

Name of County: Ventura County CDS Code: 56

By submitting this annual declaration, the district is certifying the following:

- A diligent search, as defined below, to recruit a fully prepared teacher for the assignment(s) was made
- If a suitable fully prepared teacher is not available to the school district, the district will make a reasonable effort to recruit based on the priority stated below

The governing board of the school district specified above adopted a declaration at a regularly scheduled public meeting held on 04 /16 /13 certifying that there is an insufficient number of certificated persons who meet the district's specified employment criteria for the position(s) listed on the attached form. The attached form was part of the agenda, and the declaration did NOT appear as part of a consent calendar.

► *Enclose a copy of the board agenda item*

With my signature below, I verify that the item was acted upon favorably by the board. The declaration shall remain in force until June 30, 2014.

Submitted by (Superintendent, Board Secretary, or Designee):

Dr. Michael Babb \_\_\_\_\_ Superintendent \_\_\_\_\_  
Name Signature Title

805-485-4327	805-485-1411	4/16/13
<i>Fax Number</i>	<i>Telephone Number</i>	<i>Date</i>

3901 North Mesa School Rd, Somis, Ca 93066

---

mbabb@mesaschool.org

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*E-Mail Address*

FOR SERVICE IN A COUNTY OFFICE OF EDUCATION, STATE AGENCY OR NONPUBLIC SCHOOL OR AGENCY

Name of County \_\_\_\_\_ County CDS Code \_\_\_\_\_

Name of State Agency

Name of NPS/NPA \_\_\_\_\_ County of Location \_\_\_\_\_

The Superintendent of the County Office of Education or the Director of the State Agency or the Director of the NPS/NPA specified above adopted a declaration on \_\_\_\_/\_\_\_\_/\_\_\_\_, at least 72 hours following his or her public announcement that such a declaration would be made, certifying that there is an insufficient number of certificated persons who meet the county's, agency's or school's specified employment criteria for the position(s) listed on the attached form.

The declaration shall remain in force until June 30, \_\_\_\_\_.

► *Enclose a copy of the public announcement*

### **EFFORTS TO RECRUIT CERTIFIED PERSONNEL**

The employing agency declares that it has implemented in policy and practices a process for conducting a diligent search that includes, but is not limited to, distributing job announcements, contacting college and university placement centers, advertising in local newspapers, exploring incentives included in the Teaching as a Priority Block Grant (refer to [www.cde.ca.gov](http://www.cde.ca.gov) for details), participating in state and regional recruitment centers and participating in job fairs in California.

If a suitable fully prepared teacher is not available to the school district, the district made reasonable efforts to recruit an individual for the assignment, in the following order:

- A candidate who qualifies and agrees to participate in an approved intern program in the region of the school district
- An individual who is scheduled to complete initial preparation requirements within six months

### **EFFORTS TO CERTIFY, ASSIGN, AND DEVELOP FULLY QUALIFIED PERSONNEL**

Has your agency established a District Intern program? ☐ Yes ☒ No

If no, explain. They are handled through the universities

Does your agency participate in a Commission-approved college or university intern program? ☒ Yes ☐ No

If yes, how many interns do you expect to have this year? 1

If yes, list each college or university with which you participate in an intern program.

Channel Islands State University

If no, explain why you do not participate in an intern program.

To: Mesa Union School Board

From: Mesa Union School M.U.S.T.

Executive Officers:

Karen Kerper, President/Vice President

Christina Mendoza, Treasurer

Sara Bisnett, Secretary

Date: March 21, 2013

Re: Sunshine Proposal

Dear Dr. Babb,

Please accept the following as Mesa Support Team's sunshine proposal for the 2013-2014 school year.

M.U.S.T. is sunshining:	Salary schedule and anniversary increments
	Negotiation procedures into contract
	Additional pay for Associated Degree

Sincerely,



Karen Kerper

M.U.S.T. President



- ☐ ACE Charter High School
- ☐ Briggs Elementary School District
- ☐ Golden Valley Charter School
- ☐ Golden Valley Virtual Charter School
- ☐ Meadows Arts and Technology Elementary School
- ☒ Mesa Union School District
- ☐ Mupu Elementary School District
- ☐ Santa Clara Elementary School District
- ☐ Somis Academy Charter School
- ☐ Somis Union School District
- ☐ Ventura Charter School of Arts and Global Education
- ☐ VCSBSA

## Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

Person completing this form: Erica Magalano Title: Deputy Assistant

Quarterly Report Submission Date:  
(check one)

- ☒ April 20 13 (January 1 through March 31)  
☐ July 20 \_\_\_\_\_ (April 1 through June 30)  
☐ October 20 \_\_\_\_\_ (July 1 through September 30)  
☐ January 20 \_\_\_\_\_ (October 1 through December 31)

Date for information to be reported publicly at governing board meeting: \_\_\_\_\_

Please check the box that applies:



No complaints were filed with any school in the district during the quarter indicated above.



Complaints were filed with schools in the district during the quarter indicated above. The following chart summarizes the nature and resolution of these complaints.

General Subject Area	Total # of Complaints	# Resolved	# Unresolved
Textbooks and Instructional Materials	<u>0</u>		
Teacher Vacancy or Misassignment	<u>0</u>		
Facilities Conditions	<u>0</u>		
<b>TOTALS</b>	<u>0</u>		

\_\_\_\_\_  
Signature of District Superintendent

\_\_\_\_\_  
Date

## Integrated Waste Management

\*\*\*Note: The following administrative regulation is optional and may be revised to reflect district practice.\*\*\*

For all applicable areas of district operations, the Superintendent or designee shall design an integrated waste management program that minimizes the generation of waste, encourages the recovery and diversion of reusable materials from the waste stream, improves efficiency in the utilization of natural and material resources, and protects the environment. The program shall implement measures and/or practices to:

1. Reduce the consumption of disposable materials, increase the composting of organic materials, and fully utilize all materials prior to disposal

*(cf. 3510 - Green School Operations)*

2. Recycle materials such as paper, glass, plastic, and aluminum

\*\*\*Note: Pursuant to Public Resources Code 42649.2, as added by AB 341 (Ch. 476, Statutes of 2011), any business, including a school, which generates more than four cubic yards of commercial solid waste per week (approximately the size of a 72-inch length, 51-inch width, and 56-inch rear height dumpster) is required to arrange for recycling services, to the extent that such services are available from a local provider, as stated in items a and b below. Commercial solid waste, as defined in 14 CCR 17225.12, means any type of solid waste generated by stores, offices, or other commercial sources.\*\*\*

Any school site or district facility which generates more than four cubic yards of commercial solid waste per week shall take at least one of the following actions: (Public Resources Code 42649.2; 14 CCR 17225.12)

- a. Source separate recyclable materials from solid waste and subscribe to a basic level of recycling service that may include collection, self-hauling, or other arrangement for the pickup of the recyclable materials
- b. Subscribe to a recycling service that may include mixed waste processing that yields diversion results comparable to source separation

\*\*\*Note: Pursuant to Public Resources Code 42642, the California Department of Resources Recycling and Recovery maintains on its web site a list of recycled and environmentally preferable products that may be used in the construction and modernization of school facilities.\*\*\*

3. Prefer recycled and other environmentally preferable products when procuring materials for use in district schools and buildings or contracting for the construction or modernization of any district building

*(cf. 3300 - Expenditures and Purchases)*

*(cf. 3311 - Bids)*

*(cf. 3312 - Contracts)*

*(cf. 7110 - Facilities Master Plan)*

4. Work with city, county, or other government agencies to locate markets for the district's reusable and recyclable materials

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*

*(cf. 7131 - Relations with Local Agencies)*

5. Minimize the use of nonbiodegradable materials and work with vendors and contractors to use packaging and delivery materials that generate less waste

(11/01) 7/12

## Integrated Waste Management

\*\*\*Note: The following optional policy may be revised to reflect district practice. Pursuant to Public Resources Code 42630, schools are encouraged to assist cities and counties in meeting the solid waste diversion goals set by Public Resources Code 41780. In addition, pursuant to Public Resources Code 42649.2, as added by AB 341 (Ch. 476, Statutes of 2011), businesses, including schools, that generate more than four cubic yards of solid waste per week are required to arrange for recycling services in accordance with law. Useful resources such as specific waste management strategies, available funding sources, and other publications, including resources for developing and implementing integrated education programs that link instruction on integrated waste management and environmental concepts with student action projects at school sites, may be obtained from the California Department of Resources Recycling and Recovery (CalRecycle).\*\*\*

The Governing Board believes that the conservation of natural resources and the protection of the environment are connected to the district's educational mission and are essential to the health and well-being of the community. The Superintendent or designee shall develop and/or implement a cost-effective, integrated waste management program that incorporates the principles of green school operations.

*(cf. 0100 - Philosophy)*  
*(cf. 3510 - Green School Operations)*  
*(cf. 3511 - Energy and Water Management)*  
*(cf. 3514 - Environmental Safety)*  
*(cf. 3514.2 - Integrated Pest Management)*

The district's program shall include strategies designed to help the district reduce solid and hazardous waste generation, improve efficiency in its use of natural resources, and minimize the impact of such use on the environment. The program shall address all areas of the district's operations, including, but not limited to, procurement, resource utilization, and facilities management practices.

*(cf. 3300 - Expenditures and Purchases)*  
*(cf. 3517 - Facilities Inspection)*

The Superintendent or designee may collaborate with city, county, and state agencies and other public or private agencies in developing and implementing the district's integrated waste management program.

*(cf. 1400 - Relations Between Other Governmental Agencies and the Schools)*  
*(cf. 7131 - Relations with Local Agencies)*

\*\*\*Note: CalRecycle provides grants and related information to eligible schools for developing and implementing integrated waste management programs. For more information, see CalRecycle's web site.\*\*\*

The Superintendent or designee shall make every effort to identify funding opportunities for the district's integrated waste management program including applying for available grants or other cost-reduction incentives.

To the extent that funding permits, the Superintendent or designee shall provide appropriate educational and training opportunities to students and staff regarding the benefits and methods of conserving natural resources and protecting the environment.

*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*  
*(cf. 6142.5 - Environmental Education)*  
*(cf. 6142.93 - Science Instruction)*

The Superintendent or designee shall regularly monitor all aspects of the district's integrated waste management program and shall provide an update to the Board on its effectiveness as necessary.

**Legal Reference:**

**EDUCATION CODE**

8700-8707 *Environmental education*

17070.96 *Leroy F. Greene School Facilities Act of 1996, consideration of high performance standards*

17072.35 *New construction grants; use for designs and materials for high performance schools*

32370-32376 *Recycling paper*

33541 *Environmental education*

**PUBLIC RESOURCES CODE**

25410-25421 *Energy conservation assistance*

40050-40063 *Waste management; integrated waste management*

41780 *Waste diversion*

42620-42622 *Source reduction and recycling programs*

42630-42647 *School site source reduction and recycling*

42649-42649.7 *Recycling of commercial solid waste*

**CODE OF REGULATIONS, TITLE 14**

17225.12 *Commercial solid waste*

**Management Resources:**

**WEB SITES**

CSBA: <http://www.csba.org>

California Department of Resources Recycling and Recovery:

<http://www.calrecycle.ca.gov/ReduceWaste/Schools>

California Division of State Architect: <http://www.dgs.ca.gov/dsa>

California Energy Commission: <http://www.energy.ca.gov>

California Environmental Protection Agency: <http://www.calepa.ca.gov>

U.S. Environmental Protection Agency: <http://www.epa.gov>

(11/01) 7/12

## Civil And Legal Rights

\*\*\*Note: The following policy is optional and may be revised to reflect district practice. Though employees have the same constitutional and statutory rights as other citizens, there are situations in which the district may limit some of those rights. In *Johnson v. Poway Unified School District*, the federal court of appeals ruled that a district's action controlling the speech of its employee did not violate the employee's First Amendment rights.\*\*\*

The Governing Board believes that the personal life of an employee is not an appropriate concern of the district, except as it may directly relate to the employee's performance of his/her duties.

An employee's personal beliefs and activities, including religious, political, cultural, social, or other beliefs or activities, or lack thereof, shall not be grounds for disciplinary action against the employee, provided that the beliefs or activities do not violate law, Board policy, or administrative regulation.

(cf. 4030 - *Nondiscrimination in Employment*)  
(cf. 4119.21/4219.21/4319.21 - *Professional Standards*)  
(cf. 4119.25/4219.25/4319.25 - *Political Activities of Employees*)

\*\*\*Note: The following optional paragraph provides for district employees' right to privacy pursuant to Article 1, Section 1 of the California Constitution. In addition, Education Code 49091.24 allows teachers the right to refuse to submit to district surveys or evaluations concerning certain personal beliefs as stated below. Specific limits regarding applicability of privacy rights of employees require complex analysis of law, so district legal counsel should be consulted when such questions arise.\*\*\*

The district shall make no inquiry concerning the personal values, attitudes, and beliefs of district employees or their sexual orientation or political or religious affiliations, beliefs, or opinions except when authorized by law. In addition, no district employee shall be required to provide critical appraisals of other individuals with whom the employee has a familial relationship. However, the district reserves the right to access any publicly available information about any employee.

\*\*\*Note: Education Code 48907 gives students the right to exercise freedom of speech and of the press and mandates districts to adopt reasonable rules and regulations concerning the time, place, and manner for students to engage in those activities; see BP/AR 5145.2 - Freedom of Speech/Expression. In addition, Education Code 48950 prohibits a district from disciplining any high school student solely for his/her speech or other communication which would be protected by either the U.S. or California Constitution if engaged in outside of school campus. Both these provisions prohibit the disciplining of any employee who acts to protect a student engaged in any conduct authorized under these provisions.\*\*\*

No employee shall be disciplined or retaliated against solely for acting to protect a student engaged in conduct authorized under Education Code 48907 or 48950.

\*\*\*Note: When investigating an allegation of employee misconduct, the district may need to consider whether a search of the employee's desk, files, or other district-provided equipment, such as a computer or cell phone, is warranted. The determination of whether a search is legally justified is complex and depends on whether the employee has a reasonable expectation of privacy in the items to be searched and whether the search is reasonable at

its inception. Given the legal complexities, it is recommended that district legal counsel be consulted prior to a search and that employees conducting searches receive appropriate instruction as to how the search is to be conducted.\*\*\*

When necessary to protect the health, welfare, or safety of students and staff, school officials may search district property under an employee's control.

*(cf. 3515 - Campus Security)*

*(cf. 4040 - Employee Use of Technology)*

### Whistleblower Protection

\*\*\*Note: Education Code 44110-44114, the Reporting by School Employees of Improper Governmental Activities Act, and Labor Code 1102.5 provide "whistleblower protection" to employees who refuse to be a party to, or who report, noncompliance with a state or federal law or regulation. This protection does not cover employees when they speak out within their employment setting on matters related to their official duties. In *Garcetti v. Ceballos*, the U.S. Supreme Court held that when public employees speak out in the workplace about work-related issues, they may be subject to employee discipline since they are not speaking as citizens for First Amendment purposes. However, employees have the right to speak out as concerned citizens outside of the work environment. In addition, to the extent that the employee's speech is on an issue subject to whistleblower protection, then the protections provided to employees by the whistleblower statutes would be applicable.\*\*\*

An employee shall have the right to disclose to a Board member, a school administrator, a member of the County Board of Education, County Superintendent of Schools, or the Superintendent of Public Instruction any improper governmental activity by the district or a district employee that violates state or federal law, is economically wasteful, or involves gross misconduct, incompetency, or inefficiency. When the employee has reasonable cause to believe that the information discloses a violation of state or federal statute or a violation of or noncompliance with a state or federal rule or regulation, he/she has the right to disclose such information to a government or law enforcement agency or to refuse to participate in any such activity. (Education Code 44112, 44113; Labor Code 1102.5)

The Superintendent or designee shall prominently display in lettering larger than size 14 point type a list of employees' rights and responsibilities under the whistleblower laws, including the telephone number of the whistleblower hotline maintained by the office of the California Attorney General. (Labor Code 1102.8)

No employee shall use or attempt to use his/her official authority or influence to intimidate, threaten, coerce, or command another employee for the purpose of interfering with that employee's right to disclose improper governmental activity. (Education Code 44113)

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

\*\*\*Note: An employee may be liable for an action in civil damages for interfering with the right of another employee to disclose an improper governmental action. In *Hartnett v. Crosier*, a California appellate court ruled that "management employees" could also be held liable for their acts of retaliation committed when acting in a



supervisory role.\*\*\*

An employee who has disclosed improper governmental activity and believes that he/she has subsequently been subjected to acts or attempted acts of reprisal shall file a written complaint in accordance with the district's complaint procedures. After filing a complaint with the district, the employee may also file a copy of the complaint with local law enforcement and/or seek civil law remedies against the supervisor or administrator who retaliated or attempted to retaliate against him/her, in accordance with Education Code 44114.

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 1312.3 - Uniform Complaint Procedures)*

*(cf. 4144/4244/4344 - Complaints)*

### Protection Against Liability

\*\*\*Note: 20 USC 6731-6738 limit the liability of teachers, principals, and other school personnel who maintain discipline and/or ensure safety when harm is caused while they are acting within the scope of their employment. The law also applies to Governing Board members; see BB 9260 - Legal Protection. The following section is made applicable to all employees; however, any district that wishes to apply the section only to teachers should modify the section accordingly.\*\*\*

No employee shall be liable for harm caused by his/her act or omission when he/she is acting within the scope of employment or district responsibilities; when the employee's act or omission is in conformity with federal or state law, district policy, or administrative regulation; or when the employee's act or omission is in furtherance of an effort to control, discipline, expel, or suspend a student or to maintain order or control in the classroom or school.

*(cf. 3320 - Claims and Actions Against the District)*

*(cf. 9260 - Legal Protection)*

The protection against liability shall not apply when:

1. The employee acted with willful or criminal misconduct, gross negligence, recklessness, or a conscious, flagrant indifference to rights or safety of the individual harmed.
2. The employee caused harm by operating a motor vehicle or other vehicle requiring license or insurance.
3. The employee was not properly licensed, if required, by state law for such activities.
4. The employee was found by a court to have violated a federal or state civil rights law.
5. The employee was under the influence of alcohol or any drug at the time of the misconduct.
6. The misconduct constituted a crime of violence pursuant to 18 USC 16 or an act of

terrorism for which the employee has been convicted in a court.

7. The misconduct involved a sexual offense for which the employee has been convicted in a court.
8. The misconduct occurred during background investigations, or other actions, involved in the employee's hiring.

**Legal Reference:**

**EDUCATION CODE**

*200-262.4 Prohibition of discrimination*

*7050-7058 Political activities of school officers and employees*

*44040 Discrimination based on employee's appearance before certain boards or committees*

*44110-44114 Reporting by school employees of improper governmental activity*

*48907 Student freedom of expression; employee's protection of student rights*

*48950 Speech and other communication*

*49091.24 Teacher rights to refuse evaluation/survey of personal life*

**CIVIL CODE**

*51 Unruh Civil Rights Act*

**GOVERNMENT CODE**

*815.3 Intentional torts*

*820-823 Tort claims act*

*825.6 Indemnification of public entity*

*3540.1 Public employment definitions*

*3543.5 Interference with employee's rights prohibited*

*12650-12656 False claims actions*

*12940-12951 Discrimination prohibited; unlawful practices*

**LABOR CODE**

*1102.5-1106 Whistleblower protections*

**UNITED STATES CODE, TITLE 18**

*16 Crime of violence defined*

**UNITED STATES CODE, TITLE 20**

*6731-6738 Teacher liability protection*

**UNITED STATES CODE, TITLE 42**

*2000d-2000d-7 Title VI, Civil Rights Act*

*2000e-2000e-17 Title VII, Civil Rights Act of 1964 as amended*

*2000h-2000h-6 Title IX, 1972 Education Act Amendments*

*12101-12213 Americans with Disabilities Act*

**COURT DECISIONS**

*Hartnett v. Crosier, (2012) 205 Cal.App.4th 685*

*Johnson v. Poway Unified School District, (2011) 658 F.3d 954*

*Ohton v. CSU San Diego, (2007) 56 Cal.Rptr.3d 111*

*Garcetti v. Ceballos, (2006) 543 U.S. 1186*

*O'Conner v. Ortega, (1987) 480 U.S. 709*  
*New Jersey v. T.L.O., (1985) 468 U.S. 325*

*Management Resources:*

*WEB SITES*

*California Attorney General: <http://www.oag.ca.gov>*

(3/04 7/07) 7/12

## Professional Standards

\*\*\*Note: The following optional policy should be revised to reflect district practice and/or any related provisions of collective bargaining agreements.\*\*\*

The Governing Board expects district employees to maintain the highest ethical standards, exhibit professional behavior, follow district policies and regulations, abide by state and federal laws, and exercise good judgment when interacting with students and other members of the school community. Employee conduct should enhance the integrity of the district, advance the goals of the district's educational programs, and contribute to a positive school climate.

*(cf. 0200 - Goals for the School District)*  
*(cf. 4119.1/4219.1/4319.1 - Civil and Legal Rights)*  
*(cf. 5131 - Conduct)*  
*(cf. 5137 - Positive School Climate)*

\*\*\*Note: The following optional paragraph encourages district employees to abide by standards developed by their professional associations. These standards are reproduced at E 4119.21 (certificated personnel), E 4219.21 (classified personnel), and E 4319.21 (administrative and supervisory personnel).\*\*\*

The Board encourages district employees to accept as guiding principles the professional standards and codes of ethics adopted by educational or professional associations to which they may belong.

*(cf. 2111 - Superintendent Governance Standards)*  
*(cf. 9005 - Governance Standards)*

Each employee should make a commitment to acquire the knowledge and skills necessary to fulfill his/her responsibilities and should focus on his/her contribution to the learning and achievement of district students.

*(cf. 4112.2 - Certification)*  
*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

Inappropriate employee conduct includes, but is not limited to:

1. Engaging in any conduct that endangers students, staff, or others, including, but not limited to, physical violence, threats of violence, or possession of a firearm or other weapon

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 4158/4258/4358 - Employee Security)*

\*\*\*Note: Education Code 234.1, as amended by AB 9 (Ch. 723, Statutes of 2011), requires school personnel who

witness acts of discrimination, harassment, intimidation, and bullying based on specified characteristics to take immediate steps to intervene when safe to do so; see BP 5145.3 - Nondiscrimination/Harassment.\*\*\*

2. Engaging in harassing or discriminatory behavior towards students, parents/guardians, staff, or community members, or failing or refusing to intervene when an act of discrimination, harassment, intimidation, or bullying against a student is observed

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

*(cf. 4119.11/4219.11/4319.11 - Sexual Harassment)*

*(cf. 5131.2 - Bullying)*

*(cf. 5145.3 - Nondiscrimination/Harassment)*

*(cf. 5145.7 - Sexual Harassment)*

3. Physically abusing, sexually abusing, neglecting, or otherwise willfully harming or injuring a child
4. Engaging in inappropriate socialization or fraternization with a student or soliciting, encouraging, or maintaining an inappropriate written, verbal, or physical relationship with a student
5. Possessing or viewing any pornography on school grounds, or possessing or viewing child pornography or other imagery portraying children in a sexualized manner at any time
6. Using profane, obscene, or abusive language against students, parents/guardians, staff, or community members
7. Willfully disrupting district or school operations by loud or unreasonable noise or other action
8. Using tobacco, alcohol, or an illegal or unauthorized substance, or possessing or distributing any controlled substance, while in the workplace or at a school-sponsored activity

*(cf. 3513.3 - Tobacco-Free Schools)*

*(cf. 4020 - Drug and Alcohol Free Workplace)*

*(cf. 4112.41/4212.41/4312.41 - Employee Drug Testing)*

*(cf. 4112.42/4212.42/4312.42 - Drug and Alcohol Testing for School Bus Drivers)*

9. Dishonesty with students, parents/guardians, staff, or members of the public, including, but not limited to, falsification of information in employment records or other school records
10. Divulging confidential information about students, district employees, or district operations to persons not authorized to receive the information

*(cf. 3580 - District Records)*

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*

*(cf. 5125 - Student Records)*

*(cf. 5125.1 - Release of Directory Information)*

11. Using district equipment or other district resources for the employee's own commercial purposes or for political activities

*(cf. 4119.25/4219.25/4319.25 - Political Activities of Employees)*

12. Using district equipment or communications devices for personal purposes while on duty, except in an emergency, during scheduled work breaks, or for personal necessity

Employees shall be notified that computer files and all electronic communications, including, but not limited to, email and voice mail, are not private. To ensure proper use, the Superintendent or designee may monitor employee usage of district technological resources at any time without the employee's consent.

*(cf. 4040 - Employee Use of Technology)*

13. Causing damage to or engaging in theft of property belonging to students, staff, or the district

14. Wearing inappropriate attire

*(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)*

An employee who observes or has evidence of another employee's inappropriate conduct shall immediately report such conduct to the principal or Superintendent or designee. An employee who has knowledge of or suspects child abuse or neglect shall file a report pursuant to the district's child abuse reporting procedures as detailed in AR 5141.4 - Child Abuse Prevention and Reporting.

*(cf. 1312.1 - Complaints Concerning District Employees)*

*(cf. 5141.4 - Child Abuse Prevention and Reporting)*

\*\*\*Note: Discipline of employees is a subject of collective bargaining. For information about the range of disciplinary actions that may be taken, see AR 4117.4 - Dismissal, BP 4118 - Suspension/Disciplinary Action, and AR 4218 - Dismissal/Suspension/Disciplinary Action.\*\*\*

\*\*\*Note: Education Code 44242.5 and 5 CCR 80303 require that, when the status of a certificated employee changes as a result of alleged misconduct, the Superintendent is required to notify the Commission on Teacher Credentialing (CTC). Although "alleged misconduct" is not defined in the law, the CTC states that conduct affecting classroom safety, student safety, or the integrity of the school environment is the type of misconduct that must be reported. See AR 4117.7 - Employment Status Reports.\*\*\*

Any reports of employee misconduct shall be promptly investigated. Any employee who is found to have engaged in inappropriate conduct in violation of law or Board policy shall be subject to disciplinary action and, in the case of a certificated employee, may be subject to a report to the Commission on Teacher Credentialing. The Superintendent or designee shall notify local law enforcement as appropriate.

(cf. 4117.4 - Dismissal)  
(cf. 4117.7 - Employment Status Reports)  
(cf. 4118 - Suspension/Disciplinary Action)  
(cf. 4218 - Dismissal/Suspension/Disciplinary Action)

An employee who has knowledge of but fails to report inappropriate employee conduct may also be subject to discipline.

The district prohibits retaliation against anyone who files a complaint against an employee or reports an employee's inappropriate conduct. Any employee who retaliates against any such complainant, reporter, or other participant in the district's complaint process shall be subject to discipline.

Legal Reference:

EDUCATION CODE

200-262.4 *Prohibition of discrimination*

44242.5 *Reports and review of alleged misconduct*

PENAL CODE

11164-11174.4 *Child Abuse and Neglect Reporting Act*

CODE OF REGULATIONS, TITLE 5

80303 *Reports of dismissal, resignation and other terminations for alleged misconduct*

80331-80338 *Rules of conduct for professional educators*

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

*California Standards for the Teaching Profession, 2009*

COUNCIL OF CHIEF STATE SCHOOL OFFICERS PUBLICATIONS

*Educational Leadership Policy Standards: ISLLC 2008, 2008*

NATIONAL EDUCATION ASSOCIATION PUBLICATIONS

*Code of Ethics of the Education Profession, 1975*

WESTED PUBLICATIONS

*Moving Leadership Standards into Everyday Work: Descriptions of Practice, 2003*

WESTED AND ASSOCIATION OF CALIFORNIA SCHOOL ADMINISTRATORS

PUBLICATIONS

*California Professional Standards for Educational Leaders, 2001*

WEB SITES

CSBA: <http://www.csba.org>

*Association of California School Administrators: <http://www.acsa.org>*

*California Department of Education: <http://www.cde.ca.gov>*

*California Federation of Teachers: <http://www.cft.org>*

*California School Employees Association: <http://www.csea.com>*

*California Teachers Association: <http://www.cta.org>*

*Commission on Teacher Credentialing: <http://www.ctc.ca.gov>*

*Council of Chief State School Officers: <http://www.ccsso.org>*

*WestEd: <http://www.WestEd.org>*

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## Temporary/Substitute Personnel

The Governing Board recognizes that substitute and temporary personnel perform an essential role in promoting student achievement and desires to employ highly qualified, appropriately credentialed employees to fill such positions.

*(cf. 4112.2 - Certification)*

### Hiring

The Superintendent or designee shall recommend candidates for substitute or temporary positions for Board approval, and shall ensure that all substitute and temporary employees are assigned in accordance with law and the authorizations specified in their credential.

*(cf. 4113 - Assignment)*

Substitute personnel may be employed on an on-call, day-to-day basis.

In addition, after September 1 of any school year, the Board may employ substitute personnel for the remainder of the school year for positions for which no regular employee is available. The district shall first demonstrate to the Commission on Teacher Credentialing the inability to acquire the services of a qualified regular employee. (Education Code 44917)

*(cf. 4117.14/4317.14 - Postretirement Employment)*

\*\*\*Note: Education Code 44956 and 44957 require that districts offer employees who are laid off pursuant to Education Code 44955 opportunities for substitute service during the period of preferred right to reemployment. The period of preferred right to reemployment is 39 months for laid-off permanent employees and 24 months for probationary employees; see BP 4117.3 - Personnel Reduction.\*\*\*

\*\*\*Note: Pursuant to Education Code 44956, if a laid-off permanent employee serves as a substitute in any position requiring certification for any 21 days or more within a period of 60 school days, he/she is entitled to compensation not less than the amount the employee would receive if he/she were being reappointed and retroactive to the first day of the substitute service. Education Code 44957 does not contain similar provisions for probationary employees; such employees are paid according to the salary schedule for substitute employees adopted by the Governing Board, regardless of the number of days worked as a substitute.\*\*\*

Permanent or probationary certificated employees who were laid off pursuant to Education Code 44955 and who have a preferred right of reappointment shall be given priority for substitute service in the order of their original employment. (Education Code 44956, 44957)

*(cf. 4117.3 - Personnel Reduction)*

### Classification

\*\*\*Note: A certificated employee's classification as a substitute, temporary, probationary, or permanent employee governs the statutory job protections to which he/she is entitled and the procedures that apply if he/she is not

reelected; see section below entitled "Release from Employment/Dismissal." Districts are encouraged to consult legal counsel when questions arise regarding such classification.\*\*\*

At the time of initial employment and each July thereafter, the Board shall classify substitute and temporary employees as such. (Education Code 44915, 44916)

The Board may classify as substitute personnel a teacher hired to fill the position of a regularly employed person who is absent from service. (Education Code 44917)

\*\*\*Note: The following two paragraphs describe circumstances under which the Education Code expressly defines a position as temporary. In both *Bakersfield Elementary Teachers Association v. Bakersfield City School District* and *California Teachers Association v. Vallejo City Unified School District*, the courts determined that it was inappropriate to classify employees as temporary on the basis that they did not yet possess a preliminary or clear credential (e.g., those serving under an internship credential, pre-intern certificate, emergency teaching permit, or credential waiver). According to the courts, districts may classify as temporary employees only those persons who are specified to be temporary employees in the Education Code. All other certificated employees who cannot be properly classified as substitute or permanent employees must be classified as probationary employees.\*\*\*

\*\*\*Note: One circumstance under which a teacher may be classified as a temporary employee is when the district needs an additional teacher for a period of one semester to one year because of teacher absence due to leaves or long-term illness, as authorized in Education Code 44920. As provided below, Education Code 44920 requires the Board to determine the number of temporary employees who may be hired under these circumstances. In *McIntyre v. Sonoma Valley Unified School District*, the court clarified that a district's ability to classify an employee as temporary pursuant to Education Code 44920 is not dependent upon a one-to-one match of temporary employees to employees on leave. Rather, all that is required is that the number of temporary teachers not exceed the total number of employees on leave at any one time.\*\*\*

The Board may classify as a temporary employee a teacher who is employed for at least one semester and up to one complete school year based on the need for additional certificated employees when regular employees are absent due to leaves or long-term illness. Any person whose service begins in the second semester and before March 15 may be classified as a temporary employee even if employed for less than a semester. The Board shall determine the number of persons who shall be so employed, which shall not exceed the identified need based on the absence of regular employees. (Education Code 44920)

The Board also shall classify as temporary employees those certificated persons, other than substitute employees, who are employed to:

1. Serve from day-to-day during the first three months of any school term to teach temporary classes which shall not exist after that time, or perform any other duties which do not last longer than the first three months of any school term (Education Code 44919)
2. Teach in special day and evening classes for adults or in schools of migratory population for not more than four months of any school term (Education Code 44919)
3. Serve in a limited assignment supervising student athletic activities provided such assignments have first been made available to teachers presently employed in the district

*(Education Code 44919)*

*(cf. 4127/4227/4327 - Temporary Athletic Team Coaches)*

4. Serve in a position for a period not to exceed 20 working days in order to prevent the stoppage of district business during an emergency when persons are not immediately available for probationary classification (Education Code 44919)

\*\*\*Note: Item #5 below applies only to high school and unified districts.\*\*\*

5. Serve only for the first semester because the district expects a reduction in student enrollment during the second semester due to midyear graduations (Education Code 44921)

For purposes of classifying employees pursuant to item #1 or 2 above, the school year shall not be divided into more than two school terms. (Education Code 44919)

\*\*\*Note: Education Code 44909 authorizes districts to employ certificated employees in programs and projects conducted under contract with public or private agencies or through categorically funded projects which are not required by federal or state statutes, and provides that such persons may be employed for periods less than a full school year. Pursuant to Education Code 44909, such persons may be terminated at the expiration of the contract or specially funded project without regard to termination procedures required for probationary or permanent employees. In *Stockton Teachers Association v. Stockton Unified School District*, the court of appeals clarified that "the expiration of the contract" refers to the contract between the district and the agency providing categorical funds, not a contract between the district and employee. Thus, the district may not hire a person for more or less than the term of the contract or project and treat such a person as a temporary employee. Districts should consult legal counsel as necessary regarding the classification or termination of employees hired pursuant to Education Code 44909. Also, it is recommended that districts use a separate employment agreement tailored to these employees.\*\*\*

Any employee hired to provide services in a categorically funded program or project may be employed for a period less than a full school year. He/she may be classified as a temporary employee if the period of employment will end at the expiration of that program or project. (Education Code 44909)

#### Salary and Benefits

The Board shall adopt and make public a salary schedule setting the daily or pay period rate(s) for substitute employees for all categories or classes of certificated employees of the district. (Education Code 44977, 45030)

\*\*\*Note: Pursuant to Government Code 3540.1, as amended by AB 501 (Ch. 674, Statutes of 2011), exclusive representatives of employees for purposes of negotiations may include representation of all public school employees other than management and confidential employees, as defined. Thus, substitute and temporary personnel may have the right to be represented. In cases where substitute and temporary employees are not represented, the Board may determine whether or not to include such employees in the district's health and welfare plan and other benefits (Options 1 and 2 below). The district should consult legal counsel if it has any questions about the provision of benefits to substitute and temporary employees.\*\*\*

OPTION 1: Substitute and temporary employees shall participate in the health and welfare plans or other fringe benefits of the district.

(cf. 4140/4240/4340 - *Bargaining Units*)

(cf. 4154/4254/4354 - *Health and Welfare Benefits*)

OPTION 2: Substitute and temporary employees shall not participate in the health and welfare plans or other fringe benefits of the district.

#### Release from Employment/Dismissal

The Board may dismiss a substitute employee at any time at its discretion. (Education Code 44953)

\*\*\*Note: Pursuant to Education Code 44954, if a district decides not to reelect for the following year a temporary employee who has served at least 75 percent of the days in the school year, the district must so notify that employee by the end of the school year. In *Neily v. Manhattan Beach Unified School District*, the court held that Education Code 37200, which defines a school year as ending June 30, is applicable for determining the deadline for this notification, not the last day that students and teachers are in their classrooms.\*\*\*

The Board may release a temporary employee at its discretion if the employee has served less than 75 percent of the number of days the regular schools of the district are maintained. After serving 75 percent of the number of days that district schools are maintained during one school year, a temporary employee may be released as long as he/she is notified, before the last day of June, of the district's decision not to reelect him/her for the following school year. (Education Code 37200, 44954)

(cf. 4112.9/4212.9/4312.9 - *Employee Notifications*)

#### Reemployment as a Probationary Employee

\*\*\*Note: Education Code 44917, 44918, and 44920 provide that a substitute or temporary employee who performs the duties of a certificated employee for a complete school year, or for at least 75 percent of the days in the school year, shall be given credit for a complete year as a probationary employee if he/she is then employed as a probationary employee the following school year, as provided below. However, in *McIntyre v. Sonoma Valley Unified School District*, the court clarified that a district is not required to grant probationary status to an employee based solely on the fact that he/she served as a temporary employee for more than one year if the employee is released and reemployed as a temporary employee for the following year to fill the position of a regularly employed person absent from service.\*\*\*

\*\*\*Note: Reemployment provisions contained in Education Code 44918 do not apply to districts with ADA over 400,000; such districts should modify the following section accordingly.\*\*\*

Unless released from employment pursuant to Education Code 44954, any person employed for one complete school year as a temporary employee shall, if reemployed for the following school year in a vacant position requiring certification qualifications, be classified as a probationary employee. With the exception of on-call, day-to-day substitutes, if a temporary or substitute

employee performs the duties normally required of certificated employees for at least 75 percent of the number of days the regular schools of the district were maintained in that school year and is then employed as a probationary employee for the following school year, his/her previous employment as a temporary or substitute employee shall be credited as one year's employment as a probationary employee for purposes of acquiring permanent status. (Education Code 44917, 44918, 44920)

*(cf. 4116 - Probationary/Permanent Status)*

Vacant position means a position in which the employee is qualified to serve and which is not filled by a permanent or probationary employee. It shall not include a position which would be filled by a permanent or probationary employee except for the fact that such employee is on leave. (Education Code 44920, 44921)

A temporary employee hired pursuant to item #1 or #2 in the section "Classification" above shall be classified as a probationary employee if the duties continue beyond the time limits of the assignment. (Education Code 44919)

\*\*\*Note: Districts that do not maintain high schools should delete the following paragraph.\*\*\*

A person employed pursuant to item #5 in the section "Classification" above who is then continued in employment beyond the first semester shall be classified as a probationary employee for the entire school year and shall be reemployed to fill any vacant positions in the district for which he/she is certified. Preference for available positions shall be determined by the Board as prescribed by Education Code 44845 and 44846. (Education Code 44921)

With the exception of on-call, day-to-day substitutes, a temporary or substitute employee who was released pursuant to Education Code 44954 but who has nevertheless served for two consecutive school years, for at least 75 percent of each year, shall receive first priority if the district fills a vacant position for the subsequent school year at the grade level at which the employee served during either year. In the case of a departmentalized program, the employee shall have taught the subject matter in which the vacant position occurs. (Education Code 44918)

Legal Reference:

*EDUCATION CODE*

*22455.5 Provision of retirement plan information to potential members*

*22515 Irrevocable election to join retirement plan*

*37200 School calendar*

*44252.5 State basic skills assessment required for certificated personnel*

*44300 Emergency teaching or specialist permits*

*44830 Employment of certificated persons; requirements of proficiency in basic skills*

*44839.5 Employment of retirant*

44845 *Date of employment*  
 44846 *Criteria for reemployment preferences*  
 44909 *Employees providing services through categorically funded programs*  
 44914 *Substitute and probationary employment computation for classification as permanent employee*  
 44915 *Classification of probationary employees*  
 44916 *Time of classification; statement of employment status*  
 44917 *Classification of substitute employees*  
 44918 *Substitute or temporary employee deemed probationary employee; reemployment rights*  
 44919 *Classification of temporary employees*  
 44920 *Employment of certain temporary employees; classifications*  
 44921 *Employment of temporary employees; reemployment rights (unified and high school districts)*  
 44953 *Dismissal of substitute employees*  
 44954 *Release of temporary employees*  
 44955 *Layoff of permanent and probationary employees*  
 44956 *Rights of laid-off permanent employees to substitute positions*  
 44957 *Rights of laid-off probationary employees to substitute positions*  
 44977 *Salary schedule for substitute employees*  
 45030 *Substitutes*  
 45041 *Computation of salary*  
 45042 *Alternative method of computation for less than one school year*  
 45043 *Compensation for employment beginning in the second semester*  
 56060-56063 *Substitute teachers in special education*

#### GOVERNMENT CODE

3540.1 *Educational Employment Relations Act, definitions*

#### CODE OF REGULATIONS, TITLE 5

5502 *Filing of notice of physical examination for employment of retired person*  
 5503 *Physical examination for employment of retired persons*  
 5590 *Temporary athletic team coach*  
 80025-80025.5 *Emergency substitute teaching permits*

#### COURT DECISIONS

*McIntyre v. Sonoma Valley Unified School District (2012) 206 Cal.App.4th 170*  
*Stockton Teachers Association CTA/NEA v. Stockton Unified School District (2012) 204 Cal.App.4th 446*  
*Neily v. Manhattan Beach Unified School District, (2011) 192 Cal.App.4th 187*  
*California Teachers Association v. Vallejo City Unified School District, (2007) 149 Cal.App.4th 135*  
*Bakersfield Elementary Teachers Assn. v. Bakersfield City School District, (2006) 145 Cal.App.4th 1260, 1277*  
*Kavanaugh v. West Sonoma Union High School District, (2003) 29 Cal.4th 911*

#### Management Resources:

#### WEB SITES

CSBA: <http://www.csba.org>

*Commission on Teacher Credentialing:* <http://www.ctc.ca.gov>

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## Temporary/Substitute Personnel

### Qualifications

Any candidate recommended by the Superintendent or designee for a substitute or temporary position requiring certification qualifications shall possess the appropriate credential or permit authorizing his/her employment in such position and shall meet all other requirements of law for certificated positions. (Education Code 44830)

*(cf. 4111.2/4211.2/4311.2 - Legal Status Requirement)*

*(cf. 4112.2 - Certification)*

*(cf. 4112.3/4212.3/4312.3 - Oath or Affirmation)*

*(cf. 4112.4/4212.4/4312.4 - Health Examinations)*

*(cf. 4112.5/4312.5 - Criminal Record Check)*

The district shall not initially hire a certificated person on a substitute or temporary basis in a capacity designated in his/her credential unless he/she has demonstrated basic skills proficiency in reading, writing, and mathematics pursuant to Education Code 44252.5, unless exempted by law. (Education Code 44830)

A noncredentialed person shall not substitute for any special education certificated position. The Superintendent or designee shall recruit and maintain lists of appropriately credentialed substitute teachers for special education positions. He/she shall contact institutes of higher education with approved special education programs for possible recommendations of appropriately credentialed special education personnel. (Education Code 56060, 56063)

### Notifications

\*\*\*Note: Education Code 44915 and 44916 require the Governing Board to classify substitute and temporary employees at the time of initial employment and each July thereafter; see the accompanying Board policy. In addition, Education Code 44916 requires the district to provide temporary employees written notice of their status at the time of initial employment. In *Kavanaugh v. West Sonoma County Union High School District*, the California Supreme Court determined that a temporary employee who received such notice three weeks after she started work was probationary rather than temporary. Although the notice was sent immediately after the board approved the employee's appointment at the first available meeting, the court found that an employee must receive notice of temporary classification before starting work.\*\*\*

\*\*\*Note: Temporary athletic team coaches may be an exception to the notice requirement. In *Neily v. Manhattan Beach Unified School District*, a dismissed employee argued that, because the district did not provide a written statement of classification in accordance with Education Code 44916, it had a mandatory duty to classify him as a probationary employee. However, the court did not accept that the only path to defining a position as temporary is through district notification of that classification, and held that a second path to defining a position as temporary is through a specific section of the Education Code that expressly defines the position as temporary. The court determined that a temporary athletic team coach who holds no other position in the district is deemed a temporary employee pursuant to Education Code 44919.\*\*\*

At the time of initial employment during each school year, each new temporary employee shall receive a written statement indicating his/her employment status and salary. This statement shall



clearly indicate the temporary nature of the employment and the length of time for which the person is being employed. (Education Code 44916)

(cf. 4112.9/4212.9/4312.9 - *Employee Notifications*)

Time of initial employment means before the employee starts work. (Kavanaugh v. West Sonoma County Union High School District)

The Superintendent or designee shall notify all substitute and part-time certificated employees, within 30 days of their hire, of their right to elect membership in a defined benefit program under a qualified retirement plan. The employee shall sign a form provided by the system to acknowledge receipt of this notice and to indicate whether he/she elects or declines membership. Election of membership shall be irrevocable for all future employment to perform creditable service. (Education Code 22455.5, 22515)

#### Assignments

\*\*\*Note: 5 CCR 80025-80025.5 specify restrictions pertaining to the number of days that an emergency substitute permit holder may substitute for any one teacher during the school year; see AR 4112.2 - Certification.\*\*\*

A person who holds an emergency 30-day substitute permit, emergency career substitute permit, emergency substitute permit for prospective teachers, or emergency substitute permit for career technical education shall be restricted in the number of days he/she may substitute for any one teacher in accordance with 5 CCR 80025-80025.5.

In placing substitute teachers in special education classrooms, the district shall give first priority to substitute teachers with the appropriate special education credential(s), second priority to substitute teachers with any other special education credential, and third priority to substitute teachers with a regular teaching credential. An inappropriately credentialed substitute teacher shall not serve as a substitute for a special education teacher for a period of more than 20 cumulative school days for each special education teacher absent during each school year. The district may apply to the Superintendent of Public Instruction for an extension of 20 school days, or for a longer period in extraordinary circumstances. (Education Code 56060-56062)

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## Professional Standards

### CALIFORNIA PROFESSIONAL STANDARDS FOR EDUCATIONAL LEADERS

\*\*\*Note: The following exhibit reproduces the California Professional Standards for Educational Leaders (2001). These standards were adapted from the Interstate School Leaders Licensure Consortium (ISLLC) Standards for School Leaders (1996) published by the Council of Chief State School Officers. Adaptations were made by representatives of the California School Leadership Academy at WestEd, Association of California School Administrators, Commission on Teacher Credentialing, California Department of Education, and California colleges and universities. In 2008, representatives from those agencies and associations confirmed that the California Professional Standards for Educational Leaders were aligned with updated ISLLC standards in Educational Leadership Policy Standards: ISLLC 2008.\*\*\*

Inherent in these standards is a strong commitment to cultural diversity and the use of technology as a powerful tool.

A school administrator is an educational leader who promotes the success of all students by:

Standard 1: Facilitating the development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community

1. Facilitate the development of a shared vision for the achievement of all students based upon data from multiple measures of student learning and relevant qualitative indicators.
2. Communicate the shared vision so the entire school community understands and acts on the school's mission to become a standards-based education system.
3. Use the influence of diversity to improve teaching and learning.
4. Identify and address any barriers to accomplishing the vision.
5. Shape school programs, plans, and activities to ensure that they are integrated, articulated through the grades, and consistent with the vision.
6. Leverage and marshal sufficient resources, including technology, to implement and attain the vision for all students and all subgroups of students.

Standard 2: Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth

1. Shape a culture in which high expectations are the norm for each student as evident in rigorous academic work.
2. Promote equity, fairness, and respect among all members of the school community.
3. Facilitate the use of a variety of appropriate content-based learning materials and learning

strategies that recognize students as active learners, value reflection and inquiry, emphasize the quality versus the amount of student application and performance, and utilize appropriate and effective technology.

4. Guide and support the long-term professional development of all staff consistent with the ongoing effort to improve the learning of all students relative to the content standards.
5. Provide opportunities for all members of the school community to develop and use skills in collaboration, distributed leadership, and shared responsibility.
6. Create an accountability system grounded in standards-based teaching and learning.
7. Utilize multiple assessments to evaluate student learning in an ongoing process focused on improving the academic performance of each student.

Standard 3: Ensuring management of the organization, operations, and resources for a safe, efficient and effective learning environment

1. Sustain a safe, efficient, clean, well-maintained, and productive school environment that nurtures student learning and supports the professional growth of teachers and support staff.
2. Utilize effective and nurturing practices in establishing student behavior management systems.
3. Establish school structures and processes that support student learning.
4. Utilize effective systems management, organizational development, and problem-solving and decision-making techniques.
5. Align fiscal, human, and material resources to support the learning of all subgroups of students.
6. Monitor and evaluate the program and staff.
7. Manage legal and contractual agreements and records in ways that foster a professional work environment and secure privacy and confidentiality for all students and staff.

Standard 4: Collaborating with families and community members, responding to diverse community interests and needs, and mobilizing community resources

1. Recognize and respect the goals and aspirations of diverse family and community groups.
2. Treat diverse community stakeholder groups with fairness and respect.

3. Incorporate information about family and community expectations into school decision-making and activities.
4. Strengthen the school through the establishment of community, business, institutional, and civic partnerships.
5. Communicate information about the school on a regular and predictable basis through a variety of media.
6. Support the equitable success of all students and all subgroups of students by mobilizing and leveraging community support services.

Standard 5: Modeling a personal code of ethics and developing professional leadership capacity

1. Model personal and professional ethics, integrity, justice, and fairness, and expect the same behaviors from others.
2. Protect the rights and confidentiality of students and staff.
3. Use the influence of office to enhance the educational program, not personal gain.
4. Make and communicate decisions based upon relevant data and research about effective teaching and learning, leadership, management practices, and equity.
5. Demonstrate knowledge of the standards-based curriculum and the ability to integrate and articulate programs throughout the grades.
6. Demonstrate skills in decision-making, problem solving, change management, planning, conflict management, and evaluation.
7. Reflect on personal leadership practices and recognize their impact and influence on the performance of others.
8. Engage in professional and personal development.
9. Encourage and inspire others to higher levels of performance, commitment, and motivation.
10. Sustain personal motivation, commitment, energy, and health by balancing professional and personal responsibilities.

Standard 6: Understanding, responding to, and influencing the larger political, social, economic, legal, and cultural context

1. Work with the Governing Board and district and local leaders to influence policies that benefit students and support the improvement of teaching and learning.
2. Influence and support public policies that ensure the equitable distribution of resources and support for all subgroups of students.
3. Ensure that the school operates consistently within the parameters of federal, state, and local laws, policies, regulations, and statutory requirements.
4. Generate support for the school by two-way communications with key decision-makers in the school community.
5. Collect and report accurate records of school performance.
6. View oneself as a leader of a team and also as a member of a larger team.
7. Open the school to the public and welcome and facilitate constructive conversations about how to improve student learning and achievement.

Source: California Professional Standards for Educational Leaders by California School Leadership Academy at WestEd and the Association of California School Administrators. Reprinted with permission. Intended for use with the descriptions of practice in Moving Standards into Everyday Work, available from WestEd.

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## Closed Session Purposes And Agendas

\*\*\*Note: Pursuant to Government Code 54962, the Governing Board may hold a closed session only for purposes expressly authorized by the Brown Act (Government Code 54950-54963) or by a provision of the Education Code.\*\*\*

The Governing Board is committed to complying with state open meeting laws and modeling transparency in its conduct of district business. The Board shall hold closed sessions only for purposes authorized by law. A closed session may be held during a regular, special, or emergency meeting in accordance with law.

\*\*\*Note: Government Code 54954.5 provides specific agenda descriptions for most closed session items authorized by the Brown Act.\*\*\*

Each agenda shall contain a general description of each closed session item to be discussed at the meeting, as required by law. (Government Code 54954.2)

*(cf. 9320 - Meetings and Notices)*

*(cf. 9322 - Agenda/Meeting Materials)*

\*\*\*Note: Government Code 54957.7 states that before holding any closed session, the Board must disclose in an open meeting the item(s) to be discussed in the closed session. The Board may either state the information on the agenda or refer the public to the item(s) as listed by number or letter on the agenda. These disclosures may be made at the location announced in the agenda for the closed session, as long as the public is allowed to be present at that location for the purpose of hearing the announcements. In addition, the Board is required to reconvene in open session upon conclusion of a closed session to report any action taken in the closed session.\*\*\*

The Board shall disclose in open session the items to be discussed in closed session. In the closed session, the Board may consider only those matters covered in its statement. After the closed session, the Board shall reconvene in open session before adjourning the meeting, and when applicable, shall disclose any action taken in the closed session, in the manner prescribed by Government Code 54957.1. (Government Code 54957.7)

*(cf. 9321.1 - Closed Session Actions and Reports)*

The Board shall not disclose any information that is protected by state or federal law. In addition, no victim or alleged victim of tortious sexual conduct or child abuse shall be identified in any Board agenda, notice, announcement, or report required by the Brown Act, unless the identity of the person has previously been publicly disclosed. (Government Code 54957.7, 54961)

*(cf. 1340 - Access to District Records)*

\*\*\*Note: Pursuant to Government Code 54963, a Board member who discloses confidential information received in a closed session may be referred to the local grand jury or may be subject to action in a court of law. For a definition of confidential information and the actions that may be taken against a Board member if such information is disclosed, see BB 9011 - Disclosure of Confidential/Privileged Information.\*\*\*

A Board member shall not disclose confidential information received in a closed session unless the Board authorizes the disclosure of that information. (Government Code 54963)

*(cf. 9011 - Disclosure of Confidential/Privileged Information)*

## Personnel Matters

\*\*\*Note: Government Code 54957 authorizes the use of closed sessions for personnel matters described below. For the purpose of these closed sessions, "employee" includes an officer or independent contractor who functions as an officer or employee but excludes Board members. The Attorney General has concluded that it is appropriate to use a closed session to discuss and evaluate Superintendent performance. (59 Ops.Cal.Atty.Gen. 532 (1976))\*\*\*

\*\*\*Note: In *Fischer v. Los Angeles Unified School District*, the court interpreted Government Code 54957 and found that the right to request an open session applies only when the Board hears specific complaints or charges brought against the employee. Thus, the right to request an open session does not apply when the Board is meeting in closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an employee.\*\*\*

The Board may hold a closed session to consider the appointment, employment, evaluation of performance, discipline, or dismissal of an employee. Such a closed session shall not include discussion or action on proposed compensation except for a reduction of compensation that results from the imposition of discipline. (Government Code 54957)

*(cf. 2140 - Evaluation of the Superintendent)*

*(cf. 4115 - Evaluation/Supervision)*

*(cf. 4118 - Suspension/Disciplinary Action)*

*(cf. 4215 - Evaluation/Supervision)*

*(cf. 4218 - Dismissal/Suspension/Disciplinary Action)*

*(cf. 4315 - Evaluation/Supervision)*

\*\*\*Note: Pursuant to Government Code 54957, failure of the Board to give an employee against whom a "specific complaint or charge" has been made the notice described below will render any action taken by the Board in the closed session null and void. Determining whether a "specific complaint or charge" is involved is usually fact-specific and the Board should consult legal counsel as necessary. In *Furtado v. Sierra Community College District*, the court held that the term "specific complaints or charges" as used in Government Code 54957 does not include negative comments in an employee's performance evaluation. In another decision, *Bell v. Vista Unified School District*, the court determined that a presentation to the board by a district staff member regarding an employee's violation of a California Interscholastic Federation rule constituted a "complaint or charge" and thus the employee was entitled to 24-hour notice. Yet another ruling, *Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners*, held that when a board rejects its hearing officer's findings of fact and conducts its own hearing, the employee must be given 24-hour notice.\*\*\*

\*\*\*Note: Furthermore, an Attorney General opinion (78 Ops.Cal.Atty.Gen. 218 (1995)) has clarified that a probationary certificated employee does not have the right to an open session when the Board is discussing whether or not to reemploy him/her for a third consecutive school year. Education Code 44929.21 allows the Board to non-reelect a probationary certificated employee at the end of the first or second school year as long as written notice is given in accordance with law; see AR 4117.6 - Decision Not to Rehire.\*\*\*

The Board may also hold a closed session to hear complaints or charges brought against an employee by another person or employee, unless the employee requests an open session. Before the Board holds a closed session on specific complaints or charges brought against an employee, the employee shall receive written notice of his/her right to have the complaints or charges heard in open session if desired. This notice shall be delivered personally or by mail at least 24 hours before the time of the session. (Government Code 54957)

*(cf. 1312.1 - Complaints Concerning District Employees)*  
*(cf. 4112.9/4212.9/4312.9 - Employee Notifications)*

The Board may hold a closed session to discuss a district employee's application for early withdrawal of funds in a deferred compensation plan when the application is based on financial hardship arising from an unforeseeable emergency due to illness, accident, casualty, or other extraordinary event, as specified in the deferred compensation plan. (Government Code 54957.10)

Agenda items related to district employee appointments and employment shall describe the position to be filled. Agenda items related to performance evaluations shall specify the title of the employee being reviewed. Agenda items related to employee discipline, dismissal, or release require no additional information. (Government Code 54954.5)

#### Negotiations/Collective Bargaining

\*\*\*Note: The Educational Employment Relations Act (Government Code 3540-3549.3) makes four specific exemptions from the Brown Act related to negotiations. Government Code 54957.6 provides that for the purpose of closed sessions related to collective bargaining, "employee" includes an officer or independent contractor who functions as an officer or employee but excludes any elected official, Board member, or other independent contractor.\*\*\*

Unless otherwise agreed upon by the parties involved, the following shall not be subject to the Brown Act: (Government Code 3549.1)

1. Any meeting and negotiating discussion between the district and a recognized or certified employee organization
2. Any meeting of a mediator with either party or both parties to the meeting and negotiating process
3. Any hearing, meeting, or investigation conducted by a factfinder or arbitrator
4. Any executive (closed) session of the district or between the district and its designated representative for the purpose of discussing its position regarding any matter within the scope of representation and instructing its designated representatives

*(cf. 4140/4240/4340 - Bargaining Units)*



*(cf. 4143/4243 - Negotiations/Consultation)*

*(cf. 4143.1/4243.1 - Public Notice - Personnel Negotiations)*

The Board may meet in closed session to review the Board's position and/or instruct its designated representative regarding salaries, salary schedules, or compensation paid in the form of fringe benefits of its represented and unrepresented employees. Any closed session held for this purpose may include discussions of the district's available funds and funding priorities, but only insofar as they relate to providing instructions to the Board's designated representative. (Government Code 54957.6)

For represented employees, the Board may also meet in closed session regarding any other matter within the statutorily provided scope of representation. (Government Code 54957.6)

Closed sessions may take place prior to and during consultations and discussions with representatives of employee organizations and unrepresented employees. For unrepresented employees, closed sessions held pursuant to Government Code 54957.6 shall not include final action on the proposed compensation of one or more unrepresented employees. (Government Code 54957.6)

The Board also may meet in closed session with a state conciliator or mediator who has intervened in proceedings regarding any of the purposes enumerated in Government Code 54957.6.

Agenda items related to negotiations shall specify the name of the district's designated representative(s) attending the closed session. If circumstances necessitate the absence of a specified designated representative, an agent or designee may participate in place of the absent representative as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the organization representing the employee(s) or the position title of the unrepresented employee who is the subject of the negotiations. (Government Code 54954.5)

#### Matters Related to Students

The Board shall meet in closed session to consider the expulsion of a student, unless the student submits a written request at least five days before the date of the hearing that the hearing be held in open session. Regardless of whether the expulsion hearing is conducted in open or closed session, the Board may meet in closed session for the purpose of deliberating and determining whether the student should be expelled. (Education Code 48918)

*(cf. 5144.1 - Suspension and Expulsion/Due Process)*

*(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))*

The Board shall meet in closed session to address any student matter that may involve disclosure of confidential student information, or to consider a suspension, disciplinary action, or any other action against a student except expulsion. If a written request for open session is received from

the parent/guardian or adult student, it will be honored to the extent that it does not violate the privacy rights of any other student. (Education Code 35146, 48912, 49070)

*(cf. 5117 - Interdistrict Attendance)*  
*(cf. 5119 - Students Expelled from Other Districts)*  
*(cf. 5125.3 - Challenging Student Records)*  
*(cf. 5144 - Discipline)*

\*\*\*Note: Although Government Code 54954.2 requires the agenda to have a brief general description of all closed session items to be discussed, Government Code 54954.5 provides no specific description of agenda items related to closed sessions authorized by the Education Code. Since the purpose of conducting the closed session is to protect student privacy rights, the following optional paragraph provides that student names shall not be included on the agenda.\*\*\*

Agenda items related to student matters shall briefly describe the reason for the closed session, such as "student expulsion hearing" or "grade change appeal," without violating the confidentiality rights of individual students. The student shall not be named on the agenda, but a number may be assigned to the student in order to facilitate record keeping. The agenda shall also state that the Education Code requires closed sessions in these cases in order to prevent the disclosure of confidential student record information.

*(cf. 5125 - Student Records)*

#### Security Matters

The Board may meet in closed session with the Attorney General, district attorney, sheriff or chief of police, or their respective deputies, or a security consultant or a security operations manager, on matters posing a threat to the security of public buildings; to the security of essential public services, including water, drinking water, wastewater treatment, natural gas service, and electric service; or to the public's right of access to public services or public facilities. (Government Code 54957)

*(cf. 0450 - Comprehensive Safety Plan)*  
*(cf. 3515 - Campus Security)*  
*(cf. 3516 - Emergencies and Disaster Preparedness Plan)*

\*\*\*Note: Government Code 54956.5 authorizes an emergency meeting in closed session to meet with the law enforcement officials specified above pursuant to Government Code 54957. Two-thirds of the Board members present at the meeting must agree to the need for the closed session. Those emergency situations that necessitate a need for an emergency meeting are listed in BB 9320 - Meetings and Notices and include a terrorist attack, crippling disaster, or other activity that impairs public health or safety. For a list of actions for which more than a majority vote of the Board is required, see BB 9323.2 - Actions by the Board.\*\*\*

The Board may meet in closed session during an emergency meeting held pursuant to Government Code 54956.5 to meet with law enforcement officials for the emergency purposes specified in Government Code 54957 if agreed to by a two-thirds vote of the Board members present. If less than two-thirds of the members are present, then the Board must agree by a

unanimous vote of the members present. (Government Code 54956.5)

Agenda items related to security matters shall specify the name of the law enforcement agency and the title of the officer, or name of applicable agency representative and title, with whom the Board will consult. (Government Code 54954.5)

#### Conference with Real Property Negotiator

\*\*\*Note: An Attorney General opinion (94 Ops.Cal.Atty.Gen. 82 (2011)) has concluded that only three subjects related to real property negotiations may be considered in closed session: (1) the amount of consideration the local agency is willing to pay or accept in exchange for the real property rights to be acquired or transferred; (2) the form, manner, and timing of how that consideration will be paid; and (3) items that are essential to arriving at the authorized price and payment terms. Although Attorney General opinions are not binding, they are accorded deference by the courts.\*\*\*

The Board may meet in closed session with its real property negotiator prior to the purchase, sale, exchange, or lease of real property by or for the district in order to grant its negotiator authority regarding the price and terms of payment for the property. (Government Code 54956.8)

Before holding the closed session, the Board shall hold an open and public session to identify its negotiator(s) and the property under negotiation and to specify the person(s) with whom the negotiator may negotiate. (Government Code 54956.8)

For purposes of real property transactions, negotiators may include members of the Board. (Government Code 54956.8)

Agenda items related to real property negotiations shall specify the district negotiator attending the closed session. If circumstances necessitate the absence of a specified negotiator, an agent or designee may participate in place of the absent negotiator as long as the name of the agent or designee is announced at an open session held prior to the closed session. The agenda shall also specify the name of the negotiating parties and the street address of the real property under negotiation. If there is no street address, the agenda item shall specify the parcel number or another unique reference of the property. The agenda item shall also specify whether instruction to the negotiator will concern price, terms of payment, or both. (Government Code 54954.5)

#### Pending Litigation

Based on the advice of its legal counsel, the Board may hold a closed session to confer with or receive advice from its legal counsel regarding a pending litigation when a discussion of the matter in open session would prejudice the district's position in the litigation. For this purpose, "litigation" means any adjudicatory proceeding, including eminent domain, before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator. (Government Code 54956.9)

\*\*\*Note: Pursuant to Government Code 54956.9, the district is considered to be a "party," or to have "significant

exposure," to a litigation if any of its officers or employees is a party or has significant exposure to the litigation under circumstances specified in items #1 and #2 below.\*\*\*

Litigation is considered "pending" in any of the following circumstances: (Government Code 54956.9)

1. Litigation to which the district is a "party" has been initiated formally. (Government Code 54956.9(a))
2. A point has been reached where, in the Board's opinion based on the advice of its legal counsel regarding the "existing facts and circumstances," there is a "significant exposure to litigation" against the district, or the Board is meeting solely to determine whether, based on existing facts or circumstances, a closed session is authorized. (Government Code 54956.9(b))

Existing facts and circumstances for these purposes are limited to the following: (Government Code 54956.9)

- a. Facts and circumstances that might result in litigation against the district but which the district believes are not yet known to potential plaintiffs and which do not need to be disclosed.
- b. Facts and circumstances including, but not limited to, an accident, disaster, incident, or transactional occurrence which might result in litigation against the district, which are already known to potential plaintiffs and which must be publicly disclosed before the closed session or specified on the agenda.
- c. The receipt of a claim pursuant to the Tort Claims Act or a written threat of litigation from a potential plaintiff. The claim or written communication must be available for public inspection.

*(cf. 3320 - Claims and Actions Against the District)*

- d. A threat of litigation made by a person in an open meeting on a specific matter within the responsibility of the Board.
  - e. A threat of litigation made by a person outside of an open meeting on a specific matter within the responsibility of the Board, provided that the district official or employee receiving knowledge of the threat made a record of the statement before the meeting and the record is available for public inspection. Such record does not need to identify an alleged victim of tortious sexual conduct or anyone making a threat on his/her behalf or identify an employee who is the alleged perpetrator of any unlawful or tortious conduct, unless the identity of this person has been publicly disclosed.
3. Based on existing facts and circumstances, the Board has decided to initiate or is deciding whether to initiate litigation. (Government Code 54956.9(c))

Before holding a closed session pursuant to the pending litigation exception, the Board shall state on the agenda or publicly announce the subdivision of Government Code 54956.9 under which the closed session is being held. If authority is based on Government Code 54956.9(a), the Board shall either state the title or specifically identify the litigation to be discussed or state that doing so would jeopardize the district's ability to effectuate service of process upon unserved parties or to conclude existing settlement negotiations to its advantage. (Government Code 54956.9)

Agenda items related to pending litigation shall be described as a conference with legal counsel regarding either "existing litigation" or "anticipated litigation." (Government Code 54954.5)

"Existing litigation" items shall identify the name of the case specified by either the claimant's name, names of parties, or case or claim number, unless the Board states that to identify the case would jeopardize service of process or existing settlement negotiations. (Government Code 54954.5)

"Anticipated litigation" items shall state that there is significant exposure to litigation pursuant to Government Code 54956.9(b) and shall specify the potential number of cases. When the district expects to initiate a suit, items related to anticipated litigation shall state that the discussion relates to the initiation of litigation pursuant to Government Code 54956.9(c) and shall specify the potential number of cases. The agenda or an oral statement before the closed session may be required to provide additional information regarding existing facts and circumstances described in item #2 b-e above. (Government Code 54954.5)

### Joint Powers Agency Issues

\*\*\*Note: The following section applies to districts participating in a joint powers agency (JPA) for insurance pooling or in a self-insurance authority.\*\*\*

The Board may meet in closed session to discuss a claim for the payment of tort liability losses, public liability losses, or workers' compensation liability incurred by a joint powers agency (JPA) formed for the purpose of insurance pooling or self-insurance authority of which the district is a member. (Government Code 54956.95)

Closed session agenda items related to liability claims shall specify the claimant's name and the name of the agency against which the claim is made. (Government Code 54954.5)

*(cf. 3530 - Risk Management/Insurance)*

\*\*\*Note: Pursuant to Government Code 54956.96, a JPA may adopt a provision, either through a policy or through the joint powers agreement, authorizing a school district Board member serving on the JPA board to disclose confidential information received during the JPA board's closed session under the circumstances specified below. Government Code 54954.5 provides an agenda description for the purpose of this closed session. The following optional paragraphs are for use by districts that participate in a JPA that has adopted such a provision.\*\*\*

When the board of the JPA has so authorized and upon advice of district legal counsel, the Board may meet in closed session in order to receive, discuss, and take action concerning information obtained in a closed session of the JPA. During the Board's closed session, a Board member serving on the JPA board may disclose confidential information acquired during a closed session of the JPA to fellow Board members. (Government Code 54956.96)

The Board member may also disclose the confidential JPA information to district legal counsel in order to obtain advice on whether the matter has direct financial or liability implications for the district. (Government Code 54956.96)

Closed session agenda items related to conferences involving a JPA shall specify the closed session description used by the JPA and the name of the Board member representing the district on the JPA board. Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives shall also be included. (Government Code 54954.5)

#### Review of Audit Report from Bureau of State Audits

\*\*\*Note: Government Code 54956.75 authorizes the Board to meet in closed session to discuss a final draft audit report from the Bureau of State Audits. This authority relates to situations in which a member of the legislature has requested the Bureau of State Audits to audit a school district. This audit is separate from the annual audit that districts must conduct pursuant to Education Code 41020. The law does not authorize the Board to meet in closed session to discuss the district's annual audit.\*\*\*

Upon receipt of a confidential final draft audit report from the Bureau of State Audits, the Board may meet in closed session to discuss its response to that report. After public release of the report from the Bureau of State Audits, any Board meeting to discuss the report must be conducted in open session, unless exempted from that requirement by some other provision of law. (Government Code 54956.75)

Closed session agenda items related to an audit by the Bureau of State Audits shall state "Audit by Bureau of State Audits." (Government Code 54954.5)

#### Review of Assessment Instruments

The Board may meet in closed session to review the contents of any student assessment instrument approved or adopted for the statewide testing system. Before any such meeting, the Board shall agree by resolution to accept any terms or conditions established by the State Board of Education for this review. (Education Code 60617)

*(cf. 6162.5 - Student Assessment)*

\*\*\*Note: The following optional paragraph provides for compliance with Government Code 54954.2, which requires the agenda to have a brief general description of all closed session items to be discussed. Government Code 54954.5 provides no specific description of agenda items related to closed sessions authorized by the Education Code.\*\*\*

Agenda items related to the review of student assessment instruments shall state that the Board is reviewing the contents of an assessment instrument approved or adopted for the statewide testing program and that Education Code 60617 authorizes a closed session for this purpose in order to maintain the confidentiality of the assessment under review.

Legal Reference:

EDUCATION CODE

35145 *Public meetings*

35146 *Closed session (re student suspension)*

44929.21 *Districts with ADA of 250 or more*

48912 *Governing board suspension*

48918 *Rules governing expulsion procedures; hearings and notice*

49070 *Challenging content of students records*

60617 *Meetings of governing board*

GOVERNMENT CODE

3540-3549.3 *Educational Employment Relations Act*

6252-6270 *California Public Records Act*

54950-54963 *The Ralph M. Brown Act*

COURT DECISIONS

*Morrison v. Housing Authority of the City of Los Angeles Board of Commissioners, (2003) 107 Cal.App.4th 860*

*Bell v. Vista Unified School District, (2001) 82 Cal.App. 4th 672*

*Fischer v. Los Angeles Unified School District, (1999) 70 Cal.App. 4th 87*

*Furtado v. Sierra Community College District (1998) 68 Cal.App. 4th 876*

*Roberts v. City of Palmdale, (1993) 5 Cal.App. 4th 363*

*Sacramento Newspaper Guild v. Sacramento County Board of Supervisors, (1968) 263 Cal.App. 2d 41*

ATTORNEY GENERAL OPINIONS

94 Ops.Cal.Atty.Gen. 82 (2011)

86 Ops.Cal.Atty.Gen. 210 (2003)

78 Ops.Cal.Atty.Gen. 218 (1995)

59 Ops.Cal.Atty.Gen. 532 (1976)

Management Resources:

CSBA PUBLICATIONS

*The Brown Act: School Boards and Open Meeting Laws, 2009*

ATTORNEY GENERAL PUBLICATIONS

*The Brown Act: Open Meetings for Legislative Bodies, 2002*

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

*Open and Public IV: A Guide to the Ralph M. Brown Act, rev. July 2010*

WEB SITES

CSBA: <http://www.csba.org>

*California Attorney General's Office: <http://www.oag.ca.gov>*  
*League of California Cities: <http://www.cacities.org>*

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# **CSBA Sample**

## **Board Policy**

### **Comprehensive Local Plan For Special Education**

BP 0430

#### **Philosophy, Goals, Objectives and Comprehensive Plans**

The Governing Board desires to provide a free appropriate public education to all individuals with disabilities, aged 3 to 21 years, who reside in the district, including children who have been suspended or expelled or placed by the district in a nonpublic, nonsectarian school.

Students shall be referred for special education instruction and services only after the resources of the regular education program have been considered, and where appropriate, utilized.  
(Education Code 56303)

(cf. 5144.2 - Suspension and Expulsion/Due Process (Students with Disabilities))  
(cf. 6146.4 - Differential Graduation and Competency Standards for Students with Disabilities)  
(cf. 6159 - Individualized Education Program)  
(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)  
(cf. 6159.2 - Nonpublic, Nonsectarian School and Agency Services for Special Education)  
(cf. 6159.3 - Appointment of Surrogate Parent for Special Education Students)  
(cf. 6159.4 - Behavioral Interventions for Special Education Students)  
(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)  
(cf. 6164.6 - Identification and Education Under Section 504)

\*\*\*Note: Education Code 56195.1 requires a local plan for the education of all individuals with disabilities residing in the district. This plan may be developed in conjunction with other districts (Option 1 below) or by a single district (Option 2). \*\*\*

The special education local plan area (SELPA) shall administer a local plan and administer the allocation of funds. (Education Code 56195)

(cf. 1220 - Citizen Advisory Committees)  
(cf. 1312.3 - Uniform Complaint Procedures)  
(cf. 3541.2 - Transportation for Students with Disabilities)  
(cf. 4112.23 - Special Education Staff)

#### **~~OPTION 1: (Districts that participate in a multidistrict SELPA)~~**

In order to meet the needs of individuals with disabilities and employ staff with adequate expertise for this purpose, the district participates as a member of the SELPA.

The Superintendent or designee shall extend the district's full cooperation to the SELPA. The policies and procedures of the SELPA shall be applied as policies and regulations of this district,

with the exception of those that apply to complaints, unless the SELPA plan specifically authorizes the district to operate under its own policies and regulations.

~~OPTION 2: (Single-district SELPA)~~

~~In order to meet the needs of individuals with disabilities and employ staff with adequate expertise for this purpose, the district shall serve as a SELPA.~~

~~The Superintendent or designee shall develop a local plan for the education of individuals with disabilities residing in the district. The plan shall be approved by the Board.~~

Legal Reference:

EDUCATION CODE

56000-56001 Education for individuals with exceptional needs  
56020-56035 Definitions  
56040-56046 General provisions  
56048-56050 Surrogate parents  
56055 Foster parents  
56060-56063 Substitute teachers  
56170-56177 Children enrolled in private schools  
56190-56194 Community advisory committees  
56195-56195.10 Local plans  
56205-56208 Local plan requirements  
56213 Special education local plan areas with small or sparse populations  
56240-56245 Staff development  
56300-56385 Identification and referral, assessment, instructional planning  
56440-56447.1 Programs for individuals between the ages of three and five years  
56500-56508 Procedural safeguards, including due process rights  
56520-56524 Behavioral interventions  
56600-56606 Evaluation, audits and information  
56836-56836.05 Administration of local plan

GOVERNMENT CODE

7579.5 Surrogate parent, appointment, qualifications, liability  
95000-95029 California Early Intervention Services Act

WELFARE AND INSTITUTIONS CODE

361 Limitations on parental control  
726 Limitations on parental control

CODE OF REGULATIONS, TITLE 5

3000-3089 Regulations governing special education

UNITED STATES CODE, TITLE 20

1400-1482 Individuals with Disabilities Education Act

UNITED STATES CODE, TITLE 29

794 Rehabilitation Act of 1973, Section 504

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act  
CODE OF FEDERAL REGULATIONS, TITLE 34  
99.10-99.22 Inspection, review and procedures for amending education records  
104.1-104.39 Section 504 of the Rehabilitation Act of 1973  
300.1-300.818 Assistance to states for the education of children with disabilities, including:  
300.500-300.520 Due process procedures for parents and children  
303.1-303.654 Early intervention program for infants and toddlers with disabilities

Management Resources:

WEB SITES

California Department of Education, Special Education: <http://www.cde.ca.gov/sp/se>

U.S. Department of Education, Office of Special Education Programs:

<http://www.ed.gov/about/offices/list/osers/osep>

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# **Board Policy**

## **Title I Program Improvement Schools**

BP 0520.2

### **Philosophy, Goals, Objectives and Comprehensive Plans**

\*\*\*Note: The following optional policy and accompanying administrative regulation are for use by districts that receive federal Title I funds to improve the academic achievement of students from economically disadvantaged families; also see BP/AR 6171 - Title I Programs. Pursuant to the No Child Left Behind Act of 2001 (NCLB) (20 USC 6316), schools receiving Title I funds are identified for "program improvement" (PI) if they fail to make "adequate yearly progress" (AYP), as defined by the State Board of Education (SBE), for two or more consecutive years. See the definition of AYP in the accompanying administrative regulation. According to the state criteria, a school is identified for PI if, for each of two consecutive years, it either (1) does not make AYP in the same content area (English language arts or mathematics) schoolwide or for any numerically significant student subgroup or (2) does not make AYP on the same indicator (Academic Performance Index or high school graduation rate) schoolwide. The assessment scores of small schools that have too few students to generate a school-level report are aggregated into a district accountability measure. For further information about the identification of PI schools, see the California Department of Education's (CDE) Adequate Yearly Progress Report Information Guide.\*\*\*

\*\*\*Note: See BP/AR 0520.3 - Title I Program Improvement Districts for requirements pertaining to local educational agencies identified for PI pursuant to 20 USC 6316.\*\*\*

\*\*\*Note: The following paragraph reflects the goals of the PI program pursuant to 20 USC 6311 and may be revised to reflect district practice.\*\*\*

The Governing Board is committed to enabling all district students to meet state academic achievement standards and to narrowing the achievement gap among student groups. To that end, the Board shall assist all district schools, including those receiving federal Title I funds, to achieve adequate yearly progress, as defined by the State Board of Education.

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)  
(cf. 6011 - Academic Standards)  
(cf. 6162.5 - Student Assessment)  
(cf. 6162.51 - Standardized Testing and Reporting Program)  
(cf. 6171 - Title I Programs)

Whenever a district school is identified by the California Department of Education as in need of program improvement (PI), the Superintendent or designee shall ensure that school improvement efforts are coordinated and aligned. He/she shall also revise the school's Single Plan for Student Achievement in accordance with law and as specified in administrative regulation.

(cf. 0420 - School Plans/Site Councils)  
(cf. 0420.1 - School-Based Program Coordination)  
(cf. 0520.4 - Quality Education Investment Schools)

\*\*\*Note: Pursuant to 20 USC 6316, whenever a school is identified for PI, the district must allow, in Year 1 of PI and in subsequent years, all students in that school to transfer to another district school or charter school that has not been identified for PI. In addition to the transfer option, 20 USC 6316 requires the district to arrange for supplemental educational services for eligible students in schools that are in Year 2 of PI and beyond. For schools in Year 3 of PI and beyond, other corrective actions and/or restructuring must also be implemented. See the accompanying administrative regulation.\*\*\*

\*\*\*Note: 20 USC 6316 and 34 CFR 200.48 require that the district set aside an amount equal to at least 20 percent of district Title I funds to pay for costs related to supplemental educational services and transportation for student transfers. Districts have some discretion as to how much is spent on each purpose, provided that at least 5 percent of the district's total Title I allocation is allotted to each purpose. The district may spend less if the demand is met. The district may, but is not required to, use non-Title I funds or additional federal, state, or local sources of funding for these purposes if the demand for services exceeds 20 percent.\*\*\*

\*\*\*Note: Administrative costs cannot be counted in these amounts. However, pursuant to 34 CFR 200.48, as amended by 73 Fed. Reg. 210, the cost of determining outreach and assistance to parents/guardians concerning their choice to transfer their child or to request supplemental services may be included within specified limits. 73 Fed. Reg. 210 also amended 34 CFR 200.48 to provide that, if a district does not meet its 20 percent spending obligation in a given school year, it must spend the unexpended amount on these purposes in the subsequent school year, unless it meets specified criteria; see the accompanying administrative regulation.\*\*\*

Depending on the length of time a district school has been identified for PI, the district shall provide opportunities for student transfers, supplemental educational services, other corrective actions, and/or restructuring in accordance with law.

(cf. 5116.1 - Intradistrict Open Enrollment)  
(cf. 6179 - Supplemental Instruction)

#### Program Evaluation

\*\*\*Note: The following optional section may be revised to reflect indicators of program effectiveness agreed upon by the Governing Board and Superintendent and/or required by the state plan for NCLB adopted pursuant to 20 USC 6311.\*\*\*

\*\*\*Note: Pursuant to 20 USC 6311, any district receiving Title I, Part A funds must prepare and disseminate an annual report card which includes specified information regarding student achievement on statewide academic assessments, indicators of AYP, whether the district or district schools have been identified for PI, graduation rates, and teacher qualifications. 34 CFR 200.11, as amended by 73 Fed. Reg. 210, adds a requirement that districts report the most recent

available academic achievement results in grades 4 and 8 on the National Assessment of Educational Progress reading and mathematics assessments. The report cards must include the percentage of students at each achievement level, for the total student population and for each numerically significant subgroup, and participation rates for students with disabilities and English learners.\*\*\*

\*\*\*Note: Rather than issuing a district-level report card, districts are allowed by 20 USC 6311 to incorporate the information into the school accountability report card required by Education Code 35256; see BP 0510 - School Accountability Report Card.\*\*\*

The Board shall annually review the adequate yearly progress of each district school based on state academic assessments and other indicators specified in the state plan for the No Child Left Behind Act. The Superintendent or designee shall publicize and disseminate the results of this review to parents/guardians, principals, schools, and the community so that the instructional program can be continually refined to help all students meet state academic standards. (20 USC 6316)

(cf. 0510 - School Accountability Report Card)  
(cf. 6190 - Evaluation of the Instructional Program)

The Board and Superintendent or designee also shall review the effectiveness of the actions and activities carried out by PI schools with respect to parental involvement, professional development, and other PI activities. (20 USC 6316)

(cf. 4131 - Staff Development)  
(cf. 6020 - Parent Involvement)

As necessary based on the results of these evaluations, the Board may require the Superintendent or designee to review and revise any of the school's reform plans, including the school's Single Plan for Student Achievement, allocate additional resources toward the implementation of the plan, and/or require more frequent monitoring of the school's progress in order to raise student achievement.

#### Legal Reference:

##### EDUCATION CODE

35256 School accountability report card

60642.5 California Standards Tests

60850-60856 High School Exit Examination

64000 Categorical programs included in consolidated application

64001 Single school plan for student achievement, consolidated application programs

##### CODE OF REGULATIONS, TITLE 5

11992-11994 Persistently dangerous schools, definition

13075-13075.4 Supplemental educational services

##### UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act  
6301 Title I program purpose  
6311 Adequate yearly progress  
6312 Local educational agency plan  
6313 Eligibility of schools and school attendance areas; funding allocation  
6316 School improvement  
7912 Persistently dangerous schools  
UNITED STATES CODE, TITLE 29  
794 Section 504 of the Rehabilitation Act  
CODE OF FEDERAL REGULATIONS, TITLE 34  
99.1-99.67 Family Educational Rights and Privacy  
200.13-200.20 Adequate yearly progress  
200.30-200.35 Identification of program improvement schools  
200.36-200.38 Notification requirements  
200.39-200.43 Requirements for program improvement, corrective action, and restructuring  
200.44 School choice option  
200.45-200.47 Supplemental educational services  
200.48 Funding for transportation and supplemental services  
200.49-200.51 State responsibilities  
200.52-200.53 District improvement

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

2008 Adequate Yearly Progress Report Information Guide, August 2008

California's Accountability Workbook

FEDERAL REGISTER

Final Rule and Supplementary Information, October 29, 2008. Vol. 73, No. 210, pages  
64436-64513

U.S. DEPARTMENT OF EDUCATION GUIDANCE

Public School Choice, January 14, 2009

Supplemental Educational Services, January 14, 2009

WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Program Improvement:

<http://www.cde.ca.gov/ta/ac/ti/programimprov.asp> U.S. Department of Education, No Child Left

Behind: <http://www.nclb.gov>

# Administrative Regulation

## Title I Program Improvement Schools

AR 0520.2

### Philosophy, Goals, Objectives and Comprehensive Plans

\*\*\*Note: The following optional administrative regulation reflects the requirements of the No Child Left Behind Act of 2001 (NCLB) (20 USC 6316) for Title I schools that fail to make "adequate yearly progress" (AYP) for two or more consecutive school years and thus are identified for program improvement (PI). \*\*\*

#### Definitions

\*\*\*Note: Specific indicators used by the State Board of Education (SBE) to define AYP and "numerically significant subgroups" are described in the state's federally approved Accountability Workbook and are subject to change. 73 Fed. Reg. 210 amended 34 CFR 200.19 to make a number of changes for calculating the high school graduation rate. \*\*\*

Adequate yearly progress (AYP) is a series of annual academic performance goals, as defined by the State Board of Education, that incorporate student participation levels on state assessments, minimum required percentages of students scoring at the proficient level or above on English language arts and mathematics state assessments, ~~high school graduation rates~~, and growth on the state's Academic Performance Index (API).

(cf. 6162.51 - Standardized Testing and Reporting Program)

(cf. 6162.52 - High School Exit Examination)

Numerically significant subgroups include economically disadvantaged students, students from major racial and ethnic groups, students with disabilities, and students with limited English proficiency, when the number of students in the subgroup is sufficient to yield statistically reliable results. (20 USC 6311)

Program improvement (PI) school is a school receiving federal Title I funds that has failed to make AYP for each of two consecutive school years in the same content area (i.e., English-language arts or mathematics) schoolwide or for any numerically significant subgroup, or has failed to make AYP on the same additional indicator (i.e., API for all schools or, ~~for high schools, graduation rate~~) schoolwide.

#### Year 1 Program Improvement

When any Title I school is identified for Year 1 PI: (20 USC 6316)

1. The Superintendent or designee shall provide students enrolled in the school the option of transferring to another district school or charter school that has not been identified for PI, as



described below under "Student Transfers."

(cf. 0420.4 - Charter Schools)

\*\*\*Note: 20 USC 6316 requires PI schools to develop or revise a two-year improvement plan. The Categorical Program Monitoring instrument used by the California Department of Education (CDE) to determine program compliance indicates that the school should revise its Single Plan for Student Achievement, developed pursuant to Education Code 64000-64001, to fulfill this requirement. \*\*\*

2. The principal and school community shall revise the school's Single Plan for Student Achievement in accordance with 20 USC 6316, and present it for approval by the Governing Board.

(cf. 0420 - School Plans/Site Councils)

(cf. 6171 - Title I Programs)

3. Within 45 days of receiving the plan, the Board shall establish a peer review process to assist with the review of the plan, work with the school as necessary, and approve the plan if it meets the requirements of law. (20 USC 6316)

4. The school shall implement the plan no later than the beginning of the next full school year following the school's identification for PI, or, if the plan has not been approved prior to beginning the school year, immediately upon approval of the plan. (20 USC 6316)

5. As the school develops and implements the school plan, the Superintendent or designee shall ensure that the school receives technical assistance either from the district, the California Department of Education (CDE), an institution of higher education, a private organization, an educational service agency, or another entity with experience in helping schools improve academic achievement, including assistance in: (20 USC 6316)

a. Analyzing data from state assessments and other examples of student work to identify and address problems in instruction and/or problems in implementing Title I requirements pertaining to parent involvement, professional development, or school and district responsibilities identified in the school plan

b. Identifying and implementing professional development, instructional strategies, and methods of instruction that are based on scientifically based research and that have proven effective in addressing the specific instructional issues that caused the school to be identified for PI

c. Analyzing and revising the school's budget so that the school's resources are more effectively allocated to the activities most likely to increase student achievement and remove the school from PI status

(cf. 3100 - Budget)

## Year 2 Program Improvement

For any Title I school that fails to make AYP by the end of the first full school year after being identified for PI, the Superintendent or designee shall: (20 USC 6316)

1. Continue to provide all students enrolled in the school the option of transferring to another district school or charter school that has not been identified for PI, as described below under "Student Transfers"
2. Arrange for the provision of supplemental educational services to eligible students from low-income families by a provider with a demonstrated record of effectiveness, as described below under "Supplemental Educational Services"
3. Continue to provide for technical assistance

## Year 3 Program Improvement: Corrective Action

When a school continues to fail to make AYP by the end of the second full school year after identification for PI (~~four consecutive years of failure to make AYP~~), the Superintendent or designee shall continue to provide all elements of Year 1 and Year 2 PI. In addition, the Board shall take at least one of the following corrective actions: (20 USC 6316)

1. Replace school staff relevant to the failure  
(cf. 4113 - Assignment)
2. Implement a new curriculum and related professional development  
(cf. 4131 - Staff Development)  
(cf. 4231 - Staff Development)  
(cf. 4331 - Staff Development)
3. Significantly decrease management authority at the school level
4. Appoint an outside expert to advise the school
5. Extend the school year or school day for the school  
(cf. 6111 - School Calendar)
6. Restructure the internal organization of the school

## Year 4 Program Improvement and Beyond: Restructuring

For any school that continues to fail to make AYP after one full year of corrective action, the

Superintendent or designee shall continue to provide all students enrolled in the school with the option to transfer to another district school or charter school and continue to make supplemental educational services available to eligible students who remain in the school. In addition, the Board shall develop a plan and make necessary arrangements to implement one of the following options for alternative governance and restructuring, consistent with state law: (20 USC 6316)

1. Reopen the school as a charter school
2. Replace all or most of the school staff relevant to the failure
3. Enter into a contract with an entity with a demonstrated record of effectiveness to operate the school
4. Turn the operation of the school over to the CDE
5. Institute any other major restructuring of the school's governance arrangements that makes fundamental reforms

#### Notifications

\*\*\*Note: 20 USC 6316 and 34 CFR 200.37 require the following notification to parents/guardians. Templates that can be used by the district to develop the notification for any year of PI, as well as translations in many languages, are available on the CDE's web site. \*\*\*

Whenever a school is identified for PI, corrective action, or restructuring, the Superintendent or designee shall promptly notify parents/guardians of students enrolled in that school. The notification shall include: (20 USC 6316; 34 CFR 200.37)

1. An explanation of what the identification means, and how the school compares in terms of academic achievement to other elementary or secondary schools in the district and state
2. The reasons for the identification
3. An explanation of what the school is doing to address the problem of low achievement
4. An explanation of what the district or state is doing to help the school address the achievement problem
5. An explanation of how parents/guardians can become involved in addressing the academic issues that caused the school to be identified for PI

\*\*\*Note: Specific requirements for the notifications described in items #6 and 7 below are addressed below in the sections on "Student Transfers" and "Supplemental Educational Services," respectively. \*\*\*

6. An explanation of the option to transfer to another district school or charter school as

described below under "Student Transfers"

7. If the school is in Year 2 of PI or beyond, an explanation of how parents/guardians can obtain supplemental educational services for their child as described below under "Supplemental Educational Services"

(cf. 5145.6 - Parental Notifications)

The Superintendent or designee shall disseminate information about corrective actions taken at any district school to the parents/guardians of each student in that school and to the public through such means as the Internet, the media, and public agencies. (20 USC 6316)

The Superintendent or designee shall promptly notify teachers and parents/guardians whenever a school is identified for restructuring and shall provide them adequate opportunities to comment before taking action and to participate in developing any plan for restructuring school governance. (20 USC 6316)

All notifications pertaining to PI shall be written in an understandable and uniform format and, to the extent practicable, in a language the parents/guardians can understand. (20 USC 6316)

\*\*\*Note: 20 USC 6316 and 34 CFR 200.48 require districts to spend at least 20 percent of district Title I funds for costs related to supplemental educational services, transportation for student transfers, and related outreach and assistance to parents/guardians; see the accompanying Board policy. As amended by 73 Fed. Reg. 210, 34 CFR 200.48 authorizes districts to spend less than 20 percent if specified criteria are met. These criteria include providing timely, accurate notifications as described above and partnering with outside groups to inform students and families, as provided below. The following paragraph is optional. \*\*\*

To the extent practicable, the district shall partner with outside groups, such as faith-based organizations, other community-based organizations, and business groups, to help inform eligible students and their families of the opportunities to transfer or to receive supplemental educational services. (34 CFR 200.48)

#### Student Transfers

\*\*\*Note: As noted above, 20 USC 6316 requires any school in Year 1 of PI or beyond to provide all students in that school with an opportunity to transfer to another public or charter school in the district. \*\*\*

\*\*\*Note: 34 CFR 200.44 provides that a district subject to a desegregation plan, whether voluntary, court-ordered, or required by a federal or state administrative agency, is not exempt from the requirement to allow such transfers. However, the district may take into account the requirements of the desegregation plan in determining how to provide students with the option to transfer to another school. \*\*\*

\*\*\*Note: Because NCLB requires the district to offer intradistrict transfers to all students in PI

schools, it is recommended that the district give priority to such students in its intradistrict open enrollment policy; see BP 5116.1 - Intradistrict Open Enrollment. \*\*\*

All students enrolled in a school in Year 1 of PI or beyond shall be provided an option to transfer to another district school or charter school that: (20 USC 6316; 34 CFR 200.44)

1. Has not been identified for PI, corrective action, or restructuring

\*\*\*Note: Districts must offer students attending a school identified as "persistently dangerous" by the CDE the opportunity to transfer to another district school. See BP/AR 5116.1 - Intradistrict Open Enrollment for a definition of "persistently dangerous" and other conditions regarding this type of transfer. \*\*\*

2. Has not been identified by the CDE as a "persistently dangerous" school pursuant to 20 USC 7912 and 5 CCR 11992-11994

(cf. 0450 - Comprehensive Safety Plan)  
(cf. 5116.1 - Intradistrict Open Enrollment)

\*\*\*Note: Pursuant to 20 USC 6316 and 34 CFR 200.44, all students in PI schools must be given the opportunity to transfer although priority must be given to the lowest achieving students from low-income families. U.S. Department of Education (USDOE) non-regulatory guidance (Public School Choice) clarifies that all students in such schools must be given an option to transfer but the district should determine situations in which prioritization must be applied (e.g., the lowest achieving students from low-income families are given their first choice and/or are provided transportation first if funds are limited). For these purposes, the district must determine family income on the same basis that the district uses to make Title I allocations to schools. \*\*\*

Among these students, priority shall be given to the lowest achieving students from low-income families, as defined by the district for purposes of allocating Title I funds. (20 USC 6316; 34 CFR 200.44)

If two or more district schools are eligible to accept transfers based on criteria listed in items #1-2 above, the district shall provide a choice of more than one such school and shall take into account parent/guardian preferences among the choices offered. (34 CFR 200.44)

\*\*\*Note: 34 CFR 200.44 indicates that lack of capacity is not a permissible reason to deny transfer opportunities to students. The USDOE guidance and CDE correspondence dated October 31, 2007, reiterate that districts must either create additional capacity or provide choices of other schools. The CDE correspondence cautions districts to ensure that nothing in their parental notification letter or transfer application implies that choice may be limited due to a lack of capacity. When capacity is an issue, the district might consider portable classrooms, reassignment of teachers, distance learning programs, the establishment of new charter schools, or other options. \*\*\*

School capacity shall not be used to deny transfer opportunities to students. However, the

Superintendent or designee may consider capacity in selecting schools that will be offered as alternatives for school choice. The Board may increase capacity in eligible district schools to accommodate all students who wish to transfer.

\*\*\*Note: 34 CFR 200.37 and 200.44, as amended by 73 Fed. Reg. 210, clarify timelines for the notice and implementation of the transfer option, as provided below. Preliminary AYP determinations are reported by the CDE prior to the beginning of the traditional school year to enable districts to meet the following requirement. \*\*\*

The transfer option shall be offered so that students may transfer in the school year following the school year in which the district administered the assessments that resulted in the identification of the school for PI, corrective action, or restructuring. In order to provide adequate time for parents/guardians to exercise their transfer option before the school year begins, the Superintendent or designee shall notify parents/guardians of the available school choices sufficiently in advance of, but no later than 14 calendar days before, the start of the school year. (34 CFR 200.37, 200.44)

\*\*\*Note: 34 CFR 200.37 contains requirements for the content of the notice that must be provided to parents/guardians whenever a school is identified for PI, corrective action, or restructuring, which include the content described in items #4-5 below related to school choice. The USDOE guidance describes additional requirements that the notice should contain (items #1-3 below). These requirements are incorporated into the sample parental notification available on the CDE's web site. \*\*\*

Notice of the transfer option shall:

1. Inform parents/guardians that their child is eligible to attend another public school due to the identification of the current school as in need of improvement
2. Identify each public school or public charter school that the parent/guardian can select
3. Explain why the choices made available to the parents/guardians may have been limited
4. Provide information on the academic achievement of the school(s) to which the student may transfer (34 CFR 200.37)
5. Explain the provision of transportation to the new school (34 CFR 200.37)

\*\*\*Note: 34 CFR 200.37 describes additional content of the notice that may be provided to parents/guardians at the district's discretion. The following paragraph is optional and may be revised as desired. \*\*\*

The notice may include other information about the school(s) to which the student may transfer, such as a description of any special academic programs or facilities, the availability of before- and after-school programs, the professional qualifications of teachers in the core academic subjects, and a description of parent involvement opportunities. (34 CFR 200.37)

(cf. 5148.2 - Before/After School Programs)

In addition to mailing notices directly to parents/guardians, the Superintendent or designee shall provide information about transfer options through broader means, such as the Internet, the media, and public agencies serving students and their families. (34 CFR 200.36)

\*\*\*Note: 34 CFR 200.39, as amended by 73 Fed. Reg. 210, adds the following requirement for districts that have their own web sites. If the district does not have a web site, the CDE is required to provide this information on its web site. \*\*\*

To ensure that parents/guardians have current information, the district shall prominently display on its web site, in a timely manner each school year, the number of students who were eligible for and who participated in the student transfer option, beginning with data from the 2007-08 school year and each subsequent year thereafter, and a list of available schools to which eligible students may transfer in the current school year. (34 CFR 200.39)

\*\*\*Note: According to the USDOE guidance, the district may set a reasonable deadline by which parents/guardians must respond to the offered transfer option, as long as parents/guardians have sufficient time and information to make an informed decision. The following paragraph is optional and may be revised to specify timelines for each step of the process. See E(1) 0520.2 for a sample form that the district can use for parent/guardian requests for student transfers. \*\*\*

The Superintendent or designee may establish reasonable timelines for parents/guardians to indicate their intent to transfer their child and for the district to notify parents/guardians of the school assignment.

\*\*\*Note: According to the USDOE guidance, parents/guardians do not necessarily have to be guaranteed their first choice of schools. The following optional paragraph reflects language in the guidance that authorizes, but does not require, districts to develop a system of rank-ordering preferences. \*\*\*

The Superintendent or designee may require parents/guardians to rank-order their preferences from among schools that are eligible to receive transfer students. Parents/guardians may decline their assigned school and remain in their school of origin.

\*\*\*Note: If a student exercises the option to transfer to another school, 20 USC 6316 and 34 CFR 200.44 require the district to provide or pay for the student's transportation to that school. The USDOE guidance clarifies that, if the district does not offer transportation services to its students, it will be required to reimburse parents/guardians for the costs of providing transportation or for using public transportation. This requirement is an exception to state and federal law for other types of intradistrict transfers for which the district is not obligated to provide or pay for transportation; see BP 5116.1 - Intradistrict Open Enrollment. \*\*\*

The district shall provide, or shall pay for the provision of, transportation for the student to the public school that student chooses to attend. (20 USC 6316; 34 CFR 200.44)

(cf. 3540 - Transportation)

\*\*\*Note: The USDOE guidance states that districts have flexibility to establish transportation zones based on geographic location. The following optional paragraph is based on the authority in the USDOE guidance and may be revised to reflect district practice. \*\*\*

To ensure that transportation may be reasonably provided, the Superintendent or designee may establish transportation zones based on geographic location. Transportation to schools within a zone shall be fully provided, while transportation outside the zone may be partially provided.

Any student who transfers to another school may remain in that school until he/she has completed the highest grade in that school. However, the district shall not be obligated to provide, or pay for the provision of, transportation for the student after the end of the school year that the school of origin is no longer identified for PI, corrective action, or restructuring. (20 USC 6316; 34 CFR 200.44)

In the event that all district schools are identified for PI, corrective action, or restructuring, the district shall, to the extent practicable, establish a cooperative agreement with other local educational agencies in the area for an interdistrict transfer. (20 USC 6316; 34 CFR 200.44)

(cf. 5117 - Interdistrict Attendance)

#### Supplemental Educational Services

\*\*\*Note: As described above, 20 USC 6316 and 34 CFR 200.45 require the district to make supplemental educational services available to students from low-income families whenever a school is in Year 2 of PI or beyond. For these purposes, the district must determine family income on the same basis that the district uses to make Title I allocations to schools. Parents/guardians are allowed to select supplemental educational services within the district or in neighboring local educational agencies from a list of entities approved by the SBE. USDOE non-regulatory guidance (Supplemental Educational Services) indicates that parents/guardians also may select a provider that is accessible through technology, such as e-learning, online, or distance learning technology. \*\*\*

When required by law, supplemental educational services shall be provided outside the regular school day and shall be specifically designed to increase achievement of eligible students from low-income families on state academic assessments and to assist them in attaining state academic standards. (20 USC 6316)

(cf. 6011 - Academic Standards)

(cf. 6179 - Supplemental Instruction)

\*\*\*Note: 20 USC 6316 and 34 CFR 200.37 address the content of the notification that must be issued when a school is required to provide supplemental educational services. These requirements are incorporated into the sample parental notification letters available on the CDE's



web site. \*\*\*

When a school is required to provide supplemental educational services, the Superintendent or designee shall annually notify parents/guardians of: (20 USC 6316; 34 CFR 200.37)

1. The availability of supplemental educational services
2. The identity of approved providers that are within the district or are reasonably available in neighboring local educational agencies
3. The identity of approved providers of technology-based or distance learning supplemental educational services

\*\*\*Note: 34 CFR 200.37, as amended by 73 Fed. Reg. 210, now requires districts to indicate providers who can serve students with disabilities or limited English proficiency, as provided in item #4 below, and to explain the benefits of receiving services, as provided in item #5 below. \*\*\*

4. The services, qualifications, and demonstrated effectiveness of each provider, including an indication of those providers who are able to serve students with disabilities or limited English proficiency
5. The benefits of receiving supplemental educational services

\*\*\*Note: The USDOE guidance suggests that the notification also include procedures and timelines for selecting a provider. The following paragraph is optional. \*\*\*

In addition, the notification shall describe procedures and timelines that parents/guardians must follow to select a provider.

\*\*\*Note: 73 Fed. Reg. 210 amended 34 CFR 200.37 to add the following requirement pertaining to notification of supplemental educational services. \*\*\*

This notification shall be clearly distinguishable from other information sent to parents/guardians regarding identification of the school for PI, corrective action, or restructuring. (34 CFR 200.37)

\*\*\*Note: 34 CFR 200.39, as amended by 73 Fed. Reg. 210, adds the following requirement for districts that have their own web sites. If the district does not have a web site, the CDE is required to provide this information on its web site. \*\*\*

To ensure that parents/guardians have current information, the district shall prominently display on its web site, in a timely manner each school year, the number of students who were eligible for and who participated in supplemental educational services, beginning with data from the 2007-08 school year and each subsequent year thereafter, a list of state-approved providers serving the district in the current year, and the location where services are provided. (34 CFR 200.39)

\*\*\*Note: 20 USC 6316 requires a district to spend 20 percent of its Title I spending obligation on costs related to supplemental educational services, transportation for transfers, and related outreach and assistance to parents/guardians; see the accompanying Board policy. 34 CFR 200.48, as amended by 73 Fed. Reg. 210, specifies that, in order to spend less than 20 percent, a district must distribute sign-up forms for supplemental educational services, establish at least two enrollment windows, and make school facilities available to eligible providers, as provided below. The following three paragraphs are optional. \*\*\*

\*\*\*Note: See E(2) 0520.2 for a sample service request form. \*\*\*

The Superintendent or designee shall distribute sign-up forms for supplemental educational services directly to all eligible students and their parents/guardians and make them available and accessible through broad means of dissemination such as the Internet, other media, and communications through public agencies serving eligible students and their families. (34 CFR 200.48)

The district shall provide a minimum of two enrollment windows, at separate points in the school year, that are of sufficient length to enable parents/guardians of eligible students to make informed decisions about requesting supplemental educational services and selecting a provider. (34 CFR 200.48)

Eligible supplemental services providers shall be given access to school facilities, using a fair, open, and objective process, on the same basis as other groups that seek access to school facilities. (34 CFR 200.48)

(cf. 1330 - Use of School Facilities)

\*\*\*Note: The USDOE guidance advises that the district may establish a reasonable deadline by which parents/guardians must request services, as long they are given sufficient time and information to make an informed decision. The following paragraph may be revised to include any such deadline established by the district.\*\*\*

Within a reasonable period of time established by the Superintendent or designee, parents/guardians shall select a service provider from among those approved by the SBE. Upon request, the Superintendent or designee shall assist parents/guardians in choosing a provider. (20 USC 6316; 34 CFR 200.46)

\*\*\*Note: Pursuant to 34 CFR 200.47, a school district may apply to the SBE to become a supplemental service provider as long as the district has not been identified as a PI district, program staff are not employed at a school identified for PI, and the district demonstrates a record of effectiveness. 5 CCR 13075.1 and 13075.2 define "record of effectiveness" and list application requirements. 5 CCR 13075.4 lists conditions under which a provider's status can be terminated by the SBE. The following optional paragraph is for use by districts that have been approved as service providers.\*\*\*

When the district is an approved service provider, the Superintendent or designee shall be careful to provide parents/guardians with a balanced presentation of the options available to them and shall ensure that they understand their right to select the district or any other service provider.

The Superintendent or designee shall ensure that eligible students with disabilities, students covered under Section 504 of the federal Rehabilitation Act, and students with limited English proficiency receive appropriate supplemental educational services with any necessary accommodations or language assistance. (34 CFR 200.46)

(cf. 6159 - Individualized Education Program)

(cf. 6164.4 - Identification and Evaluation of Individuals for Special Education)

(cf. 6164.6 - Identification and Education Under Section 504)

(cf. 6174 - Education for English Language Learners)

\*\*\*Note: The USDOE guidance clarifies that, if supplemental educational services providers are unable to provide necessary accommodations or language assistance to students with disabilities, students covered under Section 504, or students who are English learners, districts are obligated to provide or contract for such services with accommodations or language assistance, as provided below.\*\*\*

If no provider is able to make the services available to such students, the district shall provide these services with necessary accommodations or language assistance, either directly or through a contract. Supplemental educational services shall be consistent with a student's individualized education program (IEP) or Section 504 services plan.

If available funds are insufficient to provide supplemental educational services to each eligible student whose parents/guardians request those services, priority shall be given to the lowest achieving eligible students. (20 USC 6316)

\*\*\*Note: The USDOE guidance notes that districts should establish fair and equitable procedures for selecting students to receive services if a particular provider does not have the capacity to serve all students who have selected that provider. The guidance encourages districts to consider allocating available spaces consistent with the priority to serve the lowest achieving eligible students. The following paragraph is optional.\*\*\*

If the number of parents/guardians selecting a particular provider exceeds the capacity of that provider, priority intentent or designee shall enter into an agreement with the provider. The agreement shall: (20 USC 6316)

1. Require the district to develop, in consultation with the parents/guardians and the provider, a statement of specific achievement goals for the student, how the student's progress will be measured, and a timetable for improving achievement. In the case of a student with disabilities, the statement shall be consistent with the student's IEP.
2. Describe how the student's parents/guardians and teacher(s) will be regularly informed of the student's progress.

3. Provide for the termination of the agreement if the provider is unable to meet such goals and timetables.

4. Contain provisions with respect to the district making payments to the provider.

\*\*\*Note: USDOE correspondence dated August 10, 2007, clarifies that, although providers are prohibited from disclosing student information to third parties without consent, the Family Educational Rights and Privacy Act (20 USC 1232g; 34 CFR 99.1-99.8) does not prohibit providers from using contact information they obtain from the district to notify parents/guardians regarding their services.\*\*\*

5. Prohibit the provider, without written parent/guardian permission, from disclosing to the public the identity of any student eligible for or receiving supplemental educational services.

(cf. 5125.1 - Release of Directory Information)

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