

Mesa Union School District

Agenda for the Board Meeting of the Board of Trustees to be held on Tuesday, January 21, 2014, at 6:00 p.m. in the School Multi-Purpose Room located at 3901 North Mesa School Road, Somis, California 93066

The Regular Board 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 and online at www.mesaschool.org.

1. CALL TO ORDER AND RECOGNITION OF A QUORUM:

Time _____	Present	Absent
Mr. Noel Camanag, President	_____	_____
Mr. Steven Sullivan, Vice President	_____	_____
Mrs. Judith Thielemann, Board Clerk	_____	_____
Mr. Rick Murray, Trustee	_____	_____
Mrs. Susan Nemets, Trustee	_____	_____
Dr. Michael Babb, Superintendent	_____	_____
Mr. Ryan Howatt, Principal	_____	_____
Mrs. Cindy Hansen, Chief Business Official	_____	_____
Mrs. Erica Magdaleno, Executive Assistant	_____	_____

2. 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.

3. PUBLIC COMMENT ON CLOSED SESSION ITEMS:

At this time, any member of the public may address the Board concerning the closed session items. A person addressing the Board is urged to use not more than three (3) minutes of time.

4. CLOSED SESSION:

During this time, the Board may adjourn to closed session to discuss confidential material relating to:

- A. Negotiations as it relates to MUTA and MUST authorized by Government Code §3549.1
- B. Personnel as authorized by Government Code §54957 – as it relates to personnel needs for the 2013-2014 and 2014-2015 school year.
- C. Superintendent’s Mid-Year Evaluation as authorized by Government Code

ADJOURN FROM CLOSED SESSION: Time _____

**RECONVENE IN PUBLIC
(Approximate time-6:30pm) Time: _____**

Report of actions taken during closed session: The president of the Board will report on actions taken during closed session.

5. OFFICIAL OPENING - PLEDGE OF ALLEGIANCE

6. MINUTES

It is the recommendation of the district administration that the Board of Trustees approve the minutes of the regular board meeting of December 17, 2013, as presented.

7. 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

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Speaker Form prior to the start of the meeting. Forms are available in the District Office, at the Board meeting and online at www.mesaschool.org

A. Recognition of Employee Josè Gonzalez

8. DISTRICT OF CHOICE LOTTERY: Applicants for the District of Choice Lottery will be randomly selected by the Board of Trustees.

9. REPORTS/INFORMATION/DISCUSSION

A. SUPERINTENDENT'S REPORT:

1. Local Control Accountability Plan
2. Smarter Balanced Assessment Consortium

B. PRINCIPAL'S REPORT:

1. Single Plan for Student Achievement Update
2. Counseling Services

C. BOARD MEMBERS' REPORTS AND COMMUNICATIONS:

1. Correspondence
2. Board members' reports and communications
3. Board members' interests and concerns

10. 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

It is the recommendation of the district administration that the Purchase Orders be approved as presented.

PLEASE SEE AGENDA ITEM 10A IN THE PACKET

B. Check Register – Mesa

It is the recommendation of the district administration that the Check Register be approved as presented.

PLEASE SEE AGENDA ITEM 10B IN THE PACKET

C. Statement of Revenues and Expenditures (December 2013)

It is the recommendation of the district administration that the Statement of Revenues and Expenditures be approved as presented.

PLEASE SEE AGENDA ITEM 10C IN THE PACKET

D. Current Enrollment Report

It is the recommendation of the district administration that the Enrollment Report be accepted as presented.

PLEASE SEE AGENDA ITEM 10D IN THE PACKET

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- E. Student of the Month, Special Award, and Honor Roll/Merit Roll Listing

It is the recommendation of the district administration that the Student of the Month, Special Award and Honor Roll/Merit Roll listing be accepted as presented.

PLEASE SEE AGENDA ITEM 10E IN THE PACKET

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

It is the recommendation of the district administration that the Statement of Revenue and Expenditures from the Golden Valley Charter School be approved as presented.

PLEASE SEE AGENDA ITEM 10F IN THE PACKET

11. ACTION/DISCUSSION ITEMS:

- A. Consideration of acceptance of the Mesa Union School District Accountability Report Card (SARC) for the 2012-2013 school year to be published during the 2013-2014 school year.

It is the recommendation of the district administration that the Board of Trustees accept the Mesa Union School District Accountability Report Card (SARC) for the 2012-2013 school year.

PLEASE SEE AGENDA ITEM 11A IN THE PACKET

(Action: 1 st _____ 2 nd _____)				
Nemets: A N A A	Sullivan: A N A A	Thielemann: A N A A	Murray: A N A A	Camagan: A N A A
Ayes: _____	Noes: _____	Abstentions: _____	Absent: _____	

- B. 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 for the Williams Uniform Complaints. At this time there are no complaints.

PLEASE SEE AGENDA ITEM 11B IN THE PACKET

(Action: 1 st _____ 2 nd _____)				
Nemets: A N A A	Sullivan: A N A A	Thielemann: A N A A	Murray: A N A A	Camagan: A N A A
Ayes: _____	Noes: _____	Abstentions: _____	Absent: _____	

- C. Consideration of approval of the agreement with Ricoh USA Inc. to install and maintain new copiers.

It is the recommendation of the District administration that the Board of Trustees approve the agreement with Ricoh USA Inc. to install and maintain new copiers.

PLEASE SEE AGENDA ITEM 11C IN THE PACKET

(Action: 1 st _____ 2 nd _____)				
Nemets: A N A A	Sullivan: A N A A	Thielemann: A N A A	Murray: A N A A	Camagan: A N A A
Ayes: _____	Noes: _____	Abstentions: _____	Absent: _____	

- D. Consideration of approval of Ventura County Office of Education Technology Department's proposal for installation and maintenance of new server system.

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It is the recommendation of the District administration that the Board of Trustees approve the agreement of Ventura County Office of Education Technology Department's proposal for installation and maintenance of new server system.

PLEASE SEE AGENDA ITEM 11D IN THE PACKET

(Action: 1 st _____ 2 nd _____)				
Nemets: A N A A	Sullivan: A N A A	Thielemann: A N A A	Murray: A N A A	Camagan: A N A A
Ayes: _____	Noes: _____	Abstentions: _____	Absent: _____	

- E. Consideration of approval of the 8th grade field trip request to Washington D.C. from April 11 –April 16, 2014.

It is the recommendation of the district administration that the Board of Trustees approve the 8th grade field trip request to Washington D. C. from April 11 –April 16, 2014.

PLEASE SEE AGENDA ITEM 11E IN THE PACKET

- F. Consideration of adoption of the board policies in section 7000 as presented or amended.

It is the recommendation of the district administration that the Board of Trustees adopt the board policies in sections 0000-3000.

PLEASE SEE AGENDA ITEM 11F IN THE PACKET

(Action: 1 st _____ 2 nd _____)				
Nemets: A N A A	Sullivan: A N A A	Thielemann: A N A A	Murray: A N A A	Camagan: A N A A
Ayes: _____	Noes: _____	Abstentions: _____	Absent: _____	

- G. Consideration of adoption of the board policies in section 9000 as presented or amended.

It is the recommendation of the district administration that the Board of Trustees adopt the policies in section 6000 as presented or amended.

PLEASE SEE AGENDA ITEM 11G IN THE PACKET

(Action: 1 st _____ 2 nd _____)				
Nemets: A N A A	Sullivan: A N A A	Thielemann: A N A A	Murray: A N A A	Camagan: A N A A
Ayes: _____	Noes: _____	Abstentions: _____	Absent: _____	

- H. First Reading for policy revisions in section 4000.

It is the recommendation of the district administration that the Board of Trustees review the policies in section 6000. These policies will be placed on the January 2014 agenda for adoption.

PLEASE SEE AGENDA ITEM 11H IN THE PACKET

- I. Discussion of Afterschool Program Grant proposal.

Dr. Babb will provide the Board of Trustees a narrative of the proposed afterschool program.

- J. First Read of the proposed 2014-2015 School Calendar.

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It is the recommendation of the district administration that the Board of Trustees review the proposed 2014-2015 School Calendar.

10. PERSONNEL:

Consideration of approval of hiring Eduardo Gutierrez Sanchez as a Bus Driver/Maintenance Worker. Salary placement to be on the classified salary schedule.

It is the recommendation of the district that Board of Trustees approve the hiring of Eduardo Gutierrez Sanchez as a Bus Driver/Maintenance Worker.

(Action: 1 st _____ 2 nd _____)				
Nemets: A N A A	Sullivan: A N A A	Thielemann: A N A A	Murray: A N A A	Camagan: A N A A
Ayes: _____	Noes: _____	Abstentions: _____	Absent: _____	

13. ITEMS FOR FUTURE CONSIDERATION

- A. Summer Facility Use
- B. Policies 4000 adoption

14. FUTURE MEETINGS

- A. February 18, 2014, 6:00 p.m.

15. ADJOURNMENT:

Time: _____

In accordance with requirement 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.

The December 17, 2013, Regular Meeting of the Board of Trustees of the Mesa Union School District was called to order by President Nemets at 6:05 p.m. in the Multi-purpose Room.

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

Administration present were Dr. Babb, superintendent, Erica Magdaleno, executive assistant, and Cindy Hansen, chief business officer.

The agenda was adopted by common consent.

At 6:07 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 as it relates to MUST and MUTA and Personnel authorized by Government Code 54947-as it relates to personnel needs for 2013-2014 school year.

At 6:34p.m., the Board of Trustees returned to open session. President Nemets reported that the Board of Trustees had just returned from closed session where negotiations as it relates to MUST and MUTA and Personnel as it relates to personnel needs for 2013-2014 school year were discussed. No action was taken. The Board will return to closed session after the regular meeting to continue discussing.

President Nemets led the Pledge of Allegiance.

The minutes of the Regular Board Meeting of November 19, 2013, and the minutes of the Special Board Meeting of December 10, 2013 were approved by common consent.

There were no public comments

Election of Officers: President

Trustee Sullivan nominated Trustee Camanag, seconded by Trustee Nemets.

Trustee Thielemann nominated Trustee Nemets, no second motion.

Trustee Camanag nominated Trustee Sullivan, Trustee Sullivan declined nomination.

There were no other nominations

On motion of Trustee Sullivan, seconded by Trustee Nemets and carried with a vote of 4-0-1, Trustee Camanag was elected president.

Vote:

Nemets: Aye Sullivan: Aye Thielemann: Aye Murray: Absent Camanag: Aye

Election of Officers: Vice President

Trustee Thielemann nominated Trustee Nemets, seconded by Trustee Sullivan.

Trustee Nemets nominated Trustee Sullivan, seconded by Trustee Camanag.

There were no other nominatons.

On motion of Trustee Nemets, seconded by Trustee Camanag and carried with vote of 4-0-1, Trustee Sullivan was elected vice president.

Vote:

Nemets: Aye Sullivan: Aye Thielemann: Aye Murray: Absent Camanag: Aye

Election of Officers: Clerk

Trustee Camanag nominated Trustee Thielemann, seconded by Trustee Nemets.

There were no other nominations.

On motion of Trustee Camanag, seconded by Trustee Nemets and carried with a vote of 4-0-1, Trustee Thielemann was elected clerk of board.

Vote:

Nemets: Aye Sullivan: Aye Thielemann: Aye Murray: Absent Camanag: Aye

The Certification of Signatures was signed.

Statement of Facts Roster of Public Agencies was approved.

On Board consensus the meeting day and time will be the third (3rd) Tuesday of the month at 6:00 for closed session and 6:30 open session. On Board consensus the April 15th board meeting has been changed to April 22, 2014.

Board Member Representative to County School Board Association will be Trustee Sullivan.
Camarillo Chamber Educational Committee representative will be Trustee Camanag.
Mesa Educational Foundation representative is Trustee Thielemann.
Mesa PFO representative is Trustee Nemets.
Highway 118 Committee representatives are Trustee Sullivan and Trustee Murray.

Superintendent's Report:

A. Afterschool Program-

Dr. Babb informed the board that he is writing a grant for a California After School Education and Safety Grant, which is due in January. The purpose of the grant is to extend the school day for any student whose family applies. School staff may wish to give priority to certain grades and students based on data. The grant is funded at \$7.50 per student per day for three years and is renewable.

Dr. Babb shared information about program requirements. There has to be an academic element (homework support, intervention), as well as an enrichment element (arts, athletics, career/tech) The program has to offer services until 6:00 p.m. each day school is in session. Mesa can create its own program, hire and supervise staff or can choose to contract with an afterschool provider who would serve run the program with Mesa administrative oversight. Dr. Babb is working with VCOE staff for technical assistance. The grant must be postmarked for submission to California Department of Education by January 17, 2014.

B. Local Control Funding-

Dr. Babb shared a template in the memo to the board last week. The template gives local administrators and boards a sense of what the state will require in a Local Control Accountability Plan. Dr. Babb also is working on a survey he can use to get parent input. He will present updates each month regarding this important development to the accountability.

C. EL data-

In November, Dr. Babb reported on the school Title III data. President Nemets asked about trends over time. Dr. Babb shared Title III data from 2005-2013 that showed that the percentage of students making growth and becoming proficient on the CELDT dipped during the period. The percentage of students that made a year's growth each year went from 70% in 2005 to 62% in 2013.

D. Goals and Objectives-

This too is a standing informational item. Dr. Babb will focus on progress to date at January's mid-year evaluation meeting

A. Correspondence: There was no correspondence

B. Board members' reports and communications:

Board members all shared their experience from the 2013 CSBA Symposium they attended in San Diego.

C. Board members' interests and concerns:

Trustee Camanag shared his interest in recycling program in classrooms.

Consent Agenda:

The Consent Agenda were approved by common consent

Purchase Orders \$49,826.51

Checks totaling \$172,207.77

Funds Balances

Enrollment 647

Golden Valley Charter School income/expenditure statement

Action/Discussion:

President Camanag opened the Public Hearing at 7:16 p.m., for the purpose of presentation of the initial proposal of the Mesa Union Support Team (MUST) for the 2013-2014 school year negotiations, and allow for public comment. There was no comment.

Trustee Camanag closed the public hearing 7:17 p.m.

On motion of Trustee Nemets, seconded by Trustee Thielemann, and carried with 4-0-1 vote, the board acknowledged receipt of the initial proposal of the Mesa Union Support Team (MUST) for the 2013-2014 school year.

Vote:

Nemets: Aye Sullivan: Aye Thielemann: Aye Murray: Absent Camanag: Aye

On motion of Trustee Nemets, seconded by Trustee Sullivan, and carried with a 4-0-1 vote, Resolution #13-14-05, Regarding Annual & Five-Year Accounting of Development Fees for Fiscal Year 2012-2013 as per GC6001(D) was adopted.

Vote:

Nemets: Aye Sullivan: Aye Thielemann: Aye Murray: Absent Camanag: Aye

On motion of Trustee Sullivan, seconded by Trustee Nemets, and carried with a 4-0-1 vote, the 2014 Level 1 Developer Fee Study Contract with School Works was approved.

Vote:

Nemets: Aye Sullivan: Aye Thielemann: Aye Murray: Absent Camanag: Aye

On motion of Trustee Sullivan, seconded by Trustee Nemets, and carried with a 4-0-1 vote, the Annual Financial Report for year ending June 30, 2013, from Vincenti Lloyd & Stutzman, LLP. was accepted.

Vote:

Nemets: Aye Sullivan: Aye Thielemann: Aye Murray: Absent Camanag: Aye

On motion of Trustee Thielemann, seconded by Trustee Sullivan, and carried with a 4-0-1 vote, the Proposition 39 General Obligation Bonds and Measure A Performance Audit for Fiscal Year ending June 30, 2013, was approved.

Vote:

Nemets: Aye Sullivan: Aye Thielemann: Aye Murray: Absent Camanag: Aye

On motion of Trustee Thielemann, seconded by Trustee Sullivan, and carried with a 0-4-1 vote, the Mesa Union School District Accountability Report Card (SARC) for the 2012-2013 school year to be published during the 2013-2014 school was not accepted.

Vote:

Nemets: Nye Sullivan: Nye Thielemann: Nye Murray: Absent Camanag: Nye

Dr. Babb will revise report and present at the January Board meeting.

On motion of Trustee Sullivan, seconded by Trustee Nemets, and carried with a 4-0-1 vote, board policies in section 0000-3000 were adopted as presented or amended.

Vote:

Nemets: Aye Sullivan: Aye Thielemann: Aye Murray: Absent Camanag: Aye

On motion of Trustee Thielemann, seconded by Trustee Sullivan, and carried with a 4-0-1 vote, board policies in section 6000 were adopted as presented or amended.

Vote:

Nemets: Aye Sullivan: Aye Thielemann: Aye Murray: Absent Camanag: Aye

The Board of Trustees was provided with Board Policies in section 7000 for first review to be brought for approval at the January 2014 Board meeting.

The Board of Trustees was provided with Board Policies in section 9000 for first review to be brought for approval at the January 2014 Board meeting.

Personnel:

On motion of Trustee Sullivan, seconded by Trustee Nemets, and carried with a 4-0-1 vote, the consideration of hiring of Michelle Demaria as an hourly specialist for the remainder of the 2013-2014 school year was approved.

Vote:

Nemets: Aye Sullivan: Aye Thielemann: Aye Murray: Absent Camanag: Aye

On motion of Trustee Nemets, seconded by Trustee Sullivan, and carried with a 4-0-1 vote, the consideration of hiring Ronda Plomteaux as an hourly specialist for the remainder of the 2013-2014 school year was approved.

Vote:

Nemets: Aye Sullivan: Aye Thielemann: Aye Murray: Absent Camanag: Aye

- A. Summer Facility Use
- B. District of Choice
- C. Policies 7000-9000 adoption
- D. Counselor Services

January 21, 2014, at 6:00 p.m.

There being no further items of business, the regular board meeting was adjourned at 7:54 p.m. President Camanag announced that the Board would be returning to closed session to discuss the closed session to discuss negotiations as it relates to MUST and MUTA and Personnel authorized by Government Code 54947-as it relates to personnel needs for 2013-2014 school year.

The Board came out of closed session at 9:38p.m. where negotiations as is relates to MUST and

MUTA and Personnel authorized by Government Code 54947-as it relates to personnel needs for 2013-2014 school year were discussed. No action was taken.

There being no further items of business, the board adjourned at 9:40 p.m.

Includes 12/01/2013 - 12/31/2013					
PO Number	Vendor Name	Order Location	Object Description	Resource Description	Account Amount
B0314-00074	VTA CNTY OFFICE OF EDUCATION	MESA UNION	Sub Agrmnt	SpecialEd	76,678.00
			Prof Svc	GVCS	13,844.00
P0314-00107	VTA CNTY OFFICE OF EDUCATION	MESA UNION	STAFF DEV	Unrestrict	80.00
P0314-00108	ASSOCIATION FOR SUPERVISION & CURRICULUM DEVELOPMENT	MESA UNION	STAFF DEV	Unrestrict	325.00
P0314-00109	MARK-IT PLACE	MESA UNION	Mat'ls/Sup	Unrestrict	106.43
P0314-00110	BELIEVE PRODUCTIONS, INC	MESA UNION	Mat'ls/Sup	Fund Raise	167.10
P0314-00111	STAFF DEVELOPMNT FOR EDUCATORS	MESA UNION	STAFF DEV	Unrestrict	369.00
P0314-00112	COAST PUMP, INC	MESA UNION	RntRprNCap	Unrestrict	125.00
P0314-00113	LEO'S PLUMBING & PIPING	MESA UNION	RntRprNCap	Unrestrict	1,220.00
P0314-00114	PRO AIR ENGINEERING	MESA UNION	RntRprNCap	Unrestrict	2,500.00
P0314-00115	REVOLVING ACCOUNT	MESA UNION	Mat'ls/Sup	NCLBIPartC	289.58
P0314-00116	VTA CNTY OFFICE OF EDUCATION	MESA UNION	EmployFees	Unrestrict	94.00
P0314-00117	JLG ROOFING INC	MESA UNION	ROOFING	Unrestrict	6,700.00
P0314-00118	VTA CNTY OFFICE OF EDUCATION	MESA UNION	STAFF DEV	Unrestrict	65.00
P0314-00119	NEMETS, SUSAN	MESA UNION	STAFF DEV	GVCS	606.37
P0314-00120	SULLIVAN, STEVE	MESA UNION	STAFF DEV	GVCS	876.58
P0314-00121	APPERSON	MESA UNION	Mat'ls/Sup	Unrestrict	79.51
P0314-00122	MJP COMPUTERS	MESA UNION	Prof Svc	Unrestrict	130.00
Total Number of POs			17	Total	104,255.57

Fund Summary

Fund	Description	PO Count	Amount
010	General Fund	16	97,555.57
140	Deferred Maintenance Fund	1	6,700.00
		Total	104,255.57

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

Includes 12/01/2013 - 12/31/2013

PO Changes

	New PO Amount	Fund/ Object	Description	Change Amount
B0313-00078	12,698.00	010-5800	General Fund/Prof Svc	6,349.00
B0314-00020	1,300.00	010-4300	General Fund/Mat'ls/Sup	300.00
Total PO Changes				6,649.00

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

Checks Dated 12/01/2013 through 12/31/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
5003806708	12/02/2013	BANK OF AMERICA	010-5220		110.00
5003806709	12/02/2013	PRO AIR ENGINEERING	140-5604		6,700.00
5003806710	12/02/2013	RWC SCHOOL SERVICES	010-5800		163.03
5003806711	12/02/2013	VTA CNTY OFFICE OF EDUCATION	010-5804		64.00
5003806712	12/02/2013	GOLDEN VALLEY CHARTER SCHOOL	010-8096		75,804.08
5003806713	12/02/2013	SAGE INSTITUTE INC	251-6100		3,620.00
5003806714	12/03/2013	ALERT COMMUNICATIONS	010-5800		378.95
5003806715	12/03/2013	COSTCO MEMBERSHIP	010-5300		110.00
5003806716	12/03/2013	DON JOHNSTON, INC	010-5800		538.85
5003806717	12/05/2013	ALTA DENA DAIRY	130-4700		929.56
5003806718	12/05/2013	EMPIRE CLEANING SUPPLY	010-4300		449.45
5003806719	12/05/2013	HOUSE SANITARY SUPPLY	010-4300		519.05
5003806720	12/05/2013	POOLE OIL COMPANY	010-4310		609.97
5003806721	12/05/2013	SELF-INSURED SCHOOLS OF CALIF	010-9534		49,667.55
5003806722	12/06/2013	Fawn P. Nguyen	010-5220		257.56
5003806723	12/06/2013	MARK-IT PLACE	010-4300		106.43
5003806724	12/06/2013	REVOLVING ACCOUNT	010-4300		120.00
5003806725	12/06/2013	VTA CNTY OFFICE OF EDUCATION	010-5800		6,735.24
5003806726	12/09/2013	SATICOY AUTO BODY & TRUCK	010-5600		18,735.11
5003806727	12/12/2013	Michael Babb	010-5220		983.42
5003806728	12/12/2013	1ST STOP URGENT CARE	010-5804		15.00
5003806729	12/12/2013	ACORN NEWSPAPERS	010-5800		104.58
5003806730	12/12/2013	ALTA DENA DAIRY	130-4700		42.23
5003806731	12/12/2013	ANIMAL & INSECT PEST MGMT INC	010-5506		199.00
5003806732	12/12/2013	BELIEVE PRODUCTIONS, INC	010-4300		167.10
5003806733	12/12/2013	COAST PUMP, INC	010-5600		125.00
5003806734	12/12/2013	DIAL SECURITY	010-5800		57.88
5003806735	12/12/2013	HOME DEPOT CREDIT SERVICES	010-4300		792.06
5003806736	12/12/2013	LEO'S PLUMBING & PIPING	010-5600		1,220.00
5003806737	12/12/2013	POSITIVE PROMOTIONS, INC	010-4300	882.52	
			Unpaid Sales Tax	53.55-	828.97
5003806738	12/12/2013	REVOLVING ACCOUNT	010-4300		390.06
5003806739	12/12/2013	SHERWIN-WILLIAMS CO	010-4300		397.81
5003806740	12/12/2013	VENTURA LAMINATING INC	010-4300		282.81
5003806741	12/12/2013	VCOE-SELPA	010-5800		1,920.00
5003806742	12/13/2013	REVOLVING ACCOUNT	010-5800		19.00
5003806743	12/13/2013	VTA CNTY OFFICE OF EDUCATION	010-5800		900.00
5003806744	12/13/2013	VTA CNTY OFFICE OF EDUCATION	010-5804		94.00
5003806745	12/13/2013	WIESER EDUCATIONAL	010-4300		181.58
5003806746	12/18/2013	VCOE-SELPA	010-5220		65.00
5003806747	12/19/2013	EMPIRE CLEANING SUPPLY	010-4300		95.33
5003806748	12/19/2013	HOUSE SANITARY SUPPLY	010-4300		277.23
5003806749	12/19/2013	JLG ROOFING INC	140-5608		6,700.00
5003806750	12/19/2013	MISSION LINEN SUPPLY	130-5600		62.84
5003806751	12/19/2013	SUSAN NEMETS	010-5220		606.37
5003806752	12/19/2013	OFFICEMAX, INC	010-4300		333.14
5003806753	12/19/2013	POOLE OIL COMPANY	010-4310		1,082.41

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 12/01/2013 through 12/31/2013

Check Number	Check Date	Pay to the Order of	Fund Object	Expensed Amount	Check Amount
5003806754	12/19/2013	SPARKLETTS	010-5504		26.00
5003806755	12/19/2013	SPARKLETTS	010-5504		98.00
5003806756	12/19/2013	STEVEN SULLIVAN	010-5220		876.58
5003806757	12/19/2013	SYSCO VENTURA	130-4300	114.72	
			130-4700	1,400.10	1,514.82
5003806758	12/19/2013	VCOE-TECH SERVICES	010-5800		6,349.00
5003806759	12/19/2013	VERIZON WIRELESS	010-5902		760.26
5003806760	12/19/2013	VERIZON WIRELESS	010-5901		371.11
5003806761	12/26/2013	BANK OF AMERICA	010-4300	115.85	
			010-5800	30.74	146.59
5003806762	12/26/2013	COAST TO COAST COMPUTER PROD	010-4300		148.35
5003806763	12/26/2013	E.J. HARRISON & SONS, INC	010-5505		441.38
5003806764	12/26/2013	RICOH USA, INC	010-5600		2,894.19
5003806765	12/26/2013	MJP COMPUTERS	010-5800		130.00
5003806766	12/26/2013	OFFICE DEPOT CREDIT PLAN	010-4300		90.83
5003806767	12/26/2013	PRO AIR ENGINEERING	010-5600		2,500.00
5003806768	12/26/2013	SYSCO VENTURA	130-4300	302.23	
			130-4700	2,185.55	2,487.78
5003806769	12/26/2013	TAX DEFERRED SERVICES	010-9539		6,500.00
5003806770	12/26/2013	UNDERWOOD FAMILY FARMS	130-4700		352.24
Total Number of Checks				63	209,248.78

Fund Summary

Fund	Description	Check Count	Expensed Amount
010	General Fund	54	186,892.86
130	Cafeteria Fund	6	5,389.47
140	Deferred Maintenance Fund	2	13,400.00
251	Developer Fees	1	3,620.00
Total Number of Checks		63	209,302.33
Less Unpaid Sales Tax Liability			53.55-
Net (Check Amount)			209,248.78

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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Fund 010 - General Fund **Fiscal Year 2013/14 Through December 2013**

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Revenue Limit Sources						
8011		1,665,227.00	2,343,865.00	1,077,340.00	1,266,525.00	45.96
8012	Education Protection Act	639,468.00	572,751.00	286,404.00	286,347.00	50.00
8021	Homeowners' Exemption	18,079.00	17,763.00	2,843.63	14,919.37	16.01
8041	Secured Rolls Tax	1,929,623.00	2,030,095.00	1,035,648.50	994,446.50	51.01
8042	Unsecured Roll Taxes	70,074.00	78,032.00	66,652.87	11,379.13	85.42
8043	Prior Years' Taxes	7,817.00	6,254.00	4,436.30	1,817.70	70.94
8044	Supplemental Taxes	25,124.00	28,616.00	13,160.59	15,455.41	45.99
8045	Education Rev Augmentation Fd	120,466.00	150,167.00	27,295.37	177,462.37	-18.18
8092	PERS Reduction Transfer	4,624.00				NO BDGT
8096	Charter School Trans In Lieu P	1,021,029.00	1,072,178.00	397,971.42	674,206.58	37.12
	Total Revenue Limit Sources	3,218,541.00	3,855,031.00	2,115,809.84	1,739,221.16	54.88
Federal Revenue						
8181	Special Education Entitlement	104,141.00	104,141.00		104,141.00	
8182	Special Education Discretionary	2,393.00	2,476.00		2,476.00	
8285	Interagency Contracts Between	21,900.00	28,068.00		28,068.00	
8290	All Other Federal Revenue	87,285.00	127,045.00	36,988.12	90,056.88	29.11
	Total Federal Revenue	215,719.00	261,730.00	36,988.12	224,741.88	14.13
Other State Revenues						
8311	Other State Apportionments Cu	130,566.00				NO BDGT
8434	Class Size Reduction K-3	179,928.00				NO BDGT
8550	Mandated Cost Reimbursements	29,892.00	17,815.00	17,815.00		100.00
8560	State Lottery Revenue	102,337.00	102,337.00	2,478.06	99,858.94	2.42
8590	All Other State Revenues	160,254.00	247,601.00	137,066.00	110,535.00	55.36
	Total Other State Revenues	602,977.00	367,753.00	157,359.06	210,393.94	42.79
Other Local Revenue						
8660	Interest	5,000.00	4,500.00	2,361.50	2,138.50	52.48
8675	Transportation Fees from Indiv	29,000.00	20,000.00	11,421.07	8,578.93	57.11
8677	Interagency Services Between L	69,946.00	69,946.00		69,946.00	
8699	All Other Local Revenue	48,360.00	48,722.00	3,606.40	45,115.60	7.40
8792	Transfers of Apportionments Fr	257,126.00	278,071.00	144,788.00	133,283.00	52.07
	Total Other Local Revenue	409,432.00	421,239.00	162,176.97	259,062.03	38.50
	Total Year To Date Revenues	4,446,669.00	4,905,753.00	2,472,333.99	2,433,419.01	50.40

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 = 6, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

Fund 010 - General Fund **Fiscal Year 2013/14 Through December 2013**

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	Teachers' Salaries	1,855,995.00	1,862,634.00	1,012,139.34	849,766.95	727.71	45.62
1110	Substitute Teacher	17,955.00	17,955.00		8,457.50	9,497.50	47.10
1130	Stipend	500.00	500.00			500.00	
1140	Extra Duty	20,143.00	17,191.00		4,480.00	12,711.00	26.06
1200	Certificated Pupil Support Sal		47,667.00		17,025.00	30,642.00	35.72
1300	Cert Supervisors & Administrat	2,800.00					NO BDGT
1301	Superintendent	133,560.00	133,320.00	66,660.00	66,660.00		50.00
1303	Principal	92,020.00	92,020.00	46,010.04	46,010.04	.08-	50.00
1900	Other Certificated Salaries	2,375.00	3,500.00		500.00	3,000.00	14.29
	Total Certificated Salaries	2,125,348.00	2,174,787.00	1,124,809.38	992,899.49	57,078.13	45.66
Classified Salaries							
2100	Instructional Aides' Salaries	118,552.00	100,043.00	44,132.28	33,546.87	22,363.85	33.53
2110	Substitute Aide	1,343.00	1,343.00		1,051.44	291.56	78.29
2150	Instructional Aide Overtime		251.00		379.75	128.75-	151.29
2200	Classified Support Salaries	287,556.00	290,119.00	149,065.26	124,395.09	16,658.65	42.88
2216	Substitute Bus Driver	427.00	427.00			427.00	
2250	Classified Support Overtime		1,930.00		3,547.30	1,617.30-	183.80
2400	Clerical and Office Salaries	126,459.00	126,459.00	59,771.82	58,891.28	7,795.90	46.57
2450	Clerical/Office Overtime	5,641.00	7,940.00		5,873.68	2,066.32	73.98
2900	Other Classified Salaries	29,459.00	49,085.00	25,772.16	16,625.79	6,687.05	33.87
2950	OTHER CLASS OVERTIME		7.00		9.95	2.95-	142.14
	Total Classified Salaries	569,437.00	577,604.00	278,741.52	244,321.15	54,541.33	42.30
Employee Benefits							
3101	STRS, certificated positions	175,521.00	179,620.00	92,895.60	81,602.24	5,122.16	45.43
3202	PERS, classified positions	55,990.00	58,416.00	30,002.10	25,868.07	2,545.83	44.28
3301	OASDI/Medicare/Alternative, ce	28,583.00	29,132.00	14,899.02	13,657.86	575.12	46.88
3302	OASDI/Medicare/Alternative, cl	42,038.00	42,153.00	19,873.68	17,840.49	4,438.83	42.32
3401	Health & Welfare Benefits, cer	269,024.00	275,793.00	165,474.30	110,316.20	2.50	40.00
3402	Health & Welfare Benefits, cla	104,058.00	103,707.00	62,223.42	41,482.28	1.30	40.00
3501	SUI, certificated positions	1,019.00	1,039.00	532.08	475.92	31.00	45.81
3502	SUI, classified positions	274.00	276.00	129.90	116.62	29.48	42.25
3601	Work Comp Ins, certificated po	63,338.00	65,707.00	33,983.10	30,002.00	1,721.90	45.66
3602	Work Comp Ins, classified posi	16,952.00	17,424.00	8,412.48	7,654.32	1,357.20	43.93
3802	PERS Reduction, classified pos	4,624.00					NO BDGT
	Total Employee Benefits	761,421.00	773,267.00	428,425.68	329,016.00	15,825.32	42.55

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 603, Starting Period = 1, Ending Account Period = 6, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE ONLINE

Fund 010 - General Fund

Fiscal Year 2013/14 Through December 2013

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Books and Supplies							
4100	Textbooks	11,647.00	14,147.00		12,056.13	2,090.87	85.22
4300	Materials and Supplies	148,977.00	171,378.00	38,835.52	53,422.68	79,119.80	31.17
4310	Bus Fuel	24,639.00	24,639.00	12,822.70	9,224.08	2,592.22	37.44
4319	Supplies Undesignated	33,155.00	75,713.00			75,713.00	
4400	Non-Capitalized Equipment	27,400.00	91,521.00		1,875.65	89,645.35	2.05
Total Books and Supplies		245,818.00	377,398.00	51,658.22	76,578.54	249,161.24	20.29
Services and Other Operating Expenditures							
5100	Sub Agreements for Prof Servic	120,305.00	108,253.00	76,678.00	8,220.93	23,354.07	7.59
5200	Travel and Conferences	1,285.00	1,285.00	85.00		1,200.00	
5201	Car Allowance	2,380.00	2,620.00	1,200.00	1,200.00	220.00	45.80
5220	STAFF DEVELOPMENT	14,917.00	64,917.00	11,541.06	7,803.88	45,572.06	12.02
5300	Dues and Memberships	8,160.00	8,660.00		5,546.39	3,113.61	64.05
5450	Other Insurance	26,286.00	26,286.00		26,285.09	.91	100.00
5501	Natural Gas	6,135.00	6,135.00	4,541.66	1,034.35	558.99	16.86
5502	Electricity	67,010.00	67,010.00	46,248.86	19,751.14	1,010.00	29.47
5504	Water	9,815.00	9,815.00	6,578.14	2,370.73	866.13	24.15
5505	Rubbish	6,095.00	6,095.00	3,351.72	2,648.28	95.00	43.45
5506	Pest Control	1,950.00	1,950.00	1,154.00	796.00		40.82
5600	Rentals, Leases, Repairs & Nonca	110,768.00	110,768.00	43,765.99	64,376.27	2,625.74	58.12
5750	Direct Costs for Interfund Ser				80.32	80.32	NO BDGT
5800	Professnl/Consult Serv & Opera	199,123.00	212,970.00	44,280.83	38,319.08	130,370.09	17.99
5801	Audit	18,250.00	18,250.00	4,500.00	9,000.00	4,750.00	49.32
5803	Business Services Authority	112,382.00	112,382.00	74,921.00	37,461.00		33.33
5804	Employment Fees	1,397.00	1,100.00	230.00	786.00	84.00	71.45
5819	Holding	22,315.00	22,315.00		1,397.84	23,712.84	-6.26
5899	Legal Services	33,500.00	33,520.00	20,797.79	5,911.18	6,811.03	17.63
5901	Phone Services	5,200.00	5,200.00	1,328.26	2,107.98	1,763.76	40.54
5902	Internet Services	14,560.00	18,060.00	3,579.92	3,915.88	10,564.20	21.68
5903	Postage	2,300.00	2,300.00	5.39	1,327.93	966.68	57.74
Total Services and Other Operating Expenditures		784,133.00	839,891.00	344,787.62	237,383.95	257,719.43	28.26
Capital Outlay							
6200	Buildings and Improvement of B		107,984.00			107,984.00	
Total Capital Outlay		.00	107,984.00	.00	.00	107,984.00	
Tuition							
7141	Other Tuition/Excess Costs to	73,695.00	43,695.00			43,695.00	

Fund 010 - General Fund **Fiscal Year 2013/14 Through December 2013**

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Tuition (continued)							
7142	Other Tuition/Excess Costs to	62,291.00	62,374.00			62,374.00	
	Total Tuition	135,986.00	106,069.00	.00	.00	106,069.00	
	Total Year To Date Expenditures	4,622,143.00	4,957,000.00	2,228,422.42	1,880,199.13	848,378.45	37.93

Fund 010 - General Fund		Fiscal Year 2013/14 Through December 2013		
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	639,754.60	1,218,923.54	1,858,678.14
9120	Cash in Bank(s)	100.00		100.00
9130	Revolving Cash Account	1,000.00		1,000.00
9135	Cash with a Fiscal Agent/Trust	14,684.21		14,684.21
9140	Cash Collections Awaiting Depo	1,411.20	1,411.20-	
9200	Accounts Receivable - Clear	327,919.52	261,674.58-	66,244.94
9201	Payroll Receivable	49.10	49.10-	
9290	Due From Other Governments	41,496.00	71,048.00-	29,552.00-
9291	Due From Other Governments-Set	631,676.00	631,676.00-	
9311	Due From Other Funds - SetUp	7,206.14		7,206.14
	Total Assets	1,665,296.77	253,064.66	1,918,361.43
Liabilities				
9510	Prior Year Liability - Clear	387,405.19	326,297.71-	61,107.48
9530	Summer Pay Liability		35,523.92	35,523.92
9534	HW Benefits Liability	1,214.60-	56,746.25-	57,960.85-
9535	UI Liability	5.13	351.86	356.99
9537	Retiree Benefit Liability		8,915.63	8,915.63
9539	Misc Deduction Liability	104.73-		104.73-
9552	Use Tax Payable	282.20	169.48-	112.72
9651	Deferred Revenue-Setup	648.17	648.17-	
	Total Liabilities	387,021.36	339,070.20-	47,951.16
	Calculated Fund Balance	1,278,275.41	592,134.86	1,870,410.27
Beginning Fund Balance				
9791	Beginning Fund Balance	1,278,275.41		1,278,275.41
	Beginning Fund Balance Proof	.00	592,134.86	592,134.86
	Change in Fund Balance - Excess Revenues (Expenditures)		592,134.86	

Memo Only - Ending Fund Balance Accounts

	Adopted	Revised
Reserves		
9720	Reserve for Encumbrances	2,228,422.42
Restricted Balance		
9740	Legally Restricted Balance	38,321.00
Other Designations		

Fund 010 - General Fund

Fiscal Year 2013/14 Through December 2013

Memo Only - Ending Fund Balance Accounts (continued)

		Adopted	Revised
Other Designations (continued)			
9780	Other Assignments	117,087.00	153,071.00
9789	Reserv Econ Uncertain	231,108.00	247,299.00
9790	Undesignated/Unappropriated	529,343.00	788,337.00
Total Other Designations		<u> </u>	<u> </u>
		.00	.00

Fund 010 - General Fund **Fiscal Year 2013/14 Through December 2013**

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	4,446,669.00	4,905,753.00		2,472,333.99	2,433,419.01	50.40
B. Expenditures	4,622,143.00	4,957,000.00	2,228,422.42	1,880,199.13	848,378.45	37.93
C. Subtotal (Revenue LESS Expense)	175,474.00-	51,247.00-		592,134.86	1,585,040.56	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	175,474.00-	51,247.00-		592,134.86	1,585,040.56	
F. Fund Balance:						
Beginning Balance (9791)	1,116,723.00	1,278,275.00		1,278,275.41		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	1,116,723.00	1,278,275.00		1,278,275.41		
G. Calculated Ending Balance	941,249.00	1,227,028.00		1,870,410.27		
*Components of Ending Fund Balance						
Legally Restricted (9740)	63,711.00	38,321.00				
Other Designations (9780)	117,087.00	153,071.00				
Undesig/Unapprop (9790)	529,343.00	788,337.00				
Other	231,108.00	247,299.00		2,228,422.42		

Fund 130 - Cafeteria Fund **Fiscal Year 2013/14 Through December 2013**

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Federal Revenue						
8220	Child Nutrition Programs	96,633.00	96,633.00	12,648.47	83,984.53	13.09
	Total Federal Revenue	96,633.00	96,633.00	12,648.47	83,984.53	13.09
Other State Revenues						
8520	Child Nutrition Programs	8,000.00	8,000.00	1,005.51	6,994.49	12.57
	Total Other State Revenues	8,000.00	8,000.00	1,005.51	6,994.49	12.57
Other Local Revenue						
8634	Food Services Sales	59,200.00	59,200.00	13,700.10	45,499.90	23.14
8660	Interest	100.00	100.00	28.91	71.09	28.91
	Total Other Local Revenue	59,300.00	59,300.00	13,729.01	45,570.99	23.15
	Total Year To Date Revenues	163,933.00	163,933.00	27,382.99	136,550.01	16.70

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
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Expenditure Detail							
Classified Salaries							
2200	Classified Support Salaries	41,656.00	41,656.00	23,756.58	15,837.72	2,061.70	38.02
2212	Substitute Cafeteria Worker	4,740.00	4,740.00		151.69	4,588.31	3.20
2250	Classified Support Overtime	2,444.00	2,444.00		1,854.39	589.61	75.88
2400	Clerical and Office Salaries	17,509.00	17,509.00	8,949.00	7,457.50	1,102.50	42.59
	Total Classified Salaries	66,349.00	66,349.00	32,705.58	25,301.30	8,342.12	38.13
Employee Benefits							
3202	PERS, classified positions	7,214.00	7,214.00	3,742.14	2,877.59	594.27	39.89
3302	OASDI/Medicare/Alternative, cl	4,860.00	4,756.00	2,309.76	1,798.03	648.21	37.81
3402	Health & Welfare Benefits, cia	12,690.00	12,690.00	7,613.82	5,075.88	.30	40.00
3502	SUI, classified positions	31.00	31.00	15.06	11.81	4.13	38.10
3602	Work Comp Ins, classified posi	1,975.00	2,002.00	987.00	763.57	251.43	38.14
	Total Employee Benefits	26,770.00	26,693.00	14,667.78	10,526.88	1,498.34	39.44
Books and Supplies							
4300	Materials and Supplies	6,500.00	13,700.00	2,026.02	2,973.98	8,700.00	21.71
4400	Non-Capitalized Equipment	3,500.00	3,500.00			3,500.00	
4700	Food	73,500.00	64,000.00	37,939.56	23,760.44	2,300.00	37.13
	Total Books and Supplies	83,500.00	81,200.00	39,965.58	26,734.42	14,500.00	32.92
Services and Other Operating Expenditures							
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 = 6, Stmt Option? = , Zero Amounts? = N, SACS? = N, Restricted? = Y)

ESCAPE ONLINE

Fund 130 - Cafeteria Fund **Fiscal Year 2013/14 Through December 2013**

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5600	Rentals,Leases,Repairs & Nonca	2,200.00	3,200.00	2,155.63	844.37	200.00	26.39
5800	Professnl/Consult Serv & Opera	175.00	1,475.00		613.00	862.00	41.56
	Total Services and Other Operating Expenditures	2,575.00	4,875.00	2,155.63	1,457.37	1,262.00	29.89
	Total Year To Date Expenditures	179,194.00	179,117.00	89,494.57	64,019.97	25,602.46	35.74

Fund 130 - Cafeteria Fund		Fiscal Year 2013/14 Through December 2013		
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	18,119.05	7,811.05-	10,308.00
9120	Cash in Bank(s)	100.00		100.00
9140	Cash Collections Awaiting Depo	10,425.49	10,425.49-	
9200	Accounts Receivable - Clear	20,410.63	20,410.63-	
9320	Stores	6,750.12		6,750.12
	Total Assets	55,805.29	38,647.17-	17,158.12
Liabilities				
9510	Prior Year Liability - Clear	1,636.34	1,636.34-	
9552	Use Tax Payable	373.85	373.85-	
9611	Due to Other Funds - SetUp	7,204.36		7,204.36
	Total Liabilities	9,214.55	2,010.19-	7,204.36
	Calculated Fund Balance	46,590.74	36,636.98-	9,953.76
Beginning Fund Balance				
9791	Beginning Fund Balance	46,590.74		46,590.74
	Beginning Fund Balance Proof	.00	36,636.98-	36,636.98-
Change in Fund Balance - Excess Revenues (Expenditures)			(36,636.98)	

Memo Only - Ending Fund Balance Accounts

	Adopted	Revised
Reserves		
9720 Reserve for Encumbrances		89,494.57
Other Designations		
9760 Other Commitments	10,533.00	31,407.00

Fund 130 - Cafeteria Fund **Fiscal Year 2013/14 Through December 2013**

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	163,933.00	163,933.00		27,382.99	136,550.01	16.70
B. Expenditures	179,194.00	179,117.00	89,494.57	64,019.97	25,602.46	35.74
C. Subtotal (Revenue LESS Expense)	15,261.00-	15,184.00-		36,636.98-	110,947.55	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	15,261.00-	15,184.00-		36,636.98-	110,947.55	
F. Fund Balance:						
Beginning Balance (9791)	25,794.00	46,591.00		46,590.74		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	25,794.00	46,591.00		46,590.74		
G. Calculated Ending Balance	10,533.00	31,407.00		9,953.76		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	10,533.00	31,407.00		89,494.57		

Fund 140 - Deferred Maintenance Fund **Fiscal Year 2013/14 Through December 2013**

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	550.00	550.00	308.22	241.78	56.04
Total Other Local Revenue		550.00	550.00	308.22	241.78	56.04
Total Year To Date Revenues		550.00	550.00	308.22	241.78	56.04

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Services and Other Operating Expenditures							
5600	Rentals,Leases,Repairs & Nonca	5,000.00	5,000.00			5,000.00	
5604	Heating and Air Conditioning	5,000.00	11,700.00		6,700.00	5,000.00	57.26
5607	Plumbing	25,000.00	25,000.00			25,000.00	
5608	Roofing		6,700.00		6,700.00		100.00
Total Services and Other Operating Expenditures		35,000.00	48,400.00	.00	13,400.00	35,000.00	27.69
Total Year To Date Expenditures		35,000.00	48,400.00	.00	13,400.00	35,000.00	27.69

Fund 140 - Deferred Maintenance Fund **Fiscal Year 2013/14 Through December 2013**

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	199,969.73	12,922.61-	187,047.12
9200	Accounts Receivable - Clear	169.17	169.17-	
	Total Assets	<u>200,138.90</u>	<u>13,091.78-</u>	<u>187,047.12</u>
	Calculated Fund Balance	<u>200,138.90</u>	<u>13,091.78-</u>	<u>187,047.12</u>
Beginning Fund Balance				
9791	Beginning Fund Balance	200,138.90		200,138.90
	Beginning Fund Balance Proof	<u>.00</u>	<u>13,091.78-</u>	<u>13,091.78-</u>
Change in Fund Balance - Excess Revenues (Expenditures)			(13,091.78)	

Memo Only - Ending Fund Balance Accounts

	Adopted	Revised		
Other Designations				
9760	Other Commitments 155,683.00	165,689.00		
9790	Undesignated/Unappropriated	13,400.00-		
	Total Other Designations	<u>.00</u>	<u>.00</u>	<u>.00</u>

Fund 140 - Deferred Maintenance Fund		Fiscal Year 2013/14 Through December 2013				
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	550.00	550.00		308.22	241.78	56.04
B. Expenditures	35,000.00	48,400.00		13,400.00	35,000.00	27.69
C. Subtotal (Revenue LESS Expense)	34,450.00-	47,850.00-		13,091.78-	34,758.22-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	34,450.00-	47,850.00-		13,091.78-	34,758.22-	
F. Fund Balance:						
Beginning Balance (9791)	190,133.00	200,139.00		200,138.90		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	190,133.00	200,139.00		200,138.90		
G. Calculated Ending Balance	155,683.00	152,289.00		187,047.12		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)		13,400.00-				
Other	155,683.00	165,689.00				

Fund 150 - Pupil Transportation Equipment **Fiscal Year 2013/14 Through December 2013**

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	100.00	100.00	30.36	69.64	30.36
	Total Other Local Revenue	100.00	100.00	30.36	69.64	30.36
	Total Year To Date Revenues	100.00	100.00	30.36	69.64	30.36

Fund 150 - Pupil Transportation Equipment **Fiscal Year 2013/14 Through December 2013**

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	19,689.14	47.22	19,736.36
9200	Accounts Receivable - Clear	16.86	16.86-	
	Total Assets	<u>19,706.00</u>	<u>30.36</u>	<u>19,736.36</u>
	Calculated Fund Balance	<u>19,706.00</u>	<u>30.36</u>	<u>19,736.36</u>
Beginning Fund Balance				
9791	Beginning Fund Balance	19,706.00		19,706.00
	Beginning Fund Balance Proof	<u>.00</u>	<u>30.36</u>	<u>30.36</u>
Change in Fund Balance - Excess Revenues (Expenditures)			30.36	

Memo Only - Ending Fund Balance Accounts

Other Designations	Adopted	Revised
9760 Other Commitments	19,826.00	19,806.00

Fund 150 - Pupil Transportation Equipment

Fiscal Year 2013/14 Through December 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	100.00	100.00		30.36	69.64	30.36
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	100.00	100.00		30.36	69.64	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	100.00	100.00		30.36	69.64	
F. Fund Balance:						
Beginning Balance (9791)	19,726.00	19,706.00		19,706.00		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	19,726.00	19,706.00		19,706.00		
G. Calculated Ending Balance	19,826.00	19,806.00		19,736.36		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	19,826.00	19,806.00				

Fund 171 - S/R Capital Outlay-Technology **Fiscal Year 2013/14 Through December 2013**

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	36.01		36.01
	Calculated Fund Balance	36.01	.00	36.01
Beginning Fund Balance				
9791	Beginning Fund Balance	36.01		36.01
	Beginning Fund Balance Proof	.00	.00	.00
Change in Fund Balance - Excess Revenues (Expenditures)				

Memo Only - Ending Fund Balance Accounts

Other Designations	Adopted	Revised
9760 Other Commitments	36.00	36.00

Fund 171 - S/R Capital Outlay-Technology

Fiscal Year 2013/14 Through December 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
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 2013/14 Through December 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	60.00	60.00	16.20	43.80	27.00
	Total Other Local Revenue	60.00	60.00	16.20	43.80	27.00
	Total Year To Date Revenues	60.00	60.00	16.20	43.80	27.00

Fund 173 - S/R Capital Outlay-Equipment		Fiscal Year 2013/14 Through December 2013		
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	10,460.59	24.89	10,485.48
9200	Accounts Receivable - Clear	8.69	8.69-	
	Total Assets	10,469.28	16.20	10,485.48
	Calculated Fund Balance	10,469.28	16.20	10,485.48
Beginning Fund Balance				
9791	Beginning Fund Balance	10,469.28		10,469.28
	Beginning Fund Balance Proof	.00	16.20	16.20
Change in Fund Balance - Excess Revenues (Expenditures)			16.20	

Memo Only - Ending Fund Balance Accounts

Other Designations	Adopted	Revised
9760 Other Commitments	10,546.00	10,529.00

Fund 173 - S/R Capital Outlay-Equipment **Fiscal Year 2013/14 Through December 2013**

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	60.00	60.00		16.20	43.80	27.00
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	60.00	60.00		16.20	43.80	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	60.00	60.00		16.20	43.80	
F. Fund Balance:						
Beginning Balance (9791)	10,486.00	10,469.00		10,469.28		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	10,486.00	10,469.00		10,469.28		
G. Calculated Ending Balance	10,546.00	10,529.00		10,485.48		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	10,546.00	10,529.00				

Fund 211 - Building Fund **Fiscal Year 2013/14 Through December 2013**

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest			10.82	10.82-	NO BDGT
	Total Other Local Revenue	<u>.00</u>	<u>.00</u>	<u>10.82</u>	<u>10.82-</u>	<u>NO BDGT</u>
	Total Year To Date Revenues	<u>.00</u>	<u>.00</u>	<u>10.82</u>	<u>10.82-</u>	<u>NO BDGT</u>

Fund 211 - Building Fund		Fiscal Year 2013/14 Through December 2013		
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	11,176.49	20.53	11,197.02
9200	Accounts Receivable - Clear	9.71	9.71-	
	Total Assets	11,186.20	10.82	11,197.02
Liabilities				
9611	Due to Other Funds - SetUp	11,186.20		11,186.20
	Calculated Fund Balance	.00	10.82	10.82
	Beginning Fund Balance Proof	.00	10.82	10.82
Change in Fund Balance - Excess Revenues (Expenditures)			10.82	

Fund 211 - Building Fund

Fiscal Year 2013/14 Through December 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues				10.82	10.82-	NO BDGT
B. Expenditures						
C. Subtotal (Revenue LESS Expense)	.00	.00		10.82	10.82-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	.00	.00		10.82	10.82-	
F. Fund Balance:						
Beginning Balance (9791)						
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance						
G. Calculated Ending Balance	.00	.00		10.82		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

Fund 251 - Developer Fees **Fiscal Year 2013/14 Through December 2013**

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other Local Revenue						
8660	Interest	160.00	160.00	49.42	110.58	30.89
8681	Mitigation/Developer Fees			2,677.41	2,677.41-	NO BDGT
	Total Other Local Revenue	160.00	160.00	2,726.83	2,566.83-	1,704.27
	Total Year To Date Revenues	160.00	160.00	2,726.83	2,566.83-	1,704.27

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Services and Other Operating Expenditures							
5750	Direct Costs for Interfund Ser				80.32	80.32-	NO BDGT
	Total Services and Other Operating Expenditures	.00	.00	.00	80.32	80.32-	NO BDGT
Capital Outlay							
6100	Sites and Improvement of Sites		6,507.00		6,506.25	.75	99.99
	Total Capital Outlay	.00	6,507.00	.00	6,506.25	.75	99.99
	Total Year To Date Expenditures	.00	6,507.00	.00	6,586.57	79.57-	101.22

Fund 251 - Developer Fees		Fiscal Year 2013/14 Through December 2013		
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	28,311.85	3,835.71-	24,476.14
9200	Accounts Receivable - Clear	24.03	24.03-	
9311	Due From Other Funds - SetUp	11,186.20		11,186.20
	Total Assets	39,522.08	3,859.74-	35,662.34
	Calculated Fund Balance	39,522.08	3,859.74-	35,662.34
Beginning Fund Balance				
9791	Beginning Fund Balance	39,522.08		39,522.08
	Beginning Fund Balance Proof	.00	3,859.74-	3,859.74-
Change in Fund Balance - Excess Revenues (Expenditures)			(3,859.74)	

Memo Only - Ending Fund Balance Accounts

		Adopted	Revised		
Other Designations					
9780	Other Assignments	28,502.00	36,795.00		
9790	Undesignated/Unappropriated		3,620.00-		
	Total Other Designations	.00	.00	.00	.00

Fund 251 - Developer Fees

Fiscal Year 2013/14 Through December 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	160.00	160.00		2,726.83	2,566.83-	1,704.27
B. Expenditures		6,507.00		6,586.57	79.57-	101.22
C. Subtotal (Revenue LESS Expense)	160.00	6,347.00-		3,859.74-	2,487.26-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	160.00	6,347.00-		3,859.74-	2,487.26-	
F. Fund Balance:						
Beginning Balance (9791)	28,342.00	39,522.00		39,522.08		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	28,342.00	39,522.00		39,522.08		
G. Calculated Ending Balance	28,502.00	33,175.00		35,662.34		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)	28,502.00	36,795.00				
Undesig/Unapprop (9790)		3,620.00-				
Other						

Fund 355 - School Facilities Hardship		Fiscal Year 2013/14 Through December 2013		
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	1.78		1.78
Liabilities				
9611	Due to Other Funds - SetUp	1.78		1.78
	Calculated Fund Balance	<u>.00</u>	<u>.00</u>	<u>.00</u>
	Beginning Fund Balance Proof	<u>.00</u>	<u>.00</u>	<u>.00</u>
Change in Fund Balance - Excess Revenues (Expenditures)				

Fund 355 - School Facilities Hardship

Fiscal Year 2013/14 Through December 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
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)						
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance						
G. Calculated Ending Balance						
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other						

Fund 401 - Sp Res Cap Outlay Proj, Constr		Fiscal Year 2013/14 Through December 2013		
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	244.59		244.59
	Calculated Fund Balance	<u>244.59</u>	<u>.00</u>	<u>244.59</u>
Beginning Fund Balance				
9791	Beginning Fund Balance	244.59		244.59
	Beginning Fund Balance Proof	<u>.00</u>	<u>.00</u>	<u>.00</u>
Change in Fund Balance - Excess Revenues (Expenditures)				

Memo Only - Ending Fund Balance Accounts		
	Adopted	Revised
Other Designations		
9760	Other Commitments	245.00
		245.00

Fund 401 - Sp Res Cap Outlay Proj, Constr

Fiscal Year 2013/14 Through December 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
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 & Redem 67117056

Fiscal Year 2013/14 Through December 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other State Revenues						
8571	Voted Indebtedness Levies, HOP	1,419.00	1,419.00	185.73	1,233.27	13.09
	Total Other State Revenues	1,419.00	1,419.00	185.73	1,233.27	13.09
Other Local Revenue						
8611	Voted Indebtedness Levies, Sec	235,409.00	235,409.00	140,894.15	94,514.85	59.85
8612	Voted Indebtedness Levies, Uns	4,966.00	4,966.00	5,886.61	920.61-	118.54
8613	Voted Indebtedness Levies, P/Y			10.16	10.16-	NO BDGT
8614	Voted Indebtedness Levies, Sup			515.85	515.85-	NO BDGT
8660	Interest	500.00	500.00	261.18	238.82	52.24
	Total Other Local Revenue	240,875.00	240,875.00	147,567.95	93,307.05	61.26
	Total Year To Date Revenues	242,294.00	242,294.00	147,753.68	94,540.32	60.98

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Debt Service							
7433	Bond Redemptions	95,000.00	95,000.00		95,000.00		100.00
7434	Bond Interest and Other Serv	157,750.00	157,750.00		79,350.00	78,400.00	50.30
	Total Debt Service	252,750.00	252,750.00	.00	174,350.00	78,400.00	68.98
	Total Year To Date Expenditures	252,750.00	252,750.00	.00	174,350.00	78,400.00	68.98

Fund 510 - Bond Interest & Redem 67117056 **Fiscal Year 2013/14 Through December 2013**

Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	234,973.78	26,418.46-	208,555.32
9200	Accounts Receivable - Clear	177.86	177.86-	
	Total Assets	<u>235,151.64</u>	<u>26,596.32-</u>	<u>208,555.32</u>
	Calculated Fund Balance	<u>235,151.64</u>	<u>26,596.32-</u>	<u>208,555.32</u>
Beginning Fund Balance				
9791	Beginning Fund Balance	235,151.64		235,151.64
	Beginning Fund Balance Proof	<u>.00</u>	<u>26,596.32-</u>	<u>26,596.32-</u>
Change in Fund Balance - Excess Revenues (Expenditures)			(26,596.32)	

Memo Only - Ending Fund Balance Accounts

Other Designations	Adopted	Revised
9760 Other Commitments	216,545.00	224,696.00

Fund 510 - Bond Interest & Redem 67117056

Fiscal Year 2013/14 Through December 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	242,294.00	242,294.00		147,753.68	94,540.32	60.98
B. Expenditures	252,750.00	252,750.00		174,350.00	78,400.00	68.98
C. Subtotal (Revenue LESS Expense)	10,456.00-	10,456.00-		26,596.32-	16,140.32	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	10,456.00-	10,456.00-		26,596.32-	16,140.32	
F. Fund Balance:						
Beginning Balance (9791)	227,001.00	235,152.00		235,151.64		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	227,001.00	235,152.00		235,151.64		
G. Calculated Ending Balance	216,545.00	224,696.00		208,555.32		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	216,545.00	224,696.00				

Fund 511 - Bond Interest & Redem 67118381

Fiscal Year 2013/14 Through December 2013

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
Other State Revenues						
8571	Voted Indebtedness Levies, HOP	1,466.00	1,466.00	191.91	1,274.09	13.09
	Total Other State Revenues	1,466.00	1,466.00	191.91	1,274.09	13.09
Other Local Revenue						
8611	Voted Indebtedness Levies, Sec	243,314.00	243,314.00	143,995.51	99,318.49	59.18
8612	Voted Indebtedness Levies, Uns	5,477.00	5,477.00	6,489.09	1,012.09-	118.48
8613	Voted Indebtedness Levies, P/Y			9.65	9.65-	NO BDGT
8614	Voted Indebtedness Levies, Sup			539.01	539.01-	NO BDGT
8660	Interest	600.00	600.00	259.85	340.15	43.31
	Total Other Local Revenue	249,391.00	249,391.00	151,293.11	98,097.89	60.67
	Total Year To Date Revenues	250,857.00	250,857.00	151,485.02	99,371.98	60.39

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Debt Service							
7433	Bond Redemptions	45,000.00	45,000.00		45,000.00		100.00
7434	Bond Interest and Other Servic	209,088.00	209,088.00		105,932.50	103,155.50	50.66
	Total Debt Service	254,088.00	254,088.00	.00	150,932.50	103,155.50	59.40
	Total Year To Date Expenditures	254,088.00	254,088.00	.00	150,932.50	103,155.50	59.40

Fund 511 - Bond Interest & Redem 67118381		Fiscal Year 2013/14 Through December 2013		
Object	Description	Beginning Balance	Year to Date Activity	Ending Balance
Fund Reconciliation				
Assets				
9110	Cash in County Treasury	221,729.96	717.09	222,447.05
9200	Accounts Receivable - Clear	164.57	164.57-	
	Total Assets	221,894.53	552.52	222,447.05
	Calculated Fund Balance	221,894.53	552.52	222,447.05
Beginning Fund Balance				
9791	Beginning Fund Balance	221,894.53		221,894.53
	Beginning Fund Balance Proof	.00	552.52	552.52
Change in Fund Balance - Excess Revenues (Expenditures)			552.52	

Memo Only - Ending Fund Balance Accounts

Other Designations	Adopted	Revised
9760 Other Commitments	210,007.00	218,664.00

Fund 511 - Bond Interest & Redem 67118381

Fiscal Year 2013/14 Through December 2013

Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	250,857.00	250,857.00		151,485.02	99,371.98	60.39
B. Expenditures	254,088.00	254,088.00		150,932.50	103,155.50	59.40
C. Subtotal (Revenue LESS Expense)	3,231.00-	3,231.00-		552.52	3,783.52-	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	3,231.00-	3,231.00-		552.52	3,783.52-	
F. Fund Balance:						
Beginning Balance (9791)	213,238.00	221,895.00		221,894.53		
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	213,238.00	221,895.00		221,894.53		
G. Calculated Ending Balance	210,007.00	218,664.00		222,447.05		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)						
Other	210,007.00	218,664.00				

Grade	Teacher	Subject	Period	Total Enrolled	
Transitional K	Coe			4	
K	Coe			18	
K1	Larson			3	
K	Larson			22	
K	Sanchez			22	
K				69	
1	Dichiacchio			25	
1	Maxim			24	
1	Vollmert			21	
1				70	
2	Puga			26	
2	Sakai			24	
2	Webster			25	
2				75	
3	Best			23	
3	Mayes			25	
3	McKenna			25	
3				73	
4	Kuklenski/Waggoner			30	
4	Mitchell			30	
4/5 (4 TH)	Ford/Muhlightner			11	
4				71	
4/5 (5 TH)	Ford/Muhlightner			14	
5	DeMaria			30	
5	Willey (Skeens)			30	
5				74	
Elementary				432	
6				69	
7				73	
8				70	
Junior High School				212	
				644	
6	Alkire	Homeroom	0	35	
6	Alkire	Science 6	1	35	
6	Alkire	Science 6	2	34	
6	Alkire	Social Studies 6	3	35	
6	Alkire	Social Studies 6	5	34	
6	Wiley	Homeroom	0	34	

6	Wiley	English Lang 6	1	34	
6	Wiley	English Lang 6	2	35	
7	Wiley	Exploratory 7	3	36	
6	Wiley	Exploratory 6	4	35	
7	Dunn	Homeroom	0	36	
7	Dunn	Science 7	1	36	
8	Dunn	Science 8	3	37	
8	Dunn	Science 8	4	33	
7	Dunn	Science 7	5	37	
7	Grogan	Homeroom	0	37	
7	Grogan	English Lang 7	1	36	
7	Grogan	Social Studies 7	2	37	
7	Grogan	Social Studies 7	4	37	
7	Grogan	English Lang 7	5	38	
8	Dwork	Homeroom	0	35	
8	Dwork	Social Studies 8	1	32	
8	Dwork	Social Studies 8	2	38	
8	Dwork	English Lang 8	3	33	
8	Dwork	English Lang 8	4	37	
8	Nguyen	Homeroom	0	35	
8	Nguyen	Geometry	1	31	
7/8	Nguyen	Algebra 7/8	2	40	
8	Nguyen	Math 6	3	34	
6	Nguyen	Math 6	5	35	
8	Hanley	Algebra Readiness 8	1	7	
7/8	Hanley	Pre Alg. 7/8	2	29	
7	Hanley	Pre Alg. 7	4	37	
8	Hanley	Exploratory 8	5	35	
7	Rosen	PE 7	3	36	
6	Rosen	PE 6	4	34	
8	Rosen	PE 8	5	35	

STUDENT OF THE MONTH

DECEMBER 2013

<u>TEACHER</u>	<u>SOM</u>	<u>PRINCIPAL'S AWARD</u>
		SELF-CONTROL
COE	MELINA RUSSELL JANET GALICIA	ELIJAH ALCANTAR BRODY FABIE
LARSON	ERIC FLORES JACOB CAMARILLO SANTIAGO ANDRADE	JAIDYN NAVARRETE SEBASTIAN BOISSELIER TYLER NOWAK
SANCHEZ	JACKELIN GARCIA-CATALAN KRYSTAL NAVA	LEILANI VICENTE BRIAN DAVIS-BOCCALI
DICHIACCHIO	LAURA LYNCH LUCIA POZZI	MAYA LANDEROS DAVID LARIOS
MAXIM	ALEX DULLAM KADEN PACION STACY LARIOS	ANAIS MAGDALENO KIARA RUSSELL NOAH SAHAGUN
VOLLMERT	ANALIA HERNANDEZ ZACKARY DAVIS	NICO TRONCOSO JAYLIN ULMER
PUGA	VANESSA HURTADO CLAUDIA CASTANEDA	ALEXANDRA REESE PARTIDA SEANNA PETERSEN
SAKAI	KAILI GARRETT ANISSA MACHUCA	KRYSTAL ANDRADE JILL LAN ADRIAN SANCHEZ
WEBSTER	JUSTICE FLORES CALEB STREMCHA	PAUL GOMEZ ALINA AGUILAR MADDY HERRERA

**STUDENT OF THE MONTH
DECEMBER 2013**

<u>TEACHER</u>	<u>SOM</u>	<u>PRINCIPAL'S AWARD</u> <u>SELF-CONTROL</u>
BEST	SYDNEY ARELLANO EMILIA CENTENO	ANIAH DIXON NICHOLAS ORDAZ
MAYES	SARAH LANDEROS LEX YOUNG	KAMELIA MORTEZAI ALONDRA GARCIA
MCKENNA	DHRUV PATEL KACIE MIZE	RUBEN VEGA JEREMIAH VALENCIA
FORD	JESSICA MEJIA JASON ULMER	GIA BOISSELIER JULIAN MAGDALENO
KUKLENSKI	JACLYN GONZALEZ JASON CASTELLANOS	MALAYA ASPURIA MANUEL HERRERA
MITCHELL	MIA PFEIFFER VANESSA TOVIAS	IVAN ROBLES SHIANNE CASTELLANOS
DEMARIA	SERENA SABEDRA ETHAN ERHARDT	EMMANUEL LUCAS TAMMY ONTIVEROS
WILLEY	PAUL SHIELDS MARCO TRONCOSO	AMBERLY PUGA JASMINE BALDERRAMA

**STUDENT OF THE MONTH
SPECIAL AWARD
DECEMBER 2013**

TEACHER

COE

LARSON

SANCHEZ

DICHIACCHIO

MAXIM

VOLLMERT

PUGA

SAKAI

WEBSTER

MUSIC

**SADIE CASTRO
BRONSEN JONES
GIANCARLO MARTINEZ
NATALIE SCLAR**

**ADDISON KIKER
KYLIE LAN
KIYOSHI OKAMURA
ADDISON KINNON**

**ADRIAN AVALOS
AIDYN CRULL**

LEXIE PINKERTON

**ANGEL VEGA
CAMILO SOLIS
CLAIRE KIM
KIARA RUSSELL**

**AIDEN HALFAR
VIVIA TRONCOSO**

**ALEXAH ESPINOSA
EMILY MALLOY
LEENA LEMOS**

**JACOB STRINGER
JACKSON WALEA
ALISON GENGO
DELANEY MCCLURE**

**DYLAN DAVIS-BOCCALLI
JEAN FREDERIC REFERENTE**

**SPECIAL AWARD
DECEMBER 2013**

TEACHER

BEST

MAYES

MCKENNA

FORD

KUKLENSKI

MITCHELL

DEMARIA

WILLEY

MUSIC

**JANESSA MARES
ALEXANDER VELASQUEZ**

**TERILYN HUANG
ALONDRA GARCIA
LEX YOUNG
LEO YOUNG**

**MITCHELL HORIUCHI
ALEX VAN SOMEREN-
BEVERFORD
MARISELA ALATORRE
TAYLOR SENTINELLA**

ANGELICA GUEVARA

**SOPHIA PETERSEN
GRACEEN SCAPLEN
EMILY WRIGHT**

**MIA NAVARRO
CARLOS ANGUIANO
NATALIA HAMERNIK**

**SABAS GUEVARA
ROBERT DYKES
STEPHANIE ZAGER
JOSHUA GIBBS**

IAN WIEBELHAUS

MESA UNION SCHOOL
HONOR ROLL/MERIT ROLL
2013-2014
FIRST TRIMESTER

HONOR ROLL

4TH GRADE

ANGUIANO, CARLOS
ASPURIA MALAYA
BOISSELIER, GIA
CARSON, TOMMY
CARTER, MAX
COMPTON, COLE
CORONADO, CRUZ
CORTEZ, EDDIE
GROOMS, BENJAMIN
HAMERNIK, NATALIA
HEINRICH, CARYS
KHODDAMI, DORSA
LAN, KATE
PATEL, DHILAN
PETERSEN, SOPHIA
QUINTANA, MATIAS
STUPAR, TORBEN
TARAZON, MALIA
TEART, ASHLEY
TINOCO, FRANK
TOVIAS, VANESSA
ULMER, JASON

MERIT ROLL

4TH GRADE

BRYANT, OLIVIA
BUSH, BREK
CAMMACK, QUINN
CRULL, CAITLIN
FLORES, ARIANNA
GARCIA, JAEVIN
GOMEZ, DARIO
GONZALEZ, CHRISTIAN
GONZALEZ, GIORDANO
GONZALEZ, JACLYN
GUEVARA, ANGELICA
HANNA, TONY
LIPPOLD, PETER
LOZANO, ISAAC
LYNCH, PAYTON
MORSE, FORREST
NAVARRO, MIA
ORTIGUERRA, TREVOR
PACION, TIANA
PATTON, JALEN
PFEIFFER, MIA
RYLAND, ANDREW
SOLORIO, ARMANDO
WRIGHT, EMILY
ZIEGLER, ANDILYN

HONOR ROLL

5TH GRADE

ALATORRE, MARCOS
CORONADO, KYLEE
DULLAM, THOMAS
DUONG, ASHLEY
DYKES, ROBERT
ERHARDT, ETHAN
FANNER, MORGAN
GIBBS, JOSHUA
GOMEZ, MELISSA
GONZALEZ, ALESSANDRO
GRAVEL FLETCHER
HESS, ALYSSA
HESS, ANDY
JACK, KELLAN
JONES, NEVAEH
KYTLICA ASHLEY
LAN, JUSTIN
LANDEROS, EMMA
LUNA, DIEGO
LYNCH, PARKER
MAGDALENO, JULIAN
MARTINEZ, YAQUELYN
MEJIA, JESSICA
MILBOURN, HUNTER
MUMMERY, NATALIE
MURRAY, RYAN
O'REILLY, CASSANDRA
OKAMURA, SAKURA
OMINSKY, MAX
PAYARD, EMILY
POZZI, ISABELLA
PUGA, AMBERLY
ROMAN, SEBASTIAN
RUSSELL, BRYCE
SABEDRA, SERENA
SHIELDS, PAUL
STOTKO, RILEY

MERIT ROLL

5TH GRADE

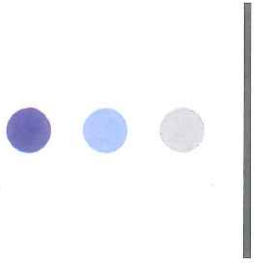
ALVAREZ, MARTIN
BALDERRAMA, JACOB
BERNAL, BRIANNA
DULEK, TREVOR
FRUTOS, PHILLIP
GARCIA, BRISA
KURTEN, JOHNATHAN
LEIJA, HUNTER
MCDADE, HALEY
MUNOZ, KYLIE
ONTIVEROS, TAMMY

TRONCOSO, MARCO
VENEGAS, ROMAN
WALORINTA, CARSON
WEYMER, CHARLOTTE
WIEBELHAUS, IAN
WOLBERT, JACK
ZAGER, MITCHELL
ZAGER, STEPHANIE



Golden Valley Charter School

2013-14 January Financial Update
(actuals through 12/31/13)



2013-14 January Update

- The attached reports present a summary of how GVCS is performing so far vs. the approved 2013-14 First Interim Budget, the most recent Board-approved budget for GVCS.
- Currently, GVCS is running \$36,669 under budget through 12/31/13, but this is due to normal variances in monthly revenue and expenditure timing. This is not projected to result in significant year-end variance and should re-align in upcoming months. In general GVCS is aligning closely with the 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
WARRANT REGISTER: December 2013**

Check Number	Check Date	Vendor	Total
53112	11/1/2013	All American Ballet School	\$ 325.00
53113	11/1/2013	Anne Alday	\$ 230.52
53114	11/1/2013	Apple Inc	\$ 198.00
53115	11/1/2013	Art Supplies Wholesale	\$ 30.53
53116	11/1/2013	Ballet Academy Ventura	\$ 450.00
53117	11/1/2013	Byu Independent Study	\$ 142.00
53118	11/1/2013	California Science Center Foundation	\$ 405.00
53119	11/1/2013	Carolina Biological Supply Co	\$ 24.10
53120	11/1/2013	Cassell's Music, Inc	\$ 520.00
53121	11/1/2013	Central Music	\$ 246.15
53122	11/1/2013	Children's Music Academy	\$ 800.00
53123	11/1/2013	Chinaberry Inc	\$ 20.94
53124	11/1/2013	City of Ojai	\$ 241.50
53125	11/1/2013	Claddagh Dance Company	\$ 160.00
53126	11/1/2013	Dance Creations LLC	\$ 210.00
53127	11/1/2013	Delta Managed Solutions, Inc.	\$ 8,850.00
53128	11/1/2013	Dorothy McCandliss	\$ 210.80
53129	11/1/2013	Education Station	\$ 12.00
53130	11/1/2013	Follett Educational Services	\$ 335.39
53131	11/1/2013	Footworks Youth Ballet Inc.	\$ 64.00
53132	11/1/2013	Handwriting Without Tears	\$ 63.77
53133	11/1/2013	Homeschool Programming, Inc	\$ 161.10
53134	11/1/2013	Houghton Mifflin Harcourt - Acct#147529	\$ 203.00
53135	11/1/2013	Huckleberry Center	\$ 1,956.85
53136	11/1/2013	Keyboard Galleria Music Center	\$ 110.00
53137	11/1/2013	Kids Art Inc - Northridge	\$ 301.00
53138	11/1/2013	Kids Art Inc - Pasadena	\$ 120.00
53139	11/1/2013	Lakeshore Learning Materials	\$ 133.98
53140	11/1/2013	The Little Gym of La Canada	\$ 174.80
53141	11/1/2013	Lorrie Veiga	\$ 312.40
53142	11/1/2013	Meg Rydman	\$ 53.11
53143	11/1/2013	Miss Melodee Studios, Inc	\$ 261.00
53144	11/1/2013	Monarch's National Gymnastics Training Center	\$ 673.75
53145	11/1/2013	Moving Beyond The Page	\$ 58.62
53147	11/1/2013	North Dakota Center For Distance Education	\$ 742.26
53156	11/1/2013	Office Depot	\$ 289.11
53157	11/1/2013	Office Depot eCommerce	\$ 77.30
53158	11/1/2013	Oriental Trading Company, Inc.	\$ 89.49
53159	11/1/2013	Ottsen Music Studio	\$ 1,620.00
53160	11/1/2013	Ovation School For Performing Arts	\$ 281.25
53161	11/1/2013	Pacific Diving Academy USA	\$ 160.00
53162	11/1/2013	Paper, Scissors, Stone	\$ 101.50
53163	11/1/2013	Peace Hill Press, Inc	\$ 74.78
53164	11/1/2013	Pearson - Acct#2462900, 05-5238169, 005-59407-000, 2484106	\$ 476.01
53165	11/1/2013	Play-Well TEKnologies- Santa Barbara/Ventura	\$ 377.00
53166	11/1/2013	Pleasant Valley Rec & Park	\$ 40.00
53167	11/1/2013	Racheal Yard	\$ 288.91
53168	11/1/2013	Rainbow Resource Center	\$ 740.05
53169	11/1/2013	Rancho Simi Recreation & Park	\$ 45.00

Golden Valley Charter School
WARRANT REGISTER: December 2013

Check Number	Check Date	Vendor	Total
53170	11/1/2013	Rosetta Stone, Ltd. (Fairfield Language Tech.)	\$ 183.26
53171	11/1/2013	Sandra M. Yip	\$ 75.00
53172	11/1/2013	School Specialty Inc.	\$ 174.20
53173	11/1/2013	Singapore Math, Inc	\$ 125.40
53174	11/1/2013	Staples - eCommerce	\$ 306.97
53175	11/1/2013	Staples Business Advantage	\$ 28.91
53176	11/1/2013	Sylvia Klein	\$ 45.77
53177	11/1/2013	Tae Ryong TaeKwonDo School - Camarillo	\$ 757.25
53178	11/1/2013	TaeKwonDo Plus	\$ 435.50
53179	11/1/2013	Tamie Stewart	\$ 287.53
53180	11/1/2013	The Red Chair School of Perf.	\$ 508.00
53181	11/1/2013	Time 4 Learning	\$ 150.00
53182	11/1/2013	Urban Homeschoolers	\$ 94.18
53183	11/1/2013	Ventura Family YMCA	\$ 225.00
53184	11/1/2013	YMCA- Camarillo Family	\$ 82.00
53185	11/1/2013	Young At Art- Camarillo	\$ 215.00
53186	11/1/2013	Young At Art- Simi Valley	\$ 704.00
53187	11/1/2013	Museum Tour, Inc.	\$ 39.99
53193	11/8/2013	Advanced Academics, Inc.	\$ 300.00
53194	11/8/2013	All About Spelling	\$ 173.75
53195	11/8/2013	All American Ballet School	\$ 310.00
53196	11/8/2013	American Science & Surplus	\$ 53.65
53197	11/8/2013	Anne Alday	\$ 18.40
53198	11/8/2013	Apple Inc	\$ 304.82
53199	11/8/2013	Appolina Osborne	\$ 146.76
53200	11/8/2013	Cassell's Music, Inc	\$ 400.00
53201	11/8/2013	Christine Albright	\$ 218.83
53202	11/8/2013	City Creek Press, Inc	\$ 27.90
53203	11/8/2013	City of Whittier	\$ 305.00
53204	11/8/2013	Cynthia Marston	\$ 170.71
53205	11/8/2013	Delian Music	\$ 780.00
53206	11/8/2013	Dick Blick Company	\$ 183.93
53207	11/8/2013	Discount School Supply	\$ 160.77
53208	11/8/2013	Elizabeth Gomez	\$ 183.63
53209	11/8/2013	Emh Sports USA, Inc	\$ 60.00
53210	11/8/2013	Enchanted Learning Ctr, LLC	\$ 125.00
53211	11/8/2013	ETA/Hand2Mind	\$ 14.54
53212	11/8/2013	Evan- Moor	\$ 143.00
53213	11/8/2013	Follett Educational Services	\$ 97.89
53214	11/8/2013	Gander Publishing	\$ 534.57
53215	11/8/2013	Handwriting Without Tears	\$ 43.47
53216	11/8/2013	Hayley Hamilton	\$ 92.72
53217	11/8/2013	Houghton Mifflin Harcourt - Acct#147529	\$ 60.75
53219	11/8/2013	Institute For Excellence In Writing	\$ 39.75
53220	11/8/2013	Jeannie Gudith	\$ 221.58
53221	11/8/2013	Jostens	\$ 32.92
53222	11/8/2013	Joyce Salsberry	\$ 183.06
53223	11/8/2013	Keyboard Galleria Music Center	\$ 920.50
53224	11/8/2013	Kids Art Inc - La Crescenta	\$ 130.50

Golden Valley Charter School
WARRANT REGISTER: December 2013

Check Number	Check Date	Vendor	Total
53225	11/8/2013	Kids Art Inc - Northridge	\$ 217.50
53226	11/8/2013	Lakeshore Learning Materials	\$ 186.28
53227	11/8/2013	Laura Guy	\$ 328.15
53228	11/8/2013	Lego Education	\$ 222.22
53229	11/8/2013	The Little Gym of La Canada	\$ 142.00
53230	11/8/2013	Lori Mcmanus	\$ 1,380.59
53231	11/8/2013	Los Angeles School of Gymnastics	\$ 365.00
53232	11/8/2013	Math Support Services, Inc.	\$ 165.00
53234	11/8/2013	Mission Renaissance	\$ 183.00
53235	11/8/2013	MJP Computers	\$ 335.00
53236	11/8/2013	Monarch's National Gymnastics Training Center	\$ 330.00
53237	11/8/2013	Museum Tour, Inc.	\$ 24.95
53238	11/8/2013	Norma McBride	\$ 98.88
53239	11/8/2013	Office Depot	\$ 902.25
53240	11/8/2013	Office Depot eCommerce	\$ 56.86
53241	11/8/2013	One Spark Academy	\$ 380.00
53242	11/8/2013	Ottsen Music Studio	\$ 90.00
53243	11/8/2013	Paper, Scissors, Stone	\$ 356.10
53244	11/8/2013	Peace Hill Press, Inc	\$ 17.55
53245	11/8/2013	Peterson Directed Handwriting	\$ 41.50
53246	11/8/2013	Play-Well TEKnologies- Santa Barbara/Ventura	\$ 527.00
53247	11/8/2013	Pleasant Valley Rec & Park	\$ 42.00
53248	11/8/2013	Rainbow Resource Center	\$ 1,611.22
53249	11/8/2013	Rancho Simi Recreation & Park	\$ 476.85
53250	11/8/2013	San Joaquin County Office of Education	\$ 600.00
53251	11/8/2013	School Specialty Inc.	\$ 65.58
53252	11/8/2013	ServiceMaster Building Maintenance	\$ 329.00
53253	11/8/2013	Sharon McClain	\$ 92.10
53254	11/8/2013	Singapore Math, Inc	\$ 356.92
53255	11/8/2013	Staples - eCommerce	\$ 59.34
53256	11/8/2013	Staples Business Advantage	\$ 222.97
53257	11/8/2013	Stephanie Hagenbach	\$ 124.49
53258	11/8/2013	Sylvia Klein	\$ 174.59
53259	11/8/2013	TaeKwonDo Plus	\$ 109.00
53260	11/8/2013	The Red Chair School of Perf.	\$ 312.00
53261	11/8/2013	Urban Homeschoolers	\$ 867.16
53262	11/8/2013	Vibe Performing Arts Studios	\$ 693.00
53263	11/8/2013	Wendy Hand-Hogan	\$ 178.26
53264	11/8/2013	Wendy Theobald	\$ 176.85
53265	11/8/2013	Young At Art- Simi Valley	\$ 420.00
53266	11/8/2013	Huckleberry Center	\$ 1,600.43
53267	11/15/2013	All About Spelling	\$ 221.75
53268	11/15/2013	Amanda Burns	\$ 117.91
53269	11/15/2013	Angels School Supply	\$ 70.60
53270	11/15/2013	Apple Inc	\$ 929.23
53271	11/15/2013	Barnes & Noble Inc	\$ 263.68
53272	11/15/2013	Blackbird & Company	\$ 34.93
53273	11/15/2013	California Science Center Foundation	\$ 355.00
53274	11/15/2013	Carson- Dellosa	\$ 13.01

Golden Valley Charter School
WARRANT REGISTER: December 2013

Check Number	Check Date	Vendor	Total
53275	11/15/2013	CCSA- LA	\$ 3,815.00
53276	11/15/2013	Conejo Recreation and Park Dis	\$ 351.00
53277	11/15/2013	Cuizon Ballet Centre	\$ 1,440.00
53278	11/15/2013	Dance 1	\$ 125.00
53279	11/15/2013	Delian Music	\$ 219.00
53280	11/15/2013	Dick Blick Company	\$ 108.17
53281	11/15/2013	Elizabeth Gomez	\$ 46.00
53282	11/15/2013	Evan- Moor	\$ 26.85
53283	11/15/2013	Excellence in Education	\$ 181.70
53284	11/15/2013	Follett Educational Services	\$ 238.33
53285	11/15/2013	Guitar Center	\$ 107.45
53286	11/15/2013	Gymnastikids, Inc.	\$ 175.00
53287	11/15/2013	Home Science Tools	\$ 523.65
53288	11/15/2013	Huckleberry Center	\$ 309.00
53289	11/15/2013	Kelly Villalovos	\$ 280.96
53290	11/15/2013	Kids Art Inc - La Crescenta	\$ 184.00
53291	11/15/2013	Lego Education	\$ 460.12
53292	11/15/2013	Lisa Sophos	\$ 247.59
53293	11/15/2013	Mary Jo Stirling	\$ 202.61
53294	11/15/2013	Math- U- See California, Inc	\$ 147.50
53295	11/15/2013	Melissa Barnett	\$ 102.49
53296	11/15/2013	Modern Curriculum Press	\$ 54.01
53297	11/15/2013	Montessori Services	\$ 71.22
53298	11/15/2013	Nickerson Family Trust (Sjnden LLC)	\$ 1,728.04
53299	11/15/2013	Office Depot	\$ 53.45
53300	11/15/2013	Office Depot eCommerce	\$ 299.92
53301	11/15/2013	One Spark Academy	\$ 1,470.00
53302	11/15/2013	Pearson - Acct#2462900, 05-5238169, 005-59407-000, 2484106	\$ 335.64
53303	11/15/2013	Pleasant Valley Rec & Park	\$ 42.00
53304	11/15/2013	Rainbow Resource Center	\$ 166.82
53305	11/15/2013	Rancho Simi Recreation & Park	\$ 300.00
53306	11/15/2013	Rose Bowl Aquatics Center	\$ 288.00
53307	11/15/2013	Science-2-U	\$ 1,941.35
53309	11/15/2013	Singapore Math, Inc	\$ 241.43
53310	11/15/2013	Special Ed Asst & Tech Support, Inc	\$ 31,899.68
53311	11/15/2013	Staples - eCommerce	\$ 378.72
53312	11/15/2013	Staples Business Advantage	\$ 227.34
53313	11/15/2013	Swordplay Fencing Studio, Inc.	\$ 187.00
53314	11/15/2013	TaeKwonDo Plus	\$ 287.25
53315	11/15/2013	Terri Adams	\$ 662.02
53316	11/15/2013	U. S. Bank	\$ 1,111.99
53317	11/15/2013	Ventura Family YMCA	\$ 530.00
53318	11/15/2013	YMCA- Camarillo Family	\$ 80.00
53319	11/15/2013	Young At Art- Camarillo	\$ 84.00
53320	11/15/2013	Shurley Instructional Material	\$ 112.32
53321	11/15/2013	Ballet Academy Ventura	\$ 337.00
53322	11/15/2013	Kids Art Inc - Pasadena	\$ 623.00
53323	11/15/2013	Rainbow Resource Center	\$ 2,270.00
53324	11/15/2013	Waller's Gymjam Academy	\$ 60.00

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

Check Number	Check Date	Vendor	Total
53325	11/15/2013	Yamaha Music School	\$ 1,568.00
53326	11/22/2013	A Child's Dream Come True	\$ 375.55
53327	11/22/2013	All American Ballet School	\$ 240.00
53328	11/22/2013	Alliance for Performing Arts	\$ 376.50
53329	11/22/2013	Amy Warners-Hernandez	\$ 492.68
53330	11/22/2013	Applause Learning Resources	\$ 499.66
53331	11/22/2013	Apple Inc	\$ 1,116.33
53332	11/22/2013	Art Supplies Wholesale	\$ 304.97
53333	11/22/2013	Art with Sara	\$ 321.42
53334	11/22/2013	Barnes & Noble Inc	\$ 196.82
53335	11/22/2013	Benjamin Buttner Guitar Lessons	\$ 595.00
53336	11/22/2013	C.A.R.E. Learning Academy (SCV Tutors)	\$ 300.00
53337	11/22/2013	Carolina Biological Supply Co	\$ 93.47
53338	11/22/2013	Cassell's Music, Inc	\$ 160.00
53339	11/22/2013	Children's Music Academy	\$ 745.00
53340	11/22/2013	Conejo Recreation and Park Dis	\$ 1,496.98
53341	11/22/2013	Creative Learning Place	\$ 1,124.64
53342	11/22/2013	Dance Creations LLC	\$ 50.00
53343	11/22/2013	Del Sol Books	\$ 99.00
53344	11/22/2013	Delian Music	\$ 26.00
53345	11/22/2013	Dick Blick Company	\$ 113.99
53346	11/22/2013	Dorothy McCandliss	\$ 172.00
53347	11/22/2013	Educator's Publishing Service	\$ 44.24
53348	11/22/2013	Emh Sports USA, Inc	\$ 591.60
53349	11/22/2013	Excellence in Education	\$ 21.02
53350	11/22/2013	Follett Educational Services	\$ 75.99
53351	11/22/2013	Guitar Center	\$ 571.46
53352	11/22/2013	Houghton Mifflin Harcourt - Acct#147529	\$ 102.52
53353	11/22/2013	Huckleberry Center	\$ 696.35
53355	11/22/2013	Insect Lore	\$ 27.94
53356	11/22/2013	Institute For Excellence In Writing	\$ 81.40
53357	11/22/2013	Iron Fist Martial Arts, LLC	\$ 650.00
53358	11/22/2013	Joe Ferrante Music Academy	\$ 5,282.00
53359	11/22/2013	Just Dance Company	\$ 470.00
53360	11/22/2013	Kids Art Inc - La Crescenta	\$ 358.00
53361	11/22/2013	Kids Art Inc - Pasadena	\$ 240.00
53362	11/22/2013	Kids Art Inc - Sherman Oaks	\$ 611.00
53363	11/22/2013	Kumon Math and Reading Center of Westchester	\$ 330.00
53364	11/22/2013	Lakeshore Learning Materials	\$ 889.87
53365	11/22/2013	Laura Armbruster	\$ 151.74
53366	11/22/2013	Learn Beyond the Book, LLC	\$ 392.00
53367	11/22/2013	Math Support Services, Inc.	\$ 220.00
53368	11/22/2013	Math- U- See California, Inc	\$ 73.32
53369	11/22/2013	Mathnasium Of Burbank	\$ 400.00
53370	11/22/2013	McGroarty Arts Center	\$ 180.00
53371	11/22/2013	Meg Rydman	\$ 162.20
53372	11/22/2013	Mission Renaissance	\$ 2,176.56
53373	11/22/2013	MJP Computers	\$ 2,769.93
53374	11/22/2013	Monarch's National Gymnastics Training Center	\$ 346.00

Golden Valley Charter School
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Check Number	Check Date	Vendor	Total
53375	11/22/2013	Mr. Peter's Piano Studio	\$ 420.00
53376	11/22/2013	NewEdge Academy	\$ 75.00
53377	11/22/2013	Office Depot	\$ 656.06
53378	11/22/2013	Office Depot eCommerce	\$ 485.25
53379	11/22/2013	Old Towne Music Co.	\$ 25.71
53380	11/22/2013	One Spark Academy	\$ 230.00
53381	11/22/2013	Oriental Trading Company, Inc.	\$ 48.99
53383	11/22/2013	Paper, Scissors, Stone	\$ 25.90
53384	11/22/2013	Pasadena Conservatory Of Music	\$ 90.00
53385	11/22/2013	Peace Hill Press, Inc	\$ 51.80
53386	11/22/2013	Pearson - Acct#2462900, 05-5238169, 005-59407-000, 2484106	\$ 115.07
53387	11/22/2013	Rainbow Resource Center	\$ 1,015.60
53388	11/22/2013	Roots To The Source	\$ 315.00
53389	11/22/2013	School Specialty Inc.	\$ 56.83
53390	11/22/2013	Science-2-U	\$ 1,854.35
53391	11/22/2013	Shar Products	\$ 259.99
53392	11/22/2013	Singapore Math, Inc	\$ 352.63
53393	11/22/2013	Staples - eCommerce	\$ 757.01
53394	11/22/2013	Staples Business Advantage	\$ 226.24
53395	11/22/2013	Steve Spangler Science	\$ 55.96
53396	11/22/2013	Steven Sunnarborg Musical Serv	\$ 132.00
53397	11/22/2013	Studio 316	\$ 110.00
53398	11/22/2013	TaeKwonDo Plus	\$ 148.50
53399	11/22/2013	TelePacific Communications	\$ 385.19
53400	11/22/2013	The Little Gym of La Canada	\$ 266.80
53401	11/22/2013	Time 4 Learning	\$ 185.00
53402	11/22/2013	Tricia Purcell	\$ 475.90
53403	11/22/2013	Valencia Tutors	\$ 369.50
53404	11/22/2013	Waller's Gymjam Academy	\$ 524.00
53405	11/22/2013	YMCA of the Foothills	\$ 220.00
53406	11/22/2013	YMCA- Camarillo Family	\$ 90.00
53407	11/22/2013	Young At Art- Camarillo	\$ 576.00
53408	11/22/2013	Infinite Mind Eye Q	\$ 29.95
53409	11/22/2013	Ottsen Music Studio	\$ 1,950.00
53410	11/27/2013	All American Ballet School	\$ 85.00
53411	11/27/2013	Ballet Academy Ventura	\$ 80.00
53412	11/27/2013	California Science Center Foundation	\$ 380.00
53413	11/27/2013	Cassell's Music, Inc	\$ 240.00
53414	11/27/2013	Central Music	\$ 331.10
53415	11/27/2013	Conejo Recreation and Park Dis	\$ 204.00
53416	11/27/2013	Delian Music	\$ 312.00
53417	11/27/2013	Delta Managed Solutions, Inc.	\$ 8,850.00
53418	11/27/2013	Dick Blick Company	\$ 62.67
53419	11/27/2013	Education Station	\$ 146.62
53420	11/27/2013	Emh Sports USA, Inc	\$ 93.60
53421	11/27/2013	Huckleberry Center	\$ 1,001.59
53422	11/27/2013	Huntington Learning Center Simi Valley	\$ 195.00
53423	11/27/2013	Kids Art Inc - Northridge	\$ 301.00
53424	11/27/2013	Kids Art Inc - Sherman Oaks	\$ 261.00

Golden Valley Charter School
WARRANT REGISTER: December 2013

Check Number	Check Date	Vendor	Total
53425	11/27/2013	Lakeshore Learning Materials	\$ 186.06
53426	11/27/2013	McGraw-Hill	\$ 77.36
53427	11/27/2013	MJP Computers	\$ 254.45
53428	11/27/2013	Monarch's National Gymnastics Training Center	\$ 240.00
53429	11/27/2013	Moving Beyond The Page	\$ 443.79
53430	11/27/2013	Nickerson Family Trust (Sjnden LLC)	\$ 4,759.75
53431	11/27/2013	Oak Meadow Inc	\$ 955.00
53432	11/27/2013	Ottsen Music Studio	\$ 870.00
53433	11/27/2013	Pacific Diving Academy USA	\$ 240.00
53434	11/27/2013	Peace Hill Press, Inc	\$ 183.99
53435	11/27/2013	Pearson - Acct#2462900, 05-5238169, 005-59407-000, 2484106	\$ 26.35
53436	11/27/2013	Play-Well TEKologies- Santa Barbara/Ventura	\$ 969.00
53437	11/27/2013	Rainbow Resource Center	\$ 691.49
53438	11/27/2013	Rancho Simi Recreation & Park	\$ 50.00
53439	11/27/2013	Roots To The Source	\$ 630.00
53440	11/27/2013	Singapore Math, Inc	\$ 167.34
53441	11/27/2013	Staples - eCommerce	\$ 16.11
53442	11/27/2013	Staples Business Advantage	\$ 87.62
53443	11/27/2013	Swordplay Fencing Studio, Inc.	\$ 51.00
53444	11/27/2013	Time 4 Learning	\$ 50.00
53445	11/27/2013	Urban Homeschoolers	\$ 318.31
53446	11/27/2013	Ventura Family YMCA	\$ 140.00
53447	11/27/2013	VoogDesigns	\$ 480.00
53448	11/27/2013	Young At Art- Camarillo	\$ 366.00
53449	11/27/2013	Young At Art- Simi Valley	\$ 180.00
53450	11/27/2013	Young Rembrandts- Ventura	\$ 155.75
53451	11/27/2013	Zaner- Bloser	\$ 30.06
Grand Total			\$ 172,466.04

Mesa Union School

3901 North Mesa School Road • Somis, Ca 93066 • (805) 485-1411 • Grades K-8
Ryan Howatt, Principal
rhowatt@mesaschool.org



2012-13 School Accountability Report Card Published During the 2013-14 School Year

Mesa Union School District
3901 North Mesa School Road
Somis, Ca 93066
(805) 485-1411
www.mesaschool.org

District Governing Board

Susan Nemets
Steven Sullivan
Judith Thielemann
Noel Camanag
Rick Murray

District Administration

Michael Babb, Ed.D.
Superintendent

About the SARC

Every school in California is required by state law to publish a School Accountability Report Card (SARC), by February 1 of each year. The SARC contains information about the condition and performance of each California public school. All data are reported for the 2012-13 school-year, unless otherwise indicated. For more information about SARC requirements, see the California Department of Education (CDE) SARC webpage at www.cde.ca.gov/ta/ac/sa/. For additional information about this school, please contact the school administration at (805) 485-1411.

School Description

Mesa Union School has enjoyed a long tradition of excellence where children thrive in a community-focused, small school environment. Students attend Mesa Union from TK-8 and enjoy a rigorous and rewarding academic environment enriched with music, arts, athletics, sciences and special events. Families have many opportunities to participate in the daily life of the school. The school and district mission statement states, "We teach students to create, connect, and collaborate--for life!" As we shift to the Common Core State Standards, this a key phrase for us to keep in mind. School learning is shifting toward more doing, more applying what children have learned at home to what s/he learns in school, and more interacting with teachers and with peers. Twenty-first century learning is an active, social enterprise with ample exposure to science, math and technology, lots of interaction, and a great deal of higher-order thinking. Finally, "for life" means we hope to spark learning that lasts a lifetime.

Our Mission:

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

Our Vision:

Collaborating with staff, families and the community, we create a safe and enriching learning environment featuring technology, science and the arts that prepares each Mesa student to thrive academically and socially to meet world-class standards for success in high school, college, and career.

Opportunities for Parental Involvement

Mesa Elementary School encourages family members to be active in their child's education. Nearly 85% of our parents contribute to school activities throughout the school year. Parents can participate in the following programs and activities:

- Parent Faculty Organization (PFO)
- Mesa Education Foundation
- Wellness Committee
- Volunteering in the classroom
- Chaperoning students during field trips
- Assisting with fundraisers that support student learning activities
- Leadership positions on our School Site Council (SSC), Migrant Parents Advisory Committee, and English Learner Advisory Committee (ELAC)

Please call Ryan Howatt, principal, at (805) 485-1411, for details on how to participate in Mesa Union School programs and activities.

Student Enrollment by Grade Level	
Grade Level	Number of Students
Kinder.	76
Gr. 1	75
Gr. 2	73
Gr. 3	76
Gr. 4	73
Gr. 5	74
Gr. 6	74
Gr. 7	72
Gr. 8	70
Total	663

Student Enrollment by Group	
Group	Percent of Total Enrollment
Black or African American	3.2
American Indian or Alaska Native	0.3
Asian	3.3
Filipino	2.6
Hispanic or Latino	54.8
Native Hawaiian/Pacific Islander	0.9
White	31.1
Two or More Races	3.9
Socioeconomically Disadvantaged	38.5
English Learners	20.7
Students with Disabilities	5.1

School Safety Plan

This section provides information about the school's comprehensive safety plan, including the dates on which the safety plan was last reviewed, updated, and discussed with faculty; as well as a brief description of the key elements of the plan.

Through inspections of school facilities, administrators identify and correct potentially unsafe conditions. The Mesa Comprehensive School Safety Plan, directed by the School Safety Committee, includes such elements as procedures and protocols staff may use in event of emergencies. The School Safety Committee, which consists of administrative, certificated and classified staff, meets to address student and employee safety. The School Safety Plan has been reviewed, updated, and discussed with the school faculty on an ongoing basis since June 2006. The revised School Safety Plan was approved by the Mesa Union School District Board in April 2012.

School Facility Conditions and Planned Improvements (School Year 2013-14)

This section provides information from the most recent Facility Inspection Tool (FIT) data (or equivalent), including:

- Description of the safety, cleanliness, and adequacy of the school facility
- Description of any planned or recently completed facility improvements
- The year and month in which the data were collected
- Description of any needed maintenance to ensure good repair

Year and month in which data were collected: December 2013

Mesa Union School has 23 regular classrooms, a science lab, a library, a computer lab, a multipurpose room, a cafeteria, an art room, a physical education room, a speech room and a resource room.

One of Mesa Union School's Core Values is maintaining a safe and healthy learning environment. The oldest buildings, which reflect the rural aesthetic, were built in the 1930s. Site modernization to refurbish all classrooms, bathrooms, and school site expansion was completed in 2005. The Board of Trustees has reviewed the campus facilities and adopted a five-year maintenance plan. This plan, using state-matching funds and monies from a 2002 school bond generously supported by the Mesa community, enabled Mesa Union School to build a Science-Technology Center. Land acquisition, parking lot, and play field construction was completed in 2011.

Staff takes pride in maintaining a clean, aesthetically attractive campus, understanding that a clean and safe environment promotes student learning. Maintenance staff works hard to preserve our beautiful campus, ensuring any needed maintenance is performed promptly to ensure good repair.

Average Class Size and Class Size Distribution												
Year	Average Class Size			Number of Classrooms*								
				1-20			21-32			33+		
	11	12	13	11	12	13	11	12	13	11	12	13
Kinder.	19	19.3	23.7	2	3	1	1	0	2	0	0	0
Gr. 1	24	24.3	23	0	0	1	3	3	2	0	0	0
Gr. 2	21	21.3	24.7	2	3	0	1	0	3	0	0	0
Gr. 3	20	20.3	23.3	2	3	0	1	0	3	0	0	0
Gr. 4	31	30.3	27.7	0	0	0	2	3	3	0	0	0
Gr. 5	30	29.5	30	0	0	0	2	2	2	0	0	0
English	32	30.5	30.7	0	0	1	4	4	1	4	2	4
Math	29	26.3	27.3	0	2	3	3	4	2	4	2	3
Science	34	32.8	33.5	0	0	0	2	2	1	4	2	3
SS	34	32.8	33.5	0	0	0	2	2	1	4	2	3

* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area, English, Math, Science and Social Science (SS), rather than grade level.

Suspensions and Expulsions			
School	10-11	11-12	12-13
Suspensions Rate	3.63	5.71	3.47
Expulsions Rate	0.17	0.0	0.0
District	10-11	11-12	12-13
Suspensions Rate	3.63	5.71	3.47
Expulsions Rate	0.17	0.0	0.0

* The rate of suspensions and expulsions is calculated by dividing the total number of incidents by the total enrollment (and multiplying by 100).

School Facility Good Repair Status (School Year 2013-14)

This section provides information from the most recent Facility Inspection Tool (FIT) data (or equivalent), including:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The Overall Rating (bottom row)

School Facility Good Repair Status				
System Inspected	Repair Status			Repair Needed and Action Taken or Planned
	Good	Fair	Poor	
Systems: Gas Leaks, Mechanical/HVAC, Sewer	[X]	[]	[]	
Interior: Interior Surfaces	[X]	[]	[]	
Cleanliness: Overall Cleanliness, Pest/ Vermin Infestation	[X]	[]	[]	
Electrical: Electrical	[X]	[]	[]	
Restrooms/Fountains: Restrooms, Sinks/ Fountains	[X]	[]	[]	
Safety: Fire Safety, Hazardous Materials	[X]	[]	[]	
Structural: Structural Damage, Roofs	[X]	[]	[]	
External: Playground/School Grounds, Windows/ Doors/Gates/Fences	[X]	[]	[]	
Overall Rating	Exemplary	Good	Fair	Poor
	[]	[X]	[]	[]

Teacher Credentials			
School	10-11	11-12	12-13
Fully Credentialed	28	30	28
Without Full Credential	0	0	0
Teaching Outside Subject Area	0	0	0
Districtwide	10-11	11-12	12-13
Fully Credentialed	◆	◆	28
Without Full Credential	◆	◆	0

Teacher Misassignments and Vacant Teacher Positions at this School			
School	11-12	12-13	13-14
Teachers of English Learners	0	0	0
Total Teacher Misassignments	0	0	0
Vacant Teacher Positions	0	0	0

* "Misassignments" refers to the number of positions filled by teachers who lack legal authorization to teach that grade level, subject area, student group, etc.

Professional Development

This section provides information on the number of days provided for professional development and continuous professional growth in the most recent three year period.

In 2012-2013, teachers participated in three full days and eight half days of professional learning, primarily geared to the transition to Common Core State Standards. In addition, content specialists from the Ventura County Office of Education coordinated model lessons to help teachers plan support for English learners. All professional learning events and activities aligned to teacher professional development plans outlined in the Mesa Union School Single Plan for Student Achievement. Professional learning focused on support for all students in language arts, mathematics and English language development. Teachers met regularly in collaborative teams to review student achievement data and to make changes in the instructional program. In addition, teachers participated in workshops and conferences.

Core Academic Classes Taught by Highly Qualified Teachers

The Federal Elementary and Secondary Education Act (ESEA), also known as No Child Left Behind (NCLB), requires that core academic subjects be taught by Highly Qualified Teachers, defined as having at least a bachelor's degree, an appropriate California teaching credential, and demonstrated core academic subject area competence. For more information, see the CDE *Improving Teacher and Principal Quality* webpage at: www.cde.ca.gov/nclb/sr/tq/

Percent of Classes In Core Academic Subjects Core Academic Classes Taught by Highly Qualified Teachers		
Location of Classes	Taught by Highly Qualified Teachers	Not Taught by Highly Qualified Teachers
This School	98.6	1.4
Districtwide		
All Schools	98.6	1.4
High-Poverty Schools	0.0	0.0
Low-Poverty Schools	98.6	1.4

* High-poverty schools are defined as those schools with student eligibility of approximately 40 percent or more in the free and reduced price meals program. Low-poverty schools are those with student eligibility of approximately 25 percent or less in the free and reduced price meals program.

Academic Counselors and Other Support Staff at this School	
Number of Full-Time Equivalent (FTE)	
Academic Counselor	
Social/Behavioral or Career Development Counselor	.60
Library Media Teacher (Librarian)	
Library Media Services Staff (Paraprofessional)	2.0
Psychologist	.40
Social Worker	
Nurse	.10
Speech/Language/Hearing Specialist	.80
Resource Specialist	
Other	
Average Number of Students per Staff Member	
Academic Counselor	663

* One Full-Time Equivalent (FTE) equals one staff member working full-time; one FTE could also represent two staff members who each work 50 percent of full-time.

Types of Services Funded (Fiscal Year 2012-13)

This section provides specific information about the types of programs and services available at the school that support and assists students. For example, this narrative may include information about supplemental educational services related to the school's federal Program Improvement (PI) status.

Staff provides programs and Supplemental Educational Services (SES), using general fund and categorical funding sources including the following:

- Title I, II, III, IV and V
- Peer Assistance and Review (PAR)
- Class Size Reduction
- Migrant Education
- Special Education
- Gifted and Talented Education (GATE)
- Rural Education Achievement Program (REAP)
- Economic Impact Aid

Programs and services that support learning for all children, particularly economically disadvantaged and language minority students, include focused professional development, extended learning time, Supplemental Educational Services (SES), computer-assisted learning, diagnostic assessment and reading intervention. Mesa Union School staff augment the core curriculum with arts and science instruction and academic field trips. Students also enjoy opportunities to participate in a variety of enrichment activities.

Expenditures Per Pupil and School Site Teacher Salaries (Fiscal Year 2011-12)

Level	Expenditures Per Pupil			Average Teacher Salary
	Total	Restricted	Unrestricted	
School Site	\$7,163	\$1,527	\$5,637	\$66,159
District	♦	♦	\$6,355	\$66,159
State	♦	♦	\$5,537	\$57,720
Percent Difference: School Site/District			-11.3	1.7
Percent Difference: School Site/ State			3.3	16.0

* **Supplemental/Restricted** expenditures come from money whose use is controlled by law or by a donor. Money that is designated for specific purposes by the district or governing board is not considered restricted.

* **Basic/Unrestricted** expenditures are from money whose use, except for general guidelines, is not controlled by law or by a donor.

For detailed information on school expenditures for all districts in California, see the CDE Current Expense of Education & Per-pupil Spending webpage at www.cde.ca.gov/ds/fd/ec/. For information on teacher salaries for all districts in California, see the CDE Certificated Salaries & Benefits webpage at www.cde.ca.gov/ds/fd/cs/. To look up expenditures and salaries for a specific school district, see the Ed-Data Web site at: www.ed-data.org.

Teacher and Administrative Salaries (Fiscal Year 2011-12)

Category	District Amount	State Average for Districts In Same Category
Beginning Teacher Salary	\$39,779	\$38,719
Mid-Range Teacher Salary	\$64,348	\$55,637
Highest Teacher Salary	\$76,327	\$70,797
Average Principal Salary (ES)	\$84,298	\$90,284
Average Principal Salary (MS)	\$0	\$94,675
Average Principal Salary (HS)	\$0	\$85,183
Superintendent Salary	\$146,231	\$104,272
Percent of District Budget		
Teacher Salaries	42.0%	35.5%
Administrative Salaries	5.0%	6.5%

* For detailed information on salaries, see the CDE Certificated Salaries & Benefits webpage at www.cde.ca.gov/ds/fd/cs/.

Quality, Currency, Availability of Textbooks and Instructional Materials (School Year 2013-14)

This section describes whether the textbooks and instructional materials used at the school are from the most recent adoption; whether there are sufficient textbooks and instruction materials for each student; and information about the school's use of any supplemental curriculum or non-adopted textbooks or instructional materials.

Year and month in which data were collected: September 2012

All textbooks are piloted and approved by the Board of Trustees. Texts are selected from state-approved materials and aligned with state standards.

Mesa Union School is fully equipped with adequate textbooks, materials, and supplies to support academic learning goals. All texts are relatively new, and many have Spanish language support materials. Every classroom has an extensive library.

Additionally, a clerk and parent volunteers staff our school library. Elementary program students visit the library and 40-station Technology Lab at least once each week.

All classrooms have Internet-accessible computers connected to the campus server.

Textbooks and Instructional Materials	
Core Curriculum Area	Textbooks and Instructional Materials/Year of Adoption
<p>Reading/Language Arts The textbooks listed are Yes from most recent adoption: Percent of students lacking 0% their own assigned textbook:</p>	<p>(K-5)Pearson/2010 (6-8)Holt/2011</p>
<p>Mathematics The textbooks listed are No from most recent adoption: Percent of students lacking 0% their own assigned textbook:</p>	<p>(K-5)Harcourt/2009 (6-8)Glencoe/2009 (8)McDougal-Littell/2008</p>
<p>Science The textbooks listed are No from most recent adoption: Percent of students lacking 0% their own assigned textbook:</p>	<p>(K-5)McGraw-Hill/2007 (6-8)Glencoe/2007</p>
<p>History-Social Science The textbooks listed are No from most recent adoption: Percent of students lacking 0% their own assigned textbook:</p>	<p>(K-5)Houghton Mifflin/2007 (6-8)Prentice Hall/2007</p>

Note: Scores are not shown when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

The Standardized Testing and Reporting (STAR) Program consists of several key components, including:

- **California Standards Tests (CSTs)**, which include English-language arts (ELA) and mathematics (Math) in grades two through eleven; science in grades five, eight, and nine through eleven; and history-social science (H-SS) in grades eight, and nine through eleven.
- **California Modified Assessment (CMA)**, an alternate assessment that is based on modified achievement standards in ELA for grades three through eleven; mathematics for grades three through seven, Algebra I, and Geometry; and science in grades five and eight, and Life Science in grade ten. The CMA is designed to assess those students whose disabilities preclude them from achieving grade-level proficiency on an assessment of the California content standards with or without accommodations.
- **California Alternate Performance Assessment (CAPA)**, includes ELA and mathematics in grades two through eleven, and science for grades five, eight, and ten. The CAPA is given to those students with significant cognitive disabilities whose disabilities prevent them from taking either the CSTs with accommodations or modifications or the CMA with accommodations.

The assessments under the STAR Program show how well students are doing in relation to the state content standards. On each of these assessments, student scores are reported as performance levels.

For detailed information regarding the STAR Program results for each grade and performance level, including the Percent of Students not tested, see the CDE STAR Results Web site at star.cde.ca.gov.

STAR Results for All Students - Three-Year Comparison									
Subject	Percent of Students Scoring at Proficient or Advanced								
	School			District			State		
	10-11	11-12	12-13	10-11	11-12	12-13	10-11	11-12	12-13
ELA	66	69	67	66	69	67	54	56	55
Math	70	69	71	60	61	62	49	50	50
Science	79	76	75	71	70	75	57	60	59
H-SS	86	73	64	71	63	64	48	49	49

Internet Access

Internet access is available at public libraries and other locations that are publicly accessible. Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

2013 STAR Results by Student Group				
Group	Percent of Students Scoring at Proficient or Advanced			
	ELA	Math	Science	H-SS
All Students in the LEA	67	62	75	64
All Student at the School	67	71	75	64
Male	65	71	79	64
Female	68	70	73	64
Black or African American	55	70		
American Indian or Alaska Native				
Asian	78	85		
Filipino				
Hispanic or Latino	55	61	64	46
Native Hawaiian/Pacific Islander				
White	85	83	94	88
Two or More Races	73	82		
Socioeconomically Disadvantaged	45	53	56	40
English Learners	36	43	43	24
Students with Disabilities	33	42		
Students Receiving Migrant Education Services				

California Physical Fitness Test Results

The California Physical Fitness Test (PFT) is administered to students in grades five, seven, and nine only. This table displays by grade level the Percent of Students meeting the fitness standards for the most recent testing period. For detailed information regarding this test, and comparisons of a school's test results to the district and state, see the CDE PFT webpage at www.cde.ca.gov/ta/tg/pf/.

Grade Level	Percent of Students Meeting Fitness Standards		
	4 of 6	5 of 6	6 of 6
5	21.1	32.4	25.4
7	23.2	26.1	43.5

DataQuest

DataQuest is an online data tool located on the CDE DataQuest webpage at dq.cde.ca.gov/dataquest/ that contains additional information about this school and comparisons of the school to the district, the county, and the state. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., state Academic Performance Index [API], federal Adequate Yearly Progress [AYP]), test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners.

Academic Performance Index

The Academic Performance Index (API) is an annual measure of state academic performance and progress of schools in California. API scores range from 200 to 1,000, with a statewide target of 800. For detailed information about the API, see the CDE API webpage at www.cde.ca.gov/ta/ac/ap/.

API Growth by Student Group – Three-Year Comparison			
Group	Actual API Change		
	10-11	11-12	12-13
All Students at the School	14	-13	6
Black or African American			
American Indian or Alaska Native			
Asian			
Filipino			
Hispanic or Latino	19	-3	11
Native Hawaiian/Pacific Islander			
White	10	-5	2
Two or More Races			
Socioeconomically Disadvantaged	29	-24	20
English Learners	31	-40	8
Students with Disabilities			

Academic Performance Index Ranks - Three-Year Comparison

This table displays the school's statewide and similar schools' API ranks. The **statewide API rank** ranges from 1 to 10. A statewide rank of 1 means that the school has an API score in the lowest ten percent of all schools in the state, while a statewide rank of 10 means that the school has an API score in the highest ten percent of all schools in the state. The **similar schools API rank** reflects how a school compares to 100 statistically matched "similar schools." A similar schools rank of 1 means that the school's academic performance is comparable to the lowest performing ten schools of the 100 similar schools, while a similar schools rank of 10 means that the school's academic performance is better than at least 90 of the 100 similar schools.

Academic Performance Index Ranks - Three-Year Comparison			
API Rank	2010	2011	2012
Statewide	8	8	7
Similar Schools	6	4	5

Federal Intervention Program (School Year 2013-14)

Schools and districts receiving federal Title I funding enter Program Improvement (PI) if they do not make AYP for two consecutive years in the same content area (ELA or mathematics) or on the same indicator (API or graduation rate). After entering PI, schools and districts advance to the next level of intervention with each additional year that they do not make AYP. For detailed information about PI identification, see the CDE PI Status Determinations webpage: www.cde.ca.gov/ta/ac/ay/tidetermine.asp.

Indicator	School	District
Program Improvement Status	In PI	Not In PI
First Year of Program Improvement	2009-2010	
Year in Program Improvement	Year 4	
Number of Schools Currently in Program Improvement		1
Percent of Schools Currently in Program Improvement		100.0

API Growth by Student Group - 2013 Growth API Comparison

This table displays, by student group, the number of students included in the API and the 2013 Growth API (API-G) at the school, district, and state level.

Group		School	District	State
All Students at the School	Students	492	493	4,655,989
	API-G	858	863	790
Black or African American	Students	20	20	296,463
	API-G	830	830	708
American Indian or Alaska Native	Students	2	2	30,394
	API-G			743
Asian	Students	17	17	406,527
	API-G	927	927	906
Filipino	Students	10	10	121,054
	API-G			867
Hispanic or Latino	Students	268	269	2,438,951
	API-G	816	815	744
Native Hawaiian/Pacific Islander	Students	3	3	25,351
	API-G			774
White	Students	161	161	1,200,127
	API-G	932	932	853
Two or More Races	Students	11	11	125,025
	API-G	938	938	824
Socioeconomically Disadvantaged	Students	181	181	2,774,640
	API-G	777	777	743
English Learners	Students	108	108	1,482,316
	API-G	759	759	721
Students with Disabilities	Students	39	40	527,476
	API-G	737	737	615

Adequate Yearly Progress

The federal ESEA requires that all schools and districts meet the following Adequate Yearly Progress (AYP) criteria:

- Participation rate on the state's standards-based assessments in ELA and mathematics
- Percent proficient on the state's standards-based assessments in ELA and mathematics
- API as an additional indicator
- Graduation rate (for secondary schools)

Detailed information about AYP, can be found at the CDE Adequate Yearly Progress (AYP) webpage at www.cde.ca.gov/ta/ac/ay/.

AYP Criteria	School	District
Made AYP Overall	No	No
Met Participation Rate: English-Language Arts	Yes	Yes
Met Participation Rate: Mathematics	Yes	Yes
Met Percent Proficient: English-Language Arts	No	No
Met Percent Proficient: Mathematics	No	No
Met API Criteria	Yes	Yes
Met Graduation Rate (if applicable)	N/A	N/A

Escuela de la Unión Mesa

3901 North Mesa School Road • Somis, Ca 93066 • (805) 485-1411 • Años de nivel escolar K-8
Ryan Howatt, Director
rhowatt@mesaschool.org



Informe de Responsabilidad Escolar Correspondiente al año escolar 2012-13 Publicado durante el 2013-14

Distrito Escolar de la Unión Mesa

3901 North Mesa School Road
Somis, Ca 93066
(805) 485-1411
www.mesaschool.org

Junta Directiva

Susan Nemets
Steven Sullivan
Judith Thielemann
Noel Camanag
Rick Murray

Administración Distrital

Michael Babb, Ed.D.
Superintendente

Sobre el SARC

La ley estatal requiere que cada escuela en el estado de California publique un informe de responsabilidad escolar (SARC, por sus siglas en inglés), para el 1 de febrero de cada año. El SARC contiene información sobre la condición y desempeño de cada escuela pública en California. Para mayores informes sobre los requisitos del SARC, favor de consultar la página web del SARC del Departamento de Educación de California (CDE, por sus siglas en inglés), en www.cde.ca.gov/ta/ac/sa/. Para más información sobre esta escuela, favor de comunicarse con la administración escolar al (805) 485-1411.

Descripción escolar

La escuela de la unión Mesa ha disfrutado de una larga tradición de excelencia donde los alumnos sobresalen en un entorno de escuela pequeña, enfocado en la comunidad. Los alumnos asisten a la escuela Mesa del kínder en transición (TK, por sus siglas en inglés) al 8vo año y disfruten de un entorno académico exigente y gratificantes rico con música, artes, deportes, ciencias y eventos especiales. Las familias tienen muchas oportunidades para participar en la vida diaria de la escuela. Las misiones escolar y distrital dicen, "Les enseñamos a los alumnos como crear, conectar y colaborar - de por vida!" Al realizar la transición a las Normas Básicas Comunes Estatales, esta es una frase clave para tener en mente. Aprendizaje escolar está cambiando hacia más hacer, más aplicando lo que han aprendido los alumnos en el hogar a lo que ellos aprenden en la escuela y más relacionándose con los maestros y sus colegas. Aprendizaje del siglo XXI es una iniciativa activa social con amplia exposición a ciencia, matemática y tecnología, mucha interacción y una gran cantidad de pensamiento de alto nivel. Por último, "de por vida" significa que esperamos inculcar aprendizaje que dura toda la vida.

Nuestra misión:

"Les enseñamos a los alumnos como crear, conectar y colaborar - de por vida!"

Nuestra visión:

Colaborando con el personal, familias y la comunidad, creamos un entorno seguro y enriquecedor de aprendizaje que cuenta con tecnología, ciencia y las artes que prepara cada alumno de la escuela Mesa a sobresalir académicamente y socialmente para cumplir las normas de clase mundial para éxito en la escuela preparatoria, universidad y carrera.

Oportunidades de participación para los padres

La escuela primaria Mesa alienta los padres a estar activos en la educación de sus hijos. Casi 85% de nuestros padres contribuyen a las actividades escolares a lo largo del año escolar. Los padres pueden darse como voluntarios al participar en los siguientes programas y actividades:

- Organización de padres y facultad (PFO, por sus siglas en inglés)
- Fundación educativa Mesa
- Comité de bienestar
- Trabajando como voluntario en el salón
- Sirviendo como acompañante de los alumnos durante excursiones
- Ayudando con recaudación de fondos
- Sirviendo en puestos de liderazgo en nuestro consejo de sitio escolar (SSC, por sus siglas en inglés), comité asesor de padres migrantes, y el comité asesor del idioma inglés (ELAC, por sus siglas en inglés)

Favor de llamar a Ryan Howatt, director, al (805) 485-1411 para detalles sobre como participar en los programas y actividades de la escuela de la unión Mesa.

Matriculación de alumnos según el nivel de año	
Nivel de año	Cantidad de alumnos
Kínder	76
1	75
2	73
3	76
4	73
5	74
6	74
7	72
8	70
Matriculación Total	663

Matriculación estudiantil por grupo	
Grupo	Porcentaje de matriculación total
Afroamericanos	3.2
Nativo americanos/de Alaska	0.3
Asiáticos	3.3
Filipinos	2.6
Hispanos o latinos	54.8
Isleños del pacífico/de Hawái	0.9
Blancos	31.1
Dos o más razas	3.9
De escasos recursos económicos	38.5
Estudiantes del inglés	20.7
Alumnos con discapacidades	5.1

Plan de seguridad escolar

Esta sección incluye información sobre el plan integral de seguridad escolar, incluyendo las fechas más recientes del último repaso, actualización, y explicación con el personal, así como una breve descripción de los elementos claves del plan.

Inspecciones periódicas de las instalaciones escolares identifican y corrigen condiciones potencialmente peligrosas. El plan exhaustivo de seguridad escolar de la escuela Mesa Union, dirigido por el comité de seguridad escolar, incluye elementos tales como procedimientos y protocolos que el personal puede utilizar en caso de emergencias. Este comité, consistiendo de personal certificado y clasificado, se reúne para tratar con la seguridad de los alumnos y empleados. El plan de seguridad escolar ha sido repasado, actualizado, y compartido con la facultad escolar de manera continua desde junio del 2006. El plan repasado de seguridad escolar fue aprobado por la junta directiva del distrito escolar de Mesa Union en abril del 2012.

Condición de las instalaciones escolares y mejoras planificadas (año escolar 2013-14)

Esta sección incluye información de los datos más recientes de la herramienta para inspección de las instalaciones (FIT, por sus siglas en inglés) o su equivalente, incluyendo:

- Descripción de la seguridad, limpieza, y capacidad del plantel escolar
- Descripción de cualquier mejoramiento planeado o realizado recientemente en las instalaciones
- El año y mes que se recopilieron los datos
- Descripción de cualquier mantenimiento necesario para garantizar su buen funcionamiento

Año y mes que se recopilieron los datos: diciembre del 2013

La escuela primaria Mesa Union tiene 23 salones regulares, un laboratorio de ciencia, una biblioteca, una sala informática, un salón multiusos, una cafetería, un salón de arte, un salón de educación física, un salón del habla, y un salón de recursos.

Uno de los valores claves de la escuela primaria Mesa es mantener un entorno seguro y sano para aprendizaje. Nuestros edificios más antiguos son de los años 30 y reflejan el estético del aquel era. Modernización al sitio para renovar todos nuestros salones, baños, y expansión del sitio escolar se completó en el año 2005. Nuestra junta directiva ha repasado a fondo las instalaciones del plantel y adoptado un plan de mantenimiento de cinco años. Este plan usa fondos estatales complementarios y dinero de un bono escolar del año 2002, generosamente apoyado por la comunidad Mesa permitió que la escuela primaria Mesa construyera nuestro centro de tecnología científica. La adquisición de terreno, un estacionamiento, y la construcción del patio de recreo se completó en el año 2011.

Promedio del tamaño de clase y distribución del tamaño de clase												
Año	Promedio del tamaño por clase			Cantidad de salones*								
				1-20			21-32			33+		
	11	12	13	11	12	13	11	12	13	11	12	13
Kínder	19	19.3	23.7	2	3	1	1	0	2	0	0	0
Gr. 1	24	24.3	23	0	0	1	3	3	2	0	0	0
Gr. 2	21	21.3	24.7	2	3	0	1	0	3	0	0	0
Gr. 3	20	20.3	23.3	2	3	0	1	0	3	0	0	0
Gr. 4	31	30.3	27.7	0	0	0	2	3	3	0	0	0
Gr. 5	30	29.5	30	0	0	0	2	2	2	0	0	0
Inglés	32	30.5	30.7	0	0	1	4	4	1	4	2	4
Mat.	29	26.3	27.3	0	2	3	3	4	2	4	2	3
Cie.	34	32.8	33.5	0	0	0	2	2	1	4	2	3
Cie.Sc.	34	32.8	33.5	0	0	0	2	2	1	4	2	3

* Cantidad de salones indica cuántas clases cuentan para cada categoría de tamaño (un rango de cantidad total de alumnos por clase). Al nivel de escuela secundaria, esta información es reportada por materia en lugar de nivel de año.

* Mat. = Matemáticas, Cie. = Ciencias, Cie. Soc. = Ciencias Sociales

Suspensiones y expulsiones			
Escuela	10-11	11-12	12-13
Suspensiones	3.63	5.71	3.47
Expulsiones	0.17	0.0	0.0
Distrito	10-11	11-12	12-13
Suspensiones	3.63	5.71	3.47
Expulsiones	0.17	0.0	0.0

* El índice de suspensiones y expulsiones es calculado al dividir la cantidad total de incidentes por la matriculación total (y multiplicado por 100)

Nuestro personal de mantenimiento trabaja duro para preservar nuestro bello plantel al rápidamente eliminar basura y grafiti. La escuela primaria Mesa emplea un supervisor del plantel de tiempo completo, un conserje de tiempo completo, un conserje de medio tiempo, y tres choferes/trabajadores todos trabajando durante la jornada escolar.

Estado de condición adecuada para las instalaciones escolares (año escolar 2013-14)

Esta sección incluye información de los datos más recientes de la herramienta para inspección de las instalaciones (FIT, por sus siglas en inglés) o su equivalente, incluyendo:

- Determinación de estado de reparo para los sistemas detallados
- Descripción de cualquier mantenimiento necesario para garantizar su buen funcionamiento
- La clasificación total (última fila)

Estado de condición adecuada para las instalaciones escolares				
Sistema inspeccionado	Estado de reparo			Reparación necesaria y acción tomada o planeada
	Bueno	Adecuado	Malo	
Sistemas: fugas de gas, calefacción, ventilación y aire acondicionado/sistemas mecánicos, alcantarillado	[X]	[]	[]	
Interior: superficies interiores	[X]	[]	[]	
Limpieza: limpieza general, invasión de insectos/plagas	[X]	[]	[]	
Eléctrico: sistemas eléctricos	[X]	[]	[]	
Baños/bebederos: baños, lavamanos/bebederos	[X]	[]	[]	
Seguridad: seguridad contra incendios, materiales peligrosos	[X]	[]	[]	
Estructuras: daños estructurales, techos	[X]	[]	[]	
Exterior: patio de recreo/plantel escolar, ventanas/puertas/portones/cercos	[X]	[]	[]	
Clasificación general	Ejemplar	Bueno	Adecuado	Malo
	[]	[X]	[]	[]

Maestros certificados			
Escuela	10-11	11-12	12-13
Con certificación total	28	30	28
Sin certificación	0	0	0
Que enseñan fuera de su área de competencia	0	0	0
Distrito	10-11	11-12	12-13
Con certificación total	♦	♦	28
Sin certificación	♦	♦	0

Asignación incorrecta de maestros y puestos vacantes			
Asignaciones incorrectas de...	11-12	12-13	13-14
Maestros de estudiantes del inglés	0	0	0
Maestros en total	0	0	0
Puestos de maestros vacantes	0	0	0

* "Asignación incorrecta" se refiere a la cantidad de puestos dotados por maestros sin la autorización legal para enseñar ese nivel de año, materia, grupo estudiantil, etc.

Desarrollo profesional

Esta sección incluye información sobre la cantidad de días proporcionados para el desarrollo profesional y continuo crecimiento profesional para el período los últimos tres años.

En el 2012-2013, todos los maestros participaron en tres días completos y ocho medios días de aprendizaje profesional, principalmente enfocados en la transición a las Normas Básicas Comunes Estatales. Además, especialistas del contenido de la oficina de educación del condado de Ventura coordinaron lecciones ejemplares para ayudar los maestros a planear apoyo para los estudiantes del inglés. Todos los eventos y actividades de aprendizaje profesional cumplen con los planes de desarrollo profesional de los maestros que en turno cumplen con las metas detalladas en el plan individual de rendimiento estudiantil de la escuela primaria Mesa. Aprendizaje profesional se enfocó en apoyo para los alumnos en artes lingüísticas, matemáticas, y desarrollo del idioma inglés. Maestros se reúnen regularmente en equipos de colaboración para repasar datos de rendimiento estudiantil y para hacer cambios al programa docente. Además, los maestros participaron en talleres y conferencias.

Materias académicas básicas impartidas por maestros altamente calificados

La ley federal de educación primaria y secundaria (ESEA, por sus siglas en inglés), también conocida como la ley "Que Ningún Niño Se quede Atrás" (NCLB, por sus siglas en inglés), requiere que las materias académicas básicas sean impartidas por maestros altamente calificados, los cuales se definen como "contando con al menos una licenciatura, una certificación docente estatal adecuada, y demostrando competencia de la materia académica básica". Para mayores informes, favor de consultar Mejorando la calidad de maestros y directores en la página web del CDE: www.cde.ca.gov/nclb/sr/tq/

Porcentaje de clases de materias básicas		
Ubicación de las clases	Impartido por maestros altamente calificados	No impartido por maestros altamente calificados
Esta escuela	98.6	1.4
Escuelas del distrito ...		
Todas las escuelas del distrito	98.6	1.4
de muy bajos recursos	0.0	0.0
de bajos recursos	98.6	1.4

* Las escuelas de muy bajos recursos son definidas como aquellas escuelas con elegibilidad estudiantil de aproximadamente 40 por ciento o más en el programa de almuerzo gratuito o a precio reducido. Las escuelas de bajos recursos son aquellas con elegibilidad estudiantil de aproximadamente 25 por ciento o menos en el programa de almuerzo gratuito o a precio reducido.

Orientadores académicos y otro personal auxiliar	
Número de FTE asignados a la escuela	
Orientador académico	
Consejero (social/conductual o desarrollo profesional)	.60
Maestro/a de medios bibliotecarios (bibliotecario)	
Personal de servicios bibliotecarios (para-profesional)	2.0
Psicólogo/a	.40
Trabajador/a social	
Enfermera/o	.10
Especialista en problemas de audición/lenguaje/habla	.80
Especialista de recursos	
Cantidad promedio de alumnos por orientador académico	
Orientador académico	663

* Un equivalente de tiempo completo (FTE, por sus siglas en inglés) equivale a un miembro del personal de tiempo completo, un FTE también puede representar a dos miembros del personal, donde cada uno trabaja el 50 por ciento de tiempo completo.

Tipos de servicios financiados (año fiscal 2012-13)

Esta sección incluye información sobre los programas y servicios disponibles en esta escuela para apoyar y ayudar a los alumnos. Por ejemplo, esta narración puede incluir datos sobre servicios docentes suplementarios en relación al estado federal de mejoramiento del programa (PI, por sus siglas en inglés) de la escuela.

El personal proporciona programas y servicios educativos suplementarios (SES, por sus siglas en inglés) utilizando fuentes del fondo general y fondos categóricos incluyendo lo siguiente:

- Título I, II, III, IV, y V
- Repaso y ayuda por pares (PAR, por sus siglas en inglés)
- Reducción del tamaño de clases
- Educación migrante
- Educación especial
- Educación de alumnos talentosos y superdotados (GATE, por sus siglas en inglés)
- Programa de rendimiento en educación rural (REAP, por sus siglas en inglés)
- Programa de adquisición del idioma inglés (ELAP, por sus siglas en inglés)
- EIA

Gastos por alumno y sueldos de los maestros por plantel (año fiscal 2011-12)

Nivel	Gastos por alumno			Sueldo promedio de un maestro
	Total	Limitado	Ilimitado	
Sitio escolar	\$7,163	\$1,527	\$5,637	\$66,159
Distrito	♦	♦	\$6,355	\$66,159
Estado	♦	♦	\$5,537	\$57,720
Diferencia porcentual: escuela y distrito			-11.3	1.7
Diferencia porcentual: escuela y estado			3.3	16.0

* Gastos suplementarios/limitados provienen del financiamiento cuyo uso es controlado por ley o por el donante. El dinero designado para propósitos específicos por el distrito o por los consejos directivos no se considera limitado.

* Gastos básicos/ilimitado es el financiamiento cuyo uso, salvo las pautas generales, no es controlado por ley o por el donante.

Puede encontrar información detallada sobre los gastos escolares en la página web del CDE titulada Gastos actuales en la educación y gastos por alumno, en <http://www.cde.ca.gov/ds/fd/ec/>. También puede encontrar información sobre los salarios de los maestros en la página web del CDE titulada Beneficios y salarios certificados, en <http://www.cde.ca.gov/ds/fd/cs/>. Para buscar los gastos y salarios para un distrito escolar específico, favor de consultar el sitio web de Ed-Data, en: www.ed-data.org.

Sueldos administrativos y de maestros (año fiscal 2011-12)

Sueldo promedio de un ...	Cantidad del distrito	Promedio estatal para distritos en la misma categoría
maestro principiante	\$39,779	\$38,719
maestro en el nivel intermedio	\$64,348	\$55,637
maestro en el nivel superior	\$76,327	\$70,797
director (primaria)	\$84,298	\$90,284
director (secundaria)	\$0	\$94,675
director (preparatoria)	\$0	\$85,183
Sueldo de un superintendente	\$146,231	\$104,272
Porcentaje del presupuesto correspondiente a ...		
los sueldos de maestros	42.0%	35.5%
los sueldos administrativos	5.0%	6.5%

* Puede encontrar mayores informes sobre los sueldos en la página web del CDE bajo el título Beneficios y salarios certificados, en www.cde.ca.gov/ds/fd/cs/.

Programas y servicios que apoyan el aprendizaje de todos los alumnos, particularmente los alumnos en desventaja socio-económica y minorías por idioma, incluyen desarrollo profesional enfocado, tiempo extendido de aprendizaje, servicios educativos suplementarios (SES, por sus siglas en inglés), aprendizaje apoyado por computación, evaluación diagnóstica e intervención lector. El personal del distrito escolar de Mesa Union aumenta el currículo básico con instrucción de las artes y ciencia y excursiones académicas. Alumnos también disfrutaron de oportunidades de participar en una variedad de actividades de enriquecimiento.

Calidad, vigencia y disponibilidad de libros de texto y artículos instructivos (año escolar 2013-14)

Esta sección describe si los libros de texto y artículos instructivos utilizados en la escuela pertenecen a la adopción más reciente; si hay suficientes libros de texto y artículos instructivos para cada alumno; e información sobre el uso escolar de cualquier currículo suplementario o libros de texto no adoptados o materiales instructivos.

Año y mes en los cuales se recopilaron los datos: septiembre del 2012

Todos los libros de texto son utilizados en periodos de prueba, y aprobados por la junta directiva. Libros de texto son seleccionados de los materiales aprobados y adheridos con las normas estatales.

La escuela de la unión Mesa está totalmente equipada con libros de texto adecuados, materiales, y útiles para apoyar nuestro programa académico. Todos los libros de texto son relativamente nuevos, y varias tienen materiales auxiliares en español. Cada salón tiene una biblioteca extensiva.

Adicionalmente, una bibliotecaria y un personal de padres voluntarios trabajan en nuestra biblioteca escolar. Alumnos del programa primario visitan la biblioteca y un laboratorio tecnológico de 40 terminales semanalmente.

Todos los salones tienen computadoras con acceso al internet vinculadas al servidor del plantel.

Área del currículo básico		Libros de texto y materiales docentes/año de adopción
Lectura/artes lingüísticas		(kínder-quinto año) Pearson/2010 (sexto-octavo año) Holt/2011
¿De la adopción más reciente?	Sí	
Porcentaje de alumnos a quienes no se les asignaron sus propios libros:	0%	
Matemáticas		(kínder-quinto año) Hartcourt/2009 (sexto-octavo año) Glencoe/2009 (octavo año) McDougal-Littell/2008
¿De la adopción más reciente?	No	
Porcentaje de alumnos a quienes no se les asignaron sus propios libros:	0%	
Ciencias		(kínder-quinto año) McGraw-Hill/2007 (sexto-octavo año) Glencoe/2007
¿De la adopción más reciente?	No	
Porcentaje de alumnos a quienes no se les asignaron sus propios libros:	0%	
Historia y ciencias sociales		(kínder-quinto año) Houghton Mifflin/2007 (sexto-octavo año) Prentice Hall/2007
¿De la adopción más reciente?	No	
Porcentaje de alumnos a quienes no se les asignaron sus propios libros:	0%	

Nota: No se indican las puntuaciones cuando el número de alumnos evaluados es de diez o menos, ya sea para proteger la privacidad de los alumnos o porque el número de alumnos es demasiado pequeño para revelar estadísticas fiables.

El programa de informes y administración de pruebas estandarizadas (STAR, por sus siglas en inglés) está compuesto por varios componentes claves, incluyendo:

- **La prueba de estatal normas académicas de (CST, por sus siglas en inglés),** que incluye artes lingüísticas del inglés (ELA, por sus siglas en inglés) y matemáticas de segundo a onceavo año, ciencia de quinto, octavo, y noveno año, e historia-ciencias sociales de octavo, y noveno a onceavo año.
- **La evaluación estatal modificada (CMA, por sus siglas en inglés),** es una evaluación alternativa basada en normas modificadas del desempeño en ELA para tercero a onceavo año; matemáticas para tercero a séptimo año, álgebra I y geometría y ciencia para quinto año a octavo año y ciencia biológica en décimo año. El CMA está diseñado para evaluar a aquellos alumnos cuyas discapacidades les previenen alcanzar la competencia de nivel escolar en una evaluación estatal de las normas de contenido, con o sin adaptación.
- **La evaluación estatal alterna de desempeño (CAPA, por sus siglas en inglés),** incluye ELA y matemáticas para segundo a onceavo año, y ciencia para quinto, octavo, y décimo año. El CAPA se administra a aquellos alumnos con discapacidades cognitivas significativas cuyas discapacidades les excluyen de tomar el CST con adaptaciones o modificaciones, o el CMA con adaptaciones.

Las evaluaciones bajo el programa STAR demuestran el desempeño de los alumnos en relación a las normas estatales de contenido. En cada una de las evaluaciones, las puntuaciones de los alumnos son reportadas como niveles de competencia.

Para mayores informes en relación a los resultados del programa STAR para cada nivel escolar y nivel de rendimiento, incluyendo el porcentaje de alumnos a los que no se les ha administrado la prueba, favor de consultar el sitio web de CDE para los resultados STAR, en star.cde.ca.gov.

Resultados de la administración de STAR de todos los alumnos - comparación de tres años									
Materia	Porcentaje de alumnos con desempeño a nivel competente o avanzado								
	Escuela			Distrito			Estado		
	10-11	11-12	12-13	10-11	11-12	12-13	10-11	11-12	12-13
Inglés	66	69	67	66	69	67	54	56	55
Mat.	70	69	71	60	61	62	49	50	50
Cie.	79	76	75	71	70	75	57	60	59
Cie.Sc.	86	73	64	71	63	64	48	49	49

Mat. = Matemáticas, Cie. = Ciencias, Cie. Soc. = Ciencias Sociales

Acceso a internet

Hay acceso a internet disponible en bibliotecas públicas y otras ubicaciones accesibles al público (p.ej., la biblioteca estatal de California). El acceso a internet en bibliotecas y emplazamientos públicos por lo general se ofrece de acuerdo al orden de llegada. Otras restricciones de uso de internet incluyen el horario laboral, la cantidad de tiempo que se puede utilizar la computadora (según la disponibilidad), los tipos de programas informáticos disponibles en el terminal de trabajo y la habilidad para imprimir documentos.

Resultados de la administración de STAR del 2013 por grupo estudiantil				
Grupo	Porcentaje de alumnos que alcanzaron el nivel competente o avanzado			
	Inglés	Mat.	Cie.	Cie.Sc.
Todos los alumnos en el LEA	67	62	75	64
Todos los alumnos en la escuela	67	71	75	64
Masculino	65	71	79	64
Femenino	68	70	73	64
Afroamericanos	55	70		
Nativos americanos/de Alaska				
Asiáticos	78	85		
Filipinos				
Hispanos o latinos	55	61	64	46
Isleños del pacífico/de Hawái				
Blancos	85	83	94	88
Dos o más razas	73	82		
De escasos recursos económicos	45	53	56	40
Estudiantes de inglés como	36	43	43	24
Alumnos con discapacidades	33	42		
Alumnos que reciben servicios educativos para migrantes				

Mat. = Matemáticas, Cie. = Ciencias, Cie. Soc. = Ciencias Sociales

Resultados del examen de condición física de California

El examen estatal de condición física (PFT, por sus siglas en inglés) se administra únicamente a los alumnos de quinto año, séptimo año y noveno año. Esta tabla indica el porcentaje de alumnos por año que lograron las normas de buena condición física correspondiente al periodo de prueba más reciente. Se pueden encontrar mayores informes sobre este examen y comparaciones de los resultados del examen de la escuela con los niveles distritales y estatales en la página web del CDE titulada Examen de aptitud física, en www.cde.ca.gov/ta/tg/pf/.

Nivel de año	Porcentaje de alumnos que lograron buena condición		
	4 de 6	5 de 6	6 de 6
5	21.1	32.4	25.4
7	23.2	26.1	43.5

DataQuest

DataQuest es una herramienta de datos por internet disponible en la página web de DataQuest del CDE, a su vez disponible en <http://dq.cde.ca.gov/dataquest/>, la cual incluye datos adicionales sobre esta escuela, así como comparaciones con el distrito, el condado y el estado. Específicamente, DataQuest es un sistema dinámico que provee informes sobre la responsabilidad escolar (por ejemplo, el índice de rendimiento académico [API, por sus siglas en inglés], el progreso anual adecuado [AYP por sus siglas en inglés], los datos en relación a las pruebas, la matriculación, los alumnos egresados, y aquellos que abandonan sus estudios, las matriculación en cursos, el personal y los datos en relación a los estudiantes del inglés).

Índice de rendimiento académico

El índice de rendimiento académico (API, por sus siglas en inglés) es una medida anual del rendimiento y progreso académico en las escuelas de California. Las puntuaciones del API van de 200 a 1,000, con un objetivo estatal de 800. Puede encontrar mayores informes sobre el API en la página web del CDE titulada, Índice de rendimiento académico (API, por sus siglas en inglés), en www.cde.ca.gov/ta/ac/ap/.

Aumento del API por grupo de alumnos – Comparación de tres años			
Grupo	Cambio real en el API		
	10-11	11-12	12-13
Todos los alumnos de la escuela	14	-13	6
Afroamericanos			
Nativos americanos/de Alaska			
Asiáticos			
Filipinos			
Hispanos o latinos	19	-3	11
Isleños del pacífico/de Hawái			
Blancos	10	-5	2
Dos o más razas			
De escasos recursos económicos	29	-24	20
Estudiantes del inglés	31	-40	8
Alumnos con discapacidades			

Rangos del API – comparación de tres años

Esta tabla indica los rangos del API en escuelas similares y en escuelas estatales. El rango del API para el estado va de 1 al 10. El rango estatal de 1 significa que la escuela tiene una puntuación del API del diez por ciento inferior de todas las escuelas del estado, mientras que un rango estatal de 10 significa que la escuela tiene una calificación del API del diez por ciento superior de todas las escuelas del estado. El rango de API para escuelas similares compara a la escuela con 100 "escuelas similares" estadísticamente comparadas. El rango de 1 de escuelas similares significa que el rendimiento académico de la escuela es comparable al de las diez escuelas con menor nivel de rendimiento de las 100 escuelas similares, mientras que un rango de escuelas similares de 10 significa que el rendimiento académico de la escuela es mejor que el de al menos 90 de las 100 escuelas similares.

Rangos del API – comparación de tres años			
Rango del API	2010	2011	2012
Estatal	8	8	7
Escuelas similares	6	4	5

Programa federal de intervención (año escolar 2013-14)

Las escuelas y los distritos que reciben financiamiento federal de Título I ingresan al programa de mejoramiento académico (PI, por sus siglas en inglés) si es que no logran el AYP durante dos años consecutivos para la misma área de contenido (inglés-artes lingüísticas o matemáticas) o en el mismo indicador (API o porcentaje de graduación). Después de ingresar al PI, las escuelas y los distritos avanzan al nivel posterior de intervención por cada año adicional en que no alcancen el AYP. Puede encontrar mayores informes sobre la identificación del PI en la página web del CDE titulada Progreso adecuado anual (AYP, por sus siglas en inglés), en: www.cde.ca.gov/ta/ac/ay/tidetermine.asp.

Indicador	Escuela	Distrito
Estado del PI	Sí están en PI	No están en PI
Primer año del PI	2009-2010	
Año en el PI	año 4	
# de escuelas que participan actualmente en el PI		1
% de escuelas que participan actualmente en el PI		100.0

Comparación del aumento API del 2012

Esta tabla presenta, por grupo estudiantil, la cantidad de alumnos incluidos en el API y el crecimiento API del 2013 en la escuela, en el LEA y a nivel estatal.

Grupo		Escuela	LEA	Estado
Todos los alumnos de la escuela	Cantidad	492	493	4,655,989
	Aumento	858	863	790
Afroamericanos	Cantidad	20	20	296,463
	Aumento	830	830	708
Nativos americanos / de Alaska	Cantidad	2	2	30,394
	Aumento			743
Asiáticos	Cantidad	17	17	406,527
	Aumento	927	927	906
Filipinos	Cantidad	10	10	121,054
	Aumento			867
Hispanos o latinos	Cantidad	268	269	2,438,951
	Aumento	816	815	744
Isleños del pacífico /de Hawái	Cantidad	3	3	25,351
	Aumento			774
Blancos	Cantidad	161	161	1,200,127
	Aumento	932	932	853
Dos o más razas	Cantidad	11	11	125,025
	Aumento	938	938	824
De escasos recursos económicos	Cantidad	181	181	2,774,640
	Aumento	777	777	743
Estudiantes del inglés	Cantidad	108	108	1,482,316
	Aumento	759	759	721
Alumnos con discapacidades	Cantidad	39	40	527,476
	Aumento	737	737	615

Progreso anual adecuado

La ley federal NCLB requiere que todas las escuelas y los distritos cumplan con los siguientes criterios del progreso anual adecuado (AYP, por sus siglas en inglés):

- Porcentaje de participación en las evaluaciones basadas en las normas estatales para ELA y matemáticas
- Porcentaje de dominio en las evaluaciones basadas en las normas estatales para ELA y matemáticas
- API como indicador adicional
- Índice de graduación (para escuelas secundarias)

Para obtener mayores informes sobre el AYP, incluyendo los porcentajes de participación y los resultados porcentuales de dominio por grupo de alumnos, favor de consultar la página web del CDE titulada Progreso anual adecuado (AYP, por sus siglas en inglés), en www.cde.ca.gov/ta/ac/ay/.

Criterios del AYP	Escuela	Distrito
Cumplió AYP general	No	No
% de participación: inglés-artes lingüísticas	Sí	Sí
% de participación: matemáticas	Sí	Sí
% de dominio: inglés-artes lingüísticas	No	No
% de dominio: matemáticas	No	No
Cumplió criterio API	Sí	Sí
Cumplió tasa de graduación (de aplicarse)	N/A	N/A

Quarterly Report on Williams Uniform Complaints

[Education Code § 35186]

DISTRICT/CHARTER Mesa Union School District

Person completing this form: Erica Magdaleno Title: Executive Assistant

Quarterly Report Submission Date: April 20____ (January 1 through March 31)
 (check one) July 20____ (April 1 through June 30)
 October 20____ (July 1 through September 30)
 January 2014 (October 1 through December 31)

Date for information to be reported publicly at governing board meeting: January 21, 2014

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	0	0	0
Teacher Vacancy or Misassignment	0	0	0
Facilities Conditions	0	0	0
TOTALS	0	0	0

 Signature of District Superintendent
 January 21, 2014

 Date

Mesa Union School District

Base System Set up

		Unit Cost	# of Unit	Unit	Extended Cost	Occurrence	Notes
One Time	Dell VTRX	\$ 36,606.21	1	ea	\$36,606.21	4	3 blades w/ 6TB usable Shared Storage/64GB per server
	VMWare Licenses	\$ 665.00	2	Server	\$1,130.00	1	
	Microsoft Server License	\$ 300.00	3	Server	\$900.00		Win 2012R2 DataCenter through their CAMSA agreement
	Uninterrupted Power Supply	\$ 1,800.00	1	ea	\$1,800.00		APC Smart-UPS 3 KVA (2.7KW)
Recurring	Cloud-based backup	\$ 0.31	1500	Gbytes/month			
	Ncentral	\$ 10.00	10	per year			Build into our existing installation
	AV on all servers	\$ 30.00	10	per year			Build into our existing installation

\$40,436.21

Implementation/Migration

Sys Eng Sys Adm Tech

	Sys Eng	Sys Adm	Tech	Unit Cost	# of Unit	Unit	Extended Cost	Occurrence	Notes
1		x		\$ 75.00	12	Man-Hours	\$900.00	1	
1		x		\$ 75.00	4	Man-Hours	\$300.00	1	
1		x		\$ 75.00	8	Man-Hours	\$600.00		Have a plan, but no timeline as of yet.
1		x		\$ 75.00	8	Man-Hours	\$600.00		Have a plan, but no timeline as of yet.
2		x		\$ 75.00	6	Man-Hours	\$450.00		Four servers - one file, one print and two application servers.
2		x		\$ 75.00	8	Man-Hours	\$600.00	1	
2		x		\$ 75.00	8	Man-Hours	\$600.00		
2		x		\$ 75.00	8	Man-Hours	\$600.00		
3			x	\$ 75.00	40	Man-Hours	\$3,000.00		~200 client machines and included in the existing tech time contract
3		x		\$ 75.00	2	Man-Hours	\$150.00		What is the current and how much do we want to undertake?
3		x		\$ 75.00	2	Man-Hours	\$150.00		

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\$4,950.00

Recurring System Admin Tasks

	OS Updates	x		\$ 75.00	6	Man-Hours	\$ 450.00		
	Hardware Updates	x		\$ 75.00	2	Man-Hours	\$ 150.00	2	
	Server Monitoring	x		\$ 75.00	0	Man-Hours	\$ -	52	
	VMware Monitoring	x		\$ 75.00	0	Man-Hours	\$ -	52	
	AD & Account	x		\$ 75.00	6	Man-Hours	\$ 450.00	2	
	Modify GPOs as/per customer needs	x		\$ 75.00	0	Man-Hours	\$ -	2	
							\$ 1,050.00		

	Cloud-based backup	\$ 0.31	1500	Gbytes/month	\$465.00		
	Ncentral	\$ 10.00	10	per year	\$100.00		Build into our existing installation
	AV on all servers	\$ 30.00	10	per year	\$300.00		Build into our existing installation

\$ 1,915.00

Per Application Sever Set up

Pr	SuccessMaker	x		\$ 75.00	1	Man-Hours	\$75.00	1	Need installation media
L	Destiney Version (11.0)	x		\$ 75.00	2	Man-Hours	\$150.00	1	Need installation media
W	Accelerated Reader		x	\$ 75.00	1	Man-Hours	\$75.00	1	Need installation media
W	Rosetta Stone		x	\$ 35.00	1	Man-Hours	\$35.00	1	Need installation media
W	Millie's Math House		x	\$ 35.00	1	Man-Hours	\$35.00	1	Need installation media
	Sammy's Science Hut		x	\$ 35.00	1	Man-Hours	\$35.00	1	Need installation media
	Trudy's House of Time and Space		x	\$ 35.00	1	Man-Hours	\$35.00	1	Need installation media
	Starry Night		x	\$ 35.00	1	Man-Hours	\$35.00	1	Need installation media
L	Write Outloud		x	\$ 35.00	1	Man-Hours	\$35.00	1	Need installation media
	Learning Alley		x	\$ 35.00	1	Man-Hours	\$35.00	1	Need installation media
L	CoWriter		x	\$ 35.00	1	Man-Hours	\$35.00	1	Need installation media
	KACE/AV	x	x	\$ 9.00	250	Ea	\$ 2,250.00		~200 client machines Existing



TERMS AND CONDITIONS MAINTENANCE SERVICE ONLY

Customer may acquire maintenance services ("Services") for equipment, software and/or hardware products from Ricoh USA, Inc. ("Ricoh") by executing and delivering to Ricoh this Order for acceptance.

Services. (a) This Order identifies the specific Products to be serviced ("Serviced Products"). Ricoh will repair or replace in accordance with the terms and conditions of this Order and the manufacturer's specifications any part of the Serviced Products that becomes unserviceable due to normal usage (other than consumable supplies). Replacement parts will be furnished on an exchange basis and will be new, reconditioned or used. Except for hard drives on Customer-owned equipment, all parts removed due to replacement will become the property of Ricoh.

(b) The Services provided by Ricoh under an Order will not include the following: (i) repairs resulting from misuse (including without limitation improper voltage or the use of supplies that do not conform to the manufacturer's specifications), or the failure of, adequate electrical power, air conditioning or humidity control; (ii) repairs made necessary by service performed by persons other than Ricoh representatives; (iii) service calls or work which Customer requests to be performed outside of Normal Business Hours (defined below) (unless covered under an extended hour service contract) and Service calls or work which Customer requests to be performed on Ricoh Holidays (defined below); (iv) removable cassette, copy cabinet, exit trays, or any item not related to the mechanical or electrical operation of the Serviced Products; (v) consumable supplies such as paper or staples, unless expressly provided for in the Order; (vi) repairs and/or service calls resulting from attachments not purchased from Ricoh; (vii) any software, system support or related connectivity unless specified in writing by Ricoh; (viii) parts no longer available from the applicable manufacturer; (ix) electrical work external to the Serviced Products, including problems resulting from overloaded or improper circuits; (x) installation or de-installation and/or movement of the Serviced Products from one location to another unless specified in writing by Ricoh; and (xi) repairs of damage or increase in service time caused by force majeure events. Damage to Service Products or parts arising from causes beyond the control of Ricoh are not covered by this Order. Ricoh may terminate its Service obligations under this Order for Serviced Products that have been modified, damaged, altered or serviced by personnel other than those employed by Ricoh.

Service Calls. Service calls will be made during 9:00am – 5:00pm local service time, Monday through Friday ("Normal Business Hours") at the installation address shown this Order. Service does not include coverage on Ricoh holidays, which include New Year's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, the day after Thanksgiving and Christmas Day (collectively, "Ricoch Holidays"). Travel and labor-time for the service calls after Normal Business Hours, on weekends and on Ricoh Holidays, if and when available and only in the event and to the extent that Ricoh agrees to provide such non-standard coverage, will be charged at overtime rates in effect at the time the service call is made. Customer is responsible for disconnecting, repairing and re-connecting unauthorized attachments or components.

Service Charges.

(a) Service charges ("Service Charges") will be set forth on this Order and will be payable by the Customer in advance. Service Charges will not include any charges for repairs or Service that are otherwise covered by the applicable manufacturer's limited warranty during the period covered by any such warranty, to the extent Ricoh has agreed with such manufacturer not to charge a customer for any such charges. Additionally, Service necessitated as a result of inadequate key operator involvement, operator caused damage, lack of recommended service, or use of inadequate or incompatible supplies may result in Service being rendered on a time-and-material basis in addition to the Service Charges. Customer acknowledges and agrees that: (i) alterations, attachments, specification changes, or use by Customer of sub-standard supplies that cause excessive service calls may require an increase in Service Charges; (ii) the transfer of the Serviced Products from the location indicated on this Order may result in an increase of Service Charges or the termination of the Order; and (iii) the Toner Inclusive Program (if applicable) is based on manufacturer supply consumption rates. Delivery of supplies will not exceed agreed upon usage. Consumption of covered supply products varying significantly from expected usage may result in additional charges for supplies. Customer agrees to pay when due, all taxes, where applicable, related to this Order, excluding taxes on the income of Ricoh. Customer shall be responsible for any costs related to freight (including fuel surcharges, which may be imposed from time to time), postage/mailling expense (meter rentals) and/or administrative and processing fees and, to the extent Ricoh pays such costs, Customer shall immediately reimburse Ricoh.

(b) Service Charges are based on standard 8.5x11 images. Ricoh reserves the right to assess additional images charges for non-standard images, including 11x17 images. Customer acknowledges that pricing is based on the prevailing rates at the time of the contract. Unless otherwise expressly agreed to in writing, if the term of this Order exceeds twelve (12) months, the Service Charges and any rate expressly stated in this Order may be increased by Ricoh up to ten percent (10%) annually for each year beyond the initial twelve (12) month period, and Customer expressly consents to such adjustment without additional notice.

Term. This Order shall become effective on the effective date of the Order and shall continue for the term identified in this Order. At the expiration of the initial term or any extended term of this Order, it will automatically, subject to applicable law and without further action required by either party, renew for an additional twelve (12) month period, provided that Customer is not then in default. The contracted rate will be adjusted to Ricoh's then-prevailing rates, to be reflected in an automatic increase as of the renewal date, and Customer expressly consents to such adjustment without additional notice.

Early Termination. Customer may terminate the Services provided under this Order prior to its maturity so long as Customer is not then in default and provides Ricoh at least thirty (30) days prior written notice. For an Order having an initial term of at least thirty-six (36) months, Customer shall pay to Ricoh, as liquidated damages and not as a penalty, the following early termination fee ("Termination Fee"): (i) if the termination occurs in months one (1) through twelve (12) of the term of such Order, an amount equal to twelve (12) times the "Monthly Service Charge" (as defined below) payable under such Order; (ii) if the termination occurs in months thirteen (13) through twenty-four (24), an amount equal to nine (9) times the Monthly Service Charge; and (iii) if the termination occurs any time after the twenty-fourth (24th) month, an amount equal to the lesser of six (6) times the Monthly Service Charge or the number of months remaining under the then current term of such Order. For an Order having an initial term of less than thirty-six (36) months, the Termination Fee shall be equal to the lesser of six (6) times the base Monthly Service Charge or the number of months remaining under the initial term of such Service Order. For the purposes herein, the "Monthly Service Charge" shall equal (i) the base monthly Service Charge set forth in this Order; or (ii) in the event this Order does not contain a base monthly Service Charge, the average monthly Order charges for the six (6) month period prior to the date of Customer's termination. If such termination date occurs less than six (6) months after the effective date of the Order, the Monthly Service Charge will be equal to the average monthly Order charges for the number of months the Order was in effect.



Payment; Risk of Loss; Taxes. Payment terms are net ten (10) days. Customer agrees to pay Ricoh a late charge of one and one-half percent (1.5%) per month on any unpaid amounts or the maximum allowed by law, whichever is less, and in addition shall pay Ricoh all costs and expenses of collection, or in the enforcement of Ricoh's rights hereunder, including, but not limited to, reasonable internal and external legal costs, whether or not suit is brought. All remedies hereunder or at law are cumulative; provided, however, that the sole remedy of Customer for any Services not performed in accordance with the Service standards set forth in this Order shall be the prompt and proper re-performance of such Services at no additional charge. Unless otherwise agreed upon by both parties in writing, Customer assumes all risk of theft, loss or damage, no matter how occasioned, to all Products covered by this Order following delivery by Ricoh to common carrier or, in the case of an arranged delivery by a local Ricoh installation vehicle, delivery by such vehicle to Customer shipping point. Except to the extent of any applicable and validated exemption, Customer agrees to pay any applicable taxes that are levied on or payable as a result of the use, sale, possession or ownership of the Products and/or Services covered hereunder, other than income taxes of Ricoh. In addition, Customer shall be responsible for paying all shipping and handling charges for toner, even if this Order is a toner inclusive contract as set forth on this Order, in accordance with the terms stated on the invoice.

Default. In addition to any other rights or remedies which either party may have under this Order or at law or equity, either party shall have the right to cancel the Services provided under this Order immediately: (i) if the other party fails to pay any fees or charges or any other payments required under this Order when due and payable, and such failure continues for a period of ten (10) days after being notified in writing of such failure; or (ii) if the other party fails to perform or observe any other material covenant or condition of this Order, and such failure or breach shall continue un-remedied for a period of thirty (30) days after such party is notified in writing of such failure or breach; or (iii) if the other party becomes insolvent, dissolves, or assigns its assets for the benefit of its creditors, or files or has filed against it any bankruptcy or reorganization proceeding. Except as expressly permitted by this Order, no refund or credit will be given for any early termination of the Services or any renewal thereof. If Customer defaults in its obligations hereunder, Ricoh may, in addition to any other remedies available at law or equity, require Customer to immediately pay to Ricoh all past due payments under all Orders, and the early termination fee described in the Early Termination Section above.

Reconditioning. Reconditioning and similar major overhauls of Serviced Products may be covered by applicable manufacturer warranties, but are not covered by this Order. If Ricoh determines that such actions may be necessary as a result of normal wear and tear of materials and age factors caused by normal usage in order to keep the Serviced Products in working condition, Ricoh will submit to Customer an estimate of the needed repairs and the cost for such repairs (which costs will be in addition to the Service Charges payable under this Order).

Engineering Changes. Engineering changes, determined applicable by Ricoh, will be controlled and installed by Ricoh. Engineering changes which provide additional capabilities to the Ricoh Equipment (defined below) covered herein will be made at Customer's request at Ricoh's applicable time and material rates then in effect.

Use Of Recommended Supplies; Meter Readings; @Remote. (a) It is not a condition of this Order that Customer use only Ricoh-provided supplies. If Customer uses other than manufacturer-recommended supplies, including paper, developer, toner, and fuser oil, and if such supplies are defective or not acceptable for use on the Serviced Product or cause abnormally frequent service calls or service problems, then Ricoh may, at its option, assess a surcharge or terminate the applicable Order with respect to such Serviced Product. If so terminated, Customer will be offered Service on a "Per Call" basis at Ricoh's then-prevailing time and material rates. (b) If Ricoh determines that Customer has used more supplies than the manufacturer's recommended specifications as provided by Ricoh, Customer will pay reasonable charges for those excess supplies and/or Ricoh may refuse Customer additional supply shipments. Customer agrees to provide Ricoh true and accurate meter readings monthly and in any reasonable manner requested by Ricoh, whether via telephone, email or otherwise. If accurate meter readings are not provided on a timely basis, Ricoh reserves the right to estimate the meter readings from previous meter readings and Customer agrees to pay Service Charges based on such estimated meter reads. Appropriate adjustments will be made to subsequent billing cycles following receipt of actual and accurate meter readings. (c) As part of its Services, Ricoh may, at its discretion and dependent upon device capabilities, provide remote meter reading and equipment monitoring services using its @Remote solution. This may allow for automated meter reading and submission, automatic placement of low toner alerts, automatic placement of service calls in the event of a critical Product failure and may enable firmware upgrades. The meter count and other information collected by @Remote ("Data") is sent via the internet to remote servers some of which may be located outside the U.S. **@Remote cannot and does not collect Customer document content or user information.** Ricoh uses reasonably available technology to maintain the security of the Data; however, Customer acknowledges that no one can guaranty security of information maintained on computers and on the internet. Ricoh retains full rights to the Data (but not Customer documents or information), which it or its authorized third parties may use to service the Serviced Products. Ricoh may also use the Data for its normal business purposes including product development and marketing research, however, the Data will not be provided to market research consultants in a form that personally identifies the Customer. Ricoh may dispose of the Data at any time and without notice. The @Remote technology is the confidential and proprietary information of Ricoh and/or its licensors protected by copyright, trade secret and other laws and treaties. Ricoh retains full title, ownership and all intellectual property rights in and to @Remote. In the event Customer does not rely on automatic meter reading devices or equipment monitoring services; Ricoh reserves the right to assess a surcharge for manual meter reads in addition to the Service Charges.

Customer Obligations. Customer agrees to provide a proper place for the use of the Serviced Products, including but not limited to, electric service, as specified by the manufacturer. Customer will provide adequate facilities (at no charge) for use by Ricoh representatives in connection with the Service of the Serviced Products hereunder within a reasonable distance of the Serviced Products. Customer agrees to provide such access to its facilities, networks and systems as may be reasonably necessary for Ricoh to perform its Services, including but not limited to "360 degree" service access to the Serviced Products. Customer will provide a key operator for the Serviced Products and will make operators available for instruction in use and care of the Serviced Products. Unless otherwise agreed upon by Ricoh in writing or designated in this Order, all supplies for use with the Serviced Products will be provided by Customer and will be available "on site" for servicing. Customer agrees that any systems utilizing similar supplies must be covered under similar inclusive service programs.

TERMS AND CONDITIONS FOR BASIC CONNECTIVITY

If any software, system support or related connectivity Services are specifically set forth on this Order and accepted by Ricoh, Ricoh shall provide any such Services at the Customer's location set forth in the Order, as applicable, or on a remote basis. Customer shall provide Ricoh with such access to its facilities, networks and systems as may be reasonably necessary for Ricoh to perform such Services. Customer acknowledges that Ricoh's performance



of any such Services is dependent upon Customer's timely and effective performance of its responsibilities as set forth in the Order, as applicable. Unless connectivity Services are specifically identified in the Order as part of the Services to be performed by Ricoh, Ricoh shall have no obligation to perform and no responsibility for the connection of any hardware or software to any Customer network or system.

Data Management. The parties acknowledge and agree that Ricoh shall have no obligation to remove, delete, preserve, maintain or otherwise safeguard any information, images or content retained by or resident in any Serviced Products, whether through a digital storage device, hard drive or other electronic medium ("Data Management Services"). If desired, Customer may engage Ricoh to perform Data Management Services at then-prevailing rates. Customer acknowledges that Customer is responsible for ensuring its own compliance with legal requirements in connection with data retention and protection and that Ricoh does not provide legal advice or represent that the Serviced Products will guarantee compliance with such requirements. The selection, use and design of any Data Management Services, and any decisions arising with respect to the deletion or storage of data, as well as the loss of any data resulting therefrom, shall be the sole and exclusive responsibility of Customer.

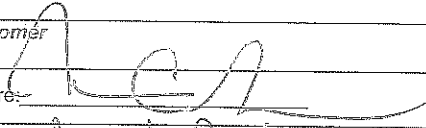
Warranty. Ricoh agrees to perform its Services in a professional manner, consistent with applicable industry standards. For any Products manufactured by Ricoh ("Ricoh Equipment"), Ricoh further warrants that, at the time of delivery and for a period of ninety (90) days thereafter the Ricoh Equipment will be in good working order and will be free from any defects in material and workmanship. Ricoh's obligations under this warranty are limited solely to the repair or replacement (at Ricoh's option) of parts proven to be defective upon inspection. The foregoing warranty shall not apply (a) if the Ricoh Equipment is installed, wired, modified, altered, moved or serviced by anyone other than Ricoh, or, (b) if the Ricoh Equipment is installed, stored and utilized and/or maintained in a manner not consistent with Ricoh specifications or (c) if a defective or improper non-Ricoh accessory or supply or part is attached to or used in the Ricoh Equipment, or (d) if the Ricoh Equipment is relocated to any place where Ricoh services are not available. CUSTOMER ACKNOWLEDGES THAT THE LIMITED WARRANTY CONTAINED HEREIN DOES NOT ASSURE UNINTERRUPTED OPERATION AND USE OF THE RICOH EQUIPMENT. In connection with any other Product sale, Ricoh shall transfer to Customer any Product warranties made by the applicable Product manufacturer, to the extent transferable and without recourse. Physical or electronic copies of any applicable Product warranty will be delivered by Ricoh to Customer only upon Customer's specific written request. EXCEPT AS EXPRESSLY SET FORTH IN THIS ORDER, RICOH DISCLAIMS ALL WARRANTIES AND REPRESENTATIONS, EXPRESS OR IMPLIED, OF ANY NATURE WHATSOEVER, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR USE, OR FITNESS FOR A PARTICULAR PURPOSE. RICOH SHALL NOT BE RESPONSIBLE AND SHALL HAVE NO LIABILITY FOR LOST PROFITS, LOSS OF REVENUE, OR ANY SPECIAL, EXEMPLARY, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES, INCLUDING BUT NOT LIMITED TO DAMAGES ARISING OUT OF OR IN ANY MANNER CONNECTED WITH THIS ORDER, OR THE SUBJECT MATTER HEREOF, OR THE USE OR PERFORMANCE OF THE RICOH EQUIPMENT OR THE LOSS OF USE OF THE RICOH EQUIPMENT, REGARDLESS OF THE FORM OF ACTION AND WHETHER OR NOT SUCH PARTY HAS BEEN INFORMED OF, OR OTHERWISE MIGHT HAVE ANTICIPATED THE POSSIBILITY OF SUCH DAMAGES. RICOH'S TOTAL AGGREGATE LIABILITY TO CUSTOMER, IF ANY, UNDER THIS ORDER, SHALL IN NO EVENT EXCEED THE TOTAL FEES PAID TO RICOH THEREUNDER DURING THE ONE-YEAR PERIOD PRECEDING THE DATE ON WHICH THE CLAIM AROSE. IN NO EVENT SHALL RICOH BE LIABLE TO CUSTOMER FOR ANY DAMAGES RESULTING FROM OR RELATED TO ANY FAILURE OF ANY SOFTWARE PROVIDED HEREUNDER, INCLUDING, BUT NOT LIMITED TO, LOSS OF DATA, OR DELAY OF DELIVERY OF SERVICES UNDER THIS ORDER. RICOH ASSUMES NO OBLIGATION TO PROVIDE OR INSTALL ANY ANTI-VIRUS OR SIMILAR SOFTWARE AND THE SCOPE OF SERVICES CONTEMPLATED HEREBY DOES NOT INCLUDE ANY SUCH SERVICES. Customer must comply with any applicable license agreement or license terms relating to intangible property or associated services included in any Products, such as periodic software licenses and/or prepaid data base subscription rights ("Software License"), whether pursuant to written, click-through, shrink-wrap or other agreements for such purpose, with the third party supplier of the software ("Software Supplier"). Ricoh has no right, title or interest in any third party software. Customer is solely responsible for entering into Software Licenses with the applicable Software Supplier.

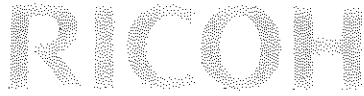
Assignment: Force Majeure. Customer shall neither assign any right or interest arising under this Order nor delegate any obligations hereunder without the prior written consent of Ricoh. Any such attempted assignment or delegation shall be void. Ricoh shall be excused from any delay or failure in performance of the Services under this Order for any period if such delay or failure is caused by any event of force majeure or other similar factors beyond its reasonable control.

Advice of Counsel. Customer represents and warrants that it has obtained or has had the opportunity to obtain the advice of legal counsel of its choice prior to executing this Order and thereby executes this Order knowingly and willingly after receiving such legal advice.

Governing Law: Entire Agreement. This Order shall be governed by and construed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania without regard to its conflict of laws principles. The parties hereto also agree to submit to the non-exclusive jurisdiction of the courts of the Commonwealth of Pennsylvania to resolve any action under this Order. The Uniform Computer Information Transactions Act shall not apply to this Order. This Order constitutes the entire agreement between the parties with respect to the subject matter contained in this Order; supersedes all proposals, oral and written, and all other communications between the parties relating to the Products; and may not be amended except in writing signed by an officer or authorized representative of Ricoh. Customer agrees and acknowledges that it has not relied on any representation, warranty or provision not explicitly contained in this Order, whether in writing, electronically communicated or in oral form. Any and all representations, promises, warranties, or statements, including but not limited to, statements or representations made in sales presentations or sales proposals, by any Ricoh agent, employee or representative that differ in any way from the terms of this Order shall be given no force or effect. This Order shall be governed solely by these terms and conditions, notwithstanding the inclusion of any additional or different terms and conditions in any order document of any kind issued by Customer at any time. Purchase Orders issued by Customer for Products and/or Services from Ricoh, even if they do not expressly reference or incorporate this Order, shall be subject to this Order and service only to identify the Products and/or Services ordered and shall not be deemed to alter or otherwise modify the terms and conditions of this Order. The delay or failure of either party to enforce at any time any of the provisions of this Order shall in no way be construed to be a waiver of such provision or affect the right of such party thereafter to enforce each and every provision of this Order. If any provision of this Order is held to be invalid or unenforceable, this Order shall be construed as though it did not contain the particular provision held to be invalid or unenforceable. Ricoh may accept or reject any order in the exercise of its discretion and may rely upon each order submitted by Customer as a binding commitment. No local, general or trade custom or usage or course of prior dealings between the parties shall be relevant to supplement or explain any term used herein. This Order may be executed in one or more counterparts which, taken together, shall constitute one and the same original document. Any notices required under this Order should be sent to: 3920 Arkwright Road Macon, GA 31210 Attn: Quality Assurance.

RICOH

Accepted by Customer	Accepted: Ricoh USA, Inc.
Authorized Signature: 	Authorized Signature: _____
Printed Name: <u>Michael Babb</u>	Printed Name: _____
Title: <u>Superintendent</u>	Title: _____
Date: <u>1/13/14</u>	Date: _____



Ricoh USA, Inc.
70 Valley Stream Parkway
Malvern, PA 19355

Product Schedule

Product Schedule Number: _____

Master Lease Agreement Number: _____

This Product Schedule (this "Schedule") is between Ricoh USA, Inc. ("we" or "us") and MESA UNION ELEMENTARY SCHOOL DISTRICT, as customer or lessee ("Customer" or "you"). This Schedule constitutes a "Schedule," "Product Schedule," or "Order Agreement," as applicable, under the _____ (together with any amendments, attachments and addenda thereto, the "Lease Agreement") identified above, between you and _____. All terms and conditions of the Lease Agreement are incorporated into this Schedule and made a part hereof. If we are not the lessor under the Lease Agreement, then, solely for purposes of this Schedule, we shall be deemed to be the lessor under the Lease Agreement. It is the intent of the parties that this Schedule be separately enforceable as a complete and independent agreement, independent of all other Schedules to the Lease Agreement.

CUSTOMER INFORMATION

MESA UNION ELEMENTARY SCHOOL DISTRICT				Ryan Howatt			
Customer (Bill To)				Billing Contact Name			
3901 MESA SCHOOL RD				3901 MESA SCHOOL RD			
Product Location Address				Billing Address (if different from location address)			
SOMIS	CA	93066-9797		SOMIS	CA	93066-9797	
City	County	State	Zip	City	County	State	Zip
Billing Contact Telephone Number			Billing Contact Facsimile Number		Billing Contact E-Mail Address		
(805)485-1411			(805)485-4387		rhowatt@mesaschool.org		

PRODUCT/EQUIPMENT DESCRIPTION ("Product")

Qty	Product Description: Make & Model
1	RICOH MPC6502SP
1	RICOH MPC5503
1	RICOH MPC400SR
1	RICOH MPC400SR
1	RICOH PRO8100S
1	RICOH DD4450

Qty	Product Description: Make & Model

PAYMENT SCHEDULE

Minimum Term <i>(months)</i>
62

Minimum Payment <i>(Without Tax)</i>
See Addendum

Minimum Payment Billing Frequency
<input checked="" type="checkbox"/> Monthly
<input type="checkbox"/> Quarterly
<input type="checkbox"/> Other: _____

Advance Payment
<input type="checkbox"/> 1st Payment
<input type="checkbox"/> 1st & Last Payment
<input checked="" type="checkbox"/> Other: NONE

Sales Tax Exempt: YES (Attach Exemption Certificate)

Addendum(s) attached: YES (check if yes and indicate total number of pages: 1)

Customer Billing Reference Number (P.O. #, etc.) _____

TERMS AND CONDITIONS

- The first Payment will be due on the Effective Date. If the Lease Agreement uses the terms "Lease Payment" and "Commencement Date" rather than "Payment" and "Effective Date," then, for purposes of this Schedule, the term "Payment" shall have the same meaning as "Lease Payment," and the term "Effective Date" shall have the same meaning as "Commencement Date."
- You, the undersigned Customer, have applied to us to rent the above-described Product for lawful commercial (non-consumer) purposes. **THIS IS AN UNCONDITIONAL, NON-CANCELABLE AGREEMENT FOR THE MINIMUM TERM INDICATED ABOVE**, except as otherwise provided in any non-appropriation provision of the Lease Agreement, if applicable. If we accept this Schedule, you agree to rent the above Product from us, and we agree to rent such Product to you, on all the terms hereof, including the terms and conditions of the Lease Agreement. **THIS WILL ACKNOWLEDGE THAT YOU HAVE READ AND UNDERSTAND THIS SCHEDULE AND THE LEASE AGREEMENT AND HAVE RECEIVED A COPY OF THIS SCHEDULE AND THE LEASE AGREEMENT.**
- Additional Provisions (if any) are: _____

THE PERSON SIGNING THIS SCHEDULE ON BEHALF OF THE CUSTOMER REPRESENTS THAT HE/SHE HAS THE AUTHORITY TO DO SO.

CUSTOMER	
By: X	Authorized Signer Signature
Printed Name: <u>Michael Babb</u>	
Title: <u>Superintendent</u>	Date: <u>1/13/14</u>

Accepted by: RICOH USA, INC.	
By: X _____	Authorized Signer Signature
Printed Name: _____	
Title: _____	Date: _____



Variable Payments Addendum

This VARIABLE PAYMENTS ADDENDUM (this "Addendum"), dated as of the 13th day of January, 2014, is to that certain agreement/product schedule no. _____ (the "Agreement"), between Ricoh USA, Inc. ("we" or us") and Mesa Union Elementary School District, as customer ("Customer" or "you").

The parties, intending to be legally bound, agree that the Agreement shall be modified as follows:

1. Notwithstanding anything to the contrary in the Agreement, Customer agrees that the scheduled monthly payments required under the Agreement will vary as indicated below:

<u>STEP</u>	<u>MONTH</u>	<u>PAYMENT</u>
1	1-2	0
2	3-62	\$2171.79
3		
4		
5		
6		
7		
8		

TOTAL TERM: 62 months

2. Except to the extent modified by this Addendum, the terms and conditions of the Agreement will remain unchanged and shall continue in full force and effect.

IN WITNESS WHEREOF, each party has caused its duly authorized officer to execute this Addendum, as of the date first written above.

CUSTOMER

Ricoh USA, Inc.

X [Signature] 4/13/14
Authorized Signature Date

Authorized Signature Date

Michael Babb Sales Manager
Print Authorized Signer Name Title

Print Authorized Signer Name Title



ORDER AGREEMENT

Sale Type :LEASE

Sale Type :	LEASE
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ORDER AGREEMENT CONSISTS OF THIS PAGE AND THE TERMS AND CONDITIONS

BILL TO INFORMATION

Customer Legal Name: MESA UNION ELEMENTARY SCHOOL DISTRICT			
Address Line 1: 3901 MESA SCHOOL RD		Contact: Howatt,Ryan	
Address Line 2:		Phone: (805)485-1411	
City: SOMIS		E-mail: rhowatt@mesaschool.org	
ST / Zip: CA/93066-9797	County: VENTURA	Fax: (805)485-4387	

ADDITIONAL ORDER INFORMATION

Check All That Apply:

- ◊ Sales Tax Exempt (Attach Valid Exemption Certificate)
- ◊ Fixed Service Charge
- ◊ Add to Existing Service Contract # _____
- ◊ PO Included PO# _____
- ◊ PS Service (Subject to and governed by separate Statement of Work)
- ◊ Syndication
- ◊ IT Service (Subject to and governed by separate Statement of Work)

SERVICE INFORMATION

Service Term (Months)	Base Billing Frequency	Overage Billing Frequency
62	MONTHLY	MONTHLY

SHIP TO INFORMATION

Customer Name: MESA UNION ELEMENTARY			
Address Line 1: 3901 MESA SCHOOL RD		Contact: RAMIREZ,IRENE	
Address Line 2:		Phone: (805)485-1411	
City: SOMIS		E-mail: iramirez@mesa.k12.ca.us	
ST / Zip: CA/93066-9797	County: VENTURA	Fax: (805)485-4387	

PRODUCT INFORMATION

Product Description	Qty	Service Type	B/W Allowance (Per Base Billing Frequency)	B/W Ovg	Color Allowance (Per Base Billing Frequency)	Color Ovg	Service Base (Per Base Billing Frequency)
RICOH MPC6502SP	1	Gold	0	\$0.0029	0	\$0.0428	\$0.00
RICOH MPC5503	1	Gold	0	\$0.0029	0	\$0.0428	\$0.00
RICOH MPC400SR	1	Gold	0	\$0.0029	0	\$0.0428	\$0.00
RICOH MPC400SR	1	Gold	0	\$0.0029	0	\$0.0428	\$0.00
RICOH PRO8100S	1	Gold	0	\$0.0029	0	N/A	\$0.00
RICOH DD4450	1	Bronze	0	\$0.0029	0	N/A	\$0.00



BASIC CONNECTIVITY / PS / IT SERVICES INFORMATION	
BASIC CONNECTIVITY / PS / IT Services Description	Quantity
NETWORK & SCAN - SEG BC4	1
NETWORK & SCAN - SEG BC4	1
NETWORK & SCAN - SEG BC4	1
NETWORK & SCAN - SEG BC4	1
NETWORK & SCAN CONNECT - SEG 6 INCLUDES D6I DIGIMASTER	1
NETWORK & SCAN CONNECT - SEG 1	1

ORDER TOTALS		
<i>Service Type Offerings:</i>	Product Total:	
Gold: Includes all supplies and staples. Excludes paper.	BASIC CONNECTIVITY / PS / IT Services:	
Silver: Includes all supplies. Excludes paper and staples.	Buyout:	
Bronze: Parts and labor only. Excludes paper, staples and supplies.	Grand Total: (Excludes Tax)	
Additional Provisions:		

Field Trip Request Form

DISTRICT/CHARTER Mesa Union

Trip Date April 11-16, 2014 Destination Washington D.C.

Type of Activity: Learning Activity Athletic Activity Other (please describe) _____

Academic Focus/Purpose of Trip Educational Tour

Lunch Request — — — (Transportation is provided by Brightspark Travel, Inc.)
 Sack Cafeteria Other
 Transportation: Walking Vehicle: Bus Contract Bus Van * Private Car *

Number of Students 55 Chaperones 4 Drivers 1

Departure time from School 5:00 P.M. 4/11 Departure time from Destination 3 PM 4/16

Bus to remain with group? Yes No Driver's Proof of Liability on File _____

List any other planned stops Gettysburg, Arlington National Cemetery, Mount Vernon, National Cathedral, museums, monuments, and memorials.

Teacher(s) Mrs. Hanley, Ms. Coe, Mrs. Kuklenski, Ms. Wiley Grade(s) 8

Cost \$1735 Funding Source _____ Bill to _____ Account # _____
(Program or Resource #)

Approved Yes No Board Action Yes No Date of Board Action _____

Applicant's Signature Cindy Wiley Principal's or Superintendent's Signature _____

Driver's Use Only

Vehicle Number _____ Check in Time _____
 Ending Odometer _____ Departure time from school _____
 Beginning Odometer _____ Return time to school _____
 Odometer difference _____ Check out time _____

Driver's Signature _____

Use for Split Trips Only

Vehicle Number _____ Departure time from school _____
 Ending Odometer _____ Return time to school _____
 Beginning Odometer _____ Check out time _____
 Odometer difference _____

Driver's Signature _____

District's Routing Instructions

- _____ Teacher(s) mark your calendars to avoid conflicts
- _____ School Office Staff
- _____ Kitchen Staff
- _____ Other (List) _____

BSA Office Use Only		
Miles _____	Rate _____	TOTAL _____

* Driver of his/her personal vehicle must submit an Employee/Volunteer Personal Vehicle Use form to the district office prior to trip.
 White - Transportation Department Yellow - BSA Office Pink - District Approved Copy Gold - Originator's Copy

CSBA Sample

Board Policy

Facilities Master Plan

BP 7110

Facilities

***Note: The following optional policy may be revised to reflect district practice. Pursuant to the School Facility Program (Education Code 17070.10-17079.30), the State Allocation Board (SAB) and Office of Public School Construction administer state funding programs for new construction, modernization, career technical education facilities, charter school facilities, critically overcrowded school facilities, facility hardships, seismic mitigation, high performance incentives (environmentally efficient schools), joint use programs, labor compliance, overcrowding relief, emergency repairs, and deferred maintenance. ***

***Note: For additional information about the facilities master planning process, see CSBA's fact sheet Facilities Master Planning. In addition, CSBA's Facilities Planning program provides assistance with enrollment projections and/or the development of facilities master plans. ***

***Note: Although not required by law, the California Department of Education's (CDE) publication Educational Specifications: Linking Design of School Facilities to Educational Program recommends that the district's facilities master plan be adopted by formal resolution of the Governing Board. ***

The Governing Board recognizes the importance of long-range planning for school facilities in order to address changes in student enrollment and in the district's educational program needs. The Superintendent or designee shall develop, for Board approval, a master plan for district facilities which describes the district's anticipated short- and long-term facilities needs and priorities.

(cf. 7000 - Concepts and Roles)

(cf. 7160 - Charter School Facilities)

(cf. 7210 - Facilities Financing)

Plan Development

The district's facilities master plan shall be based on an assessment of the condition and adequacy of existing facilities, a projection of future enrollments, and alignment of facilities with the district's vision for the instructional program.

(cf. 7111 - Evaluating Existing Buildings)

To solicit broad input into the planning process, the Superintendent or designee may establish a facilities advisory committee consisting of staff, parents/guardians, and business, local

government, and other community representatives. He/she also shall ensure that the public is informed of the need for construction and modernization of facilities and of the district's plans for facilities.

(cf. 1220 - Citizen Advisory Committees)

At least 45 days prior to completion of any facilities plan that relates to the potential expansion of existing school sites or the necessity to acquire additional school sites, the Superintendent or designee shall notify and provide copies of the plan or any relevant and available information to the planning commission or agency of the city or county with land use jurisdiction within the district. (Government Code 65352.2)

(cf. 7131 - Relations with Local Agencies)

If the city or county commission or agency requests a meeting, the Superintendent or designee shall meet with the commission or agency within 15 days following the notification. Items that the parties may discuss at the meeting include, but are not limited to, methods of coordinating planning with proposed revitalization efforts and recreation and park programs, options for new school sites, methods of maximizing the safety of persons traveling to and from the site, and opportunities for financial assistance. (Government Code 65352.2)

***Note: The following optional paragraph may be revised to reflect district practice. In its Public School Construction Cost Reduction Guidelines, the SAB recommends that facilities master plans be reevaluated whenever a new construction project is initiated or at intervals not exceeding five years. ***

The master plan shall be regularly reviewed and updated as necessary to reflect changes in the educational program, existing facilities, finances, or demographic data.

Plan Components

***Note: The CDE's publication Educational Specifications: Linking Design of School Facilities to Educational Program (Appendix 1) recommends components that should be addressed in the facilities master plan. Items #1-8 below are optional and may be revised to reflect district practice. ***

The facilities master plan shall include:

1. A statement of purpose, including district goals, philosophy, and related policies
2. A description of the planning process
3. Demographics of the community, such as economic trends, migration patterns, employment base, residential base, socioeconomic makeup, historical school enrollments, and inventory of physical resources and needs

4. A description of the educational program, such as grade-level organization, class size, staffing patterns, technology plans, special programs and support services, and other educational specifications

5. Analysis of the safety, adequacy, and equity of existing facilities and potential for expansion, including the adequacy of classrooms, school cafeterias and food preparation areas, physical activity areas, playgrounds, parking areas, and other school grounds

(cf. 3514 - Environmental Safety)
(cf. 3517 - Facilities Inspection)
(cf. 3550 - Food Service/Child Nutrition Program)
(cf. 5030 - Student Wellness)
(cf. 5141.7 - Sun Safety)
(cf. 5142 - Safety)
(cf. 6142.7 - Physical Education and Activity)

6. Site selection criteria and process

7. Development of a capital planning budget and identification of potential funding sources

8. Policy for reviewing and updating the plan

Planning shall ensure that school facilities meet the following minimum standards: (5 CCR 14001)

1. Are aligned with the district's educational goals and objectives

(cf. 0000 - Vision)

2. Provide for maximum site enrollment at school facilities

3. Are located on a site that meets California Department of Education standards as specified in 5 CCR 14010

(cf. 7150 - Site Selection and Development)

4. Are designed for the environmental comfort and work efficiency of the occupants

5. Are designed to require a practical minimum of maintenance

6. Are designed to meet federal, state, and local statutory requirements for structure, fire, and public safety

7. Are designed and engineered with flexibility to accommodate future needs

***Note: 5 CCR 14030 delineates detailed standards for developing plans for the design and

construction of school facilities. All school districts must comply with these standards, whether a project is state funded or locally funded. Other legal requirements for facilities plans, including Education Code 16011, 16322, and 17251, vary depending on the funding source and type of project. ***

***Note: Pursuant to the Americans with Disabilities Act (ADA) (42 USC 12101-12213) and 28 CFR 35.150 and 35.151, district facilities must be accessible to and usable by individuals with disabilities. In achieving compliance, a district need not make structural changes to existing facilities if other methods are effective and the district can demonstrate that the structural change would result in a fundamental alteration in the nature of the activity or an undue financial or administrative burden. However, starting March 15, 2012, all newly constructed facilities must comply with the 2010 ADA Standards for Accessible Designs pursuant to 28 CFR 35.151, as amended by 75 Fed. Reg. 178. CSBA's ADA Compliance Program offers a variety of accessibility services including, but not limited to, facilities inspections and planning to transition facilities into full ADA compliance. ***

***Note: 24 CCR 101 et seq. ("CalGreen") establishes both mandatory requirements and voluntary standards for "green" building which apply to all new construction and are applicable to K-12 schools. CalGreen addresses five major areas: (1) planning and design, (2) energy efficiency, (3) water efficiency, (4) material conservation and resource efficiency; and (5) indoor environmental quality. ***

Plans for the design and construction of new school facilities also shall meet the standards described in 5 CCR 14030, green building standards pursuant to 24 CCR 101 et seq., the Americans with Disabilities Act pursuant to 42 USC 12101-12213, and any other requirements applicable to the funding source and type of project.

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

(cf. 3510 - Green School Operations)

***Note: Subject to the availability of funds, districts may apply pursuant to Education Code 17077.40-17077.45 to fund joint use projects which are part of (1) a qualifying new construction project that will either increase the size and/or create extra costs beyond that necessary for school use of the multipurpose room, gymnasium, child care facility, library, or teacher education facility; or (2) a modernization project or a stand-alone project to provide for a multipurpose room, gymnasium, child care facility, library, or teacher education facility at a school that does not have the type of facility needed or has an inadequate facility. ***

To facilitate the efficient use of public resources when planning for new construction or modernization of school facilities, the district may consider designs that facilitate joint use of the facility with a local governmental agency, public postsecondary institution, or nonprofit organization.

(cf. 1330.1 - Joint Use Agreements)

Legal Reference:

EDUCATION CODE

16011 Long-range comprehensive master plan
16322 California Department of Education services
17017.5 Approval of applications for projects
17070.10-17079.30 Leroy F. Greene School Facilities Act
17251 Powers and duties of California Department of Education
17260-17268 Plans and specifications for school facilities
17280-17317 Field Act
17365-17374 Fitness for occupancy
17405 Relocatable structures; lease requirements
35275 New school planning; cooperation with recreation and park authorities

GOVERNMENT CODE

53090-53097.5 Regulation of local agencies by counties and cities
65352.2 Communicating and coordinating of school sites
65995.6 School facilities needs analysis

CODE OF REGULATIONS, TITLE 2

1859-1859.199 Leroy F. Greene School Facilities Act

CODE OF REGULATIONS, TITLE 5

14001 Minimum standards
14010 Site selection standards
14030-14036 Standards, planning, and approval of school facilities

CODE OF REGULATIONS, TITLE 24

101 et seq. Green building standards code

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act
CODE OF FEDERAL REGULATIONS, TITLE 28
35.101-35.190 Americans with Disabilities Act

Management Resources:

CSBA PUBLICATIONS

Maximizing Opportunities for Physical Activity Through Joint Use of Facilities, September 2009
Facilities Master Planning, Fact Sheet, November 2007

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Schools of the Future Report, September 2011
Educational Specifications: Linking Design of School Facilities to Educational Program, 1997
Guide for the Development of a Long-Range Facilities Plan, 1986

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

An Overview of the State School Facility Programs, rev. October 2011
School Facility Program Handbook, 2008

STATE ALLOCATION BOARD PUBLICATIONS

Public School Construction Cost Reduction Guidelines, 2000

WEB SITES

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

Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

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

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Charter School Facilities

*****Note: The following optional policy may be revised to reflect district practice. *****

The Governing Board believes that all students, including those attending charter schools, should have access to adequate facilities that are safe and support student learning.

*****Note: CSBA's publication Charter Schools: A Manual for Governance Teams recommends that the Governing Board and charter school enter into a memorandum of understanding detailing terms and conditions including, but not limited to, use of facilities, payment for facilities, compliance with applicable building codes and health and safety codes, indemnification and liability insurance, and compliance with district operations and maintenance policies. *****

Facilities to be used by a charter school shall be specified in the school's charter pursuant to Education Code 47605 and also may be addressed in a written memorandum of understanding between the district and charter school.

(cf. 0420.4 - Charter School Authorization)
(cf. 0420.41 - Charter School Oversight)

As applicable, charter school facilities shall comply with the California Building Standards Code adopted by the local building enforcement agency pursuant to 24 CCR 101 et seq. or the Field Act pursuant to Education Code 17280-17317 and 17365-17374. (Education Code 47610, 47610.5)

*****Note: Pursuant to Education Code 47614, as added by Proposition 39 (2000), and 5 CCR 11969.1-11969.10, the district must make facilities available, upon request, to a charter school "operating in the district." A charter school is "operating in the district" if it is either currently serving students who are entitled to attend a district school or has identified at least 80 students who are entitled to attend a district school and are meaningfully interested in enrolling in the charter school for the following year. The facilities provided by the district must be furnished, equipped, and reasonably equivalent to those in other district schools. See the accompanying administrative regulation for definitions and the detailed process and timelines that the district must follow in evaluating a charter school's request. *****

*****Note: Pursuant to 5 CCR 11969.2, charter school facilities may be located at more than one site if the charter school's students cannot be accommodated on any single district site, provided that the district minimizes the number of sites and considers student safety. In Ridgecrest Charter School v. Sierra Sands Unified School District, an appellate court held that a district must begin with the assumption that all charter school students will be assigned to a single school site and then adjust other factors to accommodate this goal. How those factors will be weighed and whether those factors would make a single school site feasible will be a case-by-case determination. Districts with questions on this issue should consult legal counsel. *****

Upon request, the Board shall make facilities available to an eligible charter school operating in the district, as defined in law and administrative regulation. In accordance with law, such facilities shall be contiguous, furnished, equipped, and sufficient to accommodate all the charter school's in-district students in conditions reasonably equivalent to those in which the students would be accommodated if they were attending other district schools. The Board shall make reasonable efforts to provide the charter school with facilities near where the charter school wishes to locate and shall not move the charter school unnecessarily. If the district's preliminary

proposal or final notification of space does not accommodate the charter school at a single school site, the Board shall make a specific finding that the charter school could not be accommodated at a single site and shall adopt a written statement of reasons explaining the finding. (Education Code 47614; 5 CCR 11969.1-11969.10)

(cf. 7110 - Facilities Master Plan)

The district shall not be required to use unrestricted general fund revenues to rent, buy, or lease facilities for charter schools. (Education Code 47614)

(cf. 3100 - Budget)

*****Note: The Charter School Facilities Program (Education Code 17078.52-17078.66) allows charter schools that provide site-based instruction to access state facility funding, either directly or through the district where the school will be physically located, for construction of new facilities or rehabilitation of existing district facilities for charter school use. Preference is given to applications from charter schools in overcrowded school districts, schools in low-income areas, nonprofit charter schools, and those that use existing district facilities. Pursuant to 2 CCR 1859.172, title to the facilities may be held by the district or, under certain conditions, by a local governmental entity or by the charter school itself. *****

*****Note: In addition, subject to the annual Budget Act, charter schools may apply for funding under the Charter School Facility Grant Program (Education Code 47614.5), a noncompetitive grant program that provides assistance with facilities rent and lease expenditures. Eligible charter schools are those that have at least 70 percent of students eligible for free or reduced-price meals or are physically located in an elementary school attendance area where at least 70 percent of students are eligible for free or reduced-price meals. Charter schools occupying existing district or county office of education facilities and charter schools receiving reasonably equivalent facilities pursuant to Education Code 47614 are not eligible. *****

The Superintendent or designee may assist eligible charter schools in applying for state facilities funding for new construction or rehabilitation of facilities pursuant to Education Code 17078.52-17078.66 and/or for rent and lease expenditures pursuant to Education Code 47614.5.

Legal Reference:

EDUCATION CODE

17070.10-17080 Leroy F. Greene School Facilities Act of 1998, including:

17078.52-17078.66 Charter schools facility funding; state bond proceeds

17280-17317 Field Act

46600 Interdistrict attendance agreements

47600-47616.5 Charter Schools Act

48204 Residency requirements for school attendance

GOVERNMENT CODE

53094 Authority to render zoning ordinance inapplicable

53097.3 Charter school ordinances

CODE OF REGULATIONS, TITLE 2

1859.2 Definitions

1859.31 Classroom inventory

1859.160-1859.172 Charter school facilities program, new construction

CODE OF REGULATIONS, TITLE 5

11969.1-11969.10 Charter school facilities

COURT DECISIONS

Bullis Charter School v. Los Altos School District, (2011) 200 Cal.App.4th 1022

Ridgecrest Charter School v. Sierra Sands Unified School District, (2005) 130 Cal.App.4th 986

Sequoia Union High School District v. Aurora Charter High School (2003) 112 Cal.App.4th 185

ATTORNEY GENERAL OPINIONS

80 Ops. Cal. Atty. Gen. 52 (1997)

Management Resources:

CSBA PUBLICATIONS

The Role of the Charter School Authorizer, Online Course

Charter Schools: A Manual for Governance Teams, rev. 2009

Charter School Facilities and Proposition 39: Legal Implications for School Districts, 2005

OFFICE OF PUBLIC SCHOOL CONSTRUCTION PUBLICATIONS

School Facility Program Handbook, May 2008

WEB SITES

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

California Charter Schools Association: <http://www.charterassociation.org>

California Department of Education, Charter Schools: <http://www.cde.ca.gov/sp/cs>

Coalition for Adequate School Housing: <http://www.cashnet.org>

Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

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Charter School Facilities

***Note: The following administrative regulation is optional. Education Code 47614, as added by Proposition 39 (2000), and 5 CCR 11969.1-11969.10 require that, upon request by an eligible charter school, the district make available facilities that are reasonably equivalent to facilities provided to other district schools. ***

Definitions

Average daily classroom attendance (ADA) or classroom ADA is ADA for classroom-based apportionment as used in Education Code 47612.5. (5 CCR 11969.2)

In-district classroom ADA is classroom ADA attributable to in-district students. (5 CCR 11969.2)

In-district students are those charter school students who are entitled to attend a district school. Students eligible to attend district schools based on an interdistrict attendance agreement or parent/guardian employment shall be considered students of the district where they reside. (5 CCR 11969.2)

(cf. 5111.1 - District Residency)

(cf. 5111.12 - Residency Based on Parent/Guardian Employment)

(cf. 5117 - Interdistrict Attendance)

Operating in the district means the charter school is either currently providing public education to in-district students or has identified at least 80 in-district students who are meaningfully interested in enrolling in the charter school for the following year, regardless of whether the district is or is proposed to be the chartering entity and whether or not the charter school has a facility inside the district's boundaries. (Education Code 47614; 5 CCR 11969.2)

Reasonably equivalent facilities are facilities that are sufficient to accommodate charter school students in conditions reasonably equivalent to those in which the students would be accommodated if they were attending other public schools of the district. Reasonable equivalency shall be determined based on a comparison group of district schools with similar grade levels, the capacity of facilities, and the condition of facilities, as described below in the section "Submission and Review of Facilities Requests." (5 CCR 11969.2, 11969.3)

Furnished and equipped means the facilities include reasonably equivalent furnishing necessary to conduct classroom instruction and to provide for student services that directly support classroom instruction as found in the comparison group schools established under 5 CCR 11969.3(a) and that the facilities have equipment that is reasonably equivalent to the comparison group schools. Equipment means property that does not lose its identity when removed from its location and is not changed materially or consumed immediately (e.g., within one year). Equipment has relatively permanent value and its purchase increases the total value of the district's physical properties. Examples include furniture, vehicles, machinery, motion picture film, videotape, furnishings that are not an integral part of the building or building system, and

certain intangible assets such as major software programs. Furnishings and equipment acquired for a school site with nondistrict resources are excluded when determining reasonable equivalence. (5 CCR 11969.2)

Contiguous facilities are those facilities contained on a school site or immediately adjacent to a school site. If the in-district classroom ADA of the charter school cannot be accommodated on any single school site, contiguous facilities also include facilities located at more than one site, provided that the district minimizes the number of sites assigned and considers student safety. If none of the district-operated schools has grade levels similar to the charter school, then a contiguous facility shall be an existing facility that is most consistent with the needs of students in the grade levels served at the charter school. (5 CCR 11969.2, 11969.3)

Conversion charter school is a charter school established through the conversion of an existing public school. (Education Code 47605)

Eligibility for District Facilities

A charter school shall be operating in the district, as defined above, before it submits a request for facilities. A new or proposed charter school operating in the district is eligible to request facilities for a particular fiscal year only if it submits its charter petition before November 1 of the fiscal year preceding the year for which facilities are requested. A new charter school is entitled to be allocated and/or provided access to facilities only if it receives approval of its charter petition before March 15 of the fiscal year preceding the year for which facilities are requested. (5 CCR 11969.9)

(cf. 0420.4 - Charter School Authorization)

Submission and Review of Facilities Requests

The following procedures shall apply to a charter school's request for facilities:

1. On or before November 1, a charter school shall submit a written request for facilities to the Superintendent or designee for the next fiscal year. The request shall include: (Education Code 47614; 5 CCR 11969.2, 11969.9)
 - a. Reasonable projections of in-district and total ADA and in-district and total classroom ADA, based on ADA claimed for apportionment, if any, in the fiscal year prior to the fiscal year in which the facilities request is made, adjusted for expected changes in enrollment in the forthcoming fiscal year

Projections of in-district ADA, in-district classroom ADA, and the number of in-district students shall be broken down by grade level and by the district school that the students would otherwise attend.

***Note: The following paragraph is optional. 5 CCR 11969.2 provides that the district need not include nonclassroom-based charter school students in the ADA calculation, unless it so chooses. ***

Nonclassroom ADA may be included in the ADA calculation only to the extent of instructional time that students generating nonclassroom ADA are actually in the classroom under the direct supervision and control of a charter school employee, and only if the district and the charter school agree upon the time(s) that the facilities devoted to students generating nonclassroom-based ADA will be used.

- b. A description of the methodology for the projections
- c. If relevant (i.e., when a charter school is not yet open or to the extent an operating charter school projects a substantial increase in ADA), documentation of the number of in-district students meaningfully interested in attending the charter school that is sufficient for the district to determine the reasonableness of the projection, but that need not be verifiable for precise arithmetical accuracy
- d. The charter school's operational calendar
- e. Information regarding the district's school site and/or general geographic area in which the charter school wishes to locate
- f. Information on the charter school's educational program that is relevant to assignment of facilities, if any

*****Note: The following optional paragraph may be revised to reflect district practice. Pursuant to 5 CCR 11969.9, the district may require the charter school to submit its request on a form available from the California Department of Education (CDE) or another form specified by the district. The district may also require the charter school to either distribute a reasonable number of copies of the request for review by other interested parties or otherwise make the request available for review. *****

In submitting a facilities request, the charter school shall use a form specified by the district. The charter school shall distribute a reasonable number of copies of the written request to parents/guardians, school staff, and/or other interested parties, or shall otherwise make the request available for review.

2. On or before December 1, the district shall review the charter school's projections of in-district and total ADA and in-district and total classroom ADA, express any objections in writing, and state the projections the district considers reasonable. If the district does not express any objections in writing and state its own projections by the deadline, the charter school's projections are no longer subject to challenge and the district shall base its offer of facilities on those projections. (5 CCR 11969.9)
3. On or before January 2, the charter school shall respond to any objections expressed by the district and to the district's attendance projections provided pursuant to item #2 above. The charter school shall reaffirm or modify its previous projections as necessary to respond to the information received from the district pursuant to item #2. If the charter school does not respond by January 2, the district's projections provided pursuant to item #2 are no longer subject to challenge and the district shall base its offer of facilities on

those projections. (5 CCR 11969.9)

4. The district shall determine what facilities it will offer to the charter school, ensuring that the facilities are reasonably equivalent to other district facilities. (5 CCR 11969.3)

If a charter school was established through the conversion of an existing public school pursuant to Education Code 47605(a)(2), the condition of the facility previously used by the district shall be considered to be reasonably equivalent for the first year the charter school uses the facility. (5 CCR 11969.3)

For any other charter school, reasonable equivalency shall be based on the following criteria as detailed in 5 CCR 11969.3: (5 CCR 11969.3)

*****Note: In determining whether the offered facilities are sufficient to accommodate the charter school students in reasonably equivalent conditions, 5 CCR 11969.3 requires the district to develop a comparison group of district-operated schools with similar grade levels, as provided below. 5 CCR 11969.3 provides different methods for selecting the comparison group for districts with high schools depending on whether or not students attend high school based on attendance areas. *****

*****Note: If none of the district-operated schools has grade levels similar to the charter school, then a "reasonably equivalent" facility is an existing facility most consistent with the needs of students in the grade levels served at the charter school. The district is not required to modify a school site to accommodate the charter school's grade-level configuration; however, the district and charter school may enter into an agreement to modify an existing school site with the costs to be paid by the charter school, the district, or jointly. *****

- a. A comparison group of district schools with similar grade levels

If a charter school's grade-level configuration is different from the configuration of the district's schools, the district shall not pay for the modification of a school site to accommodate the charter school's configuration.

*****Note: 5 CCR 11969.3 provides that the number and size of teaching and nonteaching spaces must be considered in determining reasonable equivalency, as provided below. In Bullis Charter School v. Los Altos School District, the appellate court concluded that, when considering nonteaching spaces, districts must consider all nonteaching spaces available at the comparison group schools, even if some facilities (e.g., tennis court, walkways, child care facilities) are present at some but not all of the comparison schools. It also held that overall size, such as acres per student, must be considered and that calculations of the amount of space being occupied by the charter school must be reduced when the charter school is sharing a facility. *****

- b. Capacity, including equivalency of the ratio of teaching stations (classrooms), specialized classroom space, and nonteaching space to ADA
- c. Condition of facilities, as determined by assessing such factors as age of facilities (from last modernization), quality of materials, and state of maintenance, including:

- (1) School site size

- (2) Condition of interior and exterior surfaces
- (3) Condition of mechanical, plumbing, electrical, and fire alarm systems, including conformity to applicable codes
- (4) Availability and condition of technology infrastructure
- (5) Condition of the facility as a safe learning environment, including, but not limited to, the suitability of lighting, noise mitigation, and size for intended use
- (6) Condition of the facility's furnishing and equipment
- (7) Condition of athletic fields and/or play area space

(cf. 7111 - Evaluating Existing Buildings)

***Note: 5 CCR 11969.2 requires that charter school facilities be contiguous, as provided in item #5 below. If the district's preliminary or final facilities offer does not accommodate the charter school's students at a single school site, the Governing Board must make that specific finding and adopt a written statement of reasons explaining the finding; see the accompanying Board policy. ***

5. On or before February 1, the district shall prepare a written preliminary proposal regarding the space to be allocated to the charter school and/or to which the charter school is to be provided access. In evaluating and accommodating the charter school's request, the charter school's in-district students shall be given the same consideration as students in the district's schools, subject to the requirement that the facilities provided must be contiguous. At a minimum, the preliminary proposal shall include: (5 CCR 11969.2, 11969.3, 11969.9)
 - a. The projections of in-district classroom ADA on which the proposal is based
 - b. The specific location(s) of the space
 - c. All conditions pertaining to the space, including a draft of any proposed agreement pertaining to the charter school's use of the space
 - d. The projected pro rata share amount and a description of the methodology used to determine that amount
 - e. A list and description of the comparison group schools used in developing the district's preliminary proposal and a description of the difference between the preliminary proposal and the charter school's request submitted pursuant to item #1 above
6. On or before March 1, the charter school shall respond in writing to the district's preliminary proposal made pursuant to item #5 above and shall express any concerns, including differences between the preliminary proposal and the charter school's request,

- and/or make a counter proposal. (5 CCR 11969.9)
7. On or before April 1, having reviewed any concerns and/or counter proposals made by the charter school pursuant to item #6 above, the district shall submit, in writing, a final notification of the space to be offered to the charter school. The notification shall include a response to the charter school's concerns and/or counter proposal, if any. The final notification shall specifically identify: (5 CCR 11969.9)
 - a. The teaching stations, specialized classroom spaces, and nonteaching station spaces offered for the exclusive use of the charter school and the teaching stations, specialized classroom spaces, and nonteaching spaces to which the charter school is to be provided access on a shared basis with district-operated programs
 - b. Arrangements for sharing any shared space
 - c. The assumptions of in-district classroom ADA for the charter school upon which the allocation is based, and if the assumptions are different than those submitted by the charter school pursuant to item #3 above, a written explanation of the reasons for the differences
 - d. The specific location(s) of the space
 - e. All conditions pertaining to the space
 - f. The pro rata share amount
 - g. The payment schedule for the pro rata amount, which shall take into account the timing of revenues from the state and from local property taxes
 8. By May 1 or within 30 days after the district notification pursuant to item #7 above, whichever is later, the charter school shall notify the district in writing whether or not it intends to occupy the offered space. (5 CCR 11969.9)

The charter school's notification may be withdrawn or modified before this deadline. After the deadline, if the charter school has notified the district that it intends to occupy the offered space, the charter school is committed to paying the pro rata share amount as identified. If the charter school does not notify the district by this deadline that it intends to occupy the offered space, then the space shall remain available for district programs and the charter school shall not be entitled to use facilities of the district in the following fiscal year. (5 CCR 11969.9)

Availability of Facilities

The space allocated to the charter school by the district, or the space to which the district provides the charter school access, shall be furnished, equipped, and available for occupancy at least 10 working days prior to the first day of instruction of the charter school. For good cause, the district may reduce the period of availability to a period of not less than seven working days.

(5 CCR 11969.9)

Space allocated for use by the charter school, subject to sharing arrangements, shall be available for the charter school's entire school year regardless of the district's instructional year or class schedule. (5 CCR 11969.5)

For a conversion charter school, the school site identified in the school's charter shall be made available to the charter school for its second year of operation and thereafter upon annual request for facilities from the district pursuant to this administrative regulation. If, as a result of a material revision of the charter, either the location of the conversion charter school is changed or the district approves the operation of additional sites by the school, then the school may request, and the district shall provide, facilities in accordance with law, the revised charter, and this administrative regulation. (5 CCR 11969.3)

Written Agreement Regarding Facilities Operations

The district and charter school shall negotiate an agreement regarding the use of and payment for the space which contains, at a minimum, the information included in the district's final notification pursuant to item #7 in the section "Submission and Review of Facilities Requests" above. (5 CCR 11969.9)

A reciprocal hold-harmless/indemnification provision shall be established between the district and the charter school. The charter school shall maintain general liability insurance naming the district as an additional insured in order to indemnify the district for any damage and losses. The district shall maintain first party property insurance for the facilities allocated to the charter school. (5 CCR 11969.9)

(cf. 3530 - Risk Management/Insurance)

Responsibilities for facility maintenance and improvements shall be as follows: (5 CCR 11969.4, 11969.9)

1. The district shall be responsible for:
 - a. Modifications necessary to maintain the facility in accordance with applicable building codes pursuant to Education Code 47610 or 47610.5
 - b. Replacement of district-provided furnishings and equipment in accordance with district schedules and practices
 - c. Projects eligible to be included in the district's deferred maintenance plan
2. The charter school shall be responsible for the ongoing operations and maintenance of facilities, furnishings, and equipment.

The charter school shall not sublet or use the facilities for purposes other than those that are

consistent with district policies and practices without permission of the Superintendent or designee. (5 CCR 11969.5)

(cf. 1330 - Use of School Facilities)

Facilities, furnishings, and equipment provided to a charter school by the district shall remain the property of the district. (5 CCR 11969.4)

*****Note: Education Code 47614 authorizes the district to charge the charter school a pro-rata share of the district facilities costs which the district has paid with unrestricted general fund resources. 5 CCR 11969.7 specifies the formula for calculating the district's facilities costs. 5 CCR 11969.7 requires charter schools to annually report to the CDE the per-square foot cost charged by the district and for the CDE to post the information on its web site. The district may provide the CDE with explanatory information regarding its charges, which shall also be posted on the CDE's web site.*****

The district may charge the charter school, in accordance with 5 CCR 11969.7, for a pro rata share of the district's facilities costs for activities related to keeping the physical plant open, comfortable, and safe for use and keeping the grounds, buildings, and equipment in working condition. Such activities include maintaining safety in buildings, on grounds, and in the vicinity of schools; plant maintenance and operations; facilities acquisition and construction; and facilities rents and leases. (Education Code 47614; 5 CCR 11969.2)

The charter school shall report actual in-district and total ADA and classroom ADA to the district every time that the charter school reports ADA for apportionment purposes. If the charter school generates less ADA than projected, the following provisions shall apply to any overallocated space: (Education Code 47614; 5 CCR 11969.3, 11969.8, 11969.9)

1. The charter school shall reimburse the district for the overallocated space as set forth in 5 CCR 11969.8, unless the district agrees, in response to the notification by the charter school of overallocation, to exercise its sole discretion to use the overallocated space for district programs.
2. In the case of a conversion charter school, the overallocated space shall not be subject to reimbursement under the following circumstances:
 - a. The school notifies the district, by February 1 of its first year of operation, that it will have overallocated space in the following fiscal year. In such cases, the district may occupy all or a portion of the space identified. A charter school that wants to recover space surrendered to the district shall apply to the district and the district shall evaluate the application in accordance with law and this administrative regulation.
 - b. Based on the State Board of Education's waiver of attendance area requirements in Education Code 47605(d)(1), the district makes a decision, between November 1 and June 30, to change the school's attendance area in the forthcoming fiscal year.

Mediation of Disputes

If a dispute arises between the district and a charter school pursuant to Education Code 47614 or 5 CCR 11969.1-11969.10, both parties may agree to settle the dispute using mediation, in accordance with the following procedures: (5 CCR 11969.10)

1. If both parties agree to mediation, the initiating party shall select a mediator, subject to the agreement of the responding party. If the parties are unable to agree on a mediator, the initiating party shall request the CDE to appoint a mediator within seven days to assist the parties in resolving the dispute. The mediator shall meet with the parties as quickly as possible.
2. Within seven days of the selection or appointment of the mediator, the party initiating the dispute resolution process shall send a notice to the responding party and the mediator. The notice shall include the following information:
 - a. Name, address, and phone numbers of designated representatives of the parties
 - b. A statement of the facts of the dispute, including information regarding the parties' attempts to resolve the dispute
 - c. The specific sections of the statute or regulations that are in dispute
 - d. The specific resolution sought by the initiating party
3. Within seven days of receiving the notice, the responding party shall file a written response.
4. The mediation shall be entirely informal in nature. Each party shall share copies of exhibits upon which its case is based with the other party. The relevant facts shall be elicited in a narrative fashion to the extent possible, rather than through examination and cross-examination of witnesses.
5. Any agreement reached by the parties shall be in writing and shall not set a precedent for any other case.
6. The mediation shall be terminated if the district and the charter school fail to meet within the specified timelines, have not reached an agreement within 15 days from the first meeting held by the mediator, or if the mediator declares an impasse.
7. The costs of the mediation shall be divided equally between the parties and paid promptly.

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Board Policy

Mello Roos Districts

BP 7212

Facilities

Note: The Mello-Roos Community Facilities Act (Government Code 53311-53368.3) authorizes school districts to establish a community facilities district (also referred to as a Mello-Roos district) for school facility purposes. The boundaries of the community facilities district may include the entire school district, but usually include only a portion of the district, such as an area with new housing developments. The bonds sold by the community facilities district are paid for by a parcel tax or assessment on the properties within that community facilities district's boundaries.

***Note: AB 373 (Ch. 670, Statutes of 2007) made numerous changes to the laws regarding community facilities districts as well as the laws governing school facilities improvement districts, including amending Education Code 15302 to delete the prohibition on a new school facilities improvement district from including the territory of an existing community facilities district. See BP 7213 - School Facilities Improvement Districts. Because the laws regarding formation of a Mello-Roos district are complex, districts should consult legal counsel, as appropriate. ***

The Governing Board desires to provide adequate facilities in order to enhance student learning and to help the district achieve its vision for educating district students. To that end, the Board may order the formation of a community facilities/Mello-Roos district for the acquisition or improvement of school facilities when, in the Board's judgment, it is advisable and in the best interest of district students and the community.

- (cf. 7110 - Facilities Master Plan)
- (cf. 7111 - Evaluating Existing Buildings)
- (cf. 7210 - Facilities Financing)
- (cf. 7211 - Developer Fees)
- (cf. 7213 - School Facilities Improvement Districts)

Note: Government Code 53312.7, as amended by AB 373 (Ch. 670, Statutes of 2007), mandates that districts establishing a community facilities district first adopt local goals and policies, as specified below. Government Code 53312.7 also mandates a district policy giving attendance priority to children of residents in the community facilities district. For language fulfilling this mandate, see BP 5116 - School Attendance Boundaries.

Prior to forming a community facilities district, the Board shall consider and adopt local goals and policies that include the following elements: (Government Code 53312.7)

1. The priority that various facilities shall have for financing through the community facilities district, including public facilities to be owned and operated by other public agencies and services to be provided by other public agencies
2. The credit quality to be required of bond issues and criteria to be used in evaluating the credit quality
3. Steps by which prospective property purchasers will be fully informed about their related taxpaying obligations
4. Criteria for evaluating the equity of tax allocation formulas, including desirable and maximum amounts of special tax to be levied against any parcel
5. Definitions, standards, and assumptions to be used in appraisals required by Government Code 53345.8

(cf. 5116 - School Attendance Boundaries)

***Note: Pursuant to Government Code 53318, the Governing Board may initiate the proceedings to establish a community facilities district. In addition, Government Code 53318 specifies that the Board must institute such proceedings when two members of the Board have filed a written request or a specified percentage of voters or landowners in the district file a written petition requesting that the district establish a community facilities district. The petition or request must describe the boundaries of the territory and specify the types of facilities and services to be financed by the proposed district. ***

The Board may initiate the proceedings to establish a community facilities district. In addition, the Board shall initiate such proceedings when any two Board members have filed a written request or a specified percentage of voters or landowners have filed a petition requesting such a district be formed. (Government Code 53317)

Note: As amended by AB 373 (Ch. 670, Statutes of 2007), Government Code 53320 requires that, within 90 days after the request or petition has been filed and any fee required under Government Code 53318 has been paid, the Board must adopt a resolution of intention to establish a community facilities district. Specified components of the resolution are listed in Government Code 53321 and include, but are not limited to, a description of the boundaries of the district and a description of the public facilities and services that will be financed by the proposed district. Legal requirements for the hearing are detailed in Government Code 53323-53325.

Upon Board action to form a community facilities district or receipt of a petition or request, the Board shall adopt a resolution of intention and conduct a hearing in accordance with law. The resolution shall fix the time and place for holding a public hearing on the establishment of the community facilities district which shall be within 30-60 days after the adoption of the resolution. Notice of the hearing shall be given by publishing a copy of the resolution of intention in a newspaper of general circulation pursuant to Government Code 6061, starting at

least seven days before the hearing, and shall include the requirements specified in Government Code 53322 and 53322.4. (Government Code 53321, 53322, 53322.4)

If, after the hearing, the Board determines to establish a community facilities district, the Board shall adopt a resolution of formation in accordance with law. (Government Code 53325, 53325.1)

Upon approval by two-thirds of the voters in the proposed community facilities district, the tax may be levied. The proceeds of any bonds, notes, or other securities issued pursuant to the Mello-Roos Community Facilities Act shall be deposited or invested in accordance with Government Code 53356.03.

Legal Reference:

EDUCATION CODE

15300-15425 School facilities improvement districts

17060-17066 Joint venture school facilities construction projects

GOVERNMENT CODE

6061 One time notice

53311-53368.3 Mello-Roos Community Facilities Act of 1982

53753 Assessment notice and hearing requirements

53753.5 Exemptions

54954.1 Mailed notice to property owners

54954.6 New or increased tax or assessment; public meetings and hearings; notice

65970-65981 School facilities development project

65995 Levies against development projects

CODE OF REGULATIONS, TITLE 2

1859-1859.106 School facility program

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: School Facilities Management, 2006

WEB SITES

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

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

California Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Coalition for Adequate School Housing: <http://www.cashnet.org>

territory within the jurisdiction of the school district, including the option of including the territory of an existing Mello-Roos community facilities district. (Education Code 15301)

(cf. 7212 - Mello-Roos Districts)

The Superintendent or designee shall establish procedures consistent with Education Code 15100-15262 governing the financing of bonds, bond elections, and the issuance and sale of bonds.

Board Resolution of Intention

Note: Pursuant to Education Code 15266, the Board may decide to pursue the authorization of bonds in the school facilities improvement district with the approval of either 66.67 percent or 55 percent of the voters within the proposed territory of the improvement district. If the Board decides to proceed with 55 percent voter approval, the district must comply with the same accountability provisions required for the passage of general obligation bonds with a 55 percent threshold, as detailed in Education Code 15264-15288. These accountability provisions include, but are not limited to, setting a limit as to the maximum amount of the bond, requiring that the proposition submitted to the voters list the specific projects that will be funded by the bond, and requiring the district to conduct an annual performance audit and form a citizens' oversight committee to inform the public about the use of bond revenue. For more details regarding these accountability provisions, including the specifics of the oversight committee, see BP/AR 7214 - General Obligation Bonds.

***Note: As amended by AB 3063 (Ch. 289, Statutes of 2006), Education Code 15266 requires that an election for the formation of a school facilities improvement district requiring approval of 55 percent of the voters be held only during a regularly scheduled local election at which all of the electors of the school facilities improvement district are entitled to vote. ***

The Board may pursue the authorization and issuance of bonds by approval of either 66.67 percent majority or 55 percent majority of the voters within the proposed territory of the school facilities improvement district and shall adopt a resolution of intent to form an improvement district. In order to proceed with an election requiring a 55 percent approval of the voters, two-thirds of the Board shall agree to such an election and the district shall comply with the accountability provisions, including the requirements regarding the citizens' oversight committee, required for 55 percent approval set forth in Education Code 15264-15288. (Education Code 15266)

(cf. 7214 - General Obligation Bonds)
(cf. 9323.3 - Actions by the Board)

The Board's resolution of intention shall state all of the following: (Education Code 15320)

1. The Board's intention to form the proposed school facilities improvement district
2. The purpose for which the proposed district is to be formed

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Board Policy

School Facilities Improvement Districts

BP 7213

Facilities

Note: Education Code 15300-15303 allow for the creation of a school facilities improvement district to issue general obligation bonds for school facilities within a specific geographical area of the district's territory. Education Code 15303 specifies that a district may create a school facilities improvement district only if the County Board of Supervisors has adopted a resolution to make the law applicable in the county. SB 113 (Ch. 332, Statutes of 2009) amended Education Code 15303 to specify that the supervisors' resolution may make the law operative in the county generally or to one or more school or community college districts.

Note: Because the laws regarding formation of a school facilities improvement district are complex, districts should consult legal counsel, as appropriate. The following policy is optional.

The Governing Board desires to provide adequate facilities in order to enhance student learning and to help the district achieve its vision for educating district students.

(cf. 7110 - Facilities Master Plan)
(cf. 7111 - Evaluating Existing Buildings)
(cf. 7210 - Facilities Financing)

***Note: AB 373 (Ch. 670, Statutes of 2007) makes numerous changes to the statutes governing school facilities improvement districts, including amending Education Code 15301 to no longer prohibit a new school facilities improvement district from including the territory of an existing Mello-Roos community facilities district. In addition, AB 373 added Education Code 15101.75 and repealed Education Code 15302 to specify that any bonds issued by a school facilities improvement district are subject to the provisions that govern general obligation bonds, including the purposes of those bonds as specified in Education Code 15100. ***

Note: Prior to forming a school facilities improvement district, the Governing Board must make a finding, as specified below.

The Board has determined that it is necessary and in the best interest of the district to form a school facilities improvement district to finance any or all of the improvements set forth in Education Code 15100 and finds that the overall cost of financing the bonds issued would be less than the overall cost of other school financing options available to the district including, but not limited to, issuing bonds pursuant to the Mello-Roos Community Facilities Act. The Board shall define the boundaries of the school facilities improvement district to include any portion of

3. The estimated cost of the school facilities improvement project
4. That any taxes levied for financing general obligation bonds issued to finance the project shall be levied exclusively upon the lands in the proposed school facilities improvement district
5. That a map showing the exterior boundaries of the proposed district is on file with the Board and available for public inspection, and that these boundaries meet the requirements of Education Code 15301
6. The time and place for a Board hearing on the formation of the proposed district
7. That any interested persons, including all persons owning lands in the district or in the proposed school facilities improvement district, may appear and be heard at the above hearing

The Board shall hold the hearing as specified in its resolution and may, at the hearing, adopt a resolution proposing modifications of its above-stated purposes. (Education Code 15322, 15323)

Note: AB 373 (Ch. 670, Statutes of 2007) amended Education Code 15321 to delete the requirement that a notice of the hearing be posted in at least three public places.

Notice of the hearing shall be given by publishing a copy of the resolution of intention in a newspaper of general circulation pursuant to Government Code 6066, starting at least 14 days before the hearing. No other notice shall be required. (Education Code 15321)

When hearings are concluded, the Board may, by resolution, order the formation of a school facilities improvement district with the boundaries described in the resolution. The resolution shall state the estimated cost of carrying out described purposes and shall number and designate the improvement district as specified in Education Code 15326. (Education Code 15326)

Legal Reference:

EDUCATION CODE

15100-15111 Purposes for authorizing bonds
15120-15262 Election procedures and issuance of bonds
15264-15288 Accountability in local school construction
15300-15425 School facilities improvement districts

GOVERNMENT CODE

6066 Two weeks' notice
50075-50077.5 Voter-approved special taxes
50079 School districts; qualified special taxes
53175-53187 Integrated Financing District Act
53753 Assessment notice and hearing requirements
53753.5 Exemptions

54954.1 Mailed notice to property owners

54954.6 New or increased tax or assessment; public meetings and hearings; notice

Management Resources:

CSBA PUBLICATIONS

Maximizing School Board Governance: School Facilities Management, 2006

WEB SITES

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

CSBA, District and Financial Services, Proposition 39 Bond Performance Audit Program:

<http://www.csba.org/Services/Services/DistrictServices/Proposition39BondAudits.aspx>

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

California Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

Coalition for Adequate School Housing: <http://www.cashnet.org>

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Board Policy

General Obligation Bonds

BP 7214

Facilities

Note: Article 16, Section 18 of the California Constitution permits school districts to issue bonds for the construction of school facilities with either a 66.67 percent or 55 percent approval by local voters. To qualify for the lower 55 percent (Proposition 39) threshold, districts must use the bond funds for more limited purposes and fulfill additional accountability requirements, as specified in this Board policy and accompanying administrative regulation.

Note: Education Code 15100 sets forth conditions under which the Governing Board may call for a bond election. Pursuant to Education Code 15266, these conditions must be satisfied if the Board is seeking either the 66.67 percent or 55 percent approval threshold. The following paragraph is consistent with Education Code 15100.

Note: In 88 Ops.Cal.Atty.Gen. 46 (2005), the Attorney General opined that a school district may use district funds to hire a consultant to assess the feasibility of developing a bond measure and to assess the public's support and opposition. However, according to the Attorney General, a district may not use district funds to hire a consultant to develop and implement a strategy to build a coalition to support the bond because such activities would be an impermissible use of public funds for campaign purposes in violation of Education Code 7054. For further discussion regarding use of district funds for political purposes, see BP 1160 - Political Processes.

The Governing Board recognizes that school facilities are an essential component of the educational program and that the Board has a responsibility to ensure that the district's facilities needs are met in the most cost-effective manner possible. When the Board determines that it is in the best interest of district students, it may order an election on the question of whether bonds shall be issued to pay for school facilities.

(cf. 1160 - Political Processes)

(cf. 7110 - Facilities Master Plan)

(cf. 7210 - Facilities Financing)

Note: For bonds requiring a 55 percent majority, Education Code 15268 and 15270 set limits as to the maximum amount of the bond and the tax rate that may be levied as a result of the bond. Limitations for bonds requiring a 66.67 percent majority are detailed in Education Code 15102-15109.

The Board shall determine the appropriate amount of the bonds in accordance with law.

***Note: Education Code 15122.5 requires the inclusion of the statement specified in the

following paragraph in the ballot for a bond measure, when any of the projects to be funded by the bond will require state matching funds.***

When any project to be funded by bonds will require state matching funds for any phase of the project, the ballot for the bond measure shall include a statement as specified in Education Code 15122.5, advising voters that, because the project is subject to approval of state matching funds, passage of the bond measure is not a guarantee that the project will be completed. (Education Code 15122.5)

Bonds Requiring 55 Percent Approval by Local Voters

Note: Pursuant to Education Code 15266, upon adoption of the resolution specified below, the district must comply with the accountability provisions required for the 55 percent threshold, even if the bond ultimately passes by a 66.67 percent majority of the voters.

The Board may decide to pursue the authorization and issuance of bonds by approval of 55 percent majority of the voters pursuant to Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution. If two-thirds of the Board agrees to such an election, the Board shall vote to adopt a resolution to incur bonded indebtedness if approved by a 55 percent majority of the voters. (Education Code 15266)

(cf. 9323.2 - Actions by the Board)

Note: Education Code 15266 requires that the bond election be held only during a regularly scheduled local election at which all of the electors (voters) in the district are entitled to vote. Therefore, those school districts whose boundaries encompass more than one city or county or whose board members are elected by trustee area must ensure that the bond election is on a ballot in which all of the electors in the district are entitled to vote, such as a statewide primary, general, or special election.

The bond election may only be ordered at a primary or general election, a statewide special election, or a regularly scheduled local election at which all of the electors of the school district are entitled to vote. (Education Code 15266)

Bonded indebtedness incurred by the district shall be used only for the following purposes: (California Constitution Article 13A, Section 1(b)(3) and 1(b)(3)(A))

1. The construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities
2. The acquisition or lease of real property for school facilities

The proposition approved by the voters shall include the following accountability requirements: (California Constitution Article 13A, Section 1(b)(3))

1. A requirement that proceeds from the sale of the bonds be used only for the purposes

specified in items #1-2 above, and not for any other purposes including teacher and administrative salaries and other school operating expenses

2. A list of specific school facility projects to be funded and certification that the Board has evaluated safety, class size reduction, and information technology needs in developing that list

(cf. 0440 - District Technology Plan)
(cf. 0450 - Comprehensive Safety Plan)
(cf. 6151 - Class Size)

Note: The question of whether or not bond proceeds may be used to pay the costs of the audits required pursuant to items #3-4 below should be referred to the district's legal counsel. However, an Attorney General opinion (87 Ops. Cal. Atty. Gen. 157 (2004)) supports the use of bond proceeds to pay the salaries of district employees to the extent they perform administrative oversight work on bond projects. According to the opinion, because these audits are expressly required by Proposition 39 and are directly related to the bond projects rather than routine school operations, these project administration costs may be considered as coming within the purposes specified in California Constitution Article 13A, Section 1(b)(3)(A) and therefore are an appropriate expenditure of bond proceeds.

Note: The performance audit described in item #3 may include an evaluation of the planning, financing, and implementation of the overall facilities program. To assist districts with this requirement, CSBA provides a Proposition 39 Bond Performance Audits service; see CSBA's web site for further information.

3. A requirement that the Board conduct an annual, independent performance audit to ensure that the funds have been expended only on the specific projects listed

4. A requirement that the Board conduct an annual, independent financial audit of the proceeds from the sale of the bonds until all of those proceeds have been expended for the school facilities projects

Note: If the district has a general obligation bond approved under the 55 percent threshold, Education Code 15278 requires that the Board appoint a citizens' oversight committee. See the accompanying administrative regulation for requirements related to the composition and duties of the committee.

If a district general obligation bond requiring a 55 percent majority is approved by the voters, the Board shall appoint an independent citizens' advisory oversight committee. This committee shall be appointed within 60 days of the date that the Board enters the election results in its minutes pursuant to Education Code 15274. (Education Code 15278)

(cf. 1220 - Citizen Advisory Committees)
(cf. 9324 - Minutes and Recordings)

The Superintendent or designee shall ensure that the annual, independent performance and

financial audits conducted pursuant to items #3 and #4 above are issued in accordance with the U.S. Comptroller General's Government Auditing Standards. He/she shall submit the audits to the citizens' oversight committee by March 31 of each year. (Education Code 15286)

Bonds Requiring 66.67 Percent Approval by Local Voters

The Board may decide to pursue the authorization and issuance of bonds by approval of 66.67 percent majority of the voters pursuant to Education Code 15100 and Article 13A, Section 1(b)(2) of the California Constitution. If a majority of the Board agrees to such an election, or upon a petition of the majority of the qualified electors residing in the district, the Board shall adopt a resolution ordering an election on the question of whether to incur bonded indebtedness if approved by a 66.67 percent majority of the voters. (Education Code 15100)

Note: Pursuant to Education Code 15101, an election for a bond measure that requires 66.67 percent approval may be held only on specified days. Districts using this option should coordinate efforts with their local elections officials to ensure compliance with law.

The bond election may be ordered to occur on any Tuesday, except a Tuesday that is a state holiday or the day before or after a state holiday, is within 45 days before or after a statewide election unless conducted at the same time as the statewide election, or is an established election date pursuant to Elections Code 1000 or 1500. (Education Code 15101)

Bonds shall be sold to raise money for any of the following purposes: (Education Code 15100)

1. Purchasing school lots
2. Building or purchasing school buildings
3. Making alterations or additions to school building(s) other than as may be necessary for current maintenance, operation, or repairs
4. Repairing, restoring, or rebuilding any school building damaged, injured, or destroyed by fire or other public calamity
5. Supplying school buildings and grounds with furniture, equipment, or necessary apparatus of a permanent nature
6. Permanently improving school grounds
7. Refunding any outstanding valid indebtedness of the district, evidenced by bonds or state school building aid loans
8. Carrying out sewer or drain projects or purposes authorized in Education Code 17577
9. Purchasing school buses with a useful life of at least 20 years

10. Demolishing or razing any school building with the intent to replace it with another school building, whether in the same location or in any other location

Except for refunding any outstanding indebtedness, any of the purposes listed above may be united and voted upon as a single proposition by order of the Board and entered into the minutes. (Education Code 15100)

Note: The following paragraph is optional. Districts that have had approval of a bond with 66.67 percent majority vote are not required by law to appoint a citizens' oversight committee but may, at their discretion, form an oversight committee under requirements and guidelines adopted by the Board.

The Board may appoint a citizens' oversight committee to review and report to the Board and the public as to whether the expenditure of bond revenues complies with the intended purposes of the bond.

Certificate of Results

Note: The following section applies to bond elections requiring either a 55 percent or 66.67 percent approval by local voters. Pursuant to Elections Code 15372, following a bond election, the county elections official must submit a certificate of the election results to the Board, which then must provide certification to the County Board of Supervisors, as specified below.

If the certificate of election results received by the Board shows that the appropriate majority of the voters is in favor of issuing the bonds, the Board shall record that fact in its minutes. The Board shall then certify to the County Board of Supervisors all proceedings it had in connection with the election results. (Education Code 15124, 15274)

Resolutions Regarding Sale of Bonds

Note: The following section applies to bond elections requiring either a 55 percent or 66.67 percent approval by local voters. Pursuant to Education Code 15140, bonds may be offered for sale by either the County Board of Supervisors or the County Superintendent of Schools. However, the County Board of Supervisors may adopt a resolution authorizing a district to sell bonds on its own behalf when the district has not received a qualified or negative certification in its most recent interim financial report; see BP/AR 3460 - Financial Reports and Accountability.

***Note: In addition to districts' authority to issue bonds pursuant to Education Code 15100-15254, Government Code 53506-53509 provide them with an alternative method. However, the requirements under this alternative method are different from those applicable under Education Code 15100. Under the alternative method, (1) the Board can offer the bonds for sale directly without going through the County Board of Supervisors or County Superintendent of Schools; (2) the maturity date of the bond is up to 40 years, contrary to Education Code 15144 which limits the maturity to 25 years; and (3) the maximum interest rate allowed is 12 percent, contrary to the maximum rate of 8 percent set by Education Code 15143.

Districts using the alternative method may need to further modify this policy and accompanying administrative regulation and should consult with legal counsel as necessary.***

Following passage of the bond measure by the appropriate majority of voters, the Board shall pass a resolution directing the issuance and sale of bonds. The resolution shall prescribe the total amount of bonds to be sold and may also prescribe the maximum acceptable interest rate, not to exceed eight percent, and the time(s) when the whole or any part of the principal of the bonds shall be payable, which shall not be more than 25 years from the date of the bonds. However, if the Board elects to issue the bonds pursuant to Government Code 53508, the maximum acceptable interest rate shall not exceed 12 percent and the time(s) when the whole or any part of the principal shall be payable shall not be more than 40 years. (Education Code 15140; Government Code 53508)

Note: Boards should be aware of their responsibility to be good stewards of district resources and should take steps to ensure prudence in the expenditure of those resources. Thus, the Board should carefully compare all available funding instruments, such as current interest bonds, capital appreciation bonds, and convertible capital appreciation bonds, and whether the bonds will be sold by competitive or negotiated sale, when determining the method by which approved bonds will be funded. Pursuant to Education Code 15146, the Board's comparison should include the suitability of each option for the project to be financed; the projected interest rates, debt service ratios, and other costs associated with each option; prepayment and repayment terms; and other relevant factors. Districts deciding on a method of bond sale and kinds of bonds to sell are encouraged to review CSBA's Governance Brief Bond Sales - Questions and Considerations for Districts.

Prior to the sale of bonds, the Board shall disclose, as an agenda item at a public meeting, either in the bond issuance resolution or a separate resolution, all of the following information: (Education Code 15146; Government Code 53508.9)

1. Express approval of the method of sale (i.e., competitive, negotiated, or hybrid)
2. Statement of the reasons for the method of sale selected
3. Disclosure of the identity of the bond counsel, and the identities of the bond underwriter and the financial adviser if either or both are utilized for the sale, unless these individuals have not been selected at the time the resolution is adopted, in which case the Board shall disclose their identities at the public meeting occurring after they have been selected
4. Estimates of the costs associated with the bond issuance, including, but not limited to, bond counsel and financial advisor fees, printing costs, rating agency fees, underwriting fees, and other miscellaneous costs and expenses of issuing the bonds

After the sale, the Board shall be presented with the actual issuance cost information and shall disclose that information at the Board's next scheduled meeting. The Board shall ensure that an itemized summary of the costs of the bond sale and all necessary information and reports regarding the sale are submitted to the California Debt and Investment Advisory Commission.

(Education Code 15146; Government Code 53509.5)

Bond Anticipation Notes

Note: The following optional section applies to bonds required to be passed by both 55 percent and 66.67 percent of local voters and may be revised to reflect district practice. Pursuant to Education Code 15150, a district is authorized to issue a bond anticipation note, when the Board determines by resolution that it is in the best interest of the district, to finance a facilities project on an interim basis in anticipation of the sale of bonds that has been approved by voters. The note may only be issued in accordance with law and subject to terms and conditions prescribed by the Board.

Whenever the Board determines that it is in the best interest of the district, it may, by resolution, issue a bond anticipation note, on a negotiated or competitive-bid basis, to raise funds that shall be used only for a purpose authorized by a bond that has been approved by the voters of the district in accordance with law. (Education Code 15150)

Note: Education Code 15150, as amended by AB 794 (Ch. 715, Statutes of 2012), clarifies that interest on a bond anticipation note may be paid at maturity from the proceeds of the sale of the bond in anticipation of which it was issued or paid periodically from a property tax levied for that purpose if certain conditions are satisfied.

Payment of principal and interest on any bond anticipation note shall be made at note maturity, not to exceed five years, from the proceeds derived from the sale of the bond in anticipation of which that note was originally issued or from any other source lawfully available for that purpose, including state grants. Interest payments may also be made from such sources. However, interest payments may be made periodically and prior to note maturity from an increased property tax if the following conditions are met: (Education Code 15150)

1. A resolution of the Board authorizes the property tax for that purpose.
2. The principal amount of the bond anticipation note does not exceed the remaining principal amount of the authorized but unissued bonds.

Note: Pursuant to Education Code 15268 and 15270, the bond anticipation notes may only be issued if the tax rate levied to pay interest on the notes periodically would not cause the district to exceed \$30 per \$100,000 of assessed value of property for an elementary or high school district and \$60 per \$100,000 of assessed value of property for a unified district. The district may revise the following paragraph to reflect the applicable tax rate limitation.

The notes may be issued only if the tax rate levied to pay interest on the notes periodically would not cause the district to exceed the tax rate limitations set forth in Education Code 15268 or 15270, as applicable.

Legal Reference:

EDUCATION CODE

- 7054 Use of district property, campaign purposes
- 15100-15254 Bonds for school districts and community college districts
- 15264-15288 Strict Accountability in Local School Construction Bonds Act of 2000
- 17577 Sewers and drains
- 17584.1 Deferred maintenance, reports
- 47614 Charter school facilities

ELECTIONS CODE

- 324 General election
- 328 Local election
- 341 Primary election
- 348 Regular election
- 356 Special election
- 357 Statewide election
- 1302 School district election
- 15372 Elections official certificate

GOVERNMENT CODE

- 1090-1099 Prohibitions applicable to specified officers
- 1125-1129 Incompatible activities
- 8855 California Debt and Investment Advisory Commission
- 53506-53509.5 General obligation bonds
- 53580-53595.5 Bonds
- 54952 Definition of legislative body, Brown Act

CALIFORNIA CONSTITUTION

- Article 13A, Section 1 Tax limitation
- Article 16, Section 18 Debt limit

COURT DECISIONS

- San Lorenzo Valley Community Advocates for Responsible Education v. San Lorenzo Valley Unified School District (2006) 139 Cal.App.4th 1356

ATTORNEY GENERAL OPINIONS

- 88 Ops.Cal.Atty.Gen. 46 (2005)
- 87 Ops.Cal.Atty.Gen. 157 (2004)

Management Resources:

CSBA PUBLICATIONS

- Bond Sales - Questions and Considerations for Districts, Governance Brief, December 2012
- Legal Guidelines: Use of Public Resources for Ballot Measures and Candidates, Fact Sheet, February 2011

WEB SITES

- CSBA: <http://www.csba.org>
- California Debt and Investment Advisory Commission: <http://www.treasurer.ca.gov/cdiac>
- California Department of Education: <http://www.cde.ca.gov>
- California Office of Public School Construction: <http://www.opsc.dgs.ca.gov>

CSBA Sample

Administrative Regulation

General Obligation Bonds

AR 7214
Facilities

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

Election Notice

Note: Notice and ballot requirements for bond elections are specified in Education Code 15120-15126. Additional requirements for bond measures with a 55 percent (Proposition 39) threshold are contained in Education Code 15272.

Whenever the Governing Board orders an election on the question of whether general obligation bonds shall be issued to pay for school facilities, the Superintendent or designee shall ensure that election notice and ballot requirements comply with Education Code 15120-15126 and 15272, as applicable.

Citizens' Oversight Committee

Note: The following optional section is for use by districts that have appointed an independent citizens' oversight committee, as required by Education Code 15278 for districts that have had a general obligation bond approved under the 55 percent threshold. The section may also be adapted for use by districts that have had approval of a bond with 66.67 percent majority vote that choose to appoint an oversight committee at their discretion; see the accompanying Board policy.

If a bond is approved under the 55 percent majority threshold pursuant to Proposition 39 (Article 13A, Section 1(b)(3) and Article 16, Section 18(b) of the California Constitution), then the district's citizens' oversight committee shall consist of at least seven members, including, but not limited to: (Education Code 15282)

1. One member active in a business organization representing the business community located within the district
2. One member active in a senior citizens organization
3. One member active in a bona fide taxpayers' organization
4. One member who is a parent/guardian of a child enrolled in the district
5. One member who is a parent/guardian of a district student and is active in a parent-teacher organization, such as the Parent Teacher Association or school site council

(cf. 0420 - School Plans/Site Councils)
(cf. 1220 - Citizen Advisory Committees)
(cf. 1230 - School-Connected Organizations)

Members of the citizens' oversight committee shall be subject to the conflict of interest prohibitions regarding incompatibility of office pursuant to Government Code 1125-1129 and financial interest in contracts pursuant to Government Code 1090-1099. (Education Code 15282)

(cf. 9270 - Conflict of Interest)

No employee, Board member, vendor, contractor, or consultant of the district shall be appointed to the citizens' oversight committee. (Education Code 15282)

Note: Pursuant to Education Code 15282, as amended by AB 1199 (Ch. 73, Statutes of 2012), members of a citizens' oversight committee may now serve for three consecutive terms rather than two.

Members of the citizens' oversight committee shall serve for a minimum term of two years without compensation and for no more than three consecutive terms. (Education Code 15282)

The purpose of the citizens' oversight committee shall be to inform the public concerning the expenditure of bond revenues. The committee shall actively review and report on the proper expenditure of taxpayers' money for school construction and shall convene to provide oversight for, but not limited to, the following: (Education Code 15278)

1. Ensuring that bond revenues are expended only for the purposes described in Article 13A, Section 1(b)(3) of the California Constitution including the construction, reconstruction, rehabilitation, or replacement of school facilities, including the furnishing and equipping of school facilities, or the acquisition or lease of real property for school facilities
2. Ensuring that, as prohibited by Article 13A, Section 1(b)(3)(A) of the California Constitution, no funds are used for any teacher and administrative salaries or other school operating expenses

In furtherance of its purpose, the committee may engage in any of the following activities:
(Education Code 15278)

1. Receiving and reviewing copies of the annual, independent performance and financial audits required by Article 13A, Section 1(b)(3)(C) and (D) of the California Constitution

(cf. 3460 - Financial Reports and Accountability)

2. Inspecting school facilities and grounds to ensure that bond revenues are expended in compliance with the requirements of Article 13(A), Section 1(b)(3) of the California Constitution

3. Receiving and reviewing copies of any deferred maintenance proposals or plans developed by the district, including any reports required by Education Code 17584.1

4. Reviewing efforts by the district to maximize bond revenues by implementing cost-saving measures, including, but not limited to, the following:

a. Mechanisms designed to reduce the costs of professional fees

b. Mechanisms designed to reduce the costs of site preparation

c. Recommendations regarding the joint use of core facilities

(cf. 1330.1 - Joint Use Agreements)

d. Mechanisms designed to reduce costs by incorporating efficiencies in school site design

e. Recommendations regarding the use of cost-effective and efficient reusable facility plans

(cf. 7110 - Facilities Master Plan)

The district shall, without expending bond funds, provide the citizens' oversight committee with any necessary technical assistance and shall provide administrative assistance in furtherance of the committee's purpose and sufficient resources to publicize the committee's conclusions.
(Education Code 15280)

Note: Pursuant to Government Code 54952, open meeting laws (the Brown Act) apply to any commission, committee, board, or other body created by formal action of the Governing Board, regardless of whether that body is permanent or temporary, decision-making or advisory.

All citizens' oversight committee proceedings shall be open to the public and noticed in the same manner as proceedings of the Board. Committee meetings shall be subject to the provisions of the Ralph M. Brown Act. (Education Code 15280; Government Code 54952)

(cf. 9320 - Meetings and Notices)

The citizens' oversight committee shall issue regular reports, at least once a year, on the results of its activities. Minutes of the proceedings and all documents received and reports issued shall be a matter of public record and shall be made available on the district's web site. (Education Code 15280)

(cf. 1113 - District and School Web Sites)

(cf. 1340 - Access to District Records)

Note: The following optional paragraph may be revised to reflect district practice.

The citizens' oversight committee may be disbanded following its review of the final performance and financial audits.

Reports

Note: The following section applies to all bond elections.

Within 30 days after the end of each fiscal year, the district shall submit to the County Superintendent of Schools a report concerning any bond election(s) containing the following information: (Education Code 15111)

1. The total amount of the bond issue, bonded indebtedness, or other indebtedness involved
2. The percentage of registered electors who voted at the election
3. The results of the election, with the percentage of votes cast for and against the proposition

(11/10 3/12) 11/12

CSBA Sample

Board Policy

Naming Of Facility

BP 7310

Facilities

Note: The following optional policy may be revised to reflect district criteria for naming new and existing school facilities.

The Governing Board shall name district schools and other district-owned or leased buildings, grounds, and facilities in recognition of:

1. Individuals, living or deceased, and entities that have made outstanding contributions, including financial contributions, to the school community
2. Individuals, living or deceased, who have made contributions of statewide, national, or worldwide significance
3. The geographic area in which the school or building is located

The Board encourages community participation in the process of selecting names. A citizen advisory committee shall be appointed to review name suggestions and submit recommendations for the Board's consideration.

(cf. 1220 - Citizen Advisory Committees)

Any name adopted for any new school shall not be so similar to the name of any existing district school as to result in confusion to members of the community.

Before adopting any proposed name, the Board shall hold a public hearing at which members of the public will be given an opportunity to provide input.

(cf. 9320 - Meetings and Notices)

When naming or renaming a district school, building, or facility, the Board may specify the duration for which the name shall be in effect.

Memorials

Upon request, the Board shall consider planting commemorative trees, erecting monuments, or dedicating buildings, parts of buildings, athletic fields, gardens, or other district facilities, in memory of deceased students, staff members, community members, and benefactors of the district.

Naming Rights

The Board may grant to any person or entity the right to name any district building or facility. In doing so, the Board shall enter into a written agreement which shall:

1. Specify the benefits to the district from entering into the agreement
2. State the roles and responsibilities of the parties to the agreement, including whether or not the Board shall retain the power to approve any proposed name
3. Provide details related to the naming right granted, including the building, grounds, or facility involved and the duration for which the name shall be in effect
4. Prohibit any message, image, or other depiction that advocates or endorses the use of drugs, tobacco, or alcohol, encourages unlawful discrimination against any person or group, or promotes the use of violence or the violation of any law or district policy

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

(cf. 1325 - Advertising/Promotions)

(cf. 3290 - Gifts, Grants and Bequests)

5. Reserve the authority to terminate the naming right if it determines that the grantee, subsequent to receiving the naming right, has engaged in any of the prohibited acts stated in item #4 above or other criminal or unlawful acts that might bring the district into disrepute

Legal Reference:

EDUCATION CODE

35160 Authority of governing boards

(2/86 2/96) 7/11

(Oct 2013 updates)

CSBA Sample

Board Bylaw

Public Statements

BB 9010

Board Bylaws

Note: Pursuant to Government Code 54960, the district attorney or any interested person can sue the Governing Board in order to stop or prevent violations of the Brown Act or to determine whether any Board rule or action which penalizes or otherwise discourages the expression of one or more of its members is valid or invalid under law. The following optional bylaw may be modified as appropriate.

The Governing Board recognizes the responsibility of Board members in their role as community leaders to participate in public discourse on matters of civic or community interest, including those involving the district, and their right to freely express their personal views. However, to ensure communication of a consistent, unified message regarding district issues, Board members are expected to respect the authority of the Board to choose its representatives to communicate its positions and to abide by established protocols.

Note: Many districts designate the Board president and/or Superintendent to communicate with the public on behalf of the district. Any district that has designated another position for this responsibility may revise the following paragraph to reflect district practice.

All public statements authorized to be made on behalf of the Board shall be made by the Board president or, if appropriate, by the Superintendent or other designated representative.

- (cf. 2110 - Superintendent Responsibilities and Duties)
- (cf. 9121 - President)
- (cf. 9200 - Limits of Board Member Authority)

When speaking for the district, the Board encourages its spokespersons to exercise restraint and tact and to communicate the message in a manner that promotes public confidence in the Board's leadership.

Board spokespersons shall not disclose confidential information or information received in closed session except when authorized by a majority of the Board. (Government Code 54963)

- (cf. 9005 - Governance Standards)
- (cf. 9011 - Disclosure of Confidential/Privileged Information)

When speaking to community groups, members of the public, or the media, individual Board members should recognize that their statements may be perceived as reflecting the views and positions of the Board. Board members have a responsibility to identify personal viewpoints as

such and not as the viewpoint of the Board.

(cf. 1100 - Communication with the Public)
(cf. 1112 - Media Relations)

In addition, the Board encourages members who participate on social networking sites, blogs, or other discussion or informational sites to conduct themselves in a respectful, courteous, and professional manner and to model good behavior for district students and the community. Such electronic communications are subject to the same standards and protocols established for other forms of communication, and the disclosure requirements of the California Public Records Act may likewise apply to them.

(cf. 1113 - District and School Web Sites)
(cf. 1114 - District-Sponsored Social Media)
(cf. 1340 - Access to District Records)
(cf. 9012 - Board Member Electronic Communications)

Legal Reference:

EDUCATION CODE

35010 Control of district; prescription and enforcement of rules

GOVERNMENT CODE

6250-6270 California Public Records Act

54960 Actions to stop or prevent violation of meeting provisions

54963 Confidential information in closed session

Management Resources:

WEB SITES

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

CSBA Sample

Board Bylaw

Board Committees

BB 9130

Board Bylaws

Note: The following optional bylaw may be revised to reflect district practice. This bylaw addresses the establishment and operation of Governing Board subcommittees consisting of less than a quorum of the Board and other standing and advisory committees created by the Board. See BP/AR 1220 - Citizen Advisory Committees for further information about committees that include members of the community and/or stakeholder groups, including examples of citizen advisory committees that are generally created by formal Board action. For information about committees created by the Superintendent or designee to advise the administration, see BP 2230 - Representative and Deliberative Groups.

The Governing Board may establish a committee whenever it determines that such a committee would benefit the district by providing diverse viewpoints, specialized knowledge or expertise, or increased efficiency. Such committees may be subcommittees of the Board or committees that include members of the community, staff, or other stakeholder groups.

(cf. 1220 - Citizen Advisory Committees)

(cf. 2230 - Representative and Deliberative Groups)

(cf. 9140 - Board Representatives)

Upon establishing a committee, the Board shall clearly define the committee's purpose, any timeline for completion of assigned responsibilities, any stakeholder groups or individuals to be represented on the committee, length of time that committee members are expected to serve, and expectations for reporting to the Board and/or the Superintendent or designee. Unless specifically authorized by the Board to act on its behalf, the committee shall act in an advisory capacity.

Except for subcommittees of the Board, committee members shall, as appropriate, be recommended by the Superintendent or designee and appointed by the Board president, subject to Board approval.

(cf. 9121 - President)

The Superintendent or designee shall provide committee members with information and assistance necessary for the fulfillment of the committee's charges, and may serve as a non-voting advisor to the committee at the discretion of the Board.

Whenever so charged, committees may actively seek input and participation by parents/guardians, staff, community, and students and may consult with local public boards and

agencies.

Any committee not required by law may be dissolved when its duties or term has been completed or whenever the Board deems necessary.

Committee Meetings

Note: Unless otherwise exempted by law, Government Code 54952 provides that open meeting laws (the Brown Act) apply to any commission, committee, board, or other legislative body created by formal action of the Board, regardless of whether that body is permanent or temporary, decision making or advisory; also see BP/AR 1220 - Citizen Advisory Committees. These requirements include posting a meeting notice or agenda at least 72 hours before a regular meeting or 24 hours before a special meeting pursuant to Government Code 54954.2 and 54956; see BB 9320 - Meetings and Notices.

Note: In Frazer v. Dixon Unified School District, the court held that the adoption of a Board policy that required the appointment of a curriculum committee to advise the Superintendent, and in turn the Board, was a committee created by "formal Board action" within the meaning of Government Code 54952. Therefore, the committee's meetings were subject to the Brown Act.

Note: The district should consult legal counsel when questions arise regarding the applicability of Brown Act requirements to district or school committees.

Unless otherwise exempted by law, Board-created committees shall provide public notice of their meetings and conduct meetings in accordance with Government Code 54950-54963 (the Brown Act).

(cf. 9320 - Meetings and Notices)
(cf. 9322 - Agenda/Meeting Materials)

However, Board subcommittees composed solely of less than a quorum of the members of the Board are not subject to open meeting laws unless they are standing committees. Standing committees of the Board, irrespective of membership, are those that have a continuing subject matter jurisdiction or a meeting schedule established by action of the Board. (Government Code 54952)

Note: In 79 Ops. Cal. Atty. Gen. 69 (1996), the Attorney General has clarified that open meeting laws apply if the standing committee has the responsibility of providing advice at the Board's request on budgets, audits, contracts, and personnel matters.

Standing committees with a continuing subject matter jurisdiction include, but are not limited to, those responsible for providing advice on budgets, audits, Board policy, contracts, and personnel matters at the Board's request.

(cf. 3100 - Budget)

(cf. 3430 - Investing)
(cf. 9310 - Board Policies)

Note: Pursuant to Government Code 54952.2, the Brown Act is not violated if Board members who are not members of a standing committee attend the committee meeting only as "observers." In 81 Ops.Cal.Atty.Gen. 156 (1998), the Attorney General clarified that those Board members attending the meeting as "observers" may not ask questions or make statements at the meeting and that they must sit in the areas designated for members of the public.

When a majority of the members of the Board attend an open and noticed meeting of a standing committee, the Board members who are not members of the standing committee shall attend only as observers. (Government Code 54952.2)

Whenever any advisory or standing committee, including a committee not otherwise subject to the Brown Act, posts a meeting agenda at least 72 hours in advance of the meeting, that meeting shall be considered as a regular meeting of the Board for purposes of the Brown Act and therefore must be held within district boundaries unless otherwise authorized by law. (Government Code 54954)

Note: In 80 Ops.Cal.Atty.Gen. 308 (1997), the Attorney General determined that sessions of a district liaison council that was formed by the board to interview candidates for district superintendent and to make a recommendation to the board were not required to be open to the public. The Attorney General concluded that, because a legislative body is authorized under Government Code 54957 to hold closed sessions during a regular or special meeting to consider the appointment or employment of a public employee (see BB 9321 - Closed Session Purposes and Agendas), that authority also extends to committees that are delegated by the legislative body to perform related duties. The following paragraph reflects this opinion.

Note: In addition, in 92 Ops.Cal.Atty.Gen. 102, the Attorney General concluded that a joint labor management benefits committee that is a product of the collective bargaining process between labor and management and is implemented in a collective bargaining agreement is not a committee created by the board. Therefore, such a committee is not required to comply with the Brown Act and is authorized to hold closed sessions.

Committees may meet in a closed session during a regular or special meeting only for those purposes specifically authorized by law for closed sessions held by the Board.

(cf. 9321 - Closed Session Purposes and Agendas)

Legal Reference:

EDUCATION CODE

- 35010 Control of district; prescription and enforcement of rules
- 35024 Executive committee
- 35160 Authority of governing boards

35160.1 Broad authority of school districts

GOVERNMENT CODE

54950-54963 The Brown Act, especially:

54952 Legislative body, definition

54952.2 Definition of meeting

54954 Time and place of regular meetings; special meetings; emergencies

54954.3 Opportunity for public to address legislative body

54957 Closed session purposes

COURT DECISIONS

Frazer v. Dixon Unified School District, (1993) 18 Cal.App.4th 781

ATTORNEY GENERAL OPINIONS

81 Ops.Cal.Atty.Gen. 156 (1998)

80 Ops.Cal.Atty.Gen. 308 (1997)

79 Ops.Cal.Atty.Gen. 69 (1996)

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 2009

WEB SITES

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

National School Boards Association: <http://www.nsba.org>

(10/97 2/99) 4/13

CSBA Sample

Board Bylaw

Limits Of Board Member Authority

BB 9200

Board Bylaws

Note: The following bylaw is optional.

The Governing Board recognizes that the Board is the unit of authority over the district and that a Board member has no individual authority. Board members shall hold the education of students above any partisan principle, group interest, or personal interest.

- (cf. 1160 - Political Processes)
- (cf. 9000 - Role of the Board)
- (cf. 9005 - Governance Standards)
- (cf. 9270 - Conflict of Interest)
- (cf. 9323 - Meeting Conduct)

Note: Boards should carefully review the following paragraph and modify it to reflect district practice.

Unless agreed to by the Board as a whole, individual members of the Board shall not exercise any administrative responsibility with respect to the schools or command the services of any school employee. Individual Board members shall submit requests for information to the Superintendent. Board members shall refer Board-related correspondence to the Superintendent for forwarding to the Board or for placement on the Board's agenda, as appropriate.

- (cf. 1340 - Access to District Records)
- (cf. 4112.6/4212.6/4312.6 - Personnel Files)
- (cf. 9011 - Disclosure of Confidential/Privileged Information)
- (cf. 9322 - Agenda/Meeting Materials)

Individual Board members do not have the authority to resolve complaints. Any Board member approached directly by a person with a complaint should refer the complainant to the Superintendent or designee so that the problem may receive proper consideration and be handled through the appropriate district process.

- (cf. 1312.1 - Complaints Concerning District Employees)
- (cf. 1312.2 - Complaints Concerning Instructional Materials)
- (cf. 1312.3 - Uniform Complaint Procedures)
- (cf. 1312.4 - Williams Uniform Complaint Procedures)
- (cf. 3320 - Claims and Actions Against the District)
- (cf. 4031 - Complaints Concerning Discrimination in Employment)

(cf. 6159.1 - Procedural Safeguards and Complaints for Special Education)

***Note: The following paragraph is optional. Pursuant to Education Code 51101, parents/guardians have the right to observe and/or volunteer in their child's classroom. Although this right is not affected upon election to the Board, Board members who have children attending district schools should be aware of their status as Board members and the effect of that status on district employees. ***

A Board member whose child is attending a district school should be aware of his/her role as a Board member when interacting with district employees about his/her child. Because his/her position as a Board member may inhibit the performance of school personnel, the Board member should inform the Superintendent or designee before volunteering in his/her child's classroom.

(cf. 1240 - Volunteer Assistance)
(cf. 5020 - Parent Rights and Responsibilities)
(cf. 6020 - Parent Involvement)

Note: Pursuant to Government Code 54952.7, the Board may require a copy of the Brown Act to be given to each Board member and to any person elected to the Board who has not assumed office. The following paragraph is optional.

The Superintendent or designee shall provide a copy of the state's open meeting laws (Brown Act) to each Board member and to anyone who is elected to the Board but has not yet assumed office.

Board members and persons elected to the Board who have not yet assumed office are responsible for complying with the requirements of the Brown Act. (Government Code 54952.1)

Legal Reference:

EDUCATION CODE

200-262.4 Prohibition of discrimination

7054 Use of district property

35010 Control of district; prescription and enforcement of rules

35100-35351 Governing boards, especially:

35160-35184 Powers and duties

35291 Rules

35292 Visits to schools (Board members)

51101 Rights of parents/guardians

GOVERNMENT CODE

54950-54962 The Ralph M. Brown Act, especially:

54952.1 Member of a legislative body of a local agency

54952.7 Copies of chapter to members of legislative body

Management Resources:

CSBA PUBLICATIONS

CSBA Professional Governance Standards, 2000

Maximizing School Board Leadership: Boardsmanship, 1996

WEB SITES

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

(2/94 3/04) 7/06

CSBA Sample

Board Bylaw

Governing Board Elections

BB 9220

Board Bylaws

Note: Education Code 35107 details eligibility for Governing Board membership as specified below. In 81 Ops.Cal.Atty.Gen. 98 (1998), the Attorney General opined that the residency requirement in Education Code 35107 is a continuing requirement for holding the office during the entire term of the Board member.

Note: Pursuant to Elections Code 20, as added by AB 2410 (Ch. 160, Statutes of 2012), any person who has been convicted of a felony involving bribery, offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or of conspiracy to commit any of these crimes, under California law or the law of any other state, the federal government, or a foreign government or country, is ineligible to be elected or to hold state or local public office unless he/she has received a pardon from the Governor or other authority as specified.

Note: In addition, a person is ineligible to hold public office if he/she is not registered to vote. Elections Code 2201 lists the causes for cancelling an individual's voter registration and making him/her ineligible to hold public office as including legally established mental incompetency, proof that the person is presently imprisoned or on parole for conviction of a felony, or official notification that the voter is registered in another country or state.

Any person is eligible to be a member of the Governing Board, without further qualifications, if he/she is 18 years of age or older, a citizen of California, a resident of the school district, a registered voter, and not legally disqualified from holding civil office. Any person who has been convicted of a felony involving the giving, accepting, or offering of a bribe, embezzlement or theft of public funds, extortion, perjury, or conspiracy to commit any such crime, under California law or the law of another state, the United States of America, or another country, is not eligible to be a candidate for office or be a Board member except when he/she has been granted a pardon in accordance with law. (Education Code 35107; Elections Code 20)

Note: Pursuant to Education Code 35107, a district employee elected to serve on the district Board must resign his/her employment before being sworn into office as a Board member.

Note: Pursuant to Education Code 1006, as added by AB 1662 (Ch. 499, Statutes of 2012), employees of a school district may now be eligible to run for the county board of education seat as long as their school district employer is not within the jurisdiction of the county board.

A district employee elected to the Board shall resign his/her employment before being sworn in or shall have his/her employment automatically terminated upon being sworn into office.
(Education Code 35107)

(cf. 9224 - Oath of Affirmation)
(cf. 9270 - Conflict of Interest)

Note: Pursuant to Elections Code 1302 and 10404.5, districts are authorized to request consolidation of their Board elections with the local municipal or state primary or general elections. Whenever a change is made to a district's election cycle, the terms of office of incumbent Board members must be extended accordingly. In addition, before making any rule changes that may affect voting in their elections, districts within Kings, Monterey, and Yuba counties must obtain prior approval of the U.S. Department of Justice (preclearance), pursuant to 42 USC 1973-1973aa-6 (the federal Voting Rights Act). For these reasons, districts should explore the full ramifications of proposed changes to their election rules and should consult legal counsel when necessary.

To reduce costs associated with conducting elections, the Board may consolidate Board elections with the local municipal or statewide primary or general election. Board election procedures shall be conducted in accordance with state and federal law.

(cf. 9110 - Terms of Office)

Electing Board Members

Note: Pursuant to Education Code 5019, except in a school district governed by a board of education subject to a city or city and county charter, each County Committee on School District Organization is authorized for the districts within its jurisdiction, to establish trustee areas, rearrange boundaries of trustee areas, increase, decrease, or abolish trustee areas, and recommend any of three alternate methods of electing Board members as specified below and in Education Code 5030. A proposal for any of the purposes described above may be initiated by the County Committee, by a petition filed by voters, or by the governing board of the school district. Option 1 below is for districts that use the "by trustee area" method to elect Board members (i.e., voters in each trustee area elect the candidate to represent their area), Option 2 is for districts that use the "at-large" method (i.e., all voters cast ballots for all candidates within the district), and Option 3 is for districts that use the "from trustee area" or "hybrid" method (i.e., Board members must reside within designated trustee areas but are elected by voters throughout the district "at-large").

Note: Pursuant to Education Code 1000-1001, elections to fill county boards of education are required to be conducted based on the "by trustee area" voting method.

OPTION 1: (Election by trustee area)

The district is divided into trustee areas and each trustee area shall be represented by a Board member who resides in and is elected by voters residing within that trustee area. Trustee areas shall be balanced by population as required by state and federal law.

***Note: To ensure equitable representation, Education Code 5019.5 requires any district using

Option 1 to adjust its trustee area boundaries following each decennial federal census.***

Prior to March 1 following the year in which the results of each decennial federal census are released, the Board shall adjust the boundaries of the district's trustee areas based on population figures as validated by the Population Research Unit of the Department of Finance. (Education Code 5019.5)

Note: Any district that selects Option 2 or 3 should ensure that its decision is consistent with Elections Code 14025-14032 (the California Voting Rights Act (CVRA)) which prohibits the use of the "at-large" voting method for elections within jurisdictions with a history of "racially polarized voting" (i.e., difference between voters of a protected class and voters in the rest of the jurisdiction in the choice of candidates preferred). Any district seeking more information about the CVRA and its possible effects should consult legal counsel.

~~OPTION 2: (Election using "at-large" voting method)~~

Board members may reside anywhere within the district's boundaries and shall be elected by all voters in the district.

Note: The extent, if any, to which a district using the "from trustee area/hybrid" method (Option 3) is required to balance its trustee areas by population is unclear; see *Dusch v. Davis*. Any district using Option 3 should consult with legal counsel regarding whether to population balance its trustee areas.

~~OPTION 3: (Election from trustee area/hybrid method)~~

Each Board member shall reside within the trustee area that he/she represents but shall be elected by all voters in the district.

Note: The remainder of this section is for districts using Option 2 or 3 and may be revised to reflect district practice. Such districts should periodically monitor the demographics within their geographical boundaries to ensure that no violation of the CVRA occurs. Any district found in violation of the CVRA could be held liable for attorneys' fees and legal costs.

To ensure ongoing compliance with the California and federal Voting Rights Acts, the Board may review the district's Board election method to determine whether any modification is necessary due to changes in the district's population or any of its racial, color, or language minority group composition. The review shall be based on the Superintendent or designee's report to the Board after the release of each decennial federal census.

Note: Converting from an "at-large" (Option 1) to a "by trustee area" (Option 2) voting method involves complex issues of law regarding matters such as the redrawing of maps, required approvals, and transition dates. Any district that is considering switching to "by trustee area" election method should consult legal counsel as necessary.

If the Board determines that a change is necessary, it shall adopt a resolution at an open meeting

specifying the change(s) and shall, in accordance with Education Code 5019 or other applicable provisions of law, obtain approval from the county committee on school district organization having jurisdiction over the district.

(cf. 9320 - Meetings and Notices)

Campaign Conduct

Note: Education Code 35177 has long authorized boards, by resolution, to limit campaign expenditures and/or contributions for candidates in board elections. However, in June 2006, the U.S. Supreme Court held in *Randall v. Sorrell* that limits on campaign expenditures are unconstitutional and violate a candidate's right to free speech. The court did hold that limits on contributions to candidates could be constitutional if such limits are not overly restrictive, allow candidates to compete in the race, and do not operate to protect incumbents. However, because Education Code 35177 provides no mechanism for the district to enforce any contribution limits set by the Board, such limits would be completely voluntary, and other candidates and the Board would have no remedy in the event of noncompliance by a candidate. It is strongly recommended that, before adopting voluntary contribution limits under the authority granted in Education Code 35177, the Board consult legal counsel in order to ensure that the district's limits satisfy legal restrictions.

Note: Pursuant to Elections Code 20440, county election officials present each candidate running for public office with a voluntary Code of Fair Campaign Practices for the candidate to sign. The pledge states the candidate's intent to conduct his/her campaign openly and fairly and provides that the candidate may not use or permit negative prejudice based on another candidate's race, religion, physical or mental disability, sex, gender, sexual orientation, or any other prohibited category of discrimination listed in Government Code 12940. Although neither the district nor opposing candidates have authority to enforce the pledge if it is violated, a candidate's signature is a matter of public record. The following optional paragraph expresses the Board's desire that candidates for Board membership sign and abide by the terms of the pledge.

In order to help protect the public's trust in the electoral process as well as the public's confidence in the Board and district, the Board encourages all candidates to sign and adhere to the principles in the Code of Fair Campaign Practices pursuant to Elections Code 20440.

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

(cf. 9005 - Governance Standards)

Statement of Qualifications

***Note: Prior to the beginning of the nominating period, Elections Code 13307 requires the Board to determine whether to have the district assume the costs of producing candidate statements of qualifications (Option 1 below) or to charge candidates for the costs (Option 1 below). In 85 Ops.Cal.Atty.Gen. (2002), the Attorney General opined that Elections Code 13307, which authorizes the district to pay for the cost of distributing candidate statements, does

not conflict with Education Code 7054, which prohibits the use of district resources for campaign purposes. According to the Attorney General, distributing campaign statements cannot be considered campaigning for any particular candidate in a partisan manner so as to conflict with the Education Code prohibition.***

OPTION 1: In order to help defray the costs of campaigning for the Board, the district shall pay the cost of printing, handling, translating, and mailing candidate statements filed pursuant to Elections Code 13307.

OPTION 2: The district shall assume no part of the cost of printing, handling, translating, or mailing of candidate statements filed pursuant to Elections Code 13307. As a condition of having candidate statements included in the voter's pamphlet, the district may require candidates to pay their estimated pro rata share of these costs to the district in advance pursuant to Elections Code 13307.

Note: The following paragraph applies to both of the above options.

On the 125th day prior to the day fixed for the general district election, the Board secretary or his/her designee shall deliver a notice, bearing the secretary's signature and district seal, to the county elections official describing both of the following: (Elections Code 10509)

1. The elective offices of the district to be filled at the general election and which offices, if any, are for the balance of an unexpired term
2. Whether the district or the candidate is to pay for the publication of a statement of qualifications pursuant to Elections Code 13307

(cf. 9223 - Filling Vacancies)

Note: Pursuant to Elections Code 13307, the candidate's statement is limited to 200 words (Option 1 below), unless the Board has authorized an increase to a 400-word maximum (Option 2 below).

OPTION 1: Candidate statements shall be limited to no more than 200 words. (Elections Code 13307)

OPTION 2: Candidate statements shall be limited to no more than 400 words. (Elections Code 13307)

Tie Votes in Board Member Elections

Note: Education Code 5016 requires the Board to decide, before conducting any election, whether a potential tie will be resolved by lot or with a runoff election. Option 1 is for use by districts that will make this determination prior to each election. For districts that do not re-determine the method at each election, Option 2 provides for the use of lots to determine the winner in case of a tie in every election while Option 3 provides for a runoff election.

Note: Education Code 5016 requires the County Superintendent of Schools to provide certification of a tie vote in an election to the district Board.

OPTION 1: Before each election, the Board shall establish whether a potential tie is to be resolved by lot or with a runoff election. (Education Code 5016)

After an election for which the Board has decided to resolve a tie by lot, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. (Education Code 5016)

After an election for which the Board has decided to resolve a tie with a runoff election, the Board shall schedule the runoff election in accordance with law. (Education Code 5016)

OPTION 2: Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall immediately notify the candidates who received the tie votes of the time and place where the candidates or their representatives should appear before the Board. The Board at that time shall determine the winner by lot. (Education Code 5016)

OPTION 3: Whenever a tie makes it impossible to determine which of two or more candidates has been elected to the Board, the Board shall schedule a runoff election in accordance with law. (Education Code 5016)

Legal Reference:

EDUCATION CODE

1000 Composition, and trustee area, county board of education

1006 Qualifications for holding office, county board of education

5000-5033 Elections

5220-5231 Elections

5300-5304 General provisions (conduct of elections)

5320-5329 Order and call of elections

5340-5345 Consolidation of elections

5360-5363 Election notice

5380 Compensation (of election officer)

5390 Qualifications of voters

5420-5426 Cost of elections

5440-5442 Miscellaneous provisions

7054 Use of district property

35107 Eligibility; school district employees

35177 Campaign expenditures or contributions

35239 Compensation of governing board member of districts with less than 70 ADA

ELECTIONS CODE

20 Public office eligibility
1302 Local elections, school district election
2201 Grounds for cancellation
4000-4004 Elections conducted wholly by mail
10400-10418 Consolidation of elections
10509 Notice of election by secretary
10600-10604 School district elections
13307 Candidate's statement
13309 Candidate's statement, indigence
14025-14032 California Voting Rights Act
20440 Code of Fair Campaign Practices
GOVERNMENT CODE
1021 Conviction of crime
1097 Illegal participation in public contract
12940 Nondiscrimination, Fair Employment and Housing Act
81000-91014 Political Reform Act
PENAL CODE
68 Bribes
74 Acceptance of gratuity
424 Embezzlement and falsification of accounts by public officers
661 Removal for neglect or violation of official duty
CALIFORNIA CONSTITUTION
Article 2, Section 2 Voters, qualifications
Article 7, Section 7 Conflicting offices
Article 7, Section 8 Disqualification from office
UNITED STATES CODE, TITLE 42
1973-1973aa-6 Voting Rights Act
COURT DECISIONS
Rey v. Madera Unified School District, (2012) 138 Cal. Rptr. 3d 192
Randall v. Sorrell, (2006) 126 S.Ct. 2479
Sanchez v. City of Modesto, (2006) 51 Cal.Rptr.3d 821
Dusch v. Davis, (1967) 387 U.S. 112
ATTORNEY GENERAL OPINIONS
85 Ops.Cal.Atty.Gen. 49 (2002)
83 Ops.Cal.Atty.Gen. 181 (2000)
81 Ops.Cal.Atty.Gen. 98 (1998)
69 Ops.Cal.Atty.Gen. 290 (1986)

Management Resources:

WEB SITES

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

California Secretary of State's Office: <http://www.ss.ca.gov>

Fair Political Practices Commission: <http://www.fppc.ca.gov>

Institute for Local Self Government: <http://www.ca-ilg.org>

CSBA Sample

Board Bylaw

Oath Or Affirmation

BB 9224

Board Bylaws

Note: The oath or affirmation required of Board members pursuant to Article 20, Section 3, of the California Constitution is the same as that required by Government Code 3100-3109 for public employees. See E-4112.3/4212.3/4312.3 - Oath or Affirmation for the text of the oath. Government Code 1303 provides that any person who exercises any function of a public office without taking the oath of office is guilty of a misdemeanor, and Government Code 1367 provides that no compensation or reimbursement for expenses shall be paid unless the officer has taken the oath or affirmation.

Note: The district should consult legal counsel if a Board member raises a bona fide religious concern about taking the state-required oath.

Prior to entering upon the duties of their office, all Governing Board members shall take the oath or affirmation required by law. (California Constitution, Article 20, Section 3; Government Code 1360)

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

Note: In addition to the persons listed below, Education Code 60 specifies state-level officers who may administer the oath.

The oath may be administered and certified by a Board member, secretary or assistant secretary to the Board, Superintendent, deputy or assistant superintendent, principal, or County Superintendent of Schools or any other person authorized in Education Code 60.

The executed oath shall be filed with the County Clerk. (Government Code 1363)

Legal Reference:

EDUCATION CODE

60 Persons authorized to administer and certify oaths

GOVERNMENT CODE

1303 Misdemeanor for failure to take oath

1360-1369 Oath of office

3100-3109 Oath or affirmation of allegiance

CALIFORNIA CONSTITUTION

Article 20, Section 3 Oath of office

COURT DECISIONS

Chilton v. Contra Costa Community College District (1976) 55 Cal. App. 3d 544

Vogel v. County of Los Angeles (1967) 68 Cal. 2d 18, 22

(9/91) 7/03

CSBA Sample

Board Bylaw

Board Development

BB 9240

Board Bylaws

Note: The following optional bylaw may be amended to reflect district practice.

Citizens elected to the Governing Board are entrusted with the responsibility of governing district schools. The Board recognizes that its members need training that helps them understand their responsibilities, stay abreast of new developments in education, and develop boardsmanship skills.

Note: Pursuant to Government Code 54952.2, added by SB 36 (Ch. 1137, Statutes of 1993), a "meeting" subject to Brown Act requirements does not include the attendance of a majority of the Board's members at a conference or similar public gathering, provided that a majority of the members do not discuss among themselves business of a specific nature that is within the subject matter jurisdiction of the Board.

All Board members may attend conferences for the purpose of Board development. Board business shall not be discussed at conferences.

(cf. 9230 - Orientation)

(cf. 9320 - Meetings and Notices)

Board members shall report to the Board, orally or in writing, as soon as possible on the inservice activities they attend.

Note: CSBA recommends that inservice training and travel expenses be budgeted as separate items. While inservice training is essential to maintain an effective, well-informed Board, travel expenses are incurred for a variety of reasons.

Funds for Board development shall be budgeted annually for each Board member.

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

Legal Reference:

EDUCATION CODE

33360 Department of Education and statewide association of school district boards; annual workshop

GOVERNMENT CODE

54950-54963 The Ralph M. Brown Act, especially

54952.2 Meeting

(7/84 12/87) 6/94

CSBA Sample

Board Bylaw

Remuneration, Reimbursement And Other Benefits

BB 9250

Board Bylaws

Compensation

Note: Education Code 35120 authorizes Governing Board members to receive compensation for their services, with a maximum amount prescribed based on the district's average daily attendance (ADA) for the prior school year.

Note: The district should select the appropriate option below. If the Board selects Option 1, it may, at its discretion, revise the paragraph to reflect the maximum amount applicable to its ADA. If the Board elects to receive less than the maximum amount provided in law, it should select Option 2 and specify the amount.

OPTION 1: Each member of the Governing Board may receive the maximum monthly compensation as provided for in Education Code 35120.

OPTION 2: Each member of the Governing Board may receive a monthly compensation of \$ _____ (Education Code 35120)

OPTION 3: The members of the Governing Board view their Board service as a voluntary contribution to the community and elect not to receive the compensation to which they are entitled pursuant to Education Code 35120.

Note: The remainder of this section is for use by districts that selected Option 1 or 2 above.

On an annual basis, the Board may increase the compensation of Board members beyond the limit delineated in Education Code 35120 in an amount not to exceed five percent based on the present monthly rate of compensation. (Education Code 35120)

Board members are not required to accept payment for meetings attended.

Any member who does not attend all Board meetings during the month is eligible to receive only a percentage of the monthly compensation equal to the percentage of meetings he/she attended, unless otherwise authorized by the Board in accordance with law. (Education Code 35120)

Note: Pursuant to Education Code 35120, the Board may adopt a resolution authorizing a Board member to be compensated for meetings he/she missed under specified circumstances. See the accompanying exhibit for a sample resolution.

A member may be compensated for meetings he/she missed when the Board, by resolution, finds that he/she was performing designated services for the district at the time of the meeting or that he/she was absent because of illness, jury duty, or a hardship deemed acceptable by the Board. (Education Code 35120)

Student Board members shall receive no compensation for meetings attended. (Education Code 35012)

(cf. 9150 - Student Board Members)

Note: The following optional paragraph is for use by any board whose quorum also serves as another legislative body that receives additional compensation. Pursuant to Government Code 54952.3, the disclosure requirements described below are not applicable if the compensation of the legislative body is set by statute.

Whenever a quorum of Board members serves as another legislative body which will meet simultaneously or in serial order to a Board meeting, the Board clerk or a member of the Board shall verbally announce the amount of any additional compensation or stipend that each member will be entitled to receive as a result of convening the simultaneous or serial meeting. (Government Code 54952.3)

Reimbursement of Expenses

Note: The district is allowed to reimburse Board members for expenses incurred when performing district business. Pursuant to Government Code 8314, it is unlawful for any elected official to use or permit others to use public resources for personal purposes which are not authorized by law. As defined, "personal purposes" include activities for personal enjoyment, private gain or advantage, or an outside endeavor not related to agency business, but do not include the incidental and minimal use of public resources (e.g., equipment or office space) for personal purposes, including an occasional telephone call.

Board members shall be reimbursed for actual and necessary expenses incurred when performing authorized services for the district. Expenses for travel, telephone, business meals, or other authorized purposes shall be in accordance with policies established for district personnel and at the same rate of reimbursement.

(cf. 1160 - Political Processes)

(cf. 3100 - Budget)

(cf. 3350 - Travel Expenses)

(cf. 3513.1 - Cellular Phone Reimbursement)

Note: Education Code 35044 authorizes reimbursement for Board members for travel expenses incurred when performing services directed by the Board. If the district wishes to require prior Board approval for travel and/or for certain kinds of trips (e.g., out-of-state travel), it should modify the following paragraph accordingly.

Board members shall be reimbursed for travel expenses incurred when performing services directed by the Board. (Education Code 35044)

(cf. 9240 - Board Development)

Note: The remainder of this section is optional and may be revised to reflect district practice.

Authorized purposes may include, but are not limited to, attendance at educational seminars or conferences designed to improve Board members' skills and knowledge; participation in regional, state, or national organizations whose activities affect the district's interests; attendance at district or community events; and meetings with state or federal officials on issues of community concern.

Personal expenses shall be the responsibility of individual Board members. Personal expenses include, but are not limited to, the personal portion of any trip, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the Board member on district-related business, personal use of an automobile, and personal losses and traffic violation fees incurred while on district business.

Any questions regarding the propriety of a particular type of expense should be resolved by the Superintendent or designee before the expense is incurred.

Note: The following optional paragraph should be deleted if the district does not issue credit cards to Board members. A policy statement issued by the Institute for Local Government, although primarily applicable to city and county governments, indicates that many local agencies have decided not to issue credit cards to local officials because of the potential for confusing an agency credit card with a personal card and the negative consequences of personal use of an agency card.

Board members may use district-issued credit cards while on official district business and consistent with the limits established for district personnel. Personal expenses shall not be charged on a district-issued credit card, even if the Board member intends to subsequently reimburse the district for the personal charges.

Health and Welfare Benefits for Current Board Members

Note: The following section is optional. The district has the option of providing health and welfare benefits to Board members pursuant to Government Code 53201 and 53205 and has flexibility in selecting the types of coverage and the methods of payment for such coverage. Pursuant to Government Code 53200, health and welfare benefits may include, but are not limited to, hospital, medical, surgical, dental, disability, group life, legal expense, and income protection insurance or benefits. However, Internal Revenue Service Publication 571 indicates that, as elected officials, Board members are not eligible to participate in district programs for the purchase of tax sheltered annuities pursuant to 26 USC 403 and 26 CFR 1.403(b)-2.

Note: Pursuant to Government Code 53208.5, the health and welfare benefits of a Board member can be no greater than that received by nonsafety employees of the district or, if the district has different benefit structures, no greater than the most generous schedule of benefits being received by any category of nonsafety employees. Nonsafety employees are those employees not otherwise included in Government Code 20420-20445 defining "safety members" for purposes of membership in the Public Employees' Retirement System. Government Code 53208.5 also provides that Board members shall not be eligible to accrue multiple health and welfare benefits from two or more public agencies for concurrent service, unless the Board member serves as a regular full-time employee in a separate public agency.

Note: Government Code 53202 authorizes the district to contract with one or more insurers, health service organizations, or legal service organizations for health and welfare benefits. Alternatively, the district may approve an existing health care arrangement between a Board member and an insurer or health care provider. In 83 Ops.Cal.Atty.Gen. 124 (2000), the Attorney General opined that, if the district chooses to approve such an arrangement, the district may pay for this benefit by way of reimbursement to the Board member who has paid for the benefit instead of direct district payment to the insurer. However, according to the Attorney General, a district may not make cash payments to Board members in lieu of providing them with health insurance benefits.

Board members may participate in the health and welfare benefits program provided for district employees.

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

Health and welfare benefits for Board members shall be no greater than that received by the district's nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

Note: The district may choose and/or revise any of the following options to reflect district practice.

OPTION 1: The district shall pay the premiums required for Board members electing to participate in the district health and welfare benefits program to the same extent that it pays for district employees.

OPTION 2: Board members who elect to participate shall pay the full cost of premiums.

OPTION 3: The district shall pay \$ _____ as a reimbursement for costs of approved health plans that have been paid by Board members.

Note: The following optional paragraph is for use by districts that choose to pay all or a portion of premiums, dues, or other charges for health and welfare benefits for a Board member's spouse or dependent children, as authorized by Government Code 53205.1. The district may revise the paragraph to specify a different portion of payment.

Note: Pursuant to Family Code 297.5, registered domestic partners have the same rights, protections, and benefits as spouses under California law. Therefore, to the extent that the district provides health benefits under state law to spouses of Board members, the same coverage must be provided to registered domestic partners.

Note: Pursuant to Health and Safety Code 1373 and Insurance Code 10277, the age at which a person ceases to be a dependent child is age 26 years or higher as specified in the health plan, unless otherwise provided under a plan that qualifies as a grandfathered plan pursuant to 42 USC 18011. In addition, a health services plan or insurer is required to continue coverage for a dependent child who attains the age specified in the plan if he/she is incapable of self-sustaining employment by reason of a physically or mentally disabling injury, illness, or condition and is chiefly dependent on the subscriber or insured for support. Health and Safety Code 1373 and Insurance Code 10277 also require that, if the plan provides coverage for a dependent child who is over age 26 and enrolled at a secondary or postsecondary educational institution, continued coverage must be provided during any break in the school calendar and during a medical leave of absence as specified.

Health and welfare benefits provided to Board members shall be extended at the same level to their spouse/registered domestic partner and to their eligible dependent children as specified in law and the health plan.

Health and Welfare Benefits for Former Board Members

Note: The following section is optional. Government Code 53201 authorizes the district to pay premiums for health and welfare benefits for former Board members under the limited circumstances described below. Any district that does not offer benefits to former Board members should delete this entire section.

Former Board members may participate in the health and welfare benefits program provided for district employees under the conditions specified below.

Note: Government Code 53208.5 provides that Board members may not receive benefits greater than those provided to district employees, as provided below. Thus, if a district's collective bargaining agreement specifies that employee eligibility for benefits terminates at age 65, then Board member benefits will also terminate at that time. Districts with such circumstances may expand the following paragraph to indicate the limits of the benefits.

Health and welfare benefits for former Board members shall be no greater than those received by district nonsafety employees with the most generous schedule of benefits. (Government Code 53208.5)

***Note: Pursuant to Government Code 53201, a district may pay premiums for health and welfare benefits for former Board members only if all of the following conditions are satisfied: (1) the district paid for benefits for former Board members before January 1, 1994; (2) the former Board member served in office after January 1, 1981; (3) the former Board member's

term began before January 1, 1995; and (4) the former Board member served for 12 or more years. If the district did not pay benefits for former Board members before January 1, 1994, benefits may be provided to former Board members only on a self-pay basis, even if a former member has served in office for the requisite amount of time.***

Note: In *Thorning v. Hollister School District*, the court of appeal ruled that a board policy adopted during the board member's term of office has the effect of vesting him/her with those benefits and that the board cannot subsequently unilaterally withdraw those benefits from those board members.

Note: Option 1 below is for use only by districts that paid health and welfare benefits for former board members before January 1, 1994 and choose to continue to do so. Option 2 is for use by districts that are either ineligible to pay for such benefits because they did not pay for former board member benefits before January 1, 1994, have no qualified board members, or choose not to pay for such benefits.

Note: Because this is a complex area of law, it is strongly recommended that the district consult with legal counsel before offering paid health benefits to former Board members.

OPTION 1: (Benefits paid by district)

The district shall pay the premiums for health and welfare benefits of any former Board member who served in office after January 1, 1981, began his/her term before January 1, 1995, and has served for 12 or more years. (Government Code 53201)

Note: The following paragraph is optional. If the district allows Board members elected on or after January 1, 1995 to continue benefits at their own expense after leaving service, as authorized by Government Code 53201, it may revise the following paragraph to require more than one term of service at its discretion.

Any other former Board member who served at least one term may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time he/she leaves office. (Government Code 53201)

OPTION 2: (Benefits paid by former Board member)

Note: At its discretion, the Board may revise the following paragraph to require more than one term of office.

Any former Board member leaving the Board after at least one term of office may participate in the health and welfare benefits program at his/her own expense if coverage is in effect at the time of retirement. (Government Code 53201)

Note: The following optional paragraph is for use by all districts. Government Code 53205.1 authorizes the district to fund health and welfare benefits for spouses and dependent children of former Board members.

Health and welfare benefits provided to a former Board member shall be extended, at his/her expense and at the same level, to his/her spouse/registered domestic partner and eligible dependent children as specified in law and the health plan.

Legal Reference:

EDUCATION CODE

33050-33053 General waiver authority
33362-33363 Reimbursement of expenses for attendance at workshops
35012 Board members; number, election and term
35044 Payment of traveling expenses of representatives of board
35120 Compensation for services as member of governing board
35172 Promotional activities
44038 Cash deposits for transportation purchased on credit

FAMILY CODE

297-297.5 Rights, protections and benefits under law; registered domestic partners

GOVERNMENT CODE

8314 Use of public resources
20322 Elective officers; election to become member
20420-20445 Membership in Public Employees' Retirement System; definition of safety employees
53200-53209 Group insurance
54952.3 Simultaneous or serial meetings; announcement of compensation

HEALTH AND SAFETY CODE

1373 Health services plan, coverage for dependent children

INSURANCE CODE

10277-10278 Group and individual health insurance, coverage for dependent children

UNITED STATES CODE, TITLE 26

403 Tax-sheltered annuities

UNITED STATES CODE, TITLE 42

18011 Right to maintain existing health coverage

CODE OF FEDERAL REGULATIONS, TITLE 26

1.403(b)-2 Tax-sheltered annuities, definition of employee

COURT DECISIONS

Thorning v. Hollister School District, (1992) 11 Cal.App.4th 1598

Board of Education of the Palo Alto Unified School District v. Superior Court of Santa Clara County, (1979) 93 Cal.App.3d 578

ATTORNEY GENERAL OPINIONS

91 Ops.Cal.Atty.Gen. 37 (2008)

83 Ops.Cal.Atty.Gen. 124 (2000)

Management Resources:

INSTITUTE FOR LOCAL GOVERNMENT PUBLICATIONS

Sample Expense and Use of Public Resources Policy Statement, January 2006

INTERNAL REVENUE SERVICE PUBLICATIONS

Tax-Sheltered Annuity Plans (403(b) Plans) for Employees of Public Schools and Certain
Tax-Exempt Organizations, Publication 571, rev. February 2013

WEB SITES

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

Institute for Local Government: <http://www.ca-ilg.org>

Internal Revenue Service: <http://www.irs.gov>

Public Employees' Retirement System: <http://www.calpers.ca.gov>

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CSBA Sample

Exhibit

Remuneration, Reimbursement And Other Benefits

E 9250

Board Bylaws

RESOLUTION ON BOARD COMPENSATION FOR MISSED MEETINGS

Note: The following optional exhibit is for use by districts that offer compensation to members of the Governing Board for their service; see Options #1 and 2 in the accompanying board bylaw. Pursuant to Education Code 35120, a Board member may receive compensation for Board meetings that he/she missed if the Board makes a finding, by resolution, that one or more specified circumstances exist.

WHEREAS, the Governing Board of the _____ School District appreciates the services provided by members of the Board and provides compensation for meeting attendance in accordance with Education Code 35120 and Board Bylaw 9250; and

WHEREAS, Education Code 35120 provides that the monthly compensation provided to Board members shall be commensurate with the percentage of meetings attended during the month unless otherwise authorized by Board resolution; and

WHEREAS, Education Code 35120 specifies limited circumstances under which the Board is authorized to compensate a Board member for meetings he/she missed; and

WHEREAS, the Board finds that (name of Board member) did not attend the Board meeting(s) on (dates) for the following reason(s): (check applicable reasons)

- Performance of other designated duties for the district during the time of the meeting
- Illness or jury duty
- Hardship deemed acceptable by the Board

NOW THEREFORE BE IT RESOLVED that the Board of the _____ School District approves full compensation of the Board member for the month of _____.

PASSED AND ADOPTED THIS _____ day of _____, _____ at a regular meeting, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____

Attest:

Secretary

President



8/13



CSBA Sample

Board Bylaw

Agenda/Meeting Materials

BB 9322

Board Bylaws

Agenda Content

Note: Government Code 54954.2 requires Governing Board meeting agendas to briefly describe each item to be discussed, including closed session items, and states that a brief general description of an item generally need not exceed 20 words. For information regarding the different types of meetings and meeting location requirements, see BB 9320 - Meetings and Notices. For agenda requirements regarding closed session agenda items, see BB 9321 - Closed Session Purposes and Agendas.

Governing Board meeting agendas shall state the meeting time and place and shall briefly describe each business item to be transacted or discussed, including items to be discussed in closed session. (Government Code 54954.2)

(cf. 9320 - Meetings and Notices)

(cf. 9321- Closed Session Purposes and Agendas)

The agenda shall provide members of the public the opportunity to address the Board on any agenda item before or during the Board's consideration of the item. The agenda shall also provide members of the public an opportunity to testify at regular meetings on matters which are not on the agenda but which are within the subject matter jurisdiction of the Board. (Education Code 35145.5; Government Code 54954.3)

(cf. 9323 - Meeting Conduct)

Note: Pursuant to Government Code 54957.5, when agenda materials are distributed to the Board less than 72 hours before a meeting, the agenda must include the address of the location where the public can inspect those agenda materials. Also see section below entitled "Agenda Dissemination to Members of the Public."

Each meeting agenda shall list the address designated by the Superintendent or designee for public inspection of agenda documents that have been distributed to the Board less than 72 hours before the meeting. (Government Code 54957.5)

Note: Government Code 54954.2 requires that the agenda include information regarding how, when, and to whom a request for a disability-related accommodation or modification may be made. See BB 9320 - Meetings and Notices. The following paragraph should be modified to reflect district practice as to when and to whom such a request should be made.

The agenda shall specify that an individual should contact the Superintendent or designee if he/she requires disability-related accommodations or modifications, including auxiliary aids and services, in order to participate in the Board meeting. (Government Code 54954.2)

Agenda Preparation

Note: Education Code 35145.5 mandates that the Board adopt reasonable regulations to ensure that members of the public can place matters directly related to school district business on Board meeting agendas. In *Mooney v. Garcia*, a California appeals court reaffirmed boards' discretion in determining what agenda items are related to school district matters.

Note: The following section, including the timelines, should be revised to reflect district practice. Districts are free to establish their own timelines for placing an item on the agenda, taking into account staff time and resources, as long as the established timeline is a reasonable one. In *Caldwell v. Roseville Joint Union High School District*, a federal district court upheld a district bylaw requiring members of the public to submit a written request in order to place items on a meeting agenda. The plaintiff had alleged that his First Amendment rights were violated when the district did not place his item on the agenda in response to his oral request because the district disagreed with his religious beliefs. However, the court held that the district's bylaw requiring that requests first be made in writing was content-neutral and thus a reasonable restriction.

The Board president and the Superintendent, as secretary to the Board, shall work together to develop the agenda for each regular and special meeting. Each agenda shall reflect the district's vision and goals and the Board's focus on student learning.

(cf. 0000 - Vision)
(cf. 0200 - Goals for the School District)
(cf. 9121 - President)
(cf. 9122 - Secretary)

Any Board member or member of the public may request that a matter within the jurisdiction of the Board be placed on the agenda of a regular meeting. The request shall be submitted in writing to the Superintendent or designee with supporting documents and information, if any, at least one week before the scheduled meeting date. Items submitted less than a week before the scheduled meeting date may be postponed to a later meeting in order to allow sufficient time for consideration and research of the issue.

The Board president and Superintendent shall decide whether a request is within the subject matter jurisdiction of the Board. Items not within the subject matter jurisdiction of the Board may not be placed on the agenda. In addition, before placing the item on the agenda, the Board president and Superintendent shall determine if the item is merely a request for information or whether the issue is covered by an existing policy or administrative regulation.

The Board president and Superintendent shall decide whether an agenda item is appropriate for

discussion in open or closed session, and whether the item should be an action item subject to Board vote, an information item that does not require immediate action, or a consent item that is routine in nature and for which no discussion is anticipated.

Any Board action that involves borrowing \$100,000 or more shall be discussed, considered, and deliberated upon as a separate item of business on the meeting agenda. (Government Code 53635.7)

(cf. 9323.2 - Actions by the Board)

All public communications with the Board are subject to requirements of relevant Board policies and administrative regulations.

(cf. 1312.1 - Complaints Concerning District Employees)

(cf. 1312.2 - Complaints Concerning Instructional Materials)

(cf. 1312.3 - Uniform Complaint Procedures)

(cf. 1312.4 - Williams Uniform Complaint Procedures)

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

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

Consent Agenda/Calendar

Note: The following optional section is for boards that use the consent agenda or calendar to take action on matters of a routine nature for which discussion may not be necessary. It is important for such boards to limit the use of the consent agenda to noncontroversial matters and to establish rules that help ensure that any use of the consent agenda does not reduce transparency in the board's conduct of district business or result in violation of the open meeting laws. In addition, boards should be aware that, by law, certain items may not be placed on the consent agenda. For example, pursuant to Government Code 54960.2, as added by SB 1003 (Ch. 732, Statutes of 2012), a board's decision to approve or rescind its unconditional commitment to refrain from taking certain actions in violation of the Brown Act must be made as a separate item and not on the consent agenda. See BB 9323.2 - Actions by the Board.

In order to promote efficient meetings, the Board may bundle a number of items and act upon them together by a single vote through the use of a consent agenda. Consent agenda items shall be items of a routine nature and items for which Board discussion is not anticipated and for which the Superintendent recommends approval.

When any Board member requests the removal of an item from the consent agenda, the item shall be removed and given individual consideration for action as a regular agenda item.

The agenda shall provide an opportunity for members of the public to comment on any consent agenda item that has not been previously considered. However, the agenda need not provide an opportunity for public comment when the consent agenda item has previously been considered at an open meeting of a committee comprised exclusively of all the Board members provided that members of the public were afforded an opportunity to comment on the item at that meeting.

unless the item has been substantially changed since the committee considered it. (Government Code 54954.3)

Agenda Dissemination to Board Members

Note: The following section is optional and should be modified to reflect district practice. Pursuant to Government Code 6252.7, when the Board, in the conduct of its duties, is authorized by law to access any writing of the district, including agenda and supporting documents, the district is prohibited from discriminating between or among Board members as to when and which records will be made available.

Note: CSBA's Agenda Online, an electronic board meeting agenda service for use by districts and county offices of education, allows development of and access to Board meeting agendas, supporting documents, and minutes from any computer that has Internet access. Further information can be found on CSBA's web site.

At least three days before each regular meeting, each Board member shall be provided a copy of the agenda and agenda packet, including the Superintendent or designee's report; minutes to be approved; copies of communications; reports from committees, staff, citizens, and others; and other available documents pertinent to the meeting.

When special meetings are called, the Superintendent or designee shall make every effort to distribute the agenda and supporting materials to Board members as soon as possible before the meeting.

Board members shall review agenda materials before each meeting. Individual members may confer directly with the Superintendent or designee to ask questions and/or request additional information on agenda items. However, a majority of Board members shall not directly or through intermediaries or electronic means discuss, deliberate, or take action on any matter within the subject matter jurisdiction of the Board.

(cf. 9012 - Board Member Electronic Communications)

Agenda Dissemination to Members of the Public

The Superintendent or designee shall mail a copy of the agenda or a copy of all the documents constituting the agenda packet to any person who requests the items. The materials shall be mailed at the time the agenda is posted or upon distribution of the agenda to a majority of the Board, whichever occurs first. (Government Code 54954.1)

Note: Government Code 54957.5 requires that when agenda materials are distributed to the Board less than 72 hours before a regular meeting, the district must also make the documents available for public inspection, as specified below. However, only those documents that are "public records" under the Public Records Act and which relate to an agenda item scheduled for the open session portion of a regular meeting need to be made available for inspection.

If a document which relates to an open session agenda item of a regular Board meeting is distributed to the Board less than 72 hours prior to a meeting, the Superintendent or designee shall make the document available for public inspection at a designated location at the same time the document is distributed to all or a majority of the Board, provided the document is a public record under the Public Records Act. The Superintendent or designee may also post the document on the district's web site in a position and manner that makes it clear that the document relates to an agenda item for an upcoming meeting. (Government Code 54957.5)

(cf. 1113 - District and School Web Sites)
(cf. 1340 - Access to District Records)

Any document prepared by the district or Board and distributed during a public meeting shall be made available for public inspection at the meeting. Any document prepared by another person shall be made available for public inspection after the meeting. These requirements shall not apply to a document that is exempt from public disclosure under the Public Records Act. (Government Code 54957.5)

Note: Pursuant to Government Code 54954.1, upon request, the agenda and supporting documentation must be made available in appropriate alternative formats to persons with a disability, as required under the Americans with Disabilities Act (42 USC 12132). Examples of alternative formats, also referred to as "auxiliary aids and services," are listed in 28 CFR 36.303 and include audio recordings or Braille materials.

Upon request, the Superintendent or designee shall make the agenda, agenda packet, and/or any writings distributed at the meeting available in appropriate alternative formats to persons with a disability, as required by the Americans with Disabilities Act. (Government Code 54954.1)

Any request for mailed copies of agendas or agenda packets shall be in writing and shall be valid for the calendar year in which it is filed. Written requests must be renewed following January 1 of each year. (Government Code 54954.1)

Note: The following optional paragraph is for use by districts that charge a fee for mailing the agenda or agenda packet. Government Code 54954.1 authorizes districts to charge a fee for mailing the agenda or agenda packet as long as the fee does not exceed the cost of providing the service. Pursuant to Government Code 54957.5, a surcharge may not be imposed for providing the agenda and other public record documents in alternative formats to persons with disabilities.

Persons requesting mailing of the agenda or agenda packet shall pay an annual fee, as determined by the Superintendent or designee, not to exceed the cost of providing the service.

Legal Reference:
EDUCATION CODE
35144 Special meetings

35145 Public meetings

35145.5 Right of public to place matters on agenda

GOVERNMENT CODE

6250-6270 Public Records Act

53635.7 Separate item of business

54954.1 Mailed agenda of meeting

54954.2 Agenda posting requirements; board actions

54954.3 Opportunity for public to address legislative body

54954.5 Closed session item descriptions

54956.5 Emergency meetings

54957.5 Public records

54960.2 Challenging board actions; cease and desist

UNITED STATES CODE, TITLE 42

12101-12213 Americans with Disabilities Act

CODE OF FEDERAL REGULATIONS, TITLE 28

35.160 Effective communications

36.303 Auxiliary aids and services

COURT DECISIONS

Mooney v. Garcia, (2012) 207 Cal.App.4th 229

Caldwell v. Roseville Joint Union High School District, 2007 U.S. Dist. LEXIS 66318

Management Resources:

CSBA PUBLICATIONS

Call to Order: A Blueprint for Great Board Meetings, 2010

The Brown Act: School Boards and Open Meeting Laws, rev. 2009

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Legislative Bodies, rev. 2003

WEB SITES

CSBA, Agenda Online: <http://www.csba.org>

California Attorney General's Office: <http://www.oag.ca.gov>

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CSBA Sample

Board Bylaw

Actions By The Board

BB 9323.2

Board Bylaws

Note: Pursuant to Education Code 35164, a majority vote of all members of the Governing Board is necessary for an item to carry, even in those cases where some members are absent. Thus, for districts with a five-member board, an item will pass with three votes, even if only three members are present or there is a vacancy. Education Code 35165 details the effect of a vacancy in districts with a seven-member board. For language regarding vote requirements when a board member abstains, see BB 9323 - Meeting Conduct.

Note: The law specifies certain board actions as requiring more than a majority vote; see E(1) 9323.2 for a specific list of such actions.

The Governing Board shall act by a majority vote of all of the membership constituting the Board, unless otherwise required by law. (Education Code 35164)

(cf. 9000 - Role of the Board)

(cf. 9005 - Governance Standards)

(cf. 9012 - Board Member Electronic Communications)

(cf. 9200 - Limits of Board Member Authority)

Note: In some instances, the law requires that a hearing be conducted before the Board takes action on an item (e.g., before adopting the district's budget or expelling a student). Notice and other requirements for hearings may be more extensive than those for regular or special meetings and will depend upon the specific requirements in applicable statutes.

An "action" by the Board means: (Government Code 54952.6)

1. A collective decision by a majority of the Board members
2. A collective commitment or promise by a majority of the Board members to make a positive or negative decision
3. A vote by a majority of the Board members when sitting as the Board upon a motion, proposal, resolution, order, or ordinance

The Board shall not take action by secret ballot, whether preliminary or final. (Government Code 54953)

Actions taken by the Board in open session shall be recorded in the Board minutes. (Education

Code 35145)

(cf. 9324 - Minutes and Recordings)

Action on Non-Agenda Items

Note: The Brown Act (Government Code 54950-54963) generally prohibits any action or discussion of items not on the posted agenda. However, Government Code 54954.2 provides for three specific and narrow situations in which the Board can act on an item not on the agenda, as specified below. Board members may also briefly respond to questions raised by members of the public concerning items not on the agenda; see BB 9323 - Meeting Conduct.

After publicly identifying the item, the Board may take action on a subject not appearing on the posted meeting agenda under any of the following conditions: (Government Code 54954.2)

1. When a majority of the Board determines that an emergency situation exists, as defined for emergency meetings pursuant to Government Code 54956.5
2. When two-thirds of the members present, or if less than two-thirds of the members are present then by a unanimous vote of all members present, determine that the need to take immediate action came to the district's attention after the agenda was posted
3. When an item appeared on the agenda of, and was continued from, a meeting that occurred not more than five days earlier

(cf. 9320 - Meetings and Notices)

(cf. 9322 - Agenda/Meeting Materials)

Challenging Board Actions

Note: Government Code 54960 grants authority to the district attorney or any interested person to file a civil action asking the court to order the Board to stop or prevent Brown Act violations specified below. The Board should be careful to respond to legal challenges to its actions and consult legal counsel when necessary. Pursuant to Government Code 54960.5, a court may award court costs and reasonable attorney's fees to a plaintiff who successfully invalidates a Board action in violation of the Brown Act or successfully enforces one of the Brown Act's civil remedies provided in Government Code 54960-54960.2.

The district attorney's office or any interested person may file an action in court to stop or prevent the Board's violation or threats of violations of the Brown Act, to determine the applicability of the Brown Act to ongoing or future threatened Board actions, to determine the validity, under California or federal law, of any Board rule or action to penalize any of its members or otherwise discourage the member's expression, or to compel the Board to audio record its closed sessions because of its violation of any applicable Government Code provision. (Government Code 54960)

Note: Pursuant to Government Code 54960.1, the district attorney's office or any interested person may file a lawsuit to invalidate (i.e., declare null and void) actions that violate specific provisions of the Brown Act listed in Government Code 54960.1 and specified below. However, even when the action may normally be subject to invalidation, Government Code 54960.1 provides that in certain circumstances (e.g., when there has been substantial compliance with the Brown Act or the Board created a contractual obligation), the action may not be invalidated.

Note: Before seeking court action, the person who believes a violation occurred must send a written demand to the Board to "cure or correct" the action as specified below. Because the laws regarding these provisions are complex, it is recommended that the district consult with legal counsel upon receipt of a "cure and correct" demand.

The district attorney or any interested person may present a demand that the Board cure and correct a Board action which he/she alleges is in violation of law regarding any of the following: (Government Code 54960.1)

1. Open meeting and teleconferencing (Government Code 54953)
2. Agenda posting (Government Code 54954.2)
3. Closed session item descriptions (Government Code 54954.5)
4. New or increased tax assessments (Government Code 54954.6)
5. Special meetings (Government Code 54956)
6. Emergency meetings (Government Code 54956.5)

Any demand to "cure and correct" an alleged violation shall clearly describe the challenged action and the nature of the alleged violation and shall be presented to the Board in writing within 90 days of the date when the action was taken. If the alleged violation concerns action taken in an open session but in violation of Government Code 54954.2 (agenda posting), the written demand must be made within 30 days of the date when the alleged action took place. (Government Code 54960.1)

Within 30 days of receiving the demand, the Board shall do one of the following: (Government Code 54960.1)

1. Cure or correct the challenged action and inform the demanding party in writing of its actions to cure or correct.
2. Determine not to cure or correct the alleged violation and inform the demanding party in writing of its decision to not cure or correct.
3. Take no action. If the Board takes no action within the 30-day review period, its inaction

shall be considered a decision not to cure or correct the action.

Note: Pursuant to Government Code 54960, as amended by SB 1003 (Ch. 732, Statutes of 2012), past Board actions that occur on or after January 1, 2013 but which are not specified in Government Code 54960.1 may also be challenged. However, prior to commencing such an action, the district attorney or other interested person must comply with the requirements specified in Government Code 54960.2, as added by SB 1003, including sending a cease and desist letter to the Board within nine months of the alleged violation.

In addition, the district attorney's office or any interested party may file an action in court to determine the applicability of the Brown Act to any past Board action not specified in Government Code 54960.1, if the following conditions are met: (Government Code 54960.2)

1. Within nine months of the alleged violation, a cease and desist letter is submitted to the Board, clearly describing the past Board action and the nature of the alleged violation.

Note: Pursuant to Government Code 54960.2, the Board may respond within 30 days of receiving the cease and desist letter. If the Board decides to respond to the letter with an unconditional commitment to desist from repeating the past action, the unconditional commitment is required to be substantially in the same form provided in Government Code 54960.2 and to be approved in an open session of the Board's regular or special meeting. For a sample unconditional commitment letter, see E(2) 9323.2.

2. The time for the Board to respond has expired and the Board has not provided an unconditional commitment to cease and desist from and not repeat the past action alleged to have violated the Brown Act.

Legal Reference:

EDUCATION CODE

15266 School construction bonds

17466 Declaration of intent to sell or lease real property

17481 Lease of property with residence for nondistrict purposes

17510-17511 Resolution requiring unanimous vote of all members constituting board

17546 Private sale of personal property

17556-17561 Dedication of real property

17582-17583 District deferred maintenance fund

35140-35149 Meetings

35160-35178.4 Powers and duties

48660-48661 Community day schools, establishment and restrictions

CODE OF CIVIL PROCEDURE

425.16 Special motion to strike in connection with a public issue

1245.240 Eminent domain vote requirements

1245.245 Eminent domain, resolution adopting different use

GOVERNMENT CODE

53090-53097.5 Regulation of local agencies by counties and cities

53724 Parcel tax resolution requirements

53790-53792 Exceeding the budget

53820-53833 Temporary borrowing

53850-53858 Temporary borrowing

54950-54963 The Ralph M. Brown Act, especially:

54952.6 Action taken, definition

54953 Meetings to be open and public; attendance; secret ballots

54960-54960.5 Actions to prevent violations

65352.2 Coordination with planning agency

PUBLIC CONTRACT CODE

3400 Bid specifications

20111 Contracts over \$50,000; contracts for construction; award to lowest responsible bidder

20113 Emergencies, award of contracts without bids

COURT DECISIONS

Los Angeles Times Communications LLC v. Los Angeles County Board of Supervisors (2003)

112 Cal.App.4th 1313

McKee v. Orange Unified School District (2003) 110 Cal.App.4th 1310

Bell v. Vista Unified School District (2002) 82 Cal.App.4th 672

Boyle v. City of Redondo Beach (1999) 70 Cal.App.4th 1109

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, 2009

ATTORNEY GENERAL PUBLICATIONS

The Brown Act: Open Meetings for Local Legislative Bodies, 2003

LEAGUE OF CALIFORNIA CITIES PUBLICATIONS

Open and Public IV: A Guide to the Ralph M. Brown Act, 2007

WEB SITES

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

California Attorney General's Office: <http://www.oag.ca.gov>

Institute of Local Government: <http://www.ca-ilg.org>

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CSBA Sample

Exhibit

Actions By The Board

E 9323.2

Board Bylaws

Exhibit I

Cautionary Notice: As added and amended by SBX3 4 (Ch. 12, Third Extraordinary Session, Statutes of 2009), ABX4 2 (Ch. 2, Fourth Extraordinary Session, Statutes of 2009), and SB 70 (Ch. 7, Statutes of 2011), Education Code 42605 grants districts flexibility in "Tier 3" categorical programs and provides that districts are deemed in compliance with the program and funding requirements for these programs for the 2008-09 through 2014-15 fiscal years. As a result of this flexibility, the district may choose to temporarily suspend certain provisions of the following policy or administrative regulation that reflect those requirements. However, this flexibility does not affect or alter any existing contract or bargaining agreement that the district may have in place. Thus, districts should examine the terms of those contracts and agreements and consult with district legal counsel for additional guidance. Also see BP 2210 - Administrative Discretion Regarding Board Policy.

ACTIONS REQUIRING MORE THAN A MAJORITY VOTE

***Note: The following exhibit lists some of the Governing Board actions that require more than a majority vote. Other such actions may exist and may be identified in the future. ***

Actions Requiring a Two-Thirds Vote of the Board:

1. Resolution declaring intention to sell or lease real property (Education Code 17466)
(cf. 3280 - Sale or Lease of District-Owned Real Property)
2. Resolution declaring intent of Governing Board to convey or dedicate property to the state or any political subdivision for the purposes specified in Education Code 17556 (Education Code 17557)
3. Resolution authorizing and directing the Board president, or any other presiding officer, secretary, or member, to execute a deed of dedication or conveyance of property to the state or a political subdivision (Education Code 17559)
4. Lease for up to three months of school property which has a residence on it and which cannot be developed for district purposes because funds are unavailable (Education Code 17481)

***Note: Although a two-thirds vote and the approval of the county auditor and treasurer are required for temporary borrowing before receipt of fiscal income under Government Code 53820-53833, only a majority vote of the Board is required for temporary borrowing pursuant to Government Code 53850-53858. ***

5. Temporary borrowing before receipt of fiscal income, if implemented pursuant to Government Code 53820-53833 (Government Code 53821)

6. Upon complying with Government Code 65352.2 and Public Resources Code 21151.2, ordering city or county zoning ordinances inapplicable to a proposed use of the property by the district (Government Code 53094)

(cf. 7131 - Relations with Local Agencies)
(cf. 7150 - Site Selection and Development)
(cf. 7160 - Charter School Facilities)

7. Resolution to transfer excess local funds from a deferred maintenance fund when state funds are insufficient to match local funds being held in the deferred maintenance fund (Education Code 17582, 17583)

***Note: Items #8-10 below are for use by districts seeking to add a community day school on an existing school site. ***

8. For districts with an ADA of 2,500 or less seeking to add a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

9. For K-8 districts (and no higher grades) seeking to add a community day school on an existing school site, certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

10. For districts desiring to operate a community day school on an existing school site to serve grades K-6 (and no higher grades), certification that satisfactory alternative facilities are not available for a community day school (Education Code 48661)

(cf. 6185 - Community Day School)

11. Resolution of intent to issue general obligation bonds with the approval of 55 percent of the voters of the district (Education Code 15266)

(cf. 7214 - General Obligation Bonds)

12. Resolution of intent to issue bonds within a school facilities improvement district with the approval of 55 percent of the voters of the school facilities improvement district (Education Code 15266)

(cf. 7213 - School Facilities Improvement Districts)

13. Resolution to place a parcel tax on the ballot (Government Code 53724)

***Note: Code of Civil Procedure 1245.240 requires that, prior to commencing an eminent domain action, the Board adopt a resolution of necessity approved by a two-thirds vote of the Board. As added by SB 1650 (Ch. 602, Statutes of 2006), Code of Civil Procedure 1245.245 requires that, if the Board desires to use the property for a different use than stated in the resolution of necessity, then the Board must adopt, by two-thirds vote, another resolution authorizing the different use. ***

14. Resolution of necessity to proceed with an eminent domain action and, if the Board desires to use the property for a different use than stated in the resolution of necessity, a subsequent resolution so authorizing the different use (Code of Civil Procedure 1245.240, 1245.245)

Actions Requiring a Two-Thirds Vote of the Board Members Present at the Meeting:

1. Determination that there is a need to take immediate action and that the need for action came to the district's attention after the posting of the agenda. If less than two-thirds of the Board members are present at the meeting, a unanimous vote of all members present is required. (Government Code 54954.2)
2. Determination that a closed session is necessary during an emergency meeting. If less than two-thirds of the Board members are present, a unanimous vote of all members present is required. (Government Code 54956.5)

(cf. 9320 - Meetings and Notices)
(cf. 9321 - Closed Session Purposes and Agendas)

Actions Requiring a Four-Fifths Vote of the Board:

1. The expenditure and transfer of necessary funds and use of district property or personnel to meet a national or local emergency created by war, military, naval, or air attack, or sabotage, or to provide for adequate national or local defense (Government Code 53790-53792)

(cf. 3110 - Transfer of Funds)

2. Resolution, adopted between July 15 and August 30, to borrow funds of up to 25 percent of the estimated income and revenue to be received by the district during the current fiscal year from apportionments based on average daily attendance for the preceding school year (Government Code 53822-53824)
3. Declaration of an emergency in order to authorize the district to include a particular brand name or product in a bid specification (Public Contract Code 3400)

(cf. 3311 - Bids)

Actions Requiring a Unanimous Vote of the Board:

1. Resolution authorizing and prescribing the terms of a community lease for extraction of gas (Education Code 17510-17511)
2. Waiver of the competitive bid process pursuant to Public Contract Code 20111 when the Board determines that an emergency exists and upon approval of the County Superintendent of Schools (Public Contract Code 20113)

Action Requiring a Unanimous Vote of the Board Members Present at the Meeting:

1. Private sale of surplus property without advertisement in order to establish that such property is not worth more than \$2,500. Disposal of surplus property in the local dump or donation to a charitable organization requires the unanimous vote of the Board members present to establish that the value of such property would not defray the cost of arranging its sale. (Education Code 17546)

(cf. 3270 - Sale and Disposal of Books, Equipment and Supplies)

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Exhibit 2

UNCONDITIONAL COMMITMENT LETTER

Note: Government Code 54960, as amended by SB 1003 (Ch. 732, Statutes of 2012), authorizes the district attorney or other interested person to file an action in court to determine the applicability of the Ralph M. Brown Act to any past Governing Board action which is not specified in Government Code 54960.1 and which occurs on or after January 1, 2013; see the accompanying administrative regulation. Prior to commencing such an action, the district attorney or other interested person must send a cease and desist letter to the Board within nine months of the alleged violation. Within 30 days of receiving the cease and desist letter, the Board may respond by sending an unconditional commitment, substantially in the same form provided in Government Code 54960.2, to desist from repeating the past action. If the Board so responds, the district attorney or other interested person may not file an action in court. The following exhibit presents a sample unconditional commitment letter.

To: (Name of district attorney or any interested person)

The Governing Board of (name of school district) has received your cease and desist letter dated (date) alleging that the following described past action taken by the Board violates the Ralph M. Brown Act: (Describe alleged past action as set forth in the cease and desist letter.)

In order to avoid unnecessary litigation and without admitting any violation of the Ralph M. Brown Act, the Board hereby unconditionally commits that it will cease, desist from, and not repeat the challenged past action described above. The Board may rescind this commitment only by a majority vote of its membership taken in open session at a regular meeting and noticed on its posted agenda as "Rescission of Brown Act Commitment." You will be provided with written notice, sent by any means or media you provide in response to this message, to whatever address(es) you specify, of any intention to consider rescinding this commitment at least 30 days before any such regular meeting. In the event that this commitment is rescinded, a notice will be delivered to you by the same means as this commitment, or by mail to an address that you have designated in writing, and you will have the right to commence legal action pursuant to Government Code 54960(a).

Sincerely,

(Name)

(Title of Board President or other designee)

11/12

CSBA Sample

Board Bylaw

Minutes And Recordings

BB 9324

Board Bylaws

Note: The following ~~optional~~ should be modified to reflect district practice.

The Governing Board recognizes that maintaining accurate minutes of Board meetings provides a record of Board actions for use by district staff and the public. Accurate minutes also help foster public trust that Board actions are occurring in public in accordance with law.

(cf. 9000 - Role of the Board)
(cf. 9005 - Governance Standards)
(cf. 9323 - Meeting Conduct)

The secretary of the Board shall keep minutes and record all official Board actions. The Board's minutes shall be public records and shall be made available to the public upon request.
(Education Code 35145, 35163)

(cf. 1340 - Access to District Records)
(cf. 9323.2 - Actions by the Board)

The Superintendent or designee shall distribute a copy of the "unapproved" minutes of the previous meeting(s) with the agenda for the next regular meeting. At the next meeting, the Board shall approve the minutes as circulated or with necessary amendments.

Note: The following ~~paragraph~~ is optional and should be modified to reflect district practice.

In order to ensure that the minutes are focused on Board action, the minutes shall include only a brief summary of the Board's discussion, but shall not include a verbatim record of the Board's discussion on each agenda topic or the names of Board members who made specific points during the discussion.

The minutes shall include the specific language of each motion, the names of members who made and seconded the motion, and the individual votes of each member, unless the action was unanimous. When a roll call vote is taken, the names and votes of each member shall be listed. Motions or resolutions shall be recorded as having passed or failed. All motions and Board resolutions shall be numbered consecutively from the beginning of each fiscal year.

The minutes shall reflect the names of those individuals who comment during the meeting's public comment period as well as the topics they address.

Note: Pursuant to Government Code 54952.2, a majority of the Board must be present at a meeting in order to hear, discuss, or deliberate on any matter within the subject matter jurisdiction of the Board. Thus, the minutes should reflect when a member is not present for the entire meeting in order to document that a majority of the Board remained in attendance throughout the meeting.

The minutes shall record which members are present and whether a member is not present for part of the meeting due to late arrival and/or early departure.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

Note: Pursuant to 5 CCR 16023, minutes and official actions of the Board must be classified and retained in accordance with 5 CCR 16022. See BP/AR 3580 - District Records

Official Board minutes and recordings shall be stored in a secure location and shall be retained in accordance with law.

(cf. 3580 - District Records)

Note: Although Government Code 54957.2 permits keeping of minutes for closed sessions, districts should consult with legal counsel before making it a practice to do so. Should a court determine that a district has violated the Brown Act, Government Code 54960 allows the court to compel the Board to record its closed sessions. See BB 9323.2 - Actions by the Board.

Any minutes or recordings kept for Board meetings held in closed session shall be kept separately from the minutes or recordings of regular and special meetings. Minutes or recordings of closed sessions are not public records. (Government Code 54957.2)

(cf. 9321.1 - Closed Session Actions and Reports)

Recording or Broadcasting of Meetings

Note: Pursuant to Government Code 54953.5 and 54953.6, any person attending an open meeting may record or broadcast the meeting, unless the Board makes a reasonable finding that the recording or broadcast cannot continue without noise, illumination, or obstruction of view which would persistently disrupt the meeting. See BB 9323 - Meeting Conduct for language regarding recording by the public.

The district may tape, film, or broadcast any open Board meeting. The Board president shall announce that a recording or broadcasting is being made at the beginning of the meeting and, as practicable, the recorder or camera shall be placed in plain view of meeting participants.

Any district recording may be erased or destroyed 30 days after the meeting. Recordings made during a meeting are public records and, upon request, shall be made available for inspection by

members of the public on a district recorder without charge. (Government Code 54953.5)

Legal Reference:

EDUCATION CODE

35145 Public meetings

35163 Official actions, minutes and journals

35164 Vote requirements

GOVERNMENT CODE

54952.2 Meeting defined

54953.5 Audio or video recording of proceedings

54953.6 Broadcasting of proceedings

54957.2 Closed sessions; clerk; minute book

54960 Violations and remedies

PENAL CODE

632 Unlawful to intentionally record a confidential communication without consent

CODE OF REGULATIONS, TITLE 5

16020-16027 Classification and retention of records

Management Resources:

CSBA PUBLICATIONS

The Brown Act: School Boards and Open Meeting Laws, rev. 2007

Guide to Effective Meetings, rev. 2007

Maximizing School Board Leadership: Boardmanship, 1996

WEB SITES

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

(9/89 2/94) 7/08

CSBA Sample

Board Policy

Catastrophic Leave Program

BP 4161.9 4261.9,4361.9
Personnel

Note: Education Code 44043.5 authorizes the Governing Board to establish a catastrophic leave program which permits employees to donate accrued vacation and sick leave credits to other employees who experience a catastrophic personal or family illness or injury. The following optional policy is for districts that choose to offer such a program and may be subject to collective bargaining agreements.

When a catastrophic illness or injury incapacitates an employee or a member of his/her family for an extended period of time and the employee has exhausted all paid leaves of absence, other employees may donate accrued vacation and/or sick leave credits to that employee under the specific requirements of the district's catastrophic leave program.

Donations made under the catastrophic leave program shall be strictly voluntary.

(cf. 4161/4261/4361 - Leaves)
(cf. 4161.1/4361.1 - Personal Illness/Injury Leave)
(cf. 4261.1 - Personal Illness/Injury Leave)

Legal Reference:
EDUCATION CODE
44043.5 Catastrophic leave

(3/92) 10/98

CSBA Sample

Board Policy

Evaluation/Supervision

BP 4115

Personnel

Note: Evaluation criteria for certificated instructional staff must address at least the four items listed in Education Code 44662 and may be expanded by the Board; see AR 4115.

The Governing Board believes that regular and comprehensive evaluations can help instructional staff improve their teaching skills and raise students' levels of achievement. Evaluations also serve to hold staff accountable for their performance. The Superintendent or designee shall evaluate the performance of certificated staff members in accordance with law, negotiated employee contracts and Board-adopted evaluation standards.

(cf. 4141/4241 - Collective Bargaining Agreement)

Note: The following optional paragraph may be revised to reflect district practice. Education Code 44661.5 authorizes the Board, with the agreement of the exclusive representative of the certificated staff, to include any objective evaluation standards from the National Board for Professional Teaching Standards and/or the California Standards for the Teaching Profession, as long as the standards are consistent with Education Code 44660-44665. If the certificated staff do not have an exclusive representative, the Board may adopt objective evaluation and assessment guidelines consistent with Education Code 44661.5. Districts without an exclusive representative should modify the following paragraph accordingly.

Objective standards from the ~~National Board for Professional Teaching Standards and/or the~~ California Standards for the Teaching Profession shall be reviewed and may be incorporated in district evaluation standards with the agreement of the exclusive representative of the certificated staff.

(cf. 4119.21/4219.21/4319.21 - Professional Standards)

(cf. 4140/4240 - Bargaining Units)

(cf. 4315.1 - Staff Evaluating Teachers)

Evaluation procedures may include observation of teacher performance in the classroom.

The Superintendent or designee shall ensure that evaluation ratings have uniform meaning throughout the district.

***Note: Pursuant to Education Code 44664, districts may require employees who receive unsatisfactory ratings in areas related to teaching methods or instruction to participate in programs to improve their skills, such as a peer assistance and review program operated by the

district in accordance with Education Code 44500-44508. See AR 4115 and BP/AR 4139 - Peer Assistance and Review.***

Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement. When areas needing improvement are identified, the Board expects employees to accept responsibility for improving their performance. The Superintendent or designee shall assist employees in improving their performance and may require participation in appropriate programs. Staff members are encouraged to take initiative to request assistance as necessary to promote effective teaching.

(cf. 4131 - Staff Development)

(cf. 4139 - Peer Assistance and Review)

Legal Reference:

EDUCATION CODE

33039 State guidelines for teacher evaluation procedures

35171 Availability of rules and regulations for evaluation of performance

44500-44508 Peer assistance and review program for teachers

44660-44665 Evaluation and assessment of performance of certificated employees (the Stull Act)

GOVERNMENT CODE

3543.2 Scope of representation

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

7801 Definition of highly qualified teacher

Management Resources:

CTC PUBLICATIONS

Standards for the Quality and Effectiveness for Beginning Teacher Support and Assessment Programs, 1997

California Standards for the Teaching Profession, 1997

WEB SITES

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

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

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

National Board for Professional Teaching Standards: <http://www.nbpts.org>

(7/99 7/00) 11/03

Final Draft

CSBA Sample

Administrative Regulation

Evaluation/Supervision

AR 4115
Personnel

Note: Education Code 35171 mandates the Governing Board to adopt reasonable regulations related to evaluating the performance of certificated personnel. Staff members covered by employee contracts must be evaluated according to contract provisions. The following administrative regulation should be revised as necessary for consistency with negotiated agreements.

The Superintendent or designee shall print and make available to certificated employees written regulations related to the evaluation of their performance in their assigned duties. (Education Code 35171)

(cf. 4100 - Certificated Personnel)
(cf. 4141/4241 - Collective Bargaining Agreement)

Note: The following optional paragraph may be revised to reflect district practice.

Certificated staff shall receive information regarding the district's evaluation criteria and procedures upon employment with the district and whenever the criteria are revised.

(cf. 4112.21 - Interns)
(cf. 4131.1 - Beginning Teacher Support/Induction)
(cf. 4315.1 - Staff Evaluating Teachers)

Frequency of Evaluations

Each probationary certificated employee shall be evaluated at least once each school year.
(Education Code 44664)

(cf. 4116 - Probationary/Permanent Status)

Note: The following optional paragraph may be revised to reflect district practice.

In addition, probationary teachers shall be formally observed and given constructive feedback at least once each semester and more often when necessary, as part of the evaluation process. Within three school days of each formal observation, a conference shall be held between the evaluator and the probationary teacher.

The performance of each certificated employee with permanent status shall be evaluated and

assessed on a continuing basis as follows: (Education Code 44664)

1. At least every other year

***Note: Education Code 44664 authorizes a different evaluation schedule for permanent certificated employees who meet certain criteria specified in item #2 below. ***

2. At least every five years if all of the following conditions are met:

- a. The employee has been employed by the district at least 10 years.
- b. The employee meets the qualifications of a highly qualified teacher as defined in 20 USC 7801 of the federal No Child Left Behind Act, if 20 USC 6319 requires that his/her position be filled by a highly qualified teacher.
- c. The employee's previous evaluation rated him/her as meeting or exceeding standards.
- d. The evaluator and the employee agree to this schedule. Either the evaluator or the employee may withdraw consent at any time.

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)

3. Annually, if the permanent employee has received an unsatisfactory evaluation until he/she receives a satisfactory evaluation or is separated from the district

(cf. 4117.4 - Dismissal)

Evaluation Criteria

Note: Education Code 44662 requires the Board to establish evaluation criteria which, at a minimum, must include the criteria listed in items #1-4 below. The following list may be expanded to include additional criteria adopted by the Board.

The Superintendent or designee shall assess the performance of certificated instructional staff as it reasonably relates to the following criteria: (Education Code 44662)

1. Students' progress toward meeting district standards of expected achievement for their grade level in each area of study and, if applicable, towards the state-adopted content standards as measured by state-adopted criterion-referenced assessments

(cf. 6011 - Academic Standards)

(cf. 6162.5 - Student Assessment)

2. The instructional techniques and strategies used by the employee
3. The employee's adherence to curricular objectives

4. The establishment and maintenance of a suitable learning environment within the scope of the employee's responsibilities

The evaluation of certificated employee performance shall not include the use of publishers' norms established by standardized tests. (Education Code 44662)

Noninstructional certificated employees shall be evaluated on their performance in fulfilling their defined job responsibilities. (Education Code 44662)

Evaluation Results

Certificated instructional employees shall receive a written copy of their evaluation no later than 30 days before the last scheduled school day of the school year in which the evaluation takes place. Before the last scheduled school day of the school year, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Noninstructional certificated staff members employed on a 12-month basis shall receive a copy of their evaluation no later than June 30 of the year in which the evaluation takes place. Before July 30, the employee and the evaluator shall meet to discuss the evaluation. (Education Code 44663)

Instructional and noninstructional certificated employees shall have the right to respond in writing to their evaluation. This response shall become a permanent attachment to the employee's personnel file. (Education Code 44663)

(cf. 4112.6 /4212.6/4312.6 - Personnel Files)

Evaluations shall include recommendations, if necessary, as to areas in need of improvement in the employee's performance. If an employee is not performing satisfactorily according to teaching standards approved by the Governing Board pursuant to Education Code 44662, the Superintendent or designee shall so notify the employee in writing and shall describe the unsatisfactory performance. The Superintendent or designee shall confer with the employee, make specific recommendations as to areas needing improvement, and endeavor to provide assistance to the employee in his/her performance. (Education Code 44664)

Note: The following paragraph is for use by districts participating in the Peer Assistance and Review Program for Teachers (Education Code 44500-44508). Pursuant to Education Code 44664, an employee who receives an unsatisfactory rating in specified areas must be referred to the program.

Any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction shall participate in the district's peer assistance and review program. (Education Code 44662, 44664)

(cf. 4139 - Peer Assistance and Review)

The Superintendent or designee may require any certificated employee who receives an unsatisfactory rating in the area of teaching methods or instruction to participate in a program designed to improve appropriate areas of performance and to further student achievement and the district's instructional objectives. (Education Code 44664)

(cf. 4131 - Staff Development)

(cf. 4138 - Mentor Teachers)

(11/03 3/06) 11/07

CSBA Sample

Board Policy

Evaluation/Supervision

BP 4215

Personnel

The Governing Board recognizes that appropriate supervision and regular, comprehensive evaluations can help employees to continually improve in the performance of their responsibilities. Evaluations shall be made in accordance with procedures specified in negotiated contracts and based on job-specific standards of performance.

(cf. 4141/4241 - Collective Bargaining Agreement)

Note: Pursuant to Government Code 3543.2, procedures to be used for the evaluation of employees are conditions of employment subject to negotiation. Performance standards used as the basis for the evaluations are not mandatory subjects of negotiation. The following optional paragraph may be revised to reflect district practice.

The Board expects supervisors to gauge employees' on-the-job effectiveness and skills in a fair, objective, and consistent manner. Evaluations shall address the competence and care with which the employee executes his/her assigned responsibilities. As appropriate, evaluations also may address the extent to which the employee works cooperatively with others and observes school or district rules and regulations.

(cf. 4119.21/4219.21/4319.21- Professional Standards)

The Superintendent or designee shall ensure that evaluation ratings have uniform meaning throughout the district.

Evaluations shall be used to recognize the exemplary skills and accomplishments of staff and to identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects employees to accept responsibility and take initiative to improve their performance. The Superintendent or designee shall assist employees in obtaining needed job skills.

(cf. 4231 - Staff Development)

The evaluation shall be dated and signed by both the employee and the supervisor.

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

***Note: The following optional paragraph may be revised to reflect district practice. For districts incorporating the merit system, Education Code 45262 requires that the rules and

procedures of the personnel commission, which include procedures pertaining to performance evaluations pursuant to Education Code 45261, be made available as specified. AB 1772 (Ch. 547, Statutes of 2005) amended Education Code 45262 to authorize districts to publish and distribute these rules by electronic means.***

The Superintendent or designee shall ensure that classified employees have access to rules and procedures related to performance evaluations.

Legal Reference:

EDUCATION CODE

45113 Rules and regulations for the classified service in districts not incorporating the merit system

45261 Subjects of rules (merit system districts)

45262 Distribution of rules

GOVERNMENT CODE

3543.2 Scope of representation

Management Resources:

WEB SITES

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

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

(1/85 10/96) 3/06

CSBA Sample

Board Policy

Evaluation/Supervision

BP 4315

Personnel

***Note: The following policy should be modified to reflect district practice. Districts with applicable district collective bargaining agreements that cover the evaluation of certificated and/or classified administrative and supervisory personnel should either delete or modify the following policy for consistency with the agreement. For evaluation procedures of the Superintendent, see BP 2140 - Evaluation of the Superintendent. ***

The Governing Board recognizes the importance of regular and comprehensive evaluations of administrative and supervisory personnel to provide ongoing feedback for continuous improvement of employee performance. Evaluations shall be linked to the district's vision, strategic plan, school improvement goals, professional development plan, and goals for student achievement.

(cf. 0000 - Vision)

(cf. 0200 - Goals for the School District)

(cf. 0500 - Accountability)

(cf. 2140 - Evaluation of the Superintendent)

(cf. 4300 - Administrative and Supervisory Personnel)

Certificated Administrative and Supervisory Personnel

***Note: Education Code 35171 mandates the Board to adopt reasonable regulations related to evaluating the performance of certificated personnel, including administrative and supervisory personnel. The following section provides language to fulfill this mandate and should be modified to reflect district practice. ***

***Note: The California Professional Standards for Educational Leaders, developed by the California School Leadership Academy, Association of California School Administrators, Commission on Teacher Credentialing, California Department of Education, and colleges and universities, detail leadership standards that may be used in evaluating administrators. ***

The Superintendent shall develop objective evaluation guidelines and standards for use in the district's evaluation system for certificated administrative and supervisory personnel. Such standards may include those of the California Professional Standards for Education Leaders as well as other standards and criteria developed by the Board and Superintendent.

***Note: Education Code 44664 requires that permanent certificated employees be evaluated either at least every other year or, if the employee has been employed by the district for at least

10 years and certain other conditions are satisfied, at least every five years, as specified below. If the administrator or supervisor is in a position that must be filled by a highly qualified teacher pursuant to 20 USC 6319 of the federal No Child Left Behind Act, then Education Code 44664 requires the employee to meet the definition of "highly qualified" in order to be evaluated on the longer five-year schedule. See BP/AR 4112.24 - Teacher Qualifications Under the No Child Left Behind Act. The Board may require more frequent evaluations, as necessary.***

Each certificated administrative and supervisory employee shall be evaluated every other year. However, an employee may be evaluated every five years provided that he/she has been employed by the district for at least 10 years, his/her previous evaluation rated him/her as meeting or exceeding standards, and the evaluator and the employee agree to this schedule. Either the evaluator or the employee may withdraw consent for this schedule at any time. (Education Code 44664)

(cf. 4112.24 - Teacher Qualifications Under the No Child Left Behind Act)
(cf. 4116 - Probationary/Permanent Status)

Any certificated administrative and supervisory employee who is new to a position may be evaluated each year for the first two years in the position. Evaluation is a continuous process and may occur between scheduled periods at the request of the employee, his/her supervisor, or the Superintendent or designee.

Note: Education Code 44663 sets specific requirements for evaluation results, including the deadlines for completing evaluations and the employee's right to respond to the evaluation. These requirements are specified in AR 4115 - Evaluation/Supervision.

Evaluations shall be conducted within the timelines specified in law, Board policy, and administrative regulation. The evaluation process for certificated administrative and supervisory personnel shall be the same as for other certificated instructional personnel, as detailed in AR 4115 - Evaluation/Supervision.

(cf. 4115 - Evaluation/Supervision)
(cf. 4312.1 - Contracts)

Classified Senior Management and Supervisory Employees

Classified senior management and supervisory employees shall be evaluated in accordance with the procedures developed by the Superintendent or designee and approved by the Board.

(cf. 4215 - Evaluation/Supervision)

Evaluations shall be used to recognize the exemplary skills and accomplishments of classified senior management and supervisory employees and to identify areas needing improvement. When the evaluation indicates areas needing improvement, the Board expects such staff to take the initiative to improve their performance and for their supervisors to assist them in obtaining

needed job skills.

(cf. 4331 - Staff Development)

The evaluation shall be dated and signed by the classified senior manager or supervisory employee and his/her supervisor. The manager or supervisory employee may respond in writing to the evaluation within a reasonable time after receiving a copy of the evaluation. The response shall be attached to the evaluation and placed in his/her personnel file.

(cf. 4112.6/4212.6/4312.6 - Personnel Records)

Legal Reference:

EDUCATION CODE

33039 State guidelines for teacher evaluation procedures

35171 Availability of rules and regulations for evaluation of performance

44660-44665 Evaluation and assessment of performance of certificated employees

45113 Rules and regulations for the classified service in districts not incorporating the merit system

GOVERNMENT CODE

3543.2 Scope of representation

UNITED STATES CODE, TITLE 20

6319 Highly qualified teachers

7801 Definition of highly qualified teacher

Management Resources:

COMMISSION ON TEACHER CREDENTIALING PUBLICATIONS

Standards of Quality and Effectiveness for Administrative Services Credentials, 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>

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

National Board for Professional Teaching Standards: <http://www.nbpts.org>

(1/85 11/86) 7/07

**After School Education and Safety Program
Universal Grant Application**

Cover Page

APPID: 14-08-56-14-ASES-429

Mail signed original and one copy to:

After School Program Office
ASES Universal Application
California Department of Education
1430 N Street, Suite 3400
Sacramento, CA 95814

Email for questions:
afterschool@cde.ca.gov

Are you applying on behalf of a new school with a valid CDS code, but no FRPM data reported in CalPADS? If so, you must submit the Estimated Free and Reduced Price Meals Worksheet with ASD approval or you will be disqualified.

Note: Authorized Agent is also known as the Authorized Signatory in the ASES Application.

Agency Name	Mesa Union Elementary
CDS/FEIN	56724700000000
County Name	Ventura
Agency Type	LEA
Name of Authorized Agent	Dr. Michael Babb, Superintendent
Professional Title of Authorized Agent	Superintendent
Address	3901 North Mesa School Road
City, State, Zip	Somis, CA 93066-9734
Phone Number	(805) 485-1411
Fax Number	
Email Address	mbabb@mesaschool.org
Name of Program Contact	
Professional Title of Program Contact	
Agency Name of Program Contact	Mesa Union Elementary
Address	
City, State, Zip	
Phone Number	
Fax Number	
Email Address	mbabb@mesaschool.org
Total Amount Requested	\$149,850.00

Certification of Assurance: I certify that all applicable state and federal rules and regulations and the provisions of the After School Education and Safety Program will be observed and that, to the best of my knowledge, the information contained in this application is correct and complete.

Signature of Authorized Agent 

**After School Education and Safety Program
Universal Grant Application**

Co-applicant Page

APPID: 14-08-56-14-ASES-
429

If this box is checked, my application indicates that I am applying with a Co-applicant. Co-applicant agency information is therefore required. If you wish to change your Co-applicant status and apply as a single applicant, return to the Questions section in the ASSIST online application and resubmit your application questions.

Note: Any agency may act as a collaborative local partner, contractually or otherwise, in implementing the ASES program without applying as a Co-applicant in this ASES application. Applying as a Co-applicant in this application creates a responsibility directly to the CDE to implement the terms of the RFA.

Allowable Co-applicant combinations:

Co-applicant Type	Non-LEA	LEA
1	A county board of supervisors	One or more LEAs
2	The city council of a chartered or incorporated city	One or more LEAs
3	A non-profit (may not act as the fiscal agent)	One or more LEAs

The Co-applicant combinations must be one of the types 1-3 above in order to apply as Co-applicants. All other Co-applicant combinations will be denied.

Please list the following information for your Co-applicant(s). If there are more Co-applicants use additional copies of this form for each. Be sure to provide original signatures for each of your Co-applicant's Authorized Signatory.

Co-applicant Agency Name:	n/a
Co-applicant Agency Type:	
Co-applicant FEIN/CDS Number:	
Co-applicant Authorized Agent Name:	
Co-applicant Authorized Agent Title:	
Address:	
City:	
State:	
Zip:	
Phone:	
Email:	
Signature of Authorized Co-applicant:	


**After School Education and Safety Program
Universal Grant Application**

APPID: 14-08-56-14-ASES-
429

Signature and Approvals


PART A -- SCHOOL PRINCIPAL APPROVAL

The principal of each school to be served by the program must approve this application (EC Section 8482.3 [f][2]) and commits to supporting the program (EC Section 8483.3 [c][6]). As a partner in the application, the principal agrees to share responsibility for the planning and quality of the program (EC Section 8482.3 [f][3]) and to operate a program on their site (EC Section 8482.3 [f][1]) or at a site not located on the school campus that meets EC requirements (EC Section 8486).

CDS Code	School Name	Name of Principal	Signature of Principal
56724706055123	Mesa Elementary	Ryan Howatt, Principal	


PART B -- SCHOOL DISTRICT APPROVAL

The local education agency (LEA) superintendent or charter school governing board must approve this application (EC Section 8482.3 [f][2]). As a partner in the application, the superintendent or governing board agrees to share responsibility for the planning and quality of the program (EC Section 8482.3 [f][3]) and to operate a program on their site(s) (EC Section 8482.3 [f][1]) or at a site(s) not located on the school campus that meets EC requirements (EC Section 8486). NOTE: Independent charter schools applying for this grant funding are not required to obtain the superintendent's signature for approval.

CDS Code	School District Name	Name of Superintendent	Signature of Superintendent
5672470	Mesa Union Elementary	Dr. Michael Babb, Superintendent	

PART C -- CERTIFICATION AND DESIGNATION OF APPLICANT AGENCY

Each application must designate an applicant agency as the fiscal agent of the grant. The applicant agency must be a LEA or public agency. A "public agency" means a county board of supervisors or, if the city is incorporated, a city council (EC Section 8482.3 [f][4]). The applicant agency agrees to clearly demonstrate fiscal accountability and to follow all programmatic, fiscal reporting, accountability, and auditing standards, as well as all legal and legislative requirements of state and federal funding (EC Section 8482.3 [f][5]) (EC Section 8483.3 [c][9]).

Agency Name	Mesa Union Elementary
Name of Authorized Agent	Dr. Michael Babb, Superintendent
Signature of Authorized Agent	

After School Education and Safety Program
Universal Grant Application

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Certified Assurances

Note: All grantees are required to retain on file a copy of the General Assurances for their records and for audit purposes. Please download the General Assurances on the California Department of Education Funding Forms Web page at <http://www.cde.ca.gov/fg/fo/fm/ff.asp>. Grantees should not submit General Assurances to the CDE.

Note: If applying as a Co-applicant, you must provide a signed copy for each Co-applicant.

CERTIFIED ASSURANCES	
On behalf of the applicant agency, the Authorized Executive is to sign at the bottom of each page acknowledging understanding of and agreement with each Certified Assurance.	
Program Elements	
1	The program will include an educational and literacy element designed to provide tutoring and/or homework assistance in one or more of the following subject areas: language arts, mathematics, history and social science, science, and computer training.
2	The program will have an educational enrichment element that may include, but is not limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities. Such activities might involve the arts, music, physical activity, health promotion, general recreation, technology, career awareness, and activities to support positive youth development.
3	The program will provide a safe physical and emotional environment and opportunities for relationship-building and will promote active student engagement.
4	The program will collaborate and integrate with the regular school day program and other extended learning opportunities.
5	The program will provide a snack that conforms to the nutrition standards in the California Education Code, Part 27, Chapter 9, Article 2.5, commencing with Section 49430.
6	The program will provide opportunities for physical activity.
Program Plan	
7	Partners to this application, as well as school staff, have demonstrated commitment to supporting the program and sharing responsibility for the planning and quality of the program at the designated site(s).
8	The program is planned through a collaborative process that includes parents, youth, and representatives of participating public school sites, governmental agencies (e.g., city and county parks and recreation departments), local law enforcement, community organizations, and the private sector.
9	The program will review Program Plans every three years. This review is to include, but not be limited to, program goals, program content, and outcome measures that the grantee will use for the next three years and, any other information requested by the CDE. New program goals may be selected for the following three years during the grant renewal process.
10	The program acknowledges that the CDE will monitor the Program Plan review as part of its onsite monitoring process.
11	The program will notify the CDE if the program goals or outcome measures are changed.

I acknowledge understanding of and agreement with Certified Assurances 1-11



Signature of Authorized Agent

After School Education and Safety Program
 Universal Grant Application

APPID: 14-08-56-14-ASES-
 429

Certified Assurances

Note: If applying as a Co-applicant, you must provide a signed copy for each Co-applicant.

Program Operations	
12	The program will maintain a student-to-staff member ratio of no more than 20:1.
13	The program will begin operation immediately upon the end of the regular school day. (Note: A regular school day is any day that students attend and instruction takes place.)
14	The program will operate for a minimum of 15 hours per week.
15	The program will operate until at least 6:00 p.m., on every regular school day.
16	The program will establish a reasonable early release policy for students attending the after school component.
17	Elementary students should participate every day that the after school program operates.
18	Middle/junior high school students should attend a minimum of nine hours and three days per week. (Note: The program must operate all regular school days).
19	A flexible attendance schedule for middle/junior high school students may be implemented in order to develop an age-appropriate program. Priority for enrollment will be given to students who attend daily.
20	Every student attending a school operating a program is eligible to participate in the program, subject to program capacity.
21	The program is not required to charge family fees or conduct individual eligibility determination based on need or income.
22	The program will provide all notices, reports, statements, and records to parents or guardians in English and the student's primary language when 15 percent of the students enrolled at the school site speak a single primary language other than English as determined by language census data from the preceding year.
Site Staff and Volunteers	
23	The program will establish qualifications for each position so that all staff members directly supervising students meet the minimum qualifications of an instructional aide, pursuant to the policies of the district.
24	Selection of the program site supervisors are subject to the approval of the school site principal.
25	Staff and volunteers will fulfill health screening and fingerprint clearance requirements in current law and in compliance with school district, private school, or agency policy.
Staff Training and Development	
26	The program will provide staff training and development.
27	A program may provide a maximum of three staff development days a year during regular program hours using grant funds.
Other Sites	
28	If the site is not located on a school campus, safe, supervised transportation must be provided to enrolled students.
29	Programs may be conducted on the grounds of a community park, recreational facility, or other site as approved by the CDE in the grant application process.
30	Offsite programs will be aligned with the educational and literacy components of the program with participating students' regular school programs.
31	Offsite programs will ensure communication among teachers in the regular school program, after school staff and parents of students.
32	Offsite programs will comply with all statutory and regulatory requirements of those conducted on the school site.

I acknowledge understanding of and agreement with Certified Assurances 12-32


 Signature of Authorized Agent

After School Education and Safety Program
Universal Grant Application

APPID: 14-08-56-14-ASES-429

Certified Assurances

Note: If applying as a Co-applicant, you must provide a signed copy for each Co-applicant.

Attendance and Evaluation Measures	
33	The program will keep accurate program attendance records and report actual attendance to the CDE twice per fiscal year.
34	The program will report school day attendance rates for participating students.
35	The program will meet all evaluation requirements, including participation in a statewide evaluation process as determined by the CDE and provide all required information on a timely basis.
36	The program will provide information for the statewide independent evaluation.
37	The program will respond to any additional surveys or other methods of data collection that may be required throughout the life of the program.
38	The program will annually provide participating students' regular school day annually and program attendance semi-annually. In lieu of the Standardized Testing and Reporting test results the program will submit any assessment or reporting requirement as subsequently established by the CDE.
39	The program will use standardized procedures and collection tools developed by the CDE for evaluation purposes. Locally developed tools or protocols will not be accepted.
Fiscal Issues	
40	The program will expend no more than 15 percent of funding on administrative costs, which include indirect costs.
41	The program's indirect costs will be the lesser of: <ul style="list-style-type: none"> • The school district's indirect cost rate, as approved by the CDE for the appropriate fiscal year, or • Five percent of the state program funding received pursuant to this article.
42	The program will expend at least 85 percent on direct services to students.
43	The program will use these funds to supplement, but not supplant, existing funding for after school programs.
44	The program will provide at least 33 percent cash or in-kind local matching funds from the school district, government agencies, community organizations, or the private sector for each dollar expended in grant funds. Not more than 25 percent of the match requirement will be fulfilled by facilities or space usage.
45	The program acknowledges that State categorical funds for remedial education activities are not eligible as matching funds for after school programs.

California Education Code (EC) citation for each assurance:

1. (EC 8482.3 [c][1]) (EC 8482.3 [f][6]) (EC 8483.3 [c][1])	17. (EC 8483 [a][2])	33. (EC 8482.3 [f][10][C]) (EC 8484 [a][1][B])
2. (EC 8482.3 [c][2]) (EC 8482.3 [f][6]) (EC 8483.3 [c][2])	18. (EC 8483 [a][2])	34. (EC 8482.3 [f][10][A]) (EC 8484 [a][1][A])
3. (EC 8483.3 [c][3])	19. (EC 8483 [a][3])	35. (EC 8482.3 [f][7-8]) (EC 8483.3 [c][11]) (EC 8484 [a])
4. (EC 8483.3 [c][5])	20. (EC 8482.6)	36. (EC 8482.3 [f][7-8]) (EC 8484 [a])
5. (EC 8482.3 [d]) (EC 8483.3 [c][8])	21. (EC 8482.6)	37. (EC 8482.3 [f][7-8]) (EC 8484 [a][2][E])
6. (EC 8483.3 [c][7])	22. (EC 48985)	38. (EC 8482.3 [f][7-8]) (EC 8482.3 [f][10][B]) (EC 8484 [a])
7. (EC 8483.3 [f][1-3]) (EC 8483.3 [c][6]) (EC 8486)	23. (EC 8483.4)	39. (EC 8482.3 [f][7-8]) (EC 8484 [c])
8. (EC 8482.5 [b])	24. (EC 8483.4)	40. (EC 8483.9 [b])
9. (EC 8482.3 [g][1])	25. (EC 8483.4)	41. (EC 8483.9 [a])
10. (EC 8482.3 [g][2])	26. (EC 8483.3 [c][4])	42. (EC 8483.9 [c])
11. (EC 8482.3 [g][1])	27. (EC 8483.7[a][1][C])	43. (EC 8483.5 [e]) (EC 8483.7 [b])
12. (EC 8483.4)	28. (EC 8482.8 [a]) (EC 8484.6 [a])	44. (EC 8483.7 [a][5])
13. (EC 8483 [a][1])	29. (EC 8484.6 [a])	45. (EC 8483.7 [b])
14. (EC 8483 [a][1])	30. (EC 8482.8[a]) (EC 8484.6 [a])	
15. (EC 8483 [a][1])	31. (EC 8482.8 [a])	
16. (EC 8483 [a][1])	32. (EC 8484.6 [b])	

I acknowledge understanding of and agreement with Certified Assurances



Signature of Authorized Agent

After School Education and Safety Program
Universal Application

APPID: 14-08-56-14-ASES-429

Outcome Measures Based upon Individual Program Focus

After School Education and Safety (ASES) programs are required to select one or more outcome measures to demonstrate program effectiveness based upon program focus. Data for chosen measures must be submitted annually as required by EC Section 8484.

Participants of the University of California at Irvine Online Toolbox may elect to use data from the project to measure program outcomes.

Please check one or more of the evaluation measures of program effectiveness that will be submitted annually to the CDE:

- Any assessment or reporting requirement established by the CDE after the cessation of STAR testing.
- Skill development as reported by school day teachers or after school staff.
- Positive behavioral changes as reported by school day teachers or after school staff.
- University of California at Irvine Online Toolbox program outcome(s).

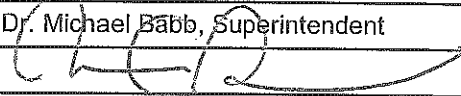
After School Education and Safety Program
Universal Grant Application

APPID: 14-08-56-14-ASES-429

Disqualification Form

The following conditions must be met for an application to be considered for ASES funding. If an applicant does not comply with these items, the application will be disqualified. The Authorized Agent must sign below.

- An application submitted through any other method than through the ASSIST application system will be disqualified. The Applicant must apply through and print a completed application from the ASSIST system only.
- An application without an original authorized signature on all required pages and Certified Assurances forms will be disqualified. The applicant must submit originals of all Authorized Signatures. Authorized signatures from designees will be accepted only if submitted with a copy of the governing board's resolution and minutes authorizing the designee to sign as a proxy for financial statements and legal documents.
- An application without a Program Narrative will be disqualified. The Applicant must submit, as an attachment, a Program Narrative that describes the two ASES program elements (see Description of Required Program Narrative, page 6 of the RFA).
- An individual school without a valid CDS code will be disqualified.
- An individual school without valid FRPM data will be disqualified. If an applicant submits valid FRPM data using the Estimated FRPM Worksheet without also submitting documentation of advanced approval of use of the Worksheet from the ASD, the school will be disqualified.
- Applications submitted after the application due date will be disqualified. Applications may be mailed or hand-delivered. Mailed applications must be postmarked on or before January 17, 2014. Hand-delivered applications must be received by 5:00 p.m., January 17, 2014.
- Incomplete applications will be disqualified.

Agency Name	Mesa Union Elementary
Name of Authorized Agent	Dr. Michael Babbb, Superintendent
Signature of Authorized Agent	

N/A

After School Education and Safety Program
Universal Grant Application

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Offsite Program Information

Only applicants proposing to operate an after school program at a site other than that of the regular school day activity must complete this form. Please identify each off-campus program site below and indicate from which schools the pupils will be drawn.

The program site is the physical location where the after school program activities and services will be provided. One program site may serve students from more than one school. The program site must be a safe and easily accessible facility.

Offsite Program Name: N/A		
Offsite Program Site Address:		
City:	CA	Zip:
Phone:		
Program Site Contact Person:		
CDS Code	School Name	Number of pupils attending this offsite program

Offsite Program Name:		
Offsite Program Site Address:		
City:	CA	Zip:
Phone:		
Program Site Contact Person:		
CDS Code	School Name	Number of pupils attending this offsite program

Attach additional sheets as necessary.

Mesa Union School Day PLUS Program Grant Narrative

SCHOOL BACKGROUND

Established in 1929, Mesa Union School provides a high-quality arts, science and technology enriched education to 660 TK-8th grade students in the town of Somis, Ventura County. Mesa Union School has enjoyed a long tradition of excellence where children thrive in a community-focused, small school environment. Students attend Mesa Union from TK-8 and enjoy a rigorous and rewarding academic environment enriched with music, arts, athletics, sciences and special events. Families have many opportunities to participate in the daily life of the school, which they do by volunteering in classrooms and participating in parent education and leadership.

The school and district mission statement states, “We teach students to create, connect, and collaborate—for life!” As the community transitions to the Common Core State Standards, this a key phrase to keep in mind. School learning is shifting toward more doing, more applying what children have learned at home to what they learn in school, and more interacting with teachers and with peers. Twenty-first century learning is an active, social enterprise with ample exposure to science, math and technology, lots of interaction, and a great deal of higher-order thinking. Finally, “for life” means igniting learning that lasts a lifetime.

Professional learning in the Common Core and writing have sparked changes in teaching and learning. The school has contracted County Office of Education staff, who focus on best practices for teaching English learners through model lessons and lesson study. The principal is an instructional leader who routinely observes instruction and leads discussions with teachers about engaging classroom practice.

A PERFORMANCE GAP

Despite the rich school program, committed parents and a dedicated, well-trained staff, some students perform below the community’s expectations. Specifically, English learners and socioeconomically disadvantaged students have made less progress on standardized measures than their classmates. This is important because a large number of students fall into these two categories. Approximately 20% of Mesa Union students (n=127) are classified as English learners. Significantly, in 2012-2013, 88% of the 43 EL students in grades 5-8 were “long-term English learners” who have not been redesignated despite having attended U.S. schools for five or more years. The school success rate of these students is far below their native-English speaking classmates.

Nearly half of Mesa Union’s student body is from low income families. A similar performance gap exists between these students and their middle-class peers. We see a disparity between White and Hispanic/Latino subgroups, but when these groups are broken down by family-income level, the performance gap vanishes; non-low income Latinos perform at the same rate as non-low

income Whites. Table A illustrates this performance gap based on percent of students who scored proficient or higher on the 2013 California Standards Tests.

	Language arts		Math	
Groups	Valid Scores	Percent At or Above Proficient	Valid Scores	Percent At or Above Proficient
School-wide	492	66.9	492	71.1
Latino	268	55.6	268	61.9
White	161	83.9	161	82.6
Low Income	181	45.9	181	53.6
English Learners	108	42.6	108	48.1

Table A

The Mesa Union School community is engaged in eliminating this achievement gap and provides low-performing students with strategic supports. The school provides strategic intervention support, including supplemental educational services. Each summer the school carries out an extended year program for disadvantaged students. During the school year the school offers a locally-funded afterschool homework support program targeting primary-aged students.

PROGRAM DESCRIPTION

The Mesa Union School Day PLUS Program will extend the school day for students, placing an emphasis on students who traditionally have not excelled in school. Program staff will phone or visit homes to establish personal contact with families of targeted students and increase the likelihood that students enroll and continue to attend the program throughout its duration. These students include English learners and low-income students in the intermediate and middle school grades.

Mesa Union School Day PLUS Program is designed to meet the following goals:

1. Students will maximize the academic portion of time on rigorous academic content
2. Participants will enjoy enrichment activities that extend learning through use of science, technology, engineering, arts and mathematics; English learners will develop language goals through these activities

3. Students will strengthen connections to staff, community members and each other in a safe and enriching learning environment

4. Students will set and meet their own goals for personal, academic, social and career growth.

The Mesa Union School Day PLUS Program will meet each afternoon on campus. The program will offer students a safe and supportive environment with balanced opportunities to study, complete homework assignments, and participate in enrichment activities. The program will feature an appropriate amount of structure.

The facility features ample space to accommodate the 111 student program each day. The program will have access to a cafeteria, multi-purpose room, library, technology lab, science lab, classrooms, changing rooms for athletics, and sports fields, all of which can be dedicated to program use each day.

The PLUS program will be headquartered in the school cafeteria. The room is adjacent to the kitchen, which will facilitate daily snack service.

The program will extend the school day for 111 students in grades 4-8. Students will be enrolled on a first-come, first-served basis. The LEA-funded academic liaison will make contact with academically low performing students and students in traditionally underperforming sub-groups to encourage families to enroll their children in the program. The priority is to enroll students in these at-risk groups at least at the same rate as they are represented in the overall school enrollment. The program liaison will remain in communication with students and families in an effort to make sure students are attending regularly so they can benefit fully from program offerings.

The following describes a typical afternoon. The program will operate throughout the school year between 2:50 p.m. and 6:00 p.m. Students will meet in the school cafeteria to sign in and eat a nutritious snack, which will be prepared by the district's Food Services program manager. After snack, the program lead will review the day's agenda with students, describing the day's events including changes and special programs that will occur that day. Students then will divide into teams and go to one of the arranged activities for the day. For one team, this will be a visit to the school technology lab to participate in any number of activities, which range from skills development on SuccessMaker or similar software, creating projects and presentations, research, multimedia projects and video production. Another team will participate in athletics. Another team will go to the Academic support lab to complete homework. During this homework support time, students may work with LEA-funded instructional specialists, who extend conceptual skills in literacy and math. Still another team will work on an enrichment activity in music, math, science or the arts.

Teams will rotate between activities so that students have the opportunity to participate in all activities at some point. Parents have remarked that they would value a program that supported

daily homework completion, so that each activity is available to all students every day (except Fridays.) Other activities may be available on alternate days so staff can dedicate a longer period of time to enrichment, technology lab and athletics. Students will assemble at the end of each day in the cafeteria to review the day's events and prepare to be picked up. Student checkout will follow the same set of procedures used in the school office when students leave school early.

Technology lab is staffed by the LEA-funded lab technician. The lab features 50 student computers networked to the Internet and Office Suite. It also houses a recording studio and a computer students will use to complete multi-media projects such as web page design and filmmaking. Students also will generate a regular bilingual afterschool program newsletter that will be used to communicate program developments, activities and special events to their families. The lab technician and the academic liaison will work together to structure activities that extend skills and concepts students learn in class, help students connect learning to their own goals and interests and encourage students to collaborate with others to create projects.

Academic support lab gives students the opportunity and assistance to complete homework in language arts, mathematics, history and social science, or science. During this time, students may work with LEA-funded instructional specialists in lieu of homework to extend conceptual skills in literacy and math.

Athletic activities are led by after-school program staff. Students engage in challenging activities that promote physical fitness, build social and athletic skills and provide all the physiological and mental benefits of daily physical exercise. Typical activities will include obstacle courses, strength and endurance training on the school field or using Wii system. In addition, the program staff will coordinate with local agencies, including the City of Ventura Department of Parks and Recreation, to supplement program offerings with special events and activities.

Enrichment activities enable students and staff to engage in subjects and themes that have been trimmed from the traditional school day due to a focus on literacy and math. Enrichment activities are coordinated by the PLUS Program academic liaison, who connects school day and extended school day programs to ensure consistency and a high quality of implementation. The liaison plans, leads and evaluates activities that extend student learning into applications in science, technology, engineering, art, and math. These learning experiences, whenever possible, let students focus on cooperative projects, which is a school-wide interest during transition to the Common Core State Standards. The academic liaison will encourage Mesa Union teachers to serve as curriculum experts and developers of student projects. Several staff have been trained in project-based learning; they will be eager to create and refine enrichment activities. Possible themes and subjects of study include robotics, forensics, space exploration, flight and roller coaster engineering, music and ceramics. The PLUS program liaison also will work with community partners to bring artists, scientists and engineers to campus for presentations and events. Partners include the Port Hueneme Naval Base, which has expressed an interest in providing guest speakers and hosting field trips. The Parent Faculty Organization and Mesa

Education Foundation generously support music, art, technology and science programs and will partner in additional enrichment activities.

STAFFING

PLUS Program academic liaison is a certified teacher from the instructional day staff who bridges the regular day and after-school program to ensure coherence. The academic liaison visits the program regularly, advises staff on program implementation, consults on challenges, and organizes staff professional development on topics based on staff need. Professional development could range from classroom management, CHAMPS, ELA/Math intervention and communication with the home. With LEA staff, the liaison will plan and deliver professional development activities for afterschool program staff.

Instructional specialists are LEA-funded certificated teachers, who will deliver small group academic or enrichment lessons.

Lab technician is an LEA-funded classified staff who will oversee student work in the technology lab. The technician will lead enriching multi-media activities such as web page design and filmmaking and supervise students as they enhance and extend academic skills.

Program manager is a project-funded staff who plans program activities, performs managerial functions and supervises project-funded staff. The program manager will work closely with the academic liaison to ensure program coherence and consistency.

Program team leaders are program-funded staff who will work with teams of students during the after-school program. They will communicate with families and with program support staff.

Evaluator is the LEA-funded administrator who will work with key after-school program staff to evaluate progress toward program goals and report to funders and the local foundation and board of trustees.

EVALUATION

Program PLUS is an important component among several initiatives intended to eliminate the achievement gap at Mesa Union School. Effective implementation depends on a well-designed evaluation that provides staff with information to continuously improve the program. In the months before implementation, administrators, the program academic liaison and other staff will agree upon appropriate metrics to measure student progress towards PLUS program goals (pages 2-3). The staff will consider *After-School Program Quality Self-Assessment Tool* and other available surveys to ensure that the program is providing the highest levels of service to students. An adopted survey will be used at least twice each year to assess program strengths and areas for improvement. Finally, staff will contract with county and regional after-school program staff to assist with evaluation.

July 2014(0)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
		1	2	3	4(H)	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
October 2014(21)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1	2	3	4
5	6(E)	7(E)	8(E/P)	9(E)	10(W)	11
12	13(S)	14	15	16	17	18
19	20	21	22	23	24(E)	25
26	27	28	29	30	31	
January 2015(19)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1(H)	2(B)	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19(H)	20	21	22	23	24
25	26	27	28(P)	29	30	31
April 2015(14)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
			1(B)	2(B)	3(B)	4
5	6(B)	7(B)	8(B)	9(B)	10(B)	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

August 2014(5)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20(S)	21(W)	22(W)	23
24	25(*)	26	27	28	29	30
November 2014(17)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11(H)	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26(E)	27(H)	28(H)	29
February 2015(19)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16(H)	17	18	19	20	21
22	23	24	25(P)	26	27	28
May 2015(20)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21(E)	22	23
24	25(H)	26	27(P)	28	29	30

September 2014(21)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1(H)	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24(P)	25	26	27
28	29	30				
December 2014(15)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17(P)	18	19	20
21	22(B)	23(B)	24(H)	25(H)	26(B)	27
28	29(B)	30(B)	31(H)			
March 2015(19)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9(S)	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25(P)	26	27	28
29	30(B)	31(B)				
June 2015(10)						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12(*)	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- July 2014**
August 2014
 • 8/20: Staff Development Day (No School)
 • 8/21-8/22: Teacher Work Day (No School)
 • 8/25/2013(*)-First Day of School
- September 2014**
 • 9/1: Labor Day (No School)
 • 9/24: Professional Development (12:30 Dismissal)
- October 2014**
 • 10/6-10/9: Parent Teacher Conference (12:30 Dismissal)
 • 10/10: Teacher Work Day (No School)
 • 10/13: Staff Development Day (No School)
 • 10/24: School Carnival (12:30 Dismissal)
- November 2014**
 • 11/11: Veterans Day Holiday (No School)
 • 11/26: Thanksgiving Break (12:30 Dismissal)
 • 11/27-11/28: Thanksgiving Holiday (No School)
- December 2014**
 • 12/17: Professional Development (12:30 Dismissal)
 • 12/22-12/31: Winter Break (No School)
 • 12/24-12/25: Holiday
 • 12/31: Holiday
- January 2015**
 • 1/1-1/2: Winter Break (No School)
 • 1/1: New Year's Day Holiday
 • 1/19: Martin Luther King Jr. Day (No School)
 • 1/28: Professional Development (12:30 Dismissal)
- February 2015**
 • 2/16: President's Day (No School)
 • 2/25: Professional Development (12:30 Dismissal)
- March 2015**
 • 3/9: Staff Development (No School)
 • 3/25: Professional Development (12:30 Dismissal)
 3/30-3/31 Spring Break (No School)
- April 2015**
 4/1-4/10: Spring Break (No School)
- May 2014**
 5/21: 12:30 Dismissal
 Open House 6:30pm-8pm
 5/25: Memorial Day Holiday (No School)
 5/27: Professional Development (12:30 Dismissal)
- June 2014**
 6/12/13(*) Last Day of School

Staff Development Days(S) No School

- August 20, 2014
- October 13, 2014
- March 9, 2014

Teacher Work Days (W) No School

- August 21, 2014
- August 22, 2014
- October 10, 2014

Professional Development (P)/Early Dismissal (E) 12:30 Dismissal K-8

- September 24, 2014
- October 6-October 9, 2013
- October 24, 2014
- November 26, 2014
- December 17, 2014
- January 28, 2015
- February 25, 2015
- March 25, 2015
- May 27, 2015

School Holiday Days (H) No School

- July 4, 2014
- September 1, 2014
- November 11, 2014
- November 27, 2014
- November 28, 2014
- December 24, 2014
- December 25, 2014
- December 31, 2014
- January 1, 2015
- January 19, 2015
- February 16, 2015
- May 25, 2015

School Breaks (B) No School

- December 22-January 2, 2015 (Winter Break)
- March 30-April 10, 2015 (Spring Break)

Board Adopted: